

# BERKELEY CAMPUS POLICY ON STUDENT REGISTRATION BLOCKS AND LAPSES

## I. INTRODUCTION

The block and lapse policies were created to enforce students to fulfill outstanding obligations to the University. These obligations can be financial, administrative, or academic in nature. A block on a student's record prevents the student from becoming officially registered, which in turn prevents the student from utilizing campus services. A lapse on a student's record prevents the posting of final grades, and a block is placed on the student's future term registration. Only a few campus offices are authorized to place blocks and lapses on students' records.

## II. DESCRIPTION

### A. BLOCKS

Three types of blocks can be applied to a student's record: financial, administrative, and academic, as described below:

**Financial:** A student's registration can be blocked for failure to pay outstanding debts (e.g., unpaid registration fees, library fines, telephone bills) to the University. The total of the outstanding debt must equal \$100.00 or more before the block can be placed. Financial blocks are placed by the Billing and Payment Services (BPS) office via the Campus Accounts Receivable System (CARS) and, for older debts and delinquent long-term loans, the Campus Unified Billing System (CUBS).

**Administrative:** A student's registration can be blocked for failure to comply with requests from University officials, such as failing to submit requested documentation (including final transcripts from previously attended institutions). Administrative blocks are placed by the Office of the Registrar, the Office of Undergraduate Admission, and other administrative offices.

**Academic:** A student's registration can be blocked for such academic reasons as failure to declare a major, probation, lack of progress, or accumulation of excess units. Academic blocks can be placed only by a student's college or school.

An active block on a student's record for a term prevents the student from becoming officially registered for that term, which in turn prevents the student from receiving University privileges accorded registered students (e.g., library privileges, health services, usage of the Recreational Sports Facility). In addition, blocked students cannot receive official transcripts. Students with financial and administrative blocks, however, are allowed to enroll in classes via Tele-BEARS. Students with academic blocks are prevented from using Tele-BEARS entirely and from adding classes via the Online Add/Drop System (OLADS).

An active block remains on a student's record until released. Therefore, if a block is not released by the end of a semester, the block is carried forward to the following semester, thereby preventing registration for any future semester. Students who request readmission for a term must have no active blocks on their record before the readmission process can be completed by the Office of the Registrar.

Students with an active block who cancel or withdraw are to follow usual University and campus policies, processes, and deadlines. Refunds of paid registration fees will follow established policy and procedure. As of the date of this writing, blocked students who decide not to attend the University are treated as administrative cancellations (100% refund of all fees paid), due to the students' non-registered status.

A block for disciplinary reasons is placed by the Office of the Registrar on behalf of the Student Judicial Affairs office after a hearing that has resulted in a student's suspension or dismissal. For suspended students, the block remains active for the duration of the student's period of suspension. The policies and procedures for disciplinary actions are set forth in Policies Applying to Campus Activities, Organizations, and Students.

Blocks are released upon the student's fulfillment of the particular obligation. In certain instances, the option to release a block is at the discretion of the office that placed the block. The decision to release a block is based upon the office's assessment of the nature and seriousness of the block and the probability that the student will meet any outstanding obligations.

Blocks have no effect on registration for summer sessions.

## **B. LAPSES (AKA DROP-FROM-THE-ROLLS)**

The primary purpose of the lapse process is to prevent the posting of final grades to the student's record if the student has failed to complete payment of registration fees for the semester. Lapses are applied to *registered* students only; i.e., those who have paid sufficient fees to become officially registered (at least 20% of assessed fees) but who still have an outstanding balance. Without the lapse process, the students' grades would be posted in the same manner as for students who have paid their registration fees in full. The Office of the Registrar is the only office authorized to lapse a student's registration.

Students on the degree list are not be lapsed if their outstanding balance is less than \$50.00 for the semester; students not on the degree list are not lapsed if their outstanding balance is less than \$100.00 for the semester.

In order to give students as much time as possible to complete payment of their fees, lapses are processed after the end of each semester, immediately before Part I of final grade processing. In addition, the lapse process applies an administrative block on the student's record for the future term.

Once a lapsed student has completed payment of the balance of his or her registration fees, the student is automatically reinstated for the semester and final grades are posted.

Students who have been lapsed and who cancel or withdraw are to follow usual University and campus policies, processes, and deadlines. Refunds of paid registration fees will follow established policy and procedure. The campus is to administer the refund policy since lapsed students maintain registration eligibility status may enroll in classes and take up classroom space. Moreover, student notification of their obligation to the University is in advance to the placement of lapse on their record and, therefore, does not negate nor extricate the student's responsibility for outstanding obligations to the University.

### III. AUTHORIZED UNITS

The following units are authorized to **block** a student's registration.

OFFICE	TYPE OF BLOCK
Asian American Studies	Academic
Billing and Payment Services	Financial
Chicano Studies	Academic
College of Chemistry	Academic
College of Engineering	Academic
College of Environmental Design	Academic
College of Letters and Science	Academic
College of Natural Resources	Academic
Ethnic Studies	Academic
Graduate Division	Academic
Graduate Division - Admissions	Administrative
Haas School of Business	Academic
Housing and Dining Services	Financial
Native American Studies	Academic
Office of the Registrar	Administrative
Office of Undergraduate Admission	Administrative
School of Law	Academic
Summer Sessions	Administrative
Telecommunications	Financial

Units that are **not** authorized to block directly (e.g., the University Health Service, the ASUC, Student Judicial Affairs) must initiate a block request with the Office of the Registrar.

Only the Office of the Registrar is authorized to **lapse** a student's registration.

#### **IV. STUDENT SAFEGUARDS**

The authorized unit must provide the student with the following documentation or information prior to placing a block or lapse (any unauthorized unit initiating a block or lapse with OR must follow the same protocol prior to requesting the action from OR):

- A. Ten working days' notice of the nature and, if a financial obligation, the amount of the outstanding obligation, or other basis for the action and the pending registration block or lapse. Circumstances justifying deviation from these notice requirements must be approved in advance by the Office of the Registrar.
- B. Notice shall be sent to the student's local address as indicated on registration or payment records. The ten working day warning period begins on the date the notice is mailed.
- C. The notice shall inform the student of the right to request a timely hearing in advance of the pending action from the unit requesting the block or lapse for the purpose of disputing the claimed obligation or other basis for the block or lapse.
- D. The student has the right to be represented and to present information and witnesses, as well as question information relied upon by the University.
- E. The student has the right to appeal the outcome of the hearing with the authorized blocking unit.
- F. Because a registration block or lapse affects the academic status of students, the Office of the Registrar shall monitor registration blocks and lapses to ensure that authorized blocking units adhere to University policy. Hence, the Office of the Registrar shall have final authority to remove any block and/or lapse on a student's record. This was confirmed in the July 1990 Internal Audit Report.
- G. In the advent of the death of a blocked or lapsed student, all blocks and lapses shall be removed.

#### **V. PROCEDURES FOR BLOCKING/LAPSING STUDENTS**

When placing a block, the user must specify a starting term. In order for a block to become effective for a term, the student must not be registered for that term. If a student is registered for a term and a block is applied, the block automatically becomes effective for the following term. The deadline by which blocks can be applied for a particular term can be obtained by contacting the Office of the Registrar. Typically, the deadline is at 5:00 PM on the day during which the program that registers students (REG25) is run for the first time for the semester. Note that after this program is run, any remaining unregistered students can still be blocked for the semester in question.

Blocks cannot be applied for any summer session; i.e., the effective term for a block can only be for fall or spring.

## **A. FINANCIAL BLOCKS**

Many campus units/ departments assess fees and fines via the Campus Accounts Receivables System (CARS). Financial blocks are placed primarily by the Billing and Payment Services (BPS) office via CARS, which automatically blocks a student's registration for non-payment of any CARS outstanding debts when the outstanding balance is \$100.00 or greater and is 60 days past due. BPS may also block students manually, via the online blocking system on DB2. For older debts and delinquent long-term loans, blocks are usually placed by BPS via the Campus Unified Billing System (CUBS).

NOTE: Although the Telecommunications Office and Housing and Dining Services have direct blocking authority and access, they now rely on CARS to block their students.

Financial blocks do not apply to units/ departments, such as the ASUC, who conduct financial transactions outside of CARS.

## **B. ACADEMIC BLOCKS**

Academic blocks are placed by the student's college, school or unaffiliated department directly via the online blocking system on DB2.

If a student has an active academic block and changes to a different college/ school, the academic block (placed by the previous college/ school) is suspended. The block is reactivated if the student returns to the previous college/ school.

## **C. ADMINISTRATIVE BLOCKS**

Administrative blocks are placed by the Office of the Registrar, the Office of Undergraduate Admission, the Graduate Division, and the Summer Sessions Office directly via the online blocking system on DB2.

Administrative blocks that do not originate from an authorized unit (see section III) must be initiated through the Office of the Registrar. The unit requesting the block must send a written request to the Office of the Registrar with the reason for the request and evidence that the unit has reasonably attempted to contact the student. The unit initiating the block with the Office of the Registrar should notify the student of the coming block and afford the opportunity for a hearing following the procedures outlined in Section IV.

The Office of the Registrar currently processes blocks for the following campus units:

### **University Health Service (UHS)**

The UHS's authority to block a student's registration comes from both academic and administration services.

If a student is suffering from an illness serious enough to interfere with his or her studies or threaten the health of others, the UHS is usually able to convince the student to withdraw from the University. The student's registration is then automatically cancelled, and no registration materials are produced for the upcoming term. The authority to take this action derives from the Academic Senate through the deans of the colleges, and is, therefore, not within the purview of the above policy. However, if the student cannot be convinced to withdraw, the UHS could submit a direct request to the Office of the Registrar to block the student's registration. This would be invoked in cases of threats to public health. This rarely used power is a block originating from an administrative unit and is, therefore, within the purview of the above policy. In both cases, to be reinstated, the student's health must be reviewed by a UHS physician and written clearance sent to the Office of the Registrar.

### **Student Judicial Affairs**

Student Judicial Affairs may request the Office of the Registrar to block a student's registration for non-compliance with disciplinary accords or for failure to respond to notifications from the office. Student Judicial Affairs must send a Requested Action Form to the Office of the Registrar, together with the mailing certificate showing the attempt to contact the student.

### **ASUC**

The ASUC may request the Office of the Registrar to block a student's registration for non-payment of a bill or a returned check that the student had written. The ASUC must send a Requested Action Form to the Office of the Registrar requesting that the indicated student be blocked.

## **D. LAPSES**

Lapses are entered directly into DB2 automatically, via a batch job run immediately prior to Final Grades Processing Part 1. Approximately 2 weeks before this is done, a job is run to identify potential lapsed students. This job produces a list of these students, which is forwarded to the Financial Aid Office (FAO) and the Residence Affairs unit in the Office of the Registrar, who review the list for exceptions. If a student on the list is pending receipt of financial aid, FAO usually requests that the student not be lapsed. Similarly, if a student on the list is in the process of attaining California residency, the Residence Affairs unit usually requests that the student not be lapsed. The exceptions are reported back to OR, who then omits these students from the lapse process.

Undergraduate students on the degree list whose fee balances are less than \$50.00 are not lapsed. Other students whose fee balances are less than \$100.00 are not lapsed.

Potentially lapsed students are notified by e-mail by the Office of the Registrar regarding the completion of payment of their registration fees and are warned that they would be lapsed if they do not complete payment.

## **VI. REINSTATEMENT AFTER RELEASE OF BLOCKS (AFTER TERM ENDS) AND LAPSES**

A student who breaks attendance for one or more terms has the right to be reinstated to the term of the block or lapse if the obligation to the University is fulfilled. A student may also be retroactively registered for subsequent terms with the appropriate approval and by adhering to University and campus procedures. All applicable late fees and/or penalties will apply.