

ADMINISTRATIVE: HOLDS



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

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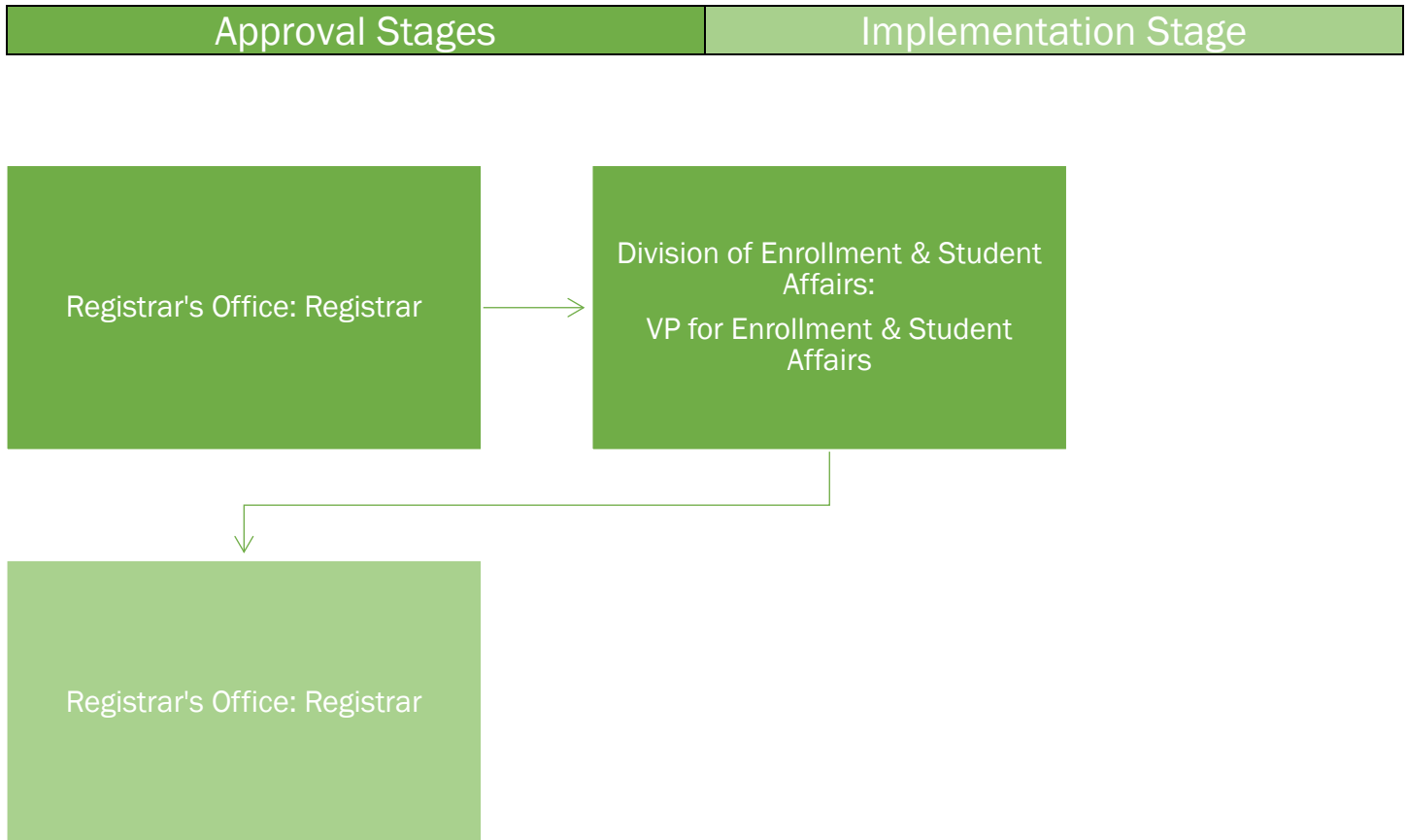
ADMINISTRATIVE: HOLDS

PROCESS

This proposal is used by the Registrar's office to place an administrative hold on student records. Holds are placed on student records for various reasons and can be viewed in Pounce. Typically, an action is required by the student for the hold to be removed (e.g. payment, documentation, completion of a requirement, exit interviews, etc.). Most often, holds prevent registration, enrollment verification, transcript processing, or receipt of diploma

ORDER OF APPROVERS

Approval Process Key:



INSTRUCTIONS

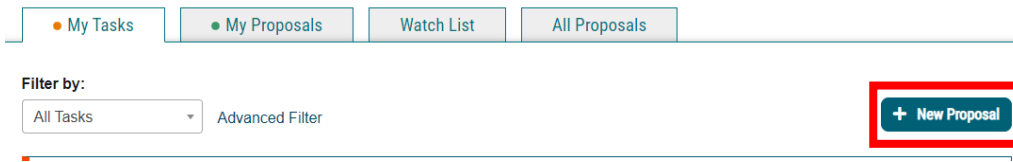
COMPLETING THE PROPOSAL

1. Login to Curriculog using your net ID and password.

<https://augusta.curriculog.com>

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2. Select “New Proposal” from the task menu.



The screenshot shows a navigation bar with four tabs: 'My Tasks' (selected), 'My Proposals', 'Watch List', and 'All Proposals'. Below the tabs is a 'Filter by:' section with a dropdown menu set to 'All Tasks' and an 'Advanced Filter' link. A red box highlights a '+ New Proposal' button in the top right corner.

3. Hover over the proposal titled “Administrative: Holds” and click the blue check mark in order to begin.



The screenshot shows a proposal card for 'Administrative: Holds'. It includes three status icons and the text '3 mandatory 3 total'. A blue checkmark icon in the top right corner is highlighted with a red box.

4. Navigate to the Hold Code Information section of the proposal.

5. Choose the Hierarchy Owner for this hold. This will generate a drop down list of all Academic Colleges and Departments.

Hierarchy Owner*

6. Enter the Hold Code in the field below.

Hold Code*

7. Please provide a description of the hold being requested.

Hold Description*

8. Enter the name of the department that will own the hold in the field below.

What department will own the hold?

9. Enter the user/position title that will maintain the hold code.

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What users/position title will maintain the hold code?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, and insert. Below the toolbar is a text area for input.

10. Enter how often the hold will be monitored and audited in the field below.

How often will the hold be monitored and audited?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, and insert. Below the toolbar is a text area for input.

11. Enter what users/position title will audit the hold code.

What users/position title will audit the hold code?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, and insert. Below the toolbar is a text area for input.

12. Explain what the purpose of the hold is in the field below.

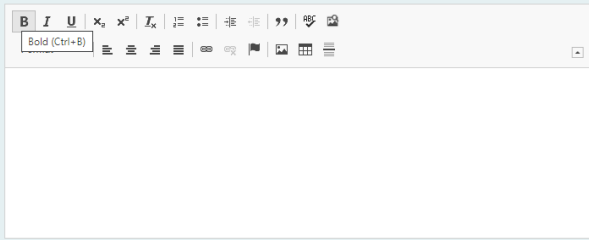
What is the purpose of the hold?

A rich text editor interface with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, quote, and insert. Below the toolbar is a text area for input.

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13. Enter when the hold will be placed on the student's record in the field below.

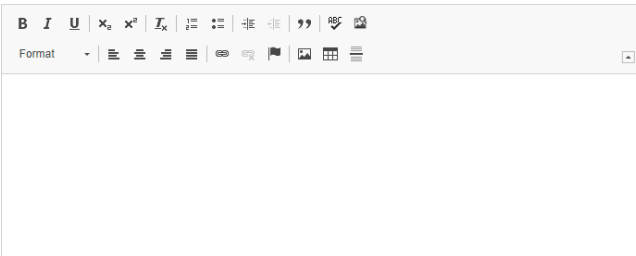
When will the hold be placed on the student record?



The image shows a rich text editor interface. At the top, there is a title bar that reads "When will the hold be placed on the student record?". Below the title bar is a toolbar with various icons for text formatting, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the toolbar is a large, empty white text area for entering the date.

14. Enter the action that is required to end the hold in the field below.

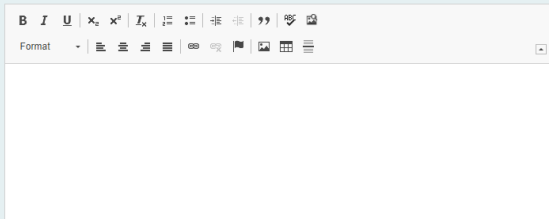
What action is required to end the hold?



The image shows a rich text editor interface. At the top, there is a title bar that reads "What action is required to end the hold?". Below the title bar is a toolbar with various icons for text formatting, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the toolbar is a large, empty white text area for entering the action required to end the hold.

15. Enter the contact information of the person the student should contact to remove the hold.

Who should the student contact to remove the hold?



The image shows a rich text editor interface. At the top, there is a title bar that reads "Who should the student contact to remove the hold?". Below the title bar is a toolbar with various icons for text formatting, including bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the toolbar is a large, empty white text area for entering the contact information.

16. Select the appropriate option regarding the type of restriction(s) that will be in place when a hold is added to the student's record.

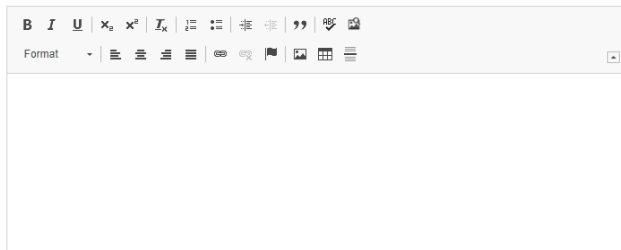
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What will be restricted when hold is added to the student record?

- Application to Program
- Enrollment Verification
- Registration
- Release of Diploma
- Transcript
- Does not prevent an action.
- Other - Provide details for hold restriction in next question.

17. If additional comments are needed, please include those details in the field below.

If Other, provide details for hold restriction.



18. Please confirm that the standard operating procedure for maintaining the hold is attached to the proposal.

I confirm, the standard operating procedure for maintaining the hold is attached.

- SOP is attached.

19. Select the appropriate option regarding the Holds Information Resource Webpage Review.

Holds Information Resource Webpage Review:

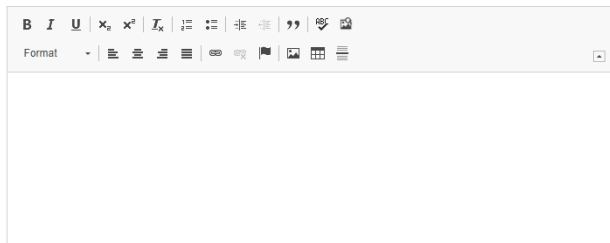
<https://www.augusta.edu/registrar/holdsinfo.php>

- I confirm the information on the Holds Information Resource webpage is correct.
- The information is not correct and requires updates.

20. If necessary, please provide the updated Hold Resources Webpage information in the field below.

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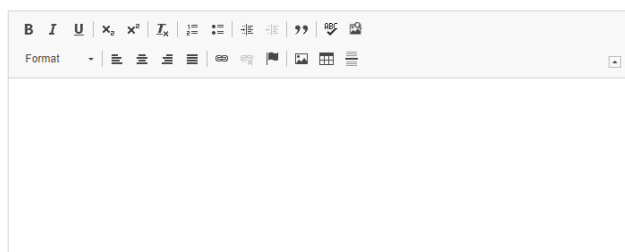
If needed, provide the updated Hold Resources Webpage information.



A rich text editor with a toolbar containing icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. Below the toolbar is a large empty text area for input.

21. If there is an alternative way to enforce compliance that is not a hold, please provide an explanation in the field below.

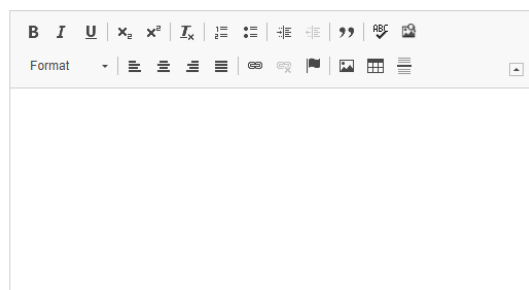
Do you have an alternative way to enforce compliance that is not a hold?



A rich text editor with a toolbar containing icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. Below the toolbar is a large empty text area for input.

22. Should any additional comments be necessary, enter those in the Additional Comments field.

Additional Comments:*



A rich text editor with a toolbar containing icons for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo. Below the toolbar is a large empty text area for input.

LAUNCHING THE PROPOSAL

23. Scroll back to the top of the proposal pane and click the rocket ship icon labeled “validate and launch proposal”. Proposal will be validated and launched.



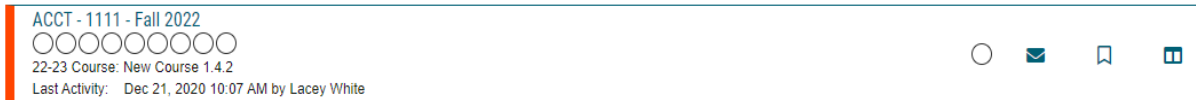
24. The proposal is now in your “My Tasks” tab.

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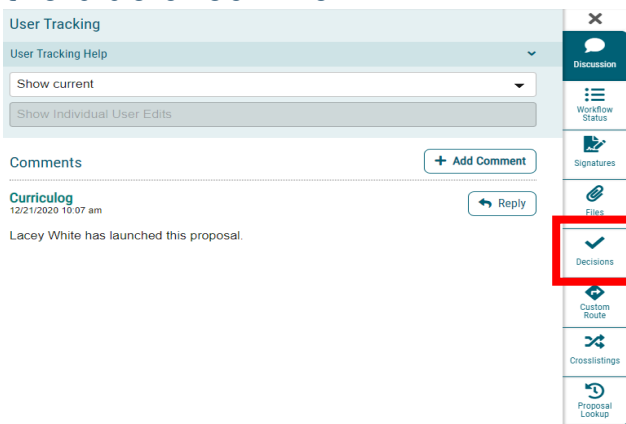
25. In order for the proposal to move forward to the next approver step, you must approve it.



26. To approve the proposal, click on the proposal on your task list.



27. Once the proposal opens, navigate to the right hand menu bar and select the blue check mark.



28. This will open a discussion box, fill in the radial button beside “Approve” and click “Make My Decision”.

Your Decision

What would you like to do with this proposal?

Approve Hold
 Reject Suspend
 Cancel
 Custom Route

Please comment on your decision below.

Make My Decision

CONTACT

If you have any additional questions, please contact our office at curriculog@augusta.edu.