

Holds

Holds preventing students registering for class are placed automatically and occur for a number of reasons. While students have access to explanations and instructions on how to proceed (information is listed on the [Registration](#) page), they may request your help in securing overrides.

There are a number of reasons why a student might not be able to register for class:

1. Student has not been cleared to register: we all make mistakes. Check on [myLSUS](#) that you have changed an advised student's status from "Pending Advisement" to "Advised – Student Can Register."
2. Student has exceeded credit hours: students are ordinarily limited to 18 credit hours. A student wishing to take 19 credit hours or more must request permission from the Dean of their college.
3. Student has not fulfilled prerequisites: students wishing to take classes for which they have not fulfilled prerequisites must request permission from the Chair of the Department in which the class is offered.
4. Off-campus transcript has not yet been assessed: students are responsible for providing the Admissions and Records Office an official transcript for any classes taken outside LSUS. Once this transcript has been received, it will be evaluated as quickly as possible and transfer equivalences posted to the student's LSUS transcript. Students coming to be advised before transfer equivalences have been posted should present you with an unofficial transcript as proof that they have indeed completed the off-campus classes. The current [Board of Regents Articulation Matrix](#) may help you determine course equivalences, but you should direct any queries to your Dean.
5. Time conflict between selected classes: in most instances students should be able to resolve this problem by returning to the course schedule and picking classes that are not in conflict. In cases in which classes overlap by only 15 minutes and for genuine reasons (the class is required by a graduating senior, for instance), instructors might be willing to allow students to arrive late or leave early. Advisor or advisee should talk with both instructors to gain approval and then follow the instructions for [seeking an override](#).
6. Class is full: students wishing to register for a class that is full must follow the [process established for overrides](#) by the Chair of the Department in which the class is offered.
7. Academic suspension: academic suspension occurs if a student's cumulative and term GPA have dropped below 2.0. A student on academic suspension for the first time may petition the Dean of his/her college for conditional readmission. If conditional readmission is granted, the student is normally restricted to 6 credit hours and may take those hours only at LSUS. The conditional readmission status is noted on the student's transcript.