

Hi Audrey,

As a result of a recent discussion at Cabinet Mike asked us to look at the current list of student holds and their justification per AP5035.

Of the 31 holds currently listed (Complete List Attached)

16 – are clearly covered by AP5035

1 – is covered by AP3720 – (IT Acceptable use)

2 – are soft holds meaning they don't impact registration

1 – is not really a hold – it blocks people from using a duplicate record, they can still register using the correct record

6 – are no longer in use

That leaves 5 that we're unable to justify. Clearly there are good reasons for these holds but they don't fit into either of the above AP criteria.

| Hold Type | Hold Detail | Why | How to clear it |
|-----------|----------------------------|--|---|
| OR | Orientation Hold | Students did not complete Orientation. SSSP requires Orientation to be completed. | There are two options: (1) Complete the Online Orientation. To access the online orientation, go to your Mt. SAC Portal and click the "Student Success" tab. On New Student Registration Checklist, click on Step One. Click on "Complete mandatory Online Orientation". (2) Complete the In-Person Orientation. Schedule the In-person Orientation either (2.1) Online-Click the "Student Success" tab in the Mt SAC Portal and follow steps listed. (2.2) In-person: Visit the Counseling Center-Student Services Bldg 9B, 2nd flr) |
| SA | Special Admit | Students need to complete Orientation. | See Orientation Hold Above |
| F1 | International Student Hold | Students have to turn in all the documentation before they become student | Manual intervention is required. A&R releases it. |
| SL | Student Life | Student's disciplinary action | |
| HS | Health Services | Student had a positive tuberculosis test and they did not complete their testing requirements. | To contact and visit Health Services and show necessary documentation. |

We were hoping you and your team could help us with justifying these via other APs or BPs with which you may be aware.

We appreciate any assistance you can provide.

Thanks!

Dale