

Common Holds Managed by Academic Records

Hold Code	Decription	Reason	When Applied	Terms Applicabe	Restrictions
AH	Advisor Holds	Applied after the last day to add full term courses to ensure students do not encounter an issue with full time enrollment for purposes such as Financial Aid. Advisor Holds are also put on student records before registration for the next term, normally week 9 of the semester.	Day After Last Day to Add Full Term (POT 1) Courses & Week 9 of the semester	Spring & Fall	Registration
ED	Entrance Deficiency Exists	Applied to students that do not have all of the required units for admittance to UTM. Students are required to get with their advisor to have a plan submitted for how they plan to remedy the deficiency.	Week 6 of the Spring and Fall Terms. Week 1 & Week 6 of Summer.	Spring/Summer/Fall	Registration
GV	Graduation Date Verification	To ensure that the student, advisor, and Records Office all has the same information of the true term the student intends to graduate	Applied every semester to students with a graduation application	Spring/Summer/Fall	Registration
MA	Must Reapply for Readmit	Applied to students that need a new admissions application to register for classes in the following term (returning UG, new GR, or returning GR)	Monday of Week 7 of Term	Spring & Fall	Registration
S1	Graduation Application Needed	Applied for appropriate tracking of graduates and ensure communication of appropriate graduates	Automatically applied based on student earned hours (75 for UG and 20 for GR)	Spring/Summer/Fall	Registration/Grades
S2	Post-Comp Test	Applied to students that meet earned hour check to prompt them to schedule their exit exam. The exit exam MUST be taken in order to graduate.	Automatically applied based on student earned hours (100 for UG)	Spring/Summer/Fall	Registration/Grades

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S3	Major Field Test Date Needed	Applied to students that meet earned hour check to prompt them to schedule their major field test date.	Automatically applied the student's last semester	Spring/Summer/Fall	Registration
S4	Diploma App Needed	To ensure that the Records Office as the most up to date name and information for the student's diploma	Automatically applied based on student earned hours (75 for UG and 20 for GR)	Spring/Summer/Fall	Registration
S9	Notify Records to Track Again	Applied to students that do not graduate on schedule or stop attending completely. Student needs to verify new curriculum and planned graduation date with their graduation specialist.	Manually as needed	Spring/Summer/Fall	Registration
U2	Must Reapply After Degree	Applied to graduating seniors. If the student plans on coming back after graduation and take classes, they have to reapply with admissions. If the student failed or does not graduate, they need to speak with their graduation specialist to have removed.	Monday of Week 7 of Term	Spring & Fall	Registration