



The College of New Jersey

Section:	V.3.28
Title:	Hold Flags
Effective Date:	August 1, 2011 *
Approved By:	Director of Records and Registration
Responsible Unit:	Enrollment Management, recreg@tcnj.edu
History: *This policy was in effect for an indeterminate period prior to the listed effective date.	
Related Documents:	

I. INTRODUCTION

This policy defines a service indicator (formerly known as a hold flag) and the types of service indicators that will prevent a student from securing an official transcript and from registering for class.

II. DEFINITION

N/A

III. POLICY

Service Indicators (Hold Flags)

A service indicator is an obligation which may prevent you from registering and from receiving an official transcript. The Office of Records and Registration cannot remove service indicators placed by another “department.” The Department as noted on your PAWS Student Center is the primary office that placed the hold and should be contacted directly to have it removed prior to registration. If an Advising Appointment is required and you are intending to change your program or plan (major) prior to registration, you must contact your current academic department to remove the hold. The department may require documentation that you have been approved by the new major before removing the hold. Also, if you are a dual/ double major you may have a hold placed by both departments. You will have to go to the corresponding departments to have them removed.

Types of Service Indicators

The “Department” as noted on the Student Center is the primary office that placed the hold and should be contacted directly to be removed prior to registration. Listed below is contact information for the

more prominent entry offices. Please note that some service indicators are informational only and will not prohibit you from registering.

Entry Office	Phone	Email
Academic Advising	MAKE AN APPOINTMENT WITH YOUR ADVISOR	
Student Financial Services	771-2172	stuaccts@tcnj.edu
EOF	MAKE AN APPOINTMENT WITH YOUR EOF ADVISOR	eofp@tcnj.edu
Financial Aid	771-2211	osfa@tcnj.edu
Heath Services	771-2483	hlthserv@tcnj.edu

IV. RELATED DOCUMENTS

V. HISTORY