

# HOW TO RESOLVE THE REGISTRATION AGREEMENT HOLD

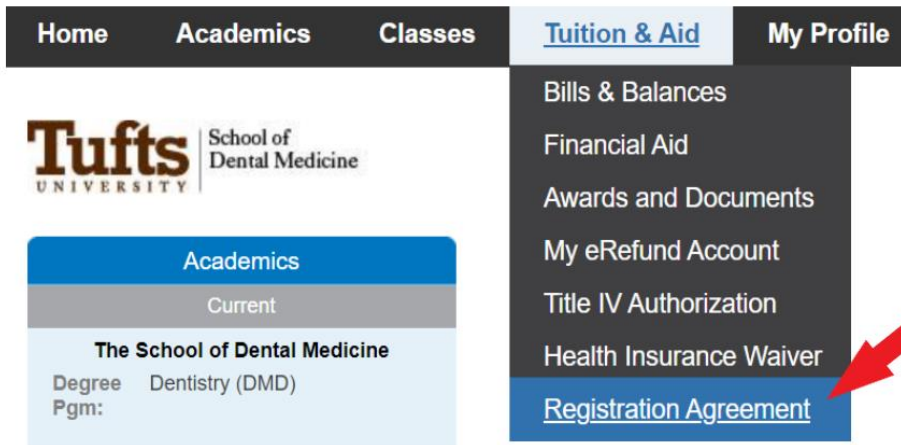
Registration Agreement holds are applied to all students each term in which they are active. The hold is automatically released upon submission of the Registration Agreement. The agreement is presented during the enrollment process (for students who self-enroll) and is also accessible from the Tuition & Aid header in SIS (for students who are administratively enrolled). The hold must be resolved prior to registration, regardless of the mode of enrollment.

On the SIS homepage, click and expand the hold to view additional details

The screenshot displays the SIS homepage with a dark navigation bar at the top containing 'Home', 'Academics', 'Classes', 'Tuition & Aid', and 'My Profile'. A 'User Options' dropdown is visible on the right. The main content area features the Tufts University logo and 'School of Dental Medicine' on the left. Below this is an 'Academics' section showing 'Current' information for 'The School of Dental Medicine', including 'Degree: Dentistry (DMD)' and 'Pgm:'. A red arrow points from this section to a 'Holds' section below it, which shows a 'Registration Agreement' hold with a count of 1. To the right, a 'My Profile' section is visible with tabs for 'ABOUT ME', 'CLASSES', 'FINANCIAL AID', and 'BILLS & BALANCES'. The 'ABOUT ME' tab is active, showing fields for ID#, Address (Home, Current), Email (Campus, Other), Phone (Mobile, Home), and Emergency Contact. At the bottom of the profile section are links for 'Housing', 'Preferences', 'Privacy', 'Demographics', and 'Ethnicity'. Below the 'Holds' section, a detailed view of the 'Registration Agreement' hold is shown, including the 'Hold Date', 'Active Term: Spring 2022', 'Contact Person', and a 'Hold Reason' explaining that students must attest to financial obligations and complete the Registration Agreement to complete their enrollment.

## To Resolve the Hold Without Self-Enrollment

From the Tuition & Aid header, select the link for the Registration Agreement



Home Academics Classes **Tuition & Aid** My Profile

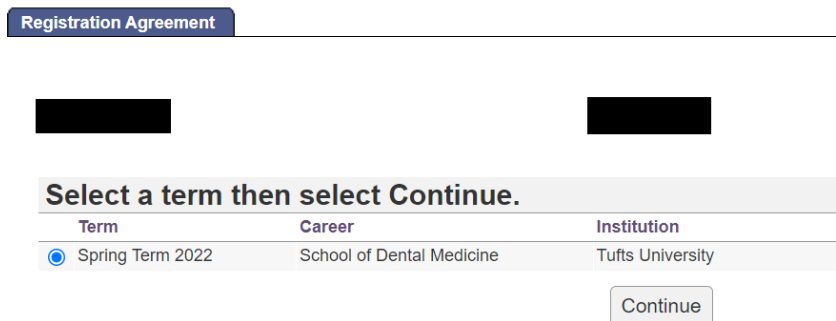
**Tufts** UNIVERSITY | School of Dental Medicine

Academics  
Current

The School of Dental Medicine  
Degree Pgm: Dentistry (DMD)

- Bills & Balances
- Financial Aid
- Awards and Documents
- My eRefund Account
- Title IV Authorization
- Health Insurance Waiver
- Registration Agreement**

Select the term and click Continue



Registration Agreement

██████████ ██████████

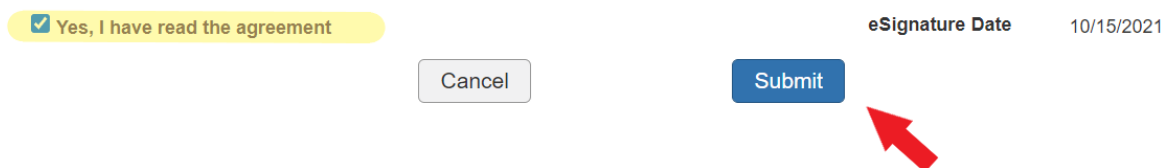
Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> Spring Term 2022	School of Dental Medicine	Tufts University

Continue

The full Registration Agreement will be presented. Use the checkbox at the bottom of the page to acknowledge you have read the agreement, and then click Submit. This will record the acknowledgement in SIS and release the hold.

I agree that this agreement is a non-negotiable instrument and is being signed under seal



Yes, I have read the agreement

Cancel Submit

eSignature Date 10/15/2021

# To Resolve the Hold During Enrollment

From the Classes header, select the link for the Enrollment Cart

The screenshot shows the Tufts University SIS interface. The top navigation bar includes 'Home', 'Academics', 'Classes', 'Tuition & Aid', and 'My Profile'. The 'Classes' header is active, and a dropdown menu is open, showing options like 'Search for Classes', 'Enrollment Cart', 'Cart (Calendar View)', 'Add', 'Drop', 'Swap (Add then Drop)', 'Edit Class Component', 'Course Planner', 'My Enrollment Dates', 'My Enrollment Summary', and 'Cross Registration'. A red arrow points to the 'Enrollment Cart' option. Below the navigation bar, there is a 'Holds' section with a red notification icon and a 'My Schedule' section with a calendar view for the week of 10/11 to 10/15/2021.

Select the term and click Continue

## Enrollment Cart

### Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Fall Term 2021	TUSM Public Health Programs	Tufts University
<input checked="" type="radio"/> Spring Term 2022	TUSM Public Health Programs	Tufts University

Continue

The full Registration Agreement will be presented. Use the checkbox at the bottom of the page to acknowledge you have read the agreement, and then click Submit. This will record the acknowledgement in SIS and release the hold.

I agree that this agreement is a non-negotiable instrument and is being signed under seal

Yes, I have read the agreement

eSignature Date 10/15/2021

Cancel

Submit

