What are Holds?
A Hold is a type of Service Indicator that is applied to a student’s record when a student does not meet a University Requirement. Some Holds prevent students from enrolling in courses.

To check their records for Holds, students must access SCORE, then select Holds from the SCORE menu. If a student has a Hold, a message is displayed that describes the type of Hold and the department that placed the Hold.

The reverse side of this card lists and describes each Hold.

Applying a Hold
To place a Hold:
1. Navigate to Manage Student Records > Manage Academic Records > Use, then click Service Indicator Data. The Service Indicator Data, Find an Existing Value page is displayed.
2. Select a search attribute (ID, First Name, Last Name, or National ID) from the Search By menu or click the Advanced Search link to list all attribute fields.
3. Enter the search value in the attribute field, then click the Search button. The Search Results are displayed.
4. Select the student whose record is to receive the Hold, if more than one student record is returned. The Service Indicator Data page is displayed.
5. Enter attributes for the Hold as described in the following table.
6. Click the button to apply the Hold.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Ind Active Term</td>
<td>Enter the term that applies to this Hold.</td>
</tr>
<tr>
<td>Service Indicator Cd</td>
<td>Enter the Hold type. A list and explanation of Holds are on the back of this card.</td>
</tr>
<tr>
<td>Service Ind Reason Cd</td>
<td>Specify the reason code associated with this Hold.</td>
</tr>
<tr>
<td>Contact ID</td>
<td>Specify the ID of the person that is to be contacted regarding the Hold, if applicable.</td>
</tr>
</tbody>
</table>

Tip! If a Hold exists for the student, click the Add button to add a new row (or record).

Releasing a Hold
To release a Hold:
1. Navigate to Manage Student Records > Manage Academic Records > Use, then click Service Indicator Data. The Service Indicator Data, Find an Existing Value page is displayed.
2. Select a search attribute (ID, First Name, Last Name, or National ID) from the Search By menu or click the Advanced Search link to list all attribute fields.
3. Enter the search value in the attribute field, then click the Search button. The Search Results are displayed.
4. Select the student whose record you want to update, if more than one student record is returned. The Service Indicator Data page shows the current Holds for that student.
5. Locate the Hold that you want to remove, then click the Delete button, which is next to that record. Tip! If more than one Hold exists, use the scroll bars or navigation keys to display the Hold you want to release.
6. Click the button when you are asked to confirm the transaction.
7. Click the button to release the Hold.

Auditing a Student’s Hold
To list all Holds (both current and released) that have been placed against a student’s record:
1. Navigate to Build Community > Maintain Student Data > Inquire, then click Service Indicator Audits. The Service Indicator Audits, Find an Existing Value page is displayed.
2. Select a search attribute (ID, First Name, Last Name, or National ID) from the Search By menu or click the Advanced Search link to list all attribute fields.
3. Enter the search value in the attribute field, then click the Search button. The Search Results are displayed.
4. Select the student whose record you want to review. The Service Indicator Audits page shows all Holds that have been placed against the student’s record.
5. Click the and buttons to traverse the rows, when more than one row exists.
The following table summarizes the types of Holds or Service Indicators that can be placed against a student’s record. To verify the placement of a Hold, students must access SCORE, then select **Holds** from the SCORE menu.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Impact</th>
<th>Student's Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td>Adviser Hold</td>
<td>Prevents Course Selection</td>
<td>Student must return an approved Course Enrollment Worksheet to the residential college (for AB students) or the Office of the Dean of Undergraduate Affairs (for BSE students).</td>
</tr>
<tr>
<td>ALC</td>
<td>Alcohol Policy Statement Hold</td>
<td>Prevents Course Selection</td>
<td>Student must submit a signed Alcohol Policy Statement to the Office of the Dean of Undergraduate Students.</td>
</tr>
<tr>
<td>DNE</td>
<td>Dean’s Hold</td>
<td>Prevents Course Selection</td>
<td>Student must contact the Dean’s Office.</td>
</tr>
<tr>
<td>FIN</td>
<td>Financial Hold</td>
<td>Indicates that there is an outstanding Financial requirement</td>
<td>Student must go to the Undergraduate Financial Aid Office. The office is located on the second floor in West College.</td>
</tr>
</tbody>
</table>
| GRH  | Graduate Registration Hold         | Prevents Course Selection                   | Students must register for the academic year from within SCORE:  
1. Click **Academic Year Registration**.  
2. Enter registration details, then mark the **Complete Registration** checkbox.  
3. Click the **Save** button, exit the SCORE system, then close the web browser.  
You can then sign into the system again to perform any further transactions within SCORE. |
| HON  | Missing Honor Form                 | Enrollment is not certified for the academic year | Student must submit an Honor Form to the Honor Committee. Send e-mail to the committee at honor@princeton.edu or call 258-1389. |
| IMM  | Immunization Hold                  | Prevents Course Selection                   | Student has not returned immunization forms. Return immunization forms to McCosh Health Center. |
| MAJ  | Major Declaration Hold             | Prevents Course Selection                   | Student must declare a major. Send e-mail to the Office of the Registrar at registr@princeton.edu or call 258-3361. |
| REG  | Registrar’s Hold                  | Prevents Course Selection                   | Student must contact the Office of the Registrar. Send e-mail to registr@princeton.edu or call 258-3361. |
| TRI  | Treasurer’s Hold                   | Enrollment is not certified for the academic year | Student must go to the Student Accounts Office. The office is located at 3 New South. |
| URH  | Undergraduate Registration Hold    | Prevents Course Selection                   | Students must register for the academic year from within SCORE:  
1. Click **Academic Year Registration**.  
2. Enter registration details, then mark the **Complete Registration** checkbox.  
3. Click the **Save** button, exit the SCORE system, then close the web browser.  
You can then sign into the system again to perform any further transactions within SCORE. |