

HOLD CODE DEFINITIONS

Code	Responsible Office	Hold Description/Information	Number to call
02	Cashiers Office	This hold is placed when a check has been returned for insufficient funds by the bank. An insufficient funds charge is levied and registration is blocked until paid in full. Contact the Cashier's Office to clear this hold.	954-5026
04	Athletics/PE	This hold is placed when equipment or uniforms have not been returned to the P.E. Department. Please contact the Athletics/P.E. Division to clear this hold.	954-5176
08	Miscellaneous	This hold is placed for different reasons. For more information concerning this hold, please contact the Admissions Office.	954-5638
09	Vets Outstanding Short	This hold is placed for non-payment of a Veteran Short Term Loan. Please contact the Financial Aid & Veterans Services Office to clear this hold.	954-5808
17	Misconduct	This hold is placed when a violation of the Student Code of Conduct is reported to the Vice President of Student Services. Please contact the Vice President's Office to clear this hold.	954-5632
21	International Student Insurance	This hold is placed when proof of accident and illness insurance has not been submitted to the International Student Program Office prior to each semester's enrollment.	954-5641
22	College Early Start	This hold is placed on high school students who have not submitted the College Early Start Enrollment form required each semester for registration. Please submit <u>completed</u> forms to the Admissions Office.	954-5614
24	Financial Aid Office	This hold is placed when the student must repay financial aid funds. Please contact the Financial Aid Office to clear this hold.	954-5115
27	Foreign Student/Transfer	This hold is placed when an F-1 student has officially transferred to another college.	954-5641
31	SSN Changed/or Problem	This hold is placed when a student applies for admission using different social security numbers. To clear this hold a valid photo ID and social security card must be provided to the Admissions Office. Photo copies of this information will not be accepted.	954-5610
37	International Student Program	This hold is placed when a student is required to contact the International Student Office.	954-5641
38	Academic Dismissal	This hold is placed on students dismissed for failure to satisfactorily complete credit courses. To clear this hold, after sitting out one semester of dismissal, please contact the Director of Admissions and Records.	954-5642
40	Child Development Center	This hold is place on a student's record when there are unpaid child care fees. To clear this hold, contact the Child Development Center.	954-5700

43	Progress Dismissal	This hold is placed on students dismissed for failure to make progress in completing credit courses. To clear this hold, after sitting out one semester of dismissal, please contact the Director of Admissions and Records.	954-5642
45	Assessment Test Required	This hold is placed on students that previously elected to exercise a "one course waiver" to enroll in a course but failed to pass the course with a grade of "C" or better or withdrew. To clear this hold, you must take the assessment placement exam. Please contact the Assessment Center for more information.	954-5535
51	Division Hold/Music	This hold is placed on students who fail to return musical instruments, equipment or other materials to the music lab. To clear this hold, please contact the Music Lab.	954-5250
52	Division Hold/Chemistry	This hold is placed when equipment used in chemistry classes has been subject to breakage or loss by a student. To clear this hold, please contact the Science & Math Division Office.	954-5354
53	Division Hold/Math Lab	This hold is placed when rented calculators or other materials are not returned to the Math Lab. To clear this hold, please contact the Math Lab for further information.	954-5356
61	Self-Declared English/Math	This hold is placed when students who have previously self-declared completing the equivalent of freshman English composition and college level math, but have not provided transcripts. To clear this hold, students must provide official college transcripts showing satisfactory completion of these courses, have earned an associate's degree or higher from an accredited US institution, or take the assessment placement test.	954-5614
70	Enrollment Fee/Tuition	This hold is placed on students who have not met their financial obligation to the college. To clear this hold fees must be paid. Fees may be paid online, using MasterCard/visa, by logging in to Online Registration or by check or money order mailed to the Admissions & Records Office. After fees are paid, the hold will be removed the following business day.	954-5630
78	Invalid Address	This hold is placed on students who have changed their address but have not updated this information with the Admissions Office. To clear this hold, please submit a Change of Information Form at the Admissions Office.	954-5614
79	Mountain House Campus	This hold is placed because you have materials or funds due at the Mountain House campus. To clear this hold, contact the Mountain House Administration Office at 833-7900.	833-7900
84	Residency Discrepancy	This hold has been placed on students when there is a discrepancy in residency information that has been submitted. To clear this hold contact the Admissions Office.	954-5610
85	Director of Admissions	This hold has been placed by the Director of Admissions & Records. To clear this hold, contact the Admissions & Records to schedule an appointment to meet with the Director.	954-5642

90	CHSPE Confirmation	This hold is placed on students who are under 18 years of age, have indicated successful completion of the California High School Proficiency Exam on their application, but have not provided documentation of having passed the exam. To clear this hold please submit exam scores to the Admissions Office.	954-5625
91	17-Not a HS Graduate	This hold is placed on students that are under 18 years of age, are not a high school graduate and are no longer attending high school. To clear this hold you must provide proof of graduation (high school diploma or transcripts showing graduation) to the Admissions Office.	954-5614
95	Reapply for Admissions	This hold is placed on students who have not attended for more than one semester. To clear this hold reapply for admission by going to the Delta College home page and under Current Students select "San Joaquin Delta College's online application". Once the application has been received and processed, this hold will be cleared. Applications are generally processed in 2-3 <u>business</u> days following submission.	954-5466
96	CES Admission Denied	This hold is placed on students that have been denied entry into the College Early Start Program due to disciplinary issues that have occurred at their high school.	
98	17 Proof of Graduation	This hold is placed on students that are under 18 years of age and have self-declared that they have graduated from high school. To clear this hold proof of graduation (high school diploma or transcripts showing graduation) must be provided to the Admissions Office.	954-5614