



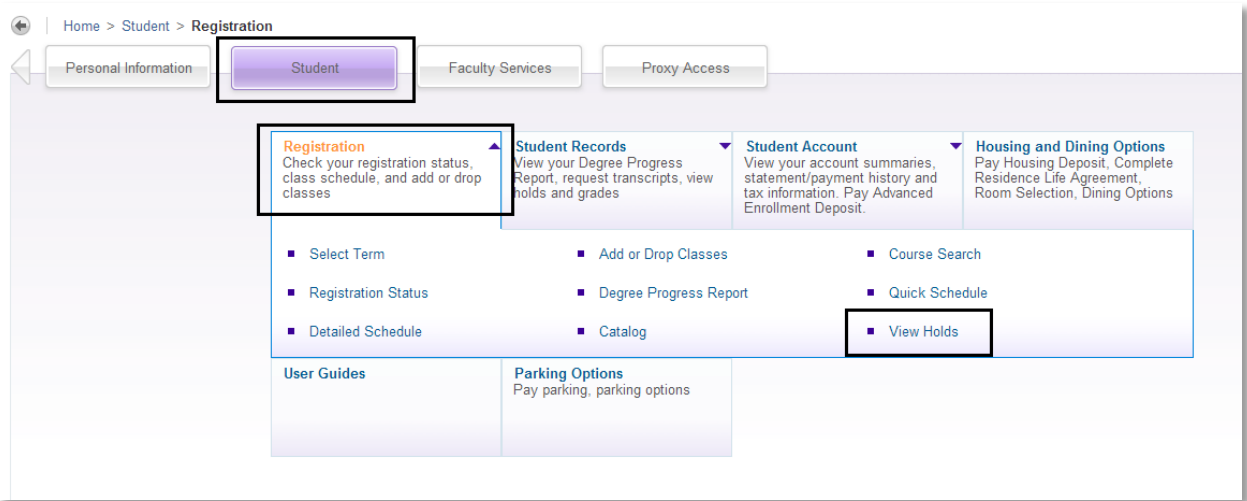
Holds

Introduction

Holds are put on student accounts to restrict them from certain processes until an outstanding obligation to the school is fulfilled, monetary or otherwise. Holds can come from a number of different sources, including charges for unreturned keys or equipment, library fines, parking tickets issued on campus, or outstanding tuition balances. Holds will also be placed on student accounts if they are on a leave of absence, disciplinary suspension, or have been dismissed from the college or have persona-non-grata status. Additionally, holds may be placed on student accounts if they are missing paperwork, such as final high school transcript or required immunization record. The College may place a hold on any student's account for any reason. Students should check their account for holds regularly, especially before the advising and registration period or before requesting a transcript.

Checking for Holds

1. Go to my.purchase.edu.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click on **Student**.
4. Click on **Registration**.
5. Click on **View Holds**.



Once you have accessed your holds, you will see the details associated with it.

Administrative Holds						
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Student Financial Services	Jan 07, 2014	Dec 31, 2099	\$550.00	Fall 2014 Balance Owed	Student Financial Svcs x7000	Registration Transcripts



Hold

Hold Type: This refers to the type of hold, based on the office on campus that enforces the hold.

From Date: This is the date the hold was posted to your account.

To Date: This is the date the hold will expire.

Amount: This is the dollar amount that must be paid to remove the hold, if applicable.

Reason: This describes why the hold was placed on your account.

Originator: This is the office on campus that placed the hold on your account. This is the office you must contact to have the hold removed. The campus extension will be listed here. To reach them

Processes Affected: This is the list of processes that will be restricted due to this hold being on your account. In the example above, the hold blocks the student from registering for courses and requesting a transcript.

Clearing Holds

To clear a hold on your account, contact the office listed under originator at the given campus extension. Dial (914)251- followed by the 4-digit campus extension. If your hold is because of a monetary charge related to an unreturned item such as a room key or equipment rented from Campus Technology Services, returning the item to the appropriate office should clear the hold.