

Holds Removal Process

<http://esther.rice.edu>

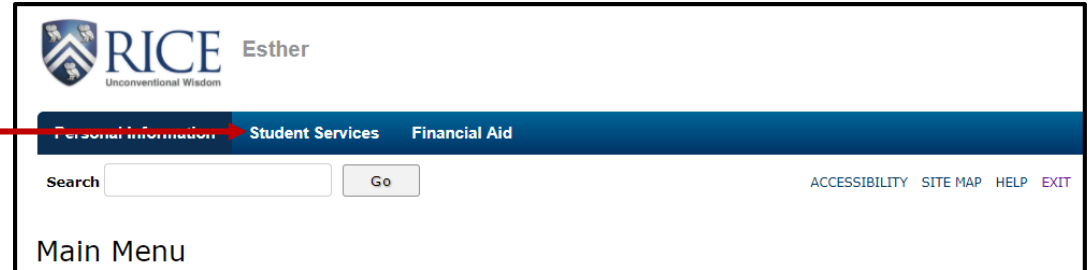
Questions? jgsbregistrar@rice.edu

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
- 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 Unconventional Wisdom' text. A navigation bar contains 'Personal Information', 'Student Services', and 'Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. Below the navigation bar is a 'Main Menu' section.

Scroll down and click on **Student Records**



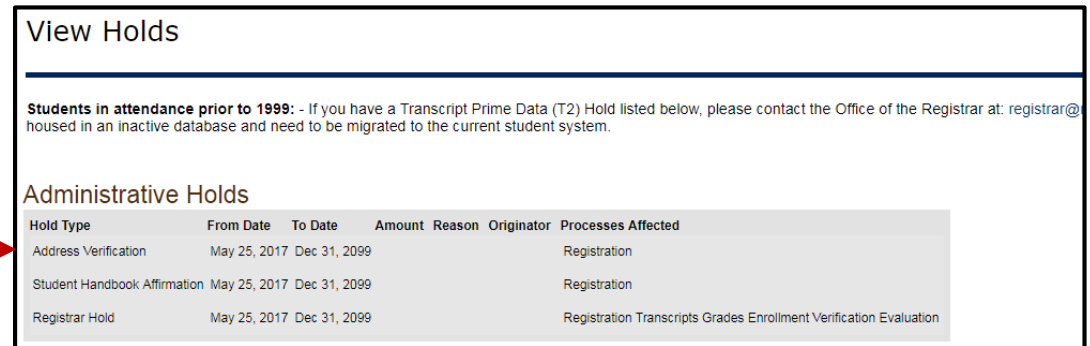
The screenshot shows the 'Student Records' menu with a purple icon. The menu items are: 'Student Handbook and Honor Code Affirmation', 'Student Records', 'Release or Withhold Directory Information', and 'View Holds'.

Click on **View Holds**



The screenshot shows the 'Student Records' page. At the top, there is a 'Pay My Bill - Bill Payment Suite' button and user information: 'ID Number: S01119733 Name: Tester6, Test'. Below this are several links: 'Change Term' (with subtext 'Change term for term-related functions'), 'Release or Withhold Directory Information', 'View Holds', and 'View Student Information'.

The active holds on your account will appear here

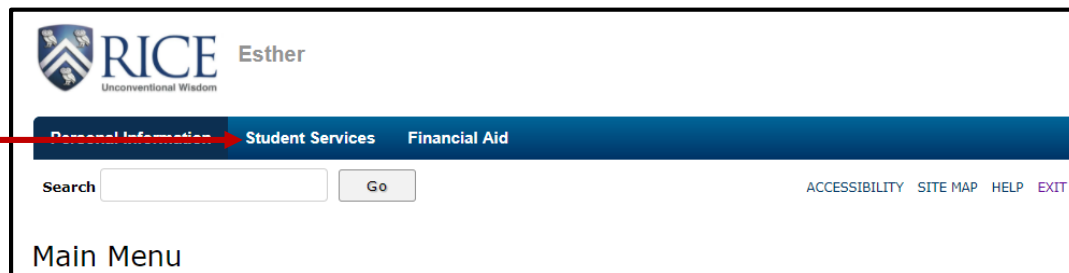


The screenshot shows the 'View Holds' page. It includes a notice: 'Students in attendance prior to 1999: - If you have a Transcript Prime Data (T2) Hold listed below, please contact the Office of the Registrar at: registrar@housed in an inactive database and need to be migrated to the current student system.' Below the notice is the 'Administrative Holds' section, which contains a table of active 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 Release my Holds?

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



RICE Esther
Unconventional Wisdom

Personal Information Student Services Financial Aid

Search Go

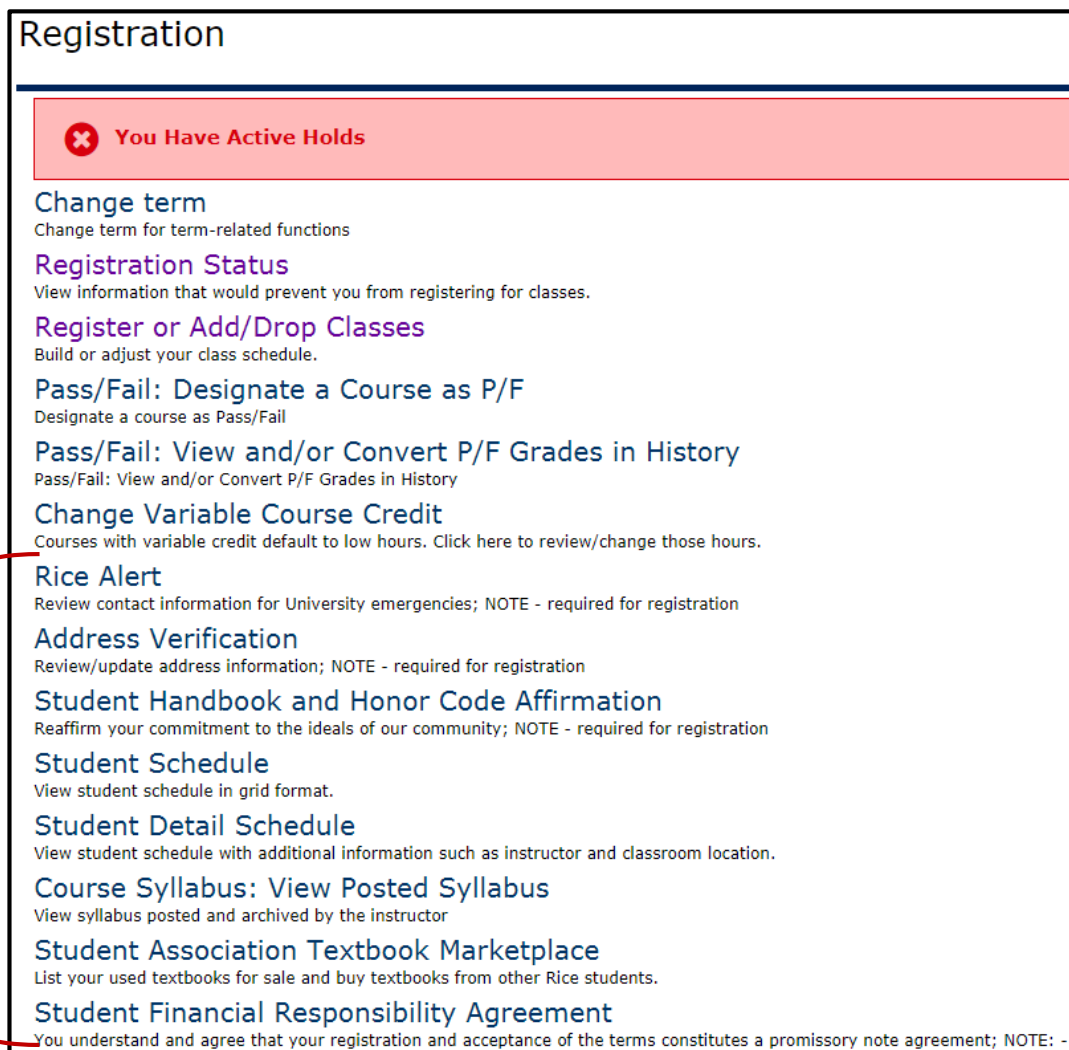
ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Scroll down and click on **Registration**



- Verify Diploma Information
- **Registration**
- Check Registration Status
- Pass/Fail: View and/or Convert P/F Grades in History
- Update or View Student Handbook Affirmation
- Register or Add/Drop Courses



Registration

You Have Active Holds

Change term
Change term for term-related functions

Registration Status
View information that would prevent you from registering for classes.

Register or Add/Drop Classes
Build or adjust your class schedule.

Pass/Fail: Designate a Course as P/F
Designate a course as Pass/Fail

Pass/Fail: View and/or Convert P/F Grades in History
Pass/Fail: View and/or Convert P/F Grades in History

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

Student Association Textbook Marketplace
List your used textbooks for sale and buy textbooks from other Rice students.

Student Financial Responsibility Agreement
You understand and agree that your registration and acceptance of the terms constitutes a promissory note agreement; NOTE: - r

Links for your four system holds are located here:

Rice Alert Hold,
Address Verification Hold,
Student Handbook Affirmation Hold
Student Financial Responsibility Agreement

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 **Campus** 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:

Confirm Addresses Are Correct: Yes No

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

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:** McNair Hall - Jgsb - Central Garage **Campus email:** Secondary Building Location: (Please select secondary bldg)

Non-Rice Phone Information	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

[Confirm Information - Release Registration Hold](#)

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 vendor's system.

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

Campus Phone -
Main Building Location McNair Hall - Jgsb - Central Garage
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.

[Request Test Messages](#)

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

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