

HOLD FILE

Holds will be designated with two characters – one alpha (A-Z) and one number (1-9). Because of the constantly changing departments which can place holds, the provision must be made for Records office to constantly update designators.

A1	ADMISSIONS	7656	Susan Ambrose/Tracey Hutchison-Castro
A2	ATHLETICS	2106	Cindy Bayes
A3	ACADEMIC SUCCESS CENTER (<u>ONLY</u> stops registration)	6696	Cindy Boyer
A6	ART	3410	Glenn Hild /Sue Rardin
AH	FOR OFFICE OF THE REGISTRAR USE ONLY	6398	Sue Grounds /Judy Kopp/Sue Harvey/Tammy Zuber
B1	BUSINESS OFFICE	3715	Linda Coffey
C1	CONTINUING ED	5114	Robin Rennels/Debby Sharp/ Mary Jacobs/Pat Hufmeyer
C2	COUNSELING CENTER (<u>ONLY</u> stops readmission and registration.)	3413	Patty Thornton (also contact for CRAWL alcohol program)
DR	HEALTH EDUCATION RESOURCE CENTER	3912	Eric Davidson
F1	FINANCIAL AID	3714	Deanna Kelly
F2	FINANCIAL AID	3711	Kelly Smith/Laurie Lysinger
G1	GRADUATE SCHOOL	7489	Bill Elliott
H1	HEALTH SERVICE (<u>ONLY</u> stops readmission and registration)	7015	Margaret Clapp/Marie Taylor/Carol Roberts
H2	HOUSING	7710	Janet Werden/Susan Mathews
H3	HEALTH STUDIES	5218	Paula Parker/Robert Bates
H4	HEALTH EDUCATION RESOURCE CENTER (<u>ONLY</u> stops registration)	3912	Eric Davidson/Janice Spraker
H6	HEALTH SERVICE	7015	Carol Roberts/Margaret Clapp/Marie Taylor
I1	INTERNAT'L PROGRAMS (<u>ONLY</u> stops registration)	2321	Sue Songer
I6	INTRAMURALS	7475	Mindy Meehling
J1	STUDENT STANDARDS	3827	Susie Nees/Heather Webb
J2	JOURNALISM DEPT	6003	Beth Kastl, James Tidwell
J6	STUDENT STANDARDS (<u>ONLY</u> stops readmission and registration)	3827	Susie Nees
L1	LOANS	3715	Linda Coffey
M1	MINORITY AFFAIRS (<u>ONLY</u> stops readmission and registration)	6690	Pam Warpenburg
M2	MUSIC DEPARTMENT	6059	Jerri Hinton
N1	NDSL (Exit)	3715	Laura Gesell
N6	NDSL	3715	Laura Gesell
P6	PHYSICAL ED DEPT	2215	Carol Dhom
P7	PSYCHOLOGY	2127	Pam Gutowski
Q1	BGS COURSE REQUIREMENT (<u>ONLY</u> stops registration and graduation)	5618	Kim Burnett
R1	OFC OF THE REGISTRAR	3512	Sue G /Judy K/Jennifer P/Carole B/Tammy Z/Sue H

R2	STUDENT ACCOUNTS	3715	Linda Coffey
R3	REGISTRATION – Deceased Students		Sonya Buchanan
R6	OFC OF THE REGISTRAR	6398	Sue G/Judy K/Jennifer P/Carole B/Tammy Z/Sue H
R7	ROTC	5944	Yun Sanders
S6	SPECIAL ED	5315	Pam Ealy
T2	TEXTBOOK RENTAL	7484	Carol Miller/Amy Jones
U1	UNIVERSITY UNION	5122	Diane Pepperdine/Deanna Phillips
W1	ACADEMIC TESTING	5986	Debra Hopgood/Shannon Storm/ Carrie Gossett
W2	CASA	8384	Amy Richardson/Wendy Long/Kim Sweeney
	(<u>ONLY</u> stops registration)		
X1	STUDENT STANDARDS	3827	Heather Webb
	(<u>ONLY</u> stops readmission and registration <u>and</u> restricts student from being on campus)		

Revised 01/27/2010

HOLDFILE.doc