

RESOLVING A HOLD ON YOUR STUDENT ACCOUNT

Check Self-Service to see if you have any "holds" placed on your account

1. Log-in to [Self-Service](#)
2. Select the **Register** tab
3. Select **Traditional Courses**
4. Look for red STOP sign and codes
5. Contact the office responsible for placing the hold and make arrangements to fulfill your obligations and have your hold released before you attempt to register for courses.

The screenshot shows the Hood College Self-Service portal. At the top, there is a navigation bar with 'Cart', 'Help', and 'Log Out' links, a 'Catalog' dropdown menu, and a search box. Below this is a 'Welcome (abc01)' message. A main navigation bar contains tabs for 'Home', 'Register', 'Classes', 'Finances', 'Grades', 'Search', and 'My Profile'. The 'Register' tab is selected, and the 'Traditional Courses' section is active. On the left, there is a 'Related Links' sidebar with 'Section Search' and 'View Schedule' options. The main content area displays a red stop sign icon followed by the text: 'Account is on Stop List.' Below this, two specific holds are listed: '10/29/2009 - ResLife Housing Contract Needed (Stop Registration)' and '4/5/2010 - Acctg Hold Reg & Tran (Stop Registration, Stop Grades)'. A summary message states: 'Your account is currently on Stop List. You may not register until this situation has been resolved.' At the bottom of the page, a footer reads: 'PowerCAMPUS® Self-Service 7.3 · © 2005 - 2010 SunGard. All rights reserved.'

STOP CODE	CONTACT DEPARTMENT	PHONE NUMBER	EMAIL
Acctg Hold Reg & Tran	Accounting Office	(301) 696-3607	accounting@hood.edu
Disciplinary Hold	Resident Life	(301) 696-3577	residencelife@hood.edu
Res Life Gen Hold	Residence Life	(301) 696-3577	residencelife@hood.edu
Res Life Housing Contract Needed	Residence Life	(301) 696-3577	residencelife@hood.edu
Req Course(s)	Residence Life	(301) 696-3577	residencelife@hood.edu
UG F1 VISA	International Student Services	(301) 696-3811	pdso@hood.edu
UG Immunization Hold	Wellness Center	(301) 696-8374	cevallost@hood.edu
UG 2 or More Inc	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG See Dean of Students	Dean's Office	(301) 696-3573	owhite@hood.edu eylerm@hood.edu
Library Obligation	Library	(301) 696-3909	No emails-please call to resolve
Financial Aid Direct Loan	Financial Aid	(301) 696-3411	finaid@hood.edu
Grad F1 Visa	International Student Services	(301) 696-3811	pdso@hood.edu
Graduate International	Graduate School	(301) 696-3600	gofurther@hood.edu
Graduate No Transcript	Graduate School	(301) 696-3600	gofurther@hood.edu