

**Policy Number: 243.0**

**Policy: Holds**

**Effective Date: 3/2013**

**Revision Date: 3/2013**

**Approved by: Business Services Director**

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**POLICY:**

**I. Holds:**

- A. Financial holds on student accounts can belong to any of the four campuses, MSU Billings, MSU Bozeman, MSU Northern, or MSU Great Falls. You can check your account online to see if you have any holds. If you have any of the following holds on your student account, please contact the appropriate office for release of the hold(s). If you have a hold from another campus, you may still contact our offices to get the hold(s) released or the appropriate phone number to take care of the hold.
  - 1. MSU Billings campus' holds begin with a "L",
  - 2. MSU Bozeman campus' holds begin with a "Z",
  - 3. MSU Northern campus' holds begin with an "H",
  - 4. MSU Great Falls campus' holds begin with an "F".
- B. Financial holds must be paid in full before the hold will be released.
- C. The following financial holds need to be handled through MSU Billings Student Accounts at 657-2140:
  - 1. LA or LR - Accounts Receivable
    - a. Student account is past due or the student has fines.
  - 2. LG - Hold Everything
    - a. Restricts all student access to academic records and class registration. Collection activities are being considered.
  - 3. LP - Perkins
    - a. Student's Perkins Loan is past due or forms need to be turned in.
- D. The following non-financial holds may be handled through MSU Billings Admissions and Records Office at 657-2158:
  - 1. LB – Admissions Test Score
  - 2. LD – See Advisor
  - 3. LF – Grades
  - 4. LI – Transcripts
  - 5. LT – Transcript Not Audited
  - 6. LC – Admission Transcripts
  - 7. LE – Graduation
  - 8. LH – Registration
  - 9. LJ – Trans/registration
- E. The following non-financial holds may be handled through MSU Billings Student Health Services at 657-2153:
  - 1. MR – Hold Registration MMR
  - 2. IM – Immunization