

## ISP 461P

# Registration Restrictions Procedure

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### PURPOSE

Establishes regulations and conditions for restrictions placed on a student's educational record(s).

### SUMMARY

Restrictions (holds) will be placed on a student's record when the student's commitment to a department to return materials or equipment, fulfill a financial obligation or provide essential enrollment criteria has not been satisfied (required documents in limited enrollment programs).

### PROCEDURE

1. A staff or faculty member may have a hold created when a need is identified. Holds should be appropriate and meet one of the reasons listed below in #2. A hold can be requested by the following:
  - a. Contact Registrar and make request that should include
    - i. Whether the restriction would prevent registration.
    - ii. The message the student will see when they are notified of the hold.
  - b. Registrar will build hold in Colleague and test.
  - c. Registrar will contact requester to verify completion and provide training for placing/removing the hold.
2. A student will receive a registration restriction on their educational record(s) for any one of the following reasons:
  - a. Un-met financial obligation.
  - b. Un-returned college property.
  - c. Un-met admissions/entry requirements.
  - d. Having an academic standing of Academic Warning or Suspension.
  - e. Student of concern as identified by the Coordinates, Assesses, Responds and Engages (CARE) Team.
  - f. Unreturned material from an outside entity that is course related.
3. Students will be notified in myClackamas regarding any registration restrictions that have been placed on their records due to unmet obligations. Notifications will include contact information for resolving the restriction.
4. Exceptions to registration restriction may be approved by the Registrar and/or any of the deans of instruction or student services.
5. A hold will be cleared from a student's educational record by a designated staff member from the department that initiated the hold or through the Registrar's office when the student's commitment has been satisfied.

## REVIEW HISTORY

ISP Committee	Adopted	May 24, 2024
Presidents' Council	Reviewed	May 14, 2024
College Council	Reviewed	March 1, 2024