

Below is the process to assist students to lift holds for **SP21** Registration:

- Students in this category will receive an email from Student Services stating that records indicate they have a hold on their account and the District will allow the students to have their hold temporarily lifted in order to register **for SP21**. *(copy of email and the list of students is attached)*
- The student may contact the College Cashier to request the hold lift.
- Please place a comment in the hold comments field to track who removed the hold and note that this is part of a special hold release program.
- The Cashier's Office will track student names/IDs to assist in placing the hold back on the student account by **2/14/21**.
- The Cashiers will refer any Financial Aid holds to Financial Aid. If FA determines they can be lifted, then FA emails Lilian Keriakous in Accounting to lift the hold. Any hold lifted by Accounting will be tracked by Accounting and the hold will be placed back on the student's account after they register by Accounting.
- Cashiers, please forward your hold lists to Jennifer in Accounting **after 2/14/21**.

Dear [student],

Our records indicate that you have a hold on your account that is preventing you from registering for **Spring 21**. In support of students during these very challenging times, the district will allow and approve student requests to have a registration hold temporarily removed to be able to register **for Spring 21**.

If you want to register for classes so you can continue your education in **Spring 21**, please contact the cashier and request that your hold be temporarily removed so that you can register for classes. Holds will be put back in place after the registration period ends, **February 14, 2021**.

- Grossmont.Cashier@gcccd.edu – (619) 644-7660
- Cuyamaca.Cashier@gcccd.edu – (619) 660-4256

A registration hold was placed on your record because you have an unpaid balance due to the college. During the semester, please make sure to take action to pay your balance due. This will remove your hold so you can register for future semesters without delay.

Sincerely,

Aaron Starck
Interim VPSS
Grossmont College

Dr. Jessica Robinson
VPSS
Cuyamaca College