

SUBJECT:	Official Transcript and Registration Policy
REVIEWED/REVISED:	<u>Effective 07/01/2024</u>
PURPOSE:	In the event that a student has an unpaid balance or other reasons determined by the institution, Nebraska Methodist College reserves the right to withhold the student's ability to register for new courses.
POLICY OWNER:	Vice President of Academic Affairs/Registrar's Office

POLICY:

Reasons for Official Registration Holds:

An official registration hold may be enacted for various reasons, including but not limited to:

1. **Unpaid Balance:** If a student has an outstanding balance on their account, their official registration may be withheld until the balance is settled.
2. **Campus Health:** If a student hasn't completed/uploaded the necessary documents for clinical compliance.

Process for Official Registration Holds:

The process for implementing official registration holds and communicating with students is as follows:

1. **Identification of Hold Reasons:** The institution will identify the reasons for the official registration hold, such as unpaid balances or other relevant circumstances.
2. **Notification to Students:** Students who are subject to an official registration hold will be notified of the hold and the specific reason for it.
3. **Payment and Resolution:** Students with unpaid balances must settle their accounts or complete required actions, such as returning equipment or completing exit counseling, to resolve the hold.
4. **Recordkeeping:** A log of notifications to students regarding official registration holds will be maintained to ensure compliance and transparency. This record will include the date of notification, student information and the reason for the hold.

Consistency and Clarity: The goal is to provide clear and consistent guidelines for students to understand when their official registration may be withheld.

Documentation: Records of notifications and actions related to official registration holds will be maintained for reference and compliance by the registrar and business offices.

State and Federal Compliance: Official transcript holds will be enforced in accordance with state laws and federal regulations.