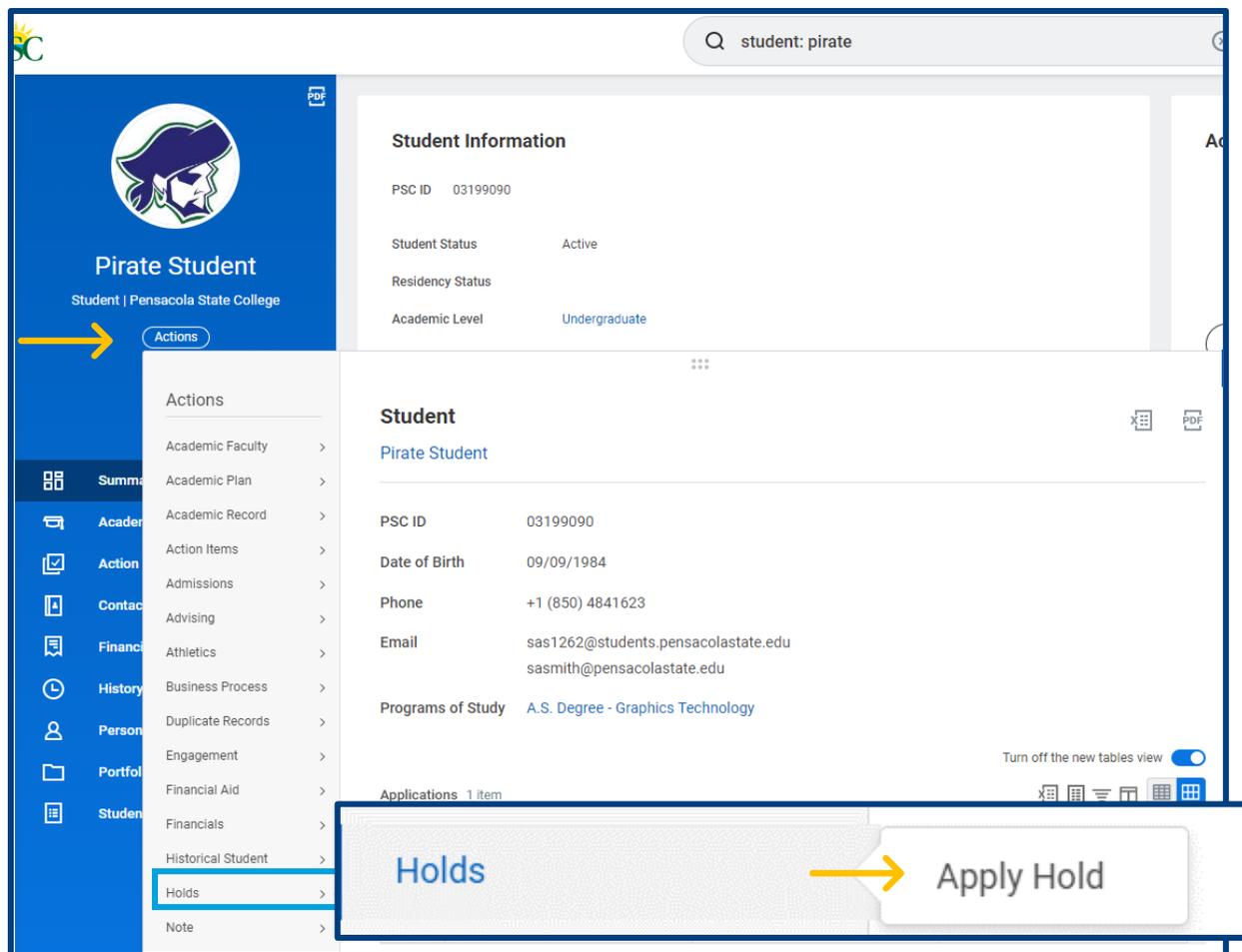


STAFF

Adding and Removing Student Holds

Adding Student Holds

1. In the search bar, search for a student by name or student ID.
2. Access the student's account and select the *Actions* button.
3. Select *Holds* / *Apply Hold*.



The screenshot shows the student portal interface. At the top, a search bar contains the text "student: pirate". Below the search bar, the "Student Information" section displays details for a student with PSC ID 03199090, who is an Active Undergraduate. The "Actions" button is highlighted with a yellow arrow. A dropdown menu is open, showing various options, with "Holds" selected and highlighted. A yellow arrow points from the "Holds" option to the "Apply Hold" button, which is also highlighted with a yellow arrow.

4. Confirm the hold requested is applied to the correct student.
5. Select the *Hold Reason* from the drop-down menu. Confirm the description applies to the hold requested and review the resolution instructions the student will receive. Or select a different option.
6. Select the *Hold Type* from the drop-down menu, or depending on the *Hold Reason*, a *Hold Type* might be selected automatically.
7. Select additional options based on the *Hold Type* selection.
8. Click the **Add** button to apply additional hold types and select any additional options under the new *Hold Type*.

9. Click **Submit**.

Apply Student Hold

Student Pirate Student

Hold Reason * ←

Description You are not able to register for classes.

Resolution Instructions Please contact the Office of Student Conduct at 850-484-1759.

Hold Type * ←

***** Applies to All

Select an Institution

Select an Academic Record

Academic Period

→

Hold Type * ←

Applies to All

Select an Institution

Select an Academic Record

→

↓

Removing Student Holds

1. In the search bar, search for a student by name or student ID.
2. Select *Action Items and Holds* in the blue section.
3. Review the *Active Hold* you want to remove.
4. Click the related action located next to the magnifying glass.
5. Select *Hold / Remove Hold*.

The screenshot shows the Pirate Student portal interface. On the left, the navigation sidebar is visible with 'Action Items and Holds' selected. The main content area shows a list of holds under the 'Active Holds' tab. A 'Conduct Hold' is highlighted, and a dropdown menu is open, showing the 'Remove Hold' option selected. A yellow arrow points to the 'Remove Hold' option in the dropdown menu.

6. Review the Remove Hold details and click Confirm. Comments are optional.
7. Click **Submit**.
8. Review *Resolved Holds* under *Action Items and Holds* to confirm the hold was resolved and removed.

The screenshot shows the 'Resolved Holds' tab in the Pirate Student portal. The table displays one resolved hold with the following details:

Hold Reason	Description	Resolution Instructions	Hold Types	Date Resolved	Removed By
Conduct Hold	You are not able to register for classes.	Please contact the Office of Student Conduct at 850-484-1759.	Diploma Full Registration	07/25/2022	Lynsey Listau