



WORKDAY

QUICK REFERENCE GUIDE

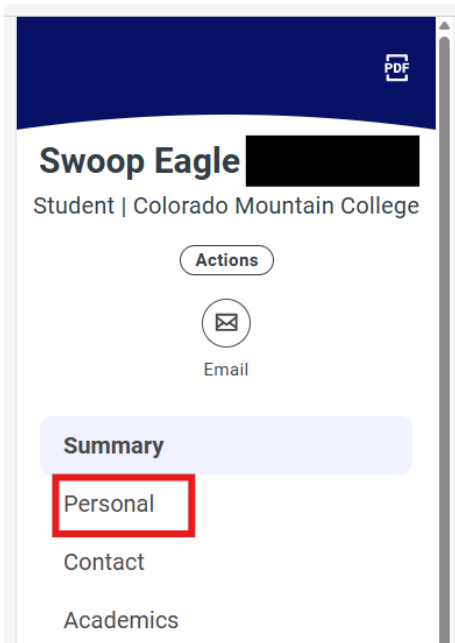
Immunization Holds

This guide explains how to submit documentation to resolve an Immunization Hold on your student account in Workday.

Resolving an Immunization Hold

Colorado Mountain College is required by the state of Colorado to collect immunization information for Measles, Mumps, and Rubella (MMR). If you have an exemption on file, it must be renewed annually. If you have an Immunization hold, it means that we don't have the required immunization records on file. To resolve the hold, you can upload the necessary immunization documents.

1. From your profile, in the left navigation menu, select "Personal."

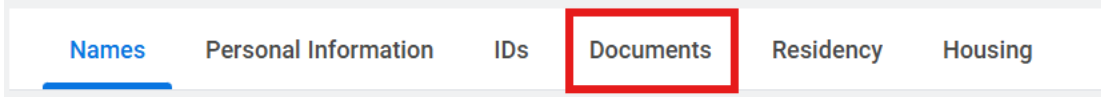




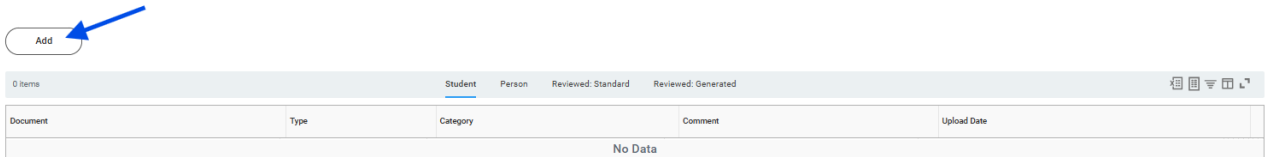
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2. From the top navigation bar in your Personal Dashboard, select "Documents".



3. Click the "Add" button.



4. In the Item Details section, select Colorado Mountain College in the "Type" field.

Item Details

Type *

Category (empty)

Date Received

Official

5. Then select "Undergraduate".

Item Details

Type * value.

Category **Undergraduate**

Date Received

Official



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- Beneath "Undergraduate", scroll down to select "Stu-Immunization-Records" (this ensures it routes correctly for processing).

Item Details

Type * Search

Category Undergraduate

Date Received

Official

- FA-WS-Evaluation
- FA-WS-Notices-to-Stu-and-Sup
- Federal Verification
- Financial Aid
- ISIR
- Professional Judgment
- Stu-Immunization-Records
- Stu-Student-Data

- Enter today's date in the "Date Received" field.

Item Details

Type * X Stu-Immunization-Records

Category Stu-Immunization-Records

Date Received MM/DD/YYYY

Official

March 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

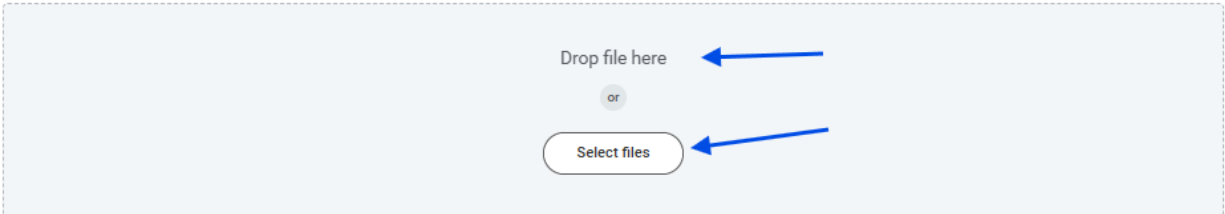


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8. In the "Attachments" section, drag and drop files or click the "Select files" button to upload documentation.

Attachments



Acceptable documents include:

- Immunization Records indicating the required two MMR vaccinations.
- Immunization Exemption ([Medical Exemption](#) or [Non-Medical Exemption](#)), complete the form with a physician's signature or provide the certificate of completion for the [Online Education Module](#).

You can contact the Registrar's Office at registrar@coloradomtn.edu as soon as it is uploaded if you need the hold removed immediately; otherwise, it will be lifted within 24 hours.