

Holds Removal Process

<http://esther.rice.edu>

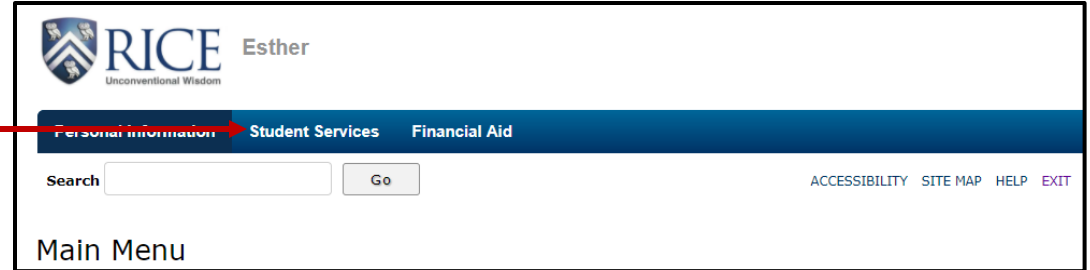
Questions? jgsbregistrar@rice.edu

Students must clear a series of holds on their ESTHER accounts before they are able to be registered/register for any courses:

- Address Verification Hold
- Student Handbook Affirmation Hold
- Rice Alert Hold
- Financial Responsibility Agreement Hold
- Residency/Attendance Hold
- NameCoach Hold
- Student Health Services Hold (Health Data Form) – *Full-Time students only*
- Registrar Hold – **THIS HOLD CANNOT BE REMOVED BY THE STUDENT, BUT WILL GO AWAY BY JULY 6**

What Holds Do I Have?

From any page on ESTHER, click on the **Student Services** menu



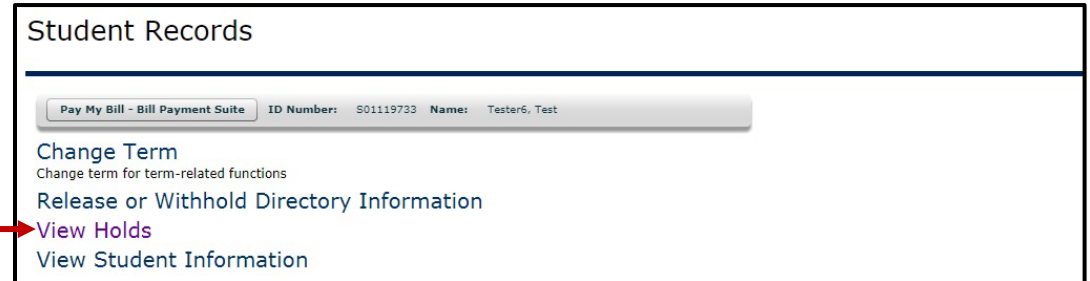
The screenshot shows the ESTHER website header with the Rice logo and 'Esther' text. A navigation bar contains 'Personal Information', 'Student Services', and 'Financial Aid'. A search bar is present with a 'Go' button. Links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT' are on the right. Below the navigation bar is a 'Main Menu' section.

Scroll down and click on **Student Records**



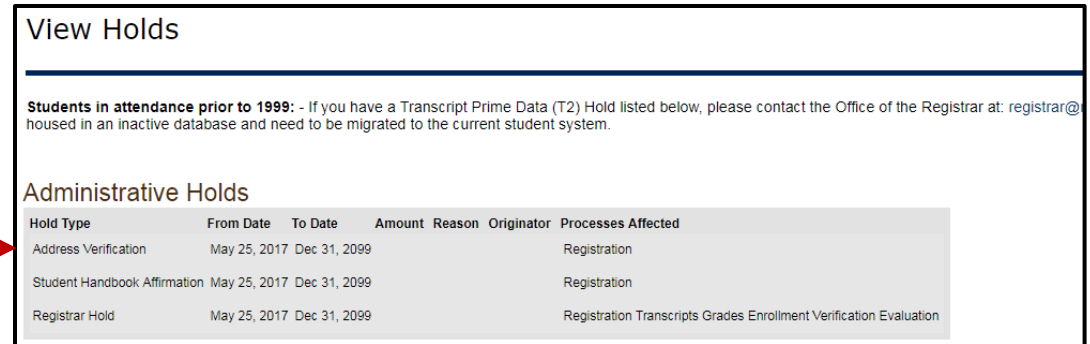
The screenshot shows the 'Student Records' menu item highlighted in purple. Other menu items include 'Student Handbook and Honor Code Affirmation', 'Release or Withhold Directory Information', and 'View Holds'.

Click on **View Holds**



The screenshot shows the 'Student Records' page with a user profile bar (ID Number: S01119733, Name: Tester6, Test). Below the profile bar are links for 'Change Term', 'Release or Withhold Directory Information', 'View Holds' (highlighted in purple), and 'View Student Information'.

The active holds on your account will appear here

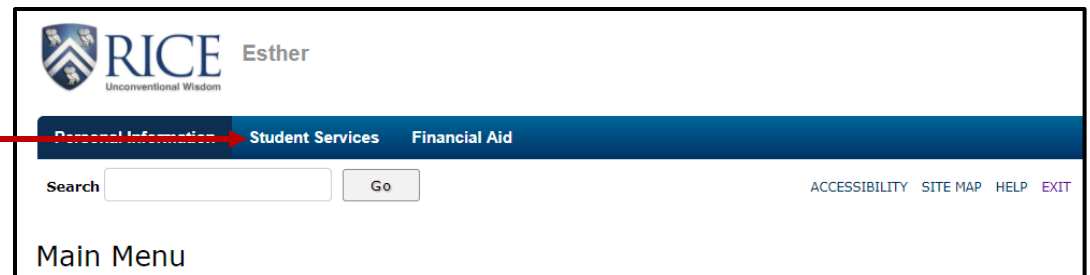


The screenshot shows the 'View Holds' page with a notice for students in attendance prior to 1999. Below the notice is a table titled 'Administrative Holds'.

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Address Verification	May 25, 2017	Dec 31, 2099				Registration
Student Handbook Affirmation	May 25, 2017	Dec 31, 2099				Registration
Registrar Hold	May 25, 2017	Dec 31, 2099				Registration Transcripts Grades Enrollment Verification Evaluation

Where do I find my first holds?

From any page, click on the **Student Services** menu



The screenshot shows the top navigation bar of the Rice University website. The Rice logo and name are on the left. The navigation menu includes 'Personal Information', 'Student Services', and 'Financial Aid'. A red arrow points to the 'Student Services' link. Below the menu is a search bar and utility links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'.

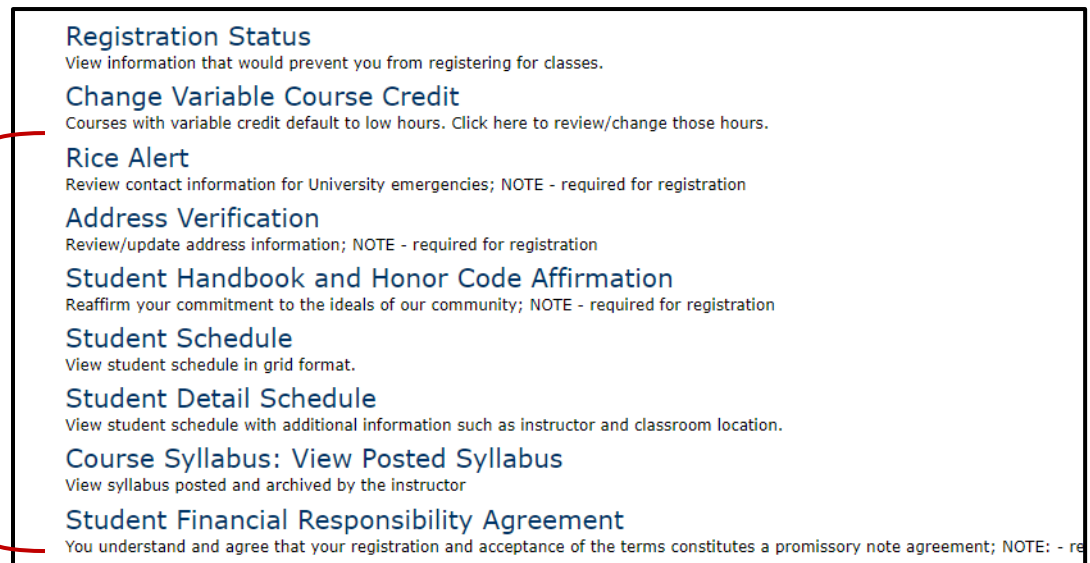
Scroll down and click on **Registration**



This screenshot shows the 'Main Menu' section of the website. A red arrow points to the 'Registration' link, which is highlighted in purple. Below it are several other menu items: 'Verify Diploma Information', 'Check Registration Status', 'Pass/Fail: View and/or Convert P/F Grades in History', 'Update or View Student Handbook Affirmation', and 'Register or Add/Drop Courses'.

Links for the first four holds are located here:

- Rice Alert Hold**
- Address Verification Hold**
- Student Handbook Affirmation Hold**
- Student Financial Responsibility Agreement**



This screenshot shows the 'Registration Status' page. It lists several links with brief descriptions: 'Change Variable Course Credit' (Courses with variable credit default to low hours. Click here to review/change those hours.), 'Rice Alert' (Review contact information for University emergencies; NOTE - required for registration), 'Address Verification' (Review/update address information; NOTE - required for registration), 'Student Handbook and Honor Code Affirmation' (Reaffirm your commitment to the ideals of our community; NOTE - required for registration), 'Student Schedule' (View student schedule in grid format.), 'Student Detail Schedule' (View student schedule with additional information such as instructor and classroom location.), 'Course Syllabus: View Posted Syllabus' (View syllabus posted and archived by the instructor), and 'Student Financial Responsibility Agreement' (You understand and agree that your registration and acceptance of the terms constitutes a promissory note agreement; NOTE: - re).

Rice Alert Hold

For your **Main Building Location**, select **McNair Hall – Jgsb – Central Garage**

Fill in how you want the University to contact YOU in case there is an emergency on campus (crime, flooding, etc.)

Click on **Confirm Information – Release Registration Hold**

Rice University Emergency Notification System

Use this form to enter your cell phone number and non-Rice email address so that in the event of an emergency the University can notify you as quickly as possible.

Emergency notifications will be sent as both voice messages and text messages to cell phones, voice messages to landlines, and as text through email. To help you identify these messages the Crisis Management Team (CMT) number, 713-348-8888, will be used to send the emergency notifications.

Because text messaging is a fast and efficient mode of mass communication, cell phones with this feature enabled are recommended for emergency notifications. Please make sure this option is enabled. (Text messaging plans vary between vendors and provider charges may apply.)

Additionally, we ask that you provide one to two non-Rice email addresses to which an email notification can also be sent. The form allows for the input of phone numbers and email addresses for others. These may be used in situations where it is necessary to provide information to those individuals, i.e. parents, spouses, and others.

You may choose to opt out, in which case your information will not be provided to the Emergency Notification system.

If your cell phone provider is not listed in to drop down list, please send an email to: admsys@rice.edu with your provider name and it will be added to the list.

Please note that it takes 24 hours for the information submitted to be updated in the emergency notification system.
Thank you.

Current campus number:- **Main Building Location:** **Campus email:**

Non-Rice Phone Information

Type	Area Code	Number	Cell Provider	Relationship	Delete
Cell <input type="checkbox"/>	555	555-5555	AT&T	Self	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	<input type="text"/>	(Please select your provider) ▼	Self ▼	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	<input type="text"/>	(Please select your provider) ▼	Self ▼	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	<input type="text"/>	(Please select your provider) ▼	Self ▼	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	<input type="text"/>	(Please select your provider) ▼	Self ▼	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	<input type="text"/>	(Please select your provider) ▼	Self ▼	<input type="checkbox"/>

Non-Rice Email Information

Email Address	Relationship	Delete
<input type="text"/>	Self ▼	<input type="checkbox"/>
<input type="text"/>	Self ▼	<input type="checkbox"/>

International Phone Information
**Be sure to enter the complete dialing sequence, including intl access, country code, city code and phone number.

Type	International Access Code and Phone Number	Relationship	Delete
(Please select type) ▼	<input type="text"/>	Self ▼	<input type="checkbox"/>
(Please select type) ▼	<input type="text"/>	Self ▼	<input type="checkbox"/>

Opt Out

Rice University Emergency Notification System Confirmation

Thank you for completing your emergency contact information via the Rice University Emergency Information System. Your information has been saved on a per user basis.

Below you may request that test message(s) be sent to the cell phone numbers and email addresses you entered. The test message feature you entered. These test messages are sent from the Esther system in 10 minute cycles. Actual emergency messages are sent from the vendor's system will be performed occasionally (annually or as needed). You will be notified of these tests in advance in order to be able to identify the source of the message.

You have confirmed that your information is up to date and your Registration Hold has been released.

Campus Phone -
Main Building Location
Secondary Building Location

Phone Information						
Area Code	Number	Phone Type	Provider	Relationship	Request test message	
555	555-5555	Cell	AT&T	Self	<input type="checkbox"/>	Depending on your plan, you may be charged for text messages.

OPTIONAL: You may test as many (or as few) communication channels as you want by checking the check box next to each channel, then clicking **Request Test Message** at the bottom of the page

Address Verification Hold

Descriptions of all of the types of addresses are included at the top of the page

You must have information entered for **Permanent**, **Mailing - Student**, **Local** and **Emergency Contact** address fields. Even if they are all exact matches, they must be entered into each of these fields.

Address Verification May 31, 2017 02:15 pm

Please review your addresses below and make any necessary updates.

The Permanent Address is the address of your permanent home residence. Upon graduation, this is the address to where your diploma will be mailed.

The Mailing Address is the address of your choice where you desire to have your mail delivered.

The Local Address is the address of your residence during the academic year. For on-campus residents it is your campus address, or for off-campus residents this is your off-campus address. **All students should enter their cell phone number in the phone field.**

The Campus Address is the address of your residential college (undergrads) or your home department (grad students). Campus addresses are not eligible for update by the student. If the information displayed is incorrect, please notify the Office of the Registrar at registrar@rice.edu.

The Emergency Contact is the person(s) who should be contacted in the event that you, personally, are involved in an emergency situation. This may be distinct from the information entered for the Emergency Notification System, which is a broadcast system to be used when campus-wide notification is desired.

System Messages

You must confirm your addresses in order to release the address verification hold.

Address Verification

Permanent	
Street:	1112 Allen Center (Edit)
City:	Houston
State:	TX
Nation:	
Zip:	77005
Phone:	

Mailing - Student	
Street:	1231 (Edit)

At the bottom of the page, you must **Type Your Full Name**, change the radial dial to **Yes**, and click **Confirm Addresses**

Confirm Addresses

Type Your Full Name:	<input type="text"/>
Confirm Addresses Are Correct:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Confirm Addresses"/>	

Student Handbook Affirmation Hold

Click on each policy to understand what it is you are agreeing to—you will be held to the standards outlined in each:

Code of Student Conduct
Alcohol Policy
Honor System Handbook
Matriculation Pledge

Click to indicate that **I have read and accept**

Student Handbook Affirmation

My acknowledgment indicates that I have read and agree to be bound by Rice University's Code of Student Conduct, Honor System, and Alcohol Policy. I understand these links.

- Code Of Student Conduct
- Alcohol Policy
- Honor System Handbook
- Matriculation Pledge

Student Financial Responsibility Agreement Hold

Click on the policy to understand what it is you are agreeing to—you will be held to the terms outlined:

Student Financial Responsibility Agreement

Click to indicate that ***I have read and accept***

Student Financial Responsibility Agreement

I understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement in which Rice University is providing me educational services, and I promise to pay for all assessed tuition, fees and other assessed charges by the published or assigned rates.

- Student Financial Responsibility Agreement

I have read and accept Reject

Residency/Attendance Hold

From any page, click on the ***Student Services*** menu

RICE Esther
Unconventional Wisdom

Personal Information Student Services Financial Aid

Search Go ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Scroll down for ***Residency and Attendance Verification***

Enrollment Verification through National Student Clearinghouse
Order Transcripts – through ESTHER or National Student Clearinghouse

Residency and Attendance Verification

- Review and verify residency and attendance

Information About Medical/Wellbeing Separations and Returns
Online Forms for Download

- Course Registration Worksheet

Select your starting ***Term, Living Situation***, and hit ***Save***

Update your Attendance and Residency

Select a term:

What will be your living situation?

Save

NameCoach Hold

From any page, click on the **Personal Information** menu

RICE Esther
Unconventional Wisdom

Personal Information Student Services Financial Aid

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Scroll down and click on
Update Name Pronunciation (NameCoach)

- Change campus directory preferences. To be used by students only

[Update Name Pronunciation \(NameCoach\)](#)

- Update the pronunciation of your name for use by others at Rice.

Click on **Record Your Name**

3. If you are eligible to have your hold released, click on the "3. Hold Release" button. This will

1. Record Your Name

Fill in your **Full Name** and **Phonetic Spelling**

Last name

Tester13

Full name or your name as you would like it said/announced

Henry Indiana Jones, Jr.

Phonetic spelling of your name

Phonetic spelling of your name

Please audio record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).

Select your **Recording Option** then **Record** your **Full Name**

Please audio record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).



You can record your name by having the NameCoach system call you, or by using the Web recorder

[Having trouble recording?](#)

Web Recorder
 Phone

Record your name using our web audio recorder

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

Save all the changes Close

You may review your recorded name, then **Save all the changes** and **Close**

will remove any hold that exists on your account for the NameCoach hold.

2. Check Recording Status for Hold Removal

Click on **Check Recording Status for Hold Removal**

3. Hold Release

Click on **Hold Release**

Student Health Services Hold

FULL-TIME STUDENTS ONLY

<https://health.rice.edu/new-students/health-data-form>

Download the **Health Data Form**



Downloading the HDF: The HDF may be downloaded in PDF format. The 2022/2023 form is now available and can be found by clicking the link below to download the form. Completed forms should be mailed to the address on the form. EMAIL NOT ACCEPTED. If you have completed your COVID-19 vaccine, please attach a copy with your Health Data Form.

[Download 2022 Health Data Form](#)

Upload your file: You will need your net ID to do this. Please name your file as your student ID and last name - for *example* S000000001JOHNSON. This is only for unusual circumstances. Mailed forms will be processed first. Uploaded forms will be processed later in the summer. Please do not mail and upload as this produces double work for our staff. You must include the ENTIRE form on your upload and be certain every page has your name on it.

[Click here to upload your file.](#)

Form must be completed and submitted by July 1

Health Data Form cannot be completed by Student Health, nor can they provide immunizations for entering students.

Double check that ALL of the required elements (immunizations and physical exam sections) are properly completed.

Make a copy for yourself in case it gets lost in the mail.

Registration cannot occur until the form is accepted by Student Health.