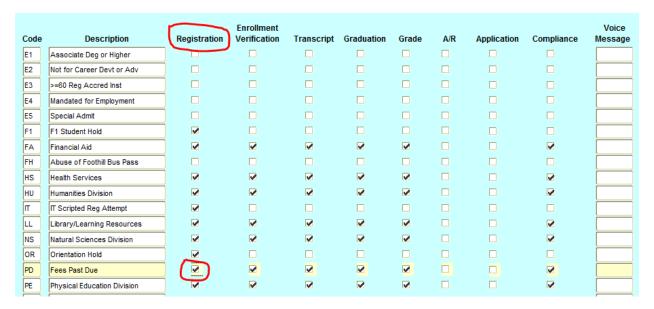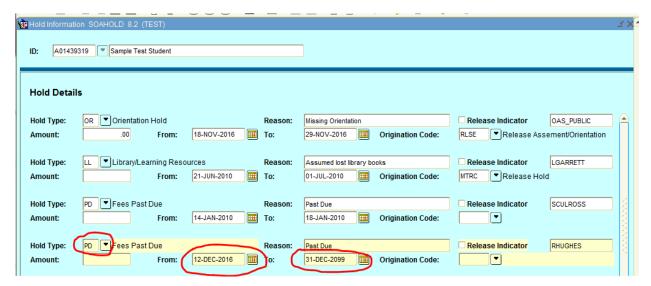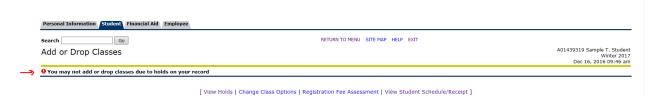## Using Attributes for Past Due Holds
12/16/2016

The Ellucian-delivered process for holds that restrict registration is somewhat of a 'blunt instrument' that will prevent any add or drop registration activity. This is the current setup of a sample of our various Hold codes.

Code	Description	Registration	Enrollment Verification	Transcript	Graduation	Grade	A/R	Application	Compliance	Voice Message
E1	Associate Deg or Higher	☐	☐	☐	☐	☐	☐	☐	☐	
E2	Not for Career Devt or Adv	☐	☐	☐	☐	☐	☐	☐	☐	
E3	>=60 Reg Accred Inst	☐	☐	☐	☐	☐	☐	☐	☐	
E4	Mandated for Employment	☐	☐	☐	☐	☐	☐	☐	☐	
E5	Special Admit	☐	☐	☐	☐	☐	☐	☐	☐	
F1	F1 Student Hold	☑	☐	☐	☐	☐	☐	☐	☐	
FA	Financial Aid	☑	☑	☑	☑	☑	☐	☐	☑	
FH	Abuse of Foothill Bus Pass	☐	☐	☐	☐	☐	☐	☐	☐	
HS	Health Services	☑	☑	☑	☑	☑	☐	☐	☑	
HU	Humanities Division	☑	☑	☑	☑	☑	☐	☐	☑	
IT	IT Scripted Reg Attempt	☑	☐	☐	☐	☐	☐	☐	☐	
LL	Library/Learning Resources	☑	☑	☑	☑	☑	☐	☐	☑	
NS	Natural Sciences Division	☑	☑	☑	☑	☑	☐	☐	☑	
OR	Orientation Hold	☑	☐	☐	☐	☐	☐	☐	☐	
PD	Fees Past Due	☑	☑	☑	☑	☑	☐	☐	☑	
PE	Physical Education Division	☑	☑	☑	☑	☑	☐	☐	☑	

When a hold is placed on a student, it is placed for a date range, irrespective of term. The following image shows a student with an active 'PD' hold. While we may desire to prevent a student from registering into an upcoming term, once the hold is placed, any registration activity (adds, drops) for the current term is prohibited. This prevents students from dropping a course (which could resolve the past due issue) or adding a course (which prevents them from attending labs where apportionment is collected).

Following is the message that students see in self-service when attempting to register for a class when they have a hold that prevents registration.
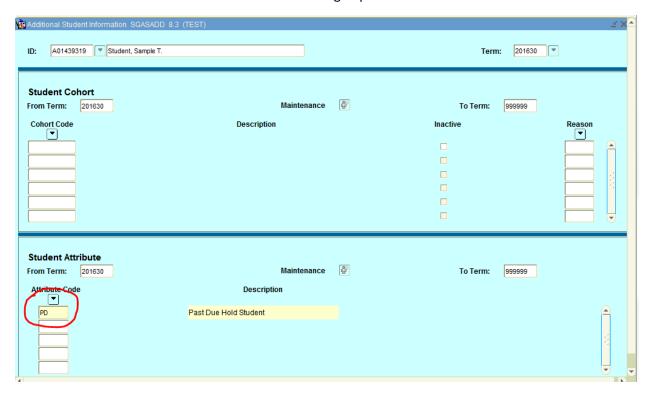

An alternate approach would be to create a 'Past Due' attribute that would be placed on the student's record at the same time that a 'Past Due' hold is entered for the student (and automatically removed when a 'Past Due' hold is removed or given an end date). The 'Past Due' hold would be a memo only. The placing of an attribute would be an automated, custom process that Mt. SAC IT would develop so no additional data entry would be required. Following is a list of our current attributes with a new 'PD' attribute code created.
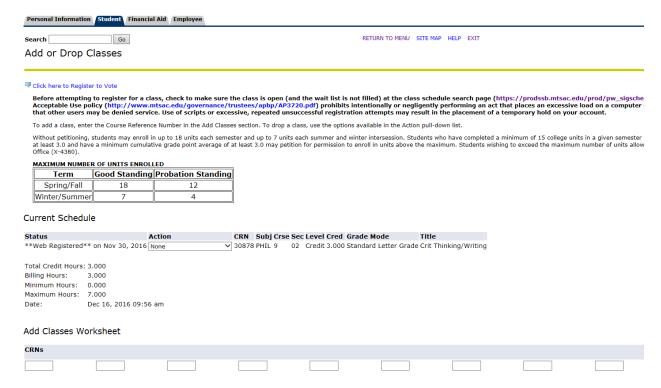

Prior to registration for each term, IT would schedule a process to place this attribute on the Schedule Restriction screen for each Credit course, which will exclude from registration anyone with this attribute on their student record. Following is an example of the 'PD' attribute exclusion on CRN 30745 (BUSL 19) in Winter 2017 (term code 201630).

When the 'Past Due' hold is posted on a student, the 'PD' attribute will also be posted for the term. Note that we now have discretion as to the term being impacted.

Now when the student goes to self-service to register, all of the Add/Drop functionality is available.

Personal Information | **Student** | Financial Aid | Employee

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Add or Drop Classes

Click here to Register to Vote

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (https://prodssb.mtsac.edu/prod/pw_sigsche Acceptable Use policy (http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf) prohibits intentionally or negligently performing an act that places an excessive load on a computer that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 college units in a given semester at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishing to exceed the maximum number of units allow Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 30, 2016	None ⌄	30878	PHIL	9	02	Credit	3.000	Standard Letter Grade	Crit Thinking/Writing

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 7.000
Date: Dec 16, 2016 09:56 am

Add Classes Worksheet

CRNs

[____] [____] [____] [____] [____] [____] [____] [____] [____]

Banner gives us an ability to create a custom message for each error message that a student may encounter during registration. Here we have created a custom message for the 'Attribute' error, which could now also indicate that fees are past due.
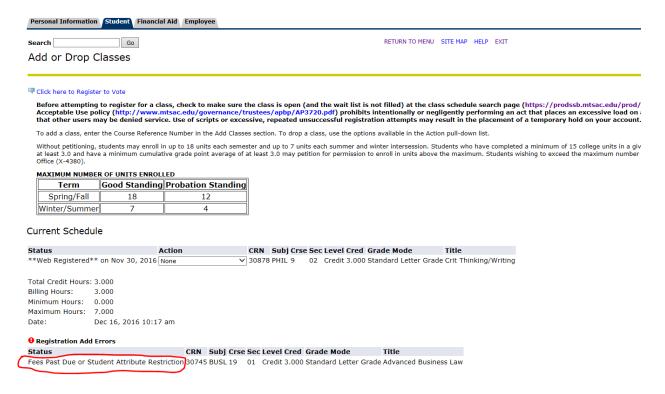

The following screen shows us an example of the student attempting to register for a course where the 'Past Due' attribute excludes the student from registering into the course.

Now the student receives a registration add error with our custom 'Fees Past Due or Student Attribute Restriction' message.

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Add or Drop Classes

💬 Click here to Register to Vote

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (https://prodssb.mtsac.edu/prod/
Acceptable Use policy (http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf) prohibits intentionally or negligently performing an act that places an excessive load on
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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 30, 2016	None	30878	PHIL	9	02	Credit	3.000	Standard Letter Grade	Crit Thinking/Writing

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 7.000
Date: Dec 16, 2016 10:17 am

❗ **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Fees Past Due or Student Attribute Restriction	30745	BUSL	19	01	Credit	3.000	Standard Letter Grade	Advanced Business Law

In summary, this approach will

1. Allow Mt. SAC to prevent registration in credit courses when students have a 'Fees Past Due' (PD) hold and attribute;
2. Allow students to drop courses as necessary regardless of the existence of a PD hold; and
3. Allow students to register into non-credit courses (such as the writing center), an activity that is important for student success and has no impact on fees.