

How to advise students about the Regents' Test Hold:


1. Check to be sure it is a Regents' Test Hold. It could be Admissions, Parking & Transportation, etc.
Banner → Faculty & Advisors → Advisor Menu → Student Registration Eligibility
2. Explain why the hold is there:
Students who have earned 45 credit hours and have not passed or exempted the courses must take the Regents' Skills courses during each subsequent semester of enrollment. Students enrolled in a Regents' Skills course must pass the corresponding Regents' Test in order to receive a passing grade for the course. –Board of Regents, section 307
3. Check to see which parts (Reading/Essay) of the Regents' Test are unsatisfied. (same Banner steps as 1)
4. Check how many hours the student currently has and inform them of the action that is required.

Hours	Action Required
90 or more	Must register and pass appropriate skills course for <u>each</u> unsatisfied part of the Regents' Test. When hold is lifted, the student can register for these remedial courses online through Banner.
60 - 89	Must register for at least 3 appointments with a Student Success Center tutor for individual counseling. Call SSC to set up appointment.
45 – 59	Must attend Student Success Center workshop on Regents' Exam. Call SSC for more information.

Student Success Center: (229)333-7570

5. Explain to students that they sign up for the Regents' Test and the remedial courses on Banner just like regular courses. If students need to take both parts of the Regents' Test, they have to be registered for the same sections.

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may complete, click Get Classes to perform the search.

Subject:
Regents Reading
Religious Studies

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based classes only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat

6. Show students where they can check on Banner:
 - to see if the flag has been lifted
Banner → Student Services & Financial Aid → Student Records → View Holds
 - to see if they have satisfied the Regents' Test after they take exam
Banner → Student Services & Financial Aid → View Teacher Education Information
- 7. Inform the students that if these requirements are not met, another hold barring registration will remain in place until the obligation is met.**
8. Inform your department head that you have advised the student about the Regents' Test Hold.
9. Send an email to Cassandra Ward in the Academic Affairs office stating that the student has been advised and please include the student's name and ID number.
cward@valdosta.edu
10. After all steps have been taken, Academic Affairs will lift the student's Regents' Test Hold.