

Holds Removal Process

<http://esther.rice.edu>

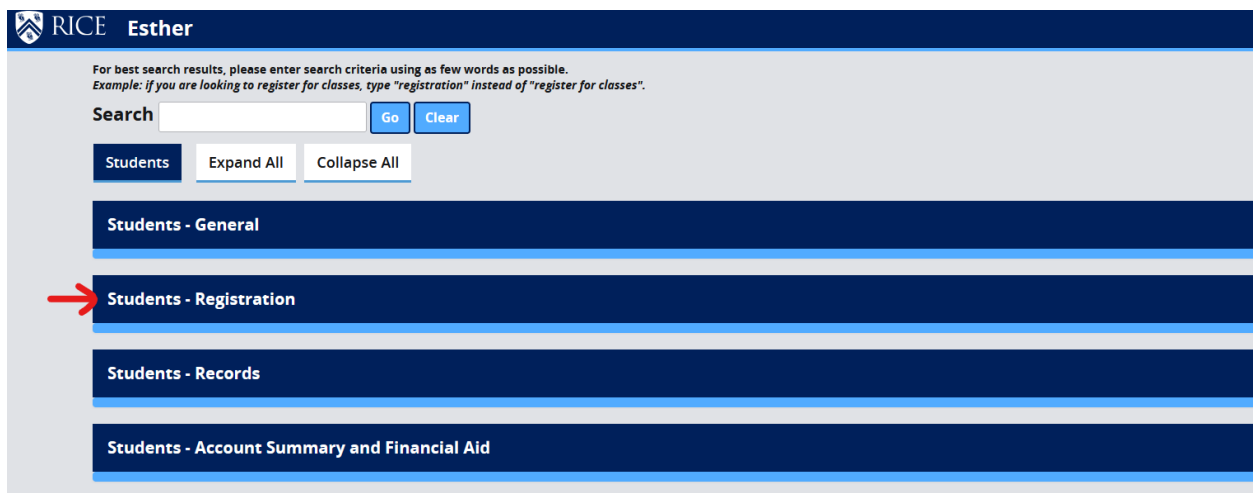
Students must clear a series of holds on their ESTHER accounts before they are able to register/be registered for any courses. Each semester, four standard holds must be lifted:

- [Address Verification Hold](#)
- [Student Handbook Affirmation Hold](#)
- [Rice Alert Hold](#)
- [Financial Responsibility Agreement Hold](#)

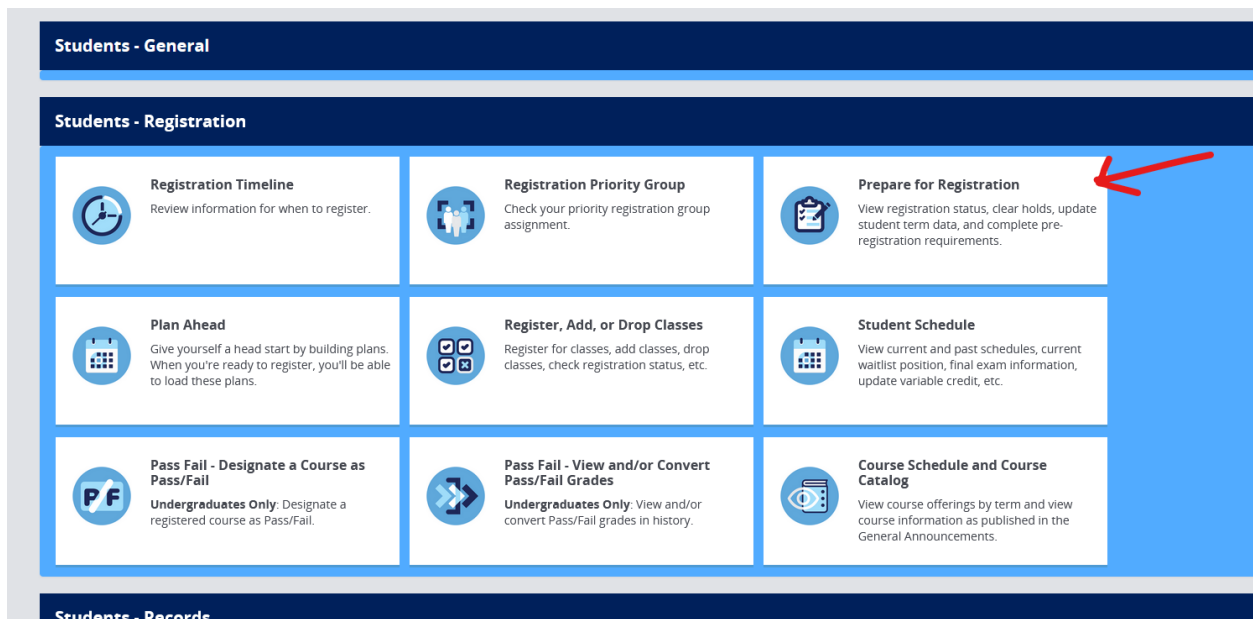
When you first join the program, you may also need to clear the following holds:

- [NameCoach Hold](#)
- [Student Health Services Hold](#) (Health Data Form) – usually only applies to students in the Full-Time program
- Registrar Hold – Will be automatically lifted before July 1. Students cannot take any action to clear this hold.

To see your holds, log into ESTHER and from the main screen, click on **Students – Registration**



Then click on the tile that says **Prepare for Registration**



From the dropdown menu on the next screen, choose the correct **Term**

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Fall Semester 2026

Fall Semester 2026

Summer Semester 2026

If you have any holds that will prevent registration, they will show up in a red box under the **Registration Status** tab. Underneath the list of holds, follow the link that says **Click here** to view and clear registration holds.

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration

Registration Status Update Student Term Data

Registration Status

Term: Fall Semester 2026

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ⚠ You have holds which prevent registration.

Address Verification
From Date: 03/24/2026
To Date: 04/03/2026
Processes Affected: Registration

Financial Responsibility Hold
From Date: 02/29/2024
To Date: 04/03/2026
Originator: Bursar's Office
Processes Affected: Registration

Rice Alert Hold
From Date: 02/29/2024
To Date: 04/03/2026
Originator: Office of the Registrar
Processes Affected: Registration

Student Handbook Affirmation
From Date: 08/09/2024
To Date: 04/03/2026
Originator: Judicial Affairs
Processes Affected: Registration

[Click here to view and clear registration holds](#)

In the top right corner of the next screen, click on the word **Holds**.

025 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 4 **Holds: 4**

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

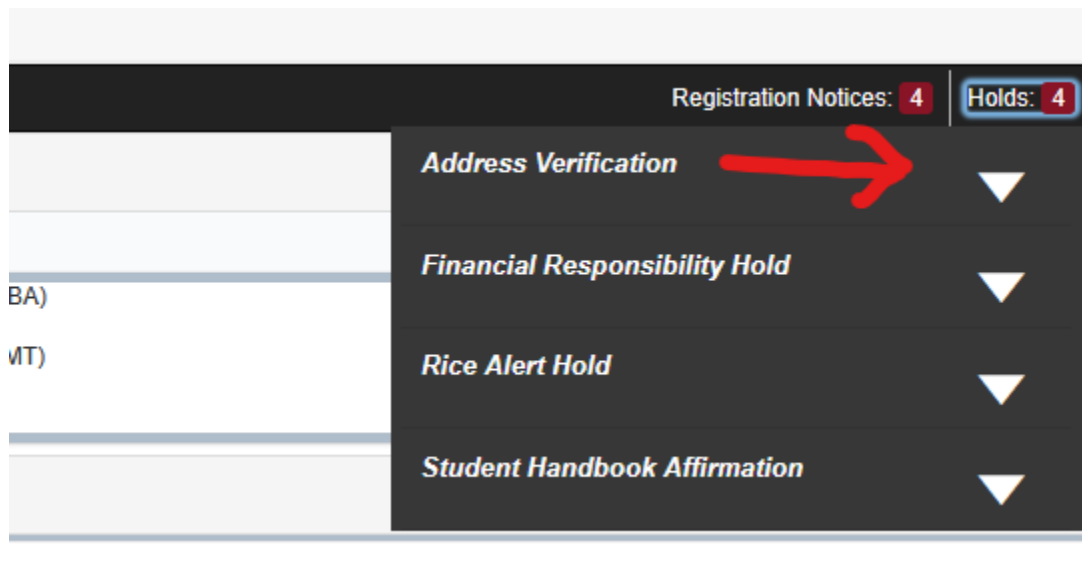
Degree:	Master of Business Admin (MBA)
Department:	Management (MGMT)
Major:	Business Administration (MGMT)
GA/Catalog Year:	2019 - 2020
GA/Catalog Term:	Fall Semester 2019

REGISTERED COURSES

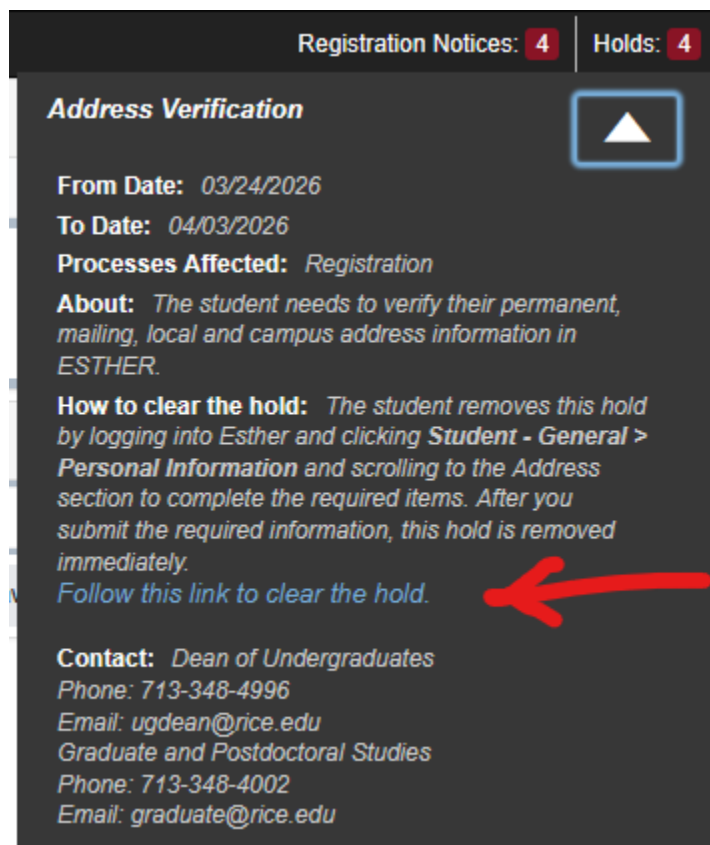
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | Min Hours: Not available | Max Hours: Not available

A dropdown list of holds will appear. Click on the **arrow** next to each hold to see more information.



Under the instructions for how to lift the hold, click on the link that says **Follow this link to clear the hold.**



At times, if you log into ESTHER, you may see a red notification at the top of the screen that says **You Have Active Holds** – [click here for information](#). You can **follow this link to clear the hold**.



You Have Active Holds - [click here for information](#)



For best search results, please enter search criteria using as few words as possible.
Example: if you are looking to register for classes, type "registration" instead of "register for classes".

Search [Go](#) [Clear](#)

[Students](#) [Expand All](#) [Collapse All](#)

Students - General

Students - Registration

It will take you to a page where you can click on the word **Holds** in the top right corner.

025 | Overall Hours: 0 | Overall GPA: 0.00 | Registration Notices: 4 | **Holds: 4**

CURRICULUM, HOURS & GPA 

[Primary](#) [Secondary](#) [Hours & GPA](#)

Degree:	Master of Business Admin (MBA)
Department:	Management (MGMT)
Major:	Business Administration (MGMT)
GA/Catalog Year:	2019 - 2020
GA/Catalog Term:	Fall Semester 2019

REGISTERED COURSES 

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | Min Hours: Not available | Max Hours: Not available

Address Verification Hold:

To clear this hold, you must enter information for three types of address: **Permanent**, **Mailing**, and **Local**. Even if these are all the same address, you must enter the information into each of these fields.

The link to clear the hold will take you to the **Personal Information** page. Scroll to the **Address** section at the bottom and click on the **Add New** button

Personal Information

Address

Local
Current

Mailing - Student
Current

Permanent
Current







Please review your addresses below and make any necessary updates.

The Permanent Address is the address of your permanent home residence. Upon graduation, this is the address to where your diploma will be mailed.

The Mailing Address is the address of your choice where you desire to have your mail delivered.

The Local Address is the address of your residence during the academic year. For on-campus residents it is your campus address, or for off-campus residents this is your off-campus address. All students should enter their cell phone number in the phone field.

The Campus Address is the address of your residential college (undergrads) or your home department (grad students). Campus addresses are not eligible for update by the student. If the information displayed is incorrect, please notify the Office of the Registrar at registrar@grice.edu.

Type Your Full Name:

Confirm Addresses Are Correct: ☒ Yes ☐ No

Remove Address Verification Hold

A pop-up window will ask for details of the address. Fill out the required information in the fields provided and click the blue **Add** button at the bottom

Add Address ×

Type of Address
Select Address Type ▼

Valid From
04/02/2026

Valid Until
MM/DD/YYYY 

Address Line 1
Enter Address Line 1

Address Line 2
Enter Address Line 2

Address Line 3
Enter Address Line 3

City
Enter City

State/Province
Select State ▼

County
Select County ▼

Zip/Postal Code
Enter Zip Code

Country
Select Country ▼

Add

Once you've entered all three addresses, type your full name in the name field, select **Confirm Addresses Are Correct - Yes**, and click the blue **Remove Address Verification Hold** button at the bottom.

The **Permanent Address** is the address of your permanent home residence. Upon graduation, this is the address to where your diploma will be mailed.

The **Mailing Address** is the address of your choice where you desire to have your mail delivered.

The **Local Address** is the address of your residence during the academic year. For on-campus residents it is your campus address, or for off-campus residents this is your off-campus address. **All students should enter their cell phone number in the phone field.**

The **Campus Address** is the address of your residential college (undergrads) or your home department (grad students). Campus addresses are not eligible for update by the student. If the information displayed is incorrect, please notify the Office of the Registrar at registrar@rice.edu.

Type Your Full Name:

Confirm Addresses Are Correct: ☒ Yes ☐ No

Remove Address Verification Hold



Student Handbook Affirmation Hold

To clear this hold, you must read and affirm the Honor Code policies for the semester. Click on each policy to understand what it is you are agreeing to. They will appear as follows:

- **Code of Student Conduct**
- **Alcohol Policy**
- **Honor System Handbook**
- **Matriculation Pledge**

After you have read all of the statements, click **I have read and accept**.

Student Handbook Affirmation

My acknowledgment indicates that I have read and agree to be bound by Rice University's Code of Student Conduct, Honor System, and Alcohol Policy. I understand these documents can be reviewed in the Rice Student Handbook, updated yearly, and at these links.

- [Code Of Student Conduct](#)
- [Alcohol Policy](#)
- [Honor System Handbook](#)
- [Matriculation Pledge](#)

 I have read and accept

Reject

Financial Responsibility Agreement Hold

To clear this hold, you must affirm that you have read and accepted the financial responsibility policy. You will be held to the terms outlined in the **Student Financial Responsibility Agreement** link.

When you have read the agreement, click on **I have read and accept**

Student Financial Responsibility Agreement

 I understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement in which Rice University is providing me educational services, and I promise to pay for all assessed tuition, fees and other assessed charges by the published or assigned rates.

- [Student Financial Responsibility Agreement](#)



Rice Alert Hold:

To clear this hold, you must enter certain contact information so that the university can reach you in case of an emergency.

For your **Main Building Location**, select **McNair Hall – Jgsb – Central Garage**

Fill in how you want the University to contact YOU in case there is an emergency on campus (flooding, crime, etc.). You can enter a US number and/or an international number.

Click on **Confirm Information – Release Registration Hold**

Rice University Emergency Notification System

Use this form to enter your cell phone number and non-Rice email address so that in the event of an emergency the University can notify you as quickly as possible.

Emergency notifications will be sent as both voice messages and text messages to cell phones, voice messages to landlines, and as text through email. To help you identify these messages the Crisis Management Team (CMT) number, 713-348-8888, will be used to send the emergency notifications.

Because text messaging is a fast and efficient mode of mass communication, cell phones with this feature enabled are recommended for emergency notifications. Please make sure this option is enabled. (Text messaging plans vary between vendors and provider charges may apply.)

Additionally we ask that you provide one to two non-Rice email addresses to which an email notification can also be sent. The form allows for the input of phone numbers and email addresses for others. These may be used in situations where it is necessary to provide information to those individuals; i.e. parents, spouses, and others.

You may choose to opt out, in which case your information will not be provided to the Emergency Notification system.

If your cell phone provider is not listed in to drop down list, please send an email to: admsys@rice.edu with your provider name and it will be added to the list.

Please note that it takes 24 hours for the information submitted to be updated in the emergency notification system. Thank you.

Current campus number: -

Main Building Location: McNair Hall - Jgsb - Central Garage

Campus email:

Secondary Building Location: (Please select secondary bldg)

Non-Rice Phone Information

Type	Area Code	Number	Cell Provider	Relationship	Delete
Cell	555	555-5555	AT&T	Self	☐
(Please select type)			(Please select your provider)	Self	☐
(Please select type)			(Please select your provider)	Self	☐
(Please select type)			(Please select your provider)	Self	☐
(Please select type)			(Please select your provider)	Self	☐

Non-Rice Email Information

Email Address	Relationship	Delete
	Self	☐
	Self	☐

International Phone Information

**Be sure to enter the complete dialing sequence, including intl access, country code, city code and phone number.

Type	International Access Code and Phone Number	Relationship	Delete
(Please select type)		Self	☐
(Please select type)		Self	☐

Opt Out ☐

Confirm Information - Release Registration Hold

OPTIONAL: You may test as many (or as few) communication channels as you want by checking the check box to **Request Test Message** next to each channel, then clicking **Request Test Message** at the bottom of the page

Rice University Emergency Notification System Confirmation

Thank you for completing your emergency contact information via the Rice University Emergency Information System. Your information has been saved on a secure basis.

Below you may request that test message(s) be sent to the cell phone numbers and email addresses you entered. The test message feature sends test messages to the cell phone numbers and email addresses you entered. These test messages are sent from the Esther system in 10 minute cycles. Actual emergency messages are sent from the vendor's system will be performed occasionally (annually or as needed). You will be notified of these tests in advance in order to be able to identify them.

You have confirmed that your information is up to date and your Registration Hold has been released.

Campus Phone

Main Building Location McNair Hall - Jgsb - Central Garage

Secondary Building Location

Phone Information					
Area Code	Number	Phone Type	Provider	Relationship	Request test message
555	555-5555	Cell	AT&T	Self	☐

Depending on your plan, you may be charged for text messages.

Request Test Messages

NameCoach Hold

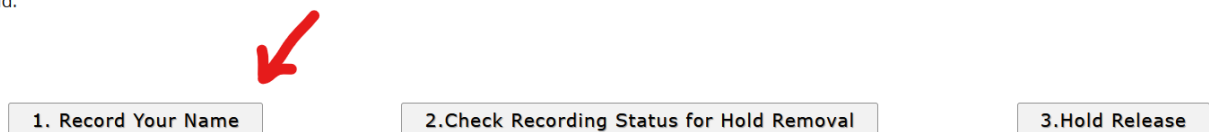
To clear this hold, you must provide a recording of your name. The link to clear the hold will take you to the **Update Name Pronunciation (NameCoach)** page. Click on the button that says **1. Record your Name.**

Update Name Pronunciation (NameCoach)

Click on the "NameCoach" button to open a pop-up that will allow you to record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).

If you have a hold on your account requiring that you record your name, the hold release is a three step process:

1. Click on the "1. Record Your Name" button and follow the steps to record your name.
2. After you are finished recording and save your recording, click on the "2. Check Recording Status for Hold Removal" button. This button will pull in information you submitted in Step 1 to ensure you are eligible to have the hold released.
3. If you are eligible to have your hold released, click on the "3. Hold Release" button. This will remove any hold that exists on your account for the NameCoach hold.



Type your **full name** and the **phonetic spelling** of your name into the fields indicated below, then click the **Record** button to record your name. You can use either the Web Recorder provided or your phone.

Update Name Pronunciation (NameCoach)

pop-up that will allow you to record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).

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1. Record Your Name

Rice University NameCoach

Email
t13@rice.edu

First name
Test

Middle name
Middle Name

Last name
Tester13

Full name or your name as you would like it said/announced
Henry Indiana Jones, Jr.

Phonetic spelling of your name
Phonetic spelling of your name

Please audio record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).

You can record your name by having the NameCoach system call you, or by using the Web recorder

Having trouble recording?

☒ Web Recorder
☐ Phone

Record your name using our web audio recorder

The prompt under the Record button will read "Ready", then "Set" and finally, "Record" - wait for the "Record" prompt before speaking.

Record

Save all the changes Close

Wait for the **Record** message to appear before speaking.

Record your name using our web audio recorder

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

00:05/00:10



Record



Click the **Play** button to hear your recording.

Having trouble recording?

☒ Web Recorder

☐ Phone

Record your name using our web audio recorder

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.



Your recording is ready

Save all the changes

Close

If you are not satisfied with your recording, you can click **Record** again. Once you are satisfied with the recording, click **Save all the changes**.

Having trouble recording?

☒ Web Recorder

☐ Phone

Record your name using our web audio recorder

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.



Your recording is ready

Save all the changes

Close



Back on the main page, click the button that says **3. Hold Release**

Update Name Pronunciation (NameCoach)

Click on the "NameCoach" button to open a pop-up that will allow you to record the pronunciation of the full name you wish to be called by others at Rice (e.g., faculty, staff).

If you have a hold on your account requiring that you record your name, the hold release is a three step process:

1. Click on the "1. Record Your Name" button and follow the steps to record your name.
2. After you are finished recording and save your recording, click on the "2. Check Recording Status for Hold Removal" button. This button will pull in information you submitted in Step 1 to ensure you are eligible to have the hold released.
3. If you are eligible to have your hold released, click on the "3. Hold Release" button. This will remove any hold that exists on your account for the NameCoach hold.

1. Record Your Name

2. Check Recording Status for Hold Removal

3. Hold Release



Student Health Services Hold

If you see this hold, it means you must turn in a completed **Health Data Form**. Once this form has been processed, Student Health Services will remove the hold. Please visit <https://health.rice.edu/new-students> for more information.

- The form must be completed and **submitted by July 1**.
- Double-check that **all of the required elements** (immunizations and physical exam sections) are properly completed.
- **Make a copy** for yourself in case it gets lost in the mail.

We cannot register you until the form has been accepted by Student Health Services and they have lifted the hold.