

A11 Extension Request

Notes

If a student is admitted without submitting official academic records for their bachelor's equivalent degree(s), an A11 hold will be placed on their account. The A11 hold prevents the student from registering for **second semester** classes. The A11 hold will be removed once official academic records are submitted.

From time to time, a student is unable to provide official academic records before they need to register for their second semester. In this case, the student's graduate department can request an A11 extension request in order to provide more time for the student to obtain their official documents. Once the request is approved, the A11 will be adjusted to allow the student to register for their second semester of classes.

Steps to take in Atlas:

- 1.) Click, "Graduate A11 Hold Extension Request."

The screenshot displays the 'Admission' section of the Atlas system. It features a 'Lists' section with a button for 'My Department's Student Applicants'. Below this is a 'Tasks' section containing a grid of nine task buttons. The button for 'Graduate A11 Hold Extension Request' is highlighted in yellow. Other tasks include 'Admissions Financial E-Form Submission', 'View Response to Request for Evaluation', 'Student Confirmation: Graduate Department', 'Admissions Mass Upload - Student Confirmation', 'Regional Campus A11 Hold Extension Request', 'External Org ID Request', 'Graduate Department Request for Evaluation', and 'Graduate Admission Packet Shipping Preference'.

Admission					
Lists					
	My Department's Student Applicants				
Tasks					
	Admissions Financial E-Form Submission		Graduate A11 Hold Extension Request		View Response to Request for Evaluation
	Student Confirmation: Graduate Department		Admissions Mass Upload - Student Confirmation		Regional Campus A11 Hold Extension Request
	External Org ID Request		Graduate Department Request for Evaluation		Graduate Admission Packet Shipping Preference

- 2.) Enter your student's UID and answer the prompts that appear.

Note: The answer to the first question must be, "No" in order for the request to be approved. Students are not allowed to register for their final semester before submitting official academic records.

Note: If you are unsure of the student's graduating term, enter an estimation.

Graduate A11 Hold Extension Request

(*) *Information Required*

University ID*

Will it be possible for the student to register for their final term if a one-time extension is granted? *

☐ Yes ☒ No

Please provide a brief explanation of your request for an A11 hold extension and the plan currently in place to secure the required documents.*

If there is any question regarding the student's current status, please leave a remark in the 'Comments' section below.

Additional Comments:

Please tell us in which term the student will be graduating?*

Submit

3.) Click, "Submit"