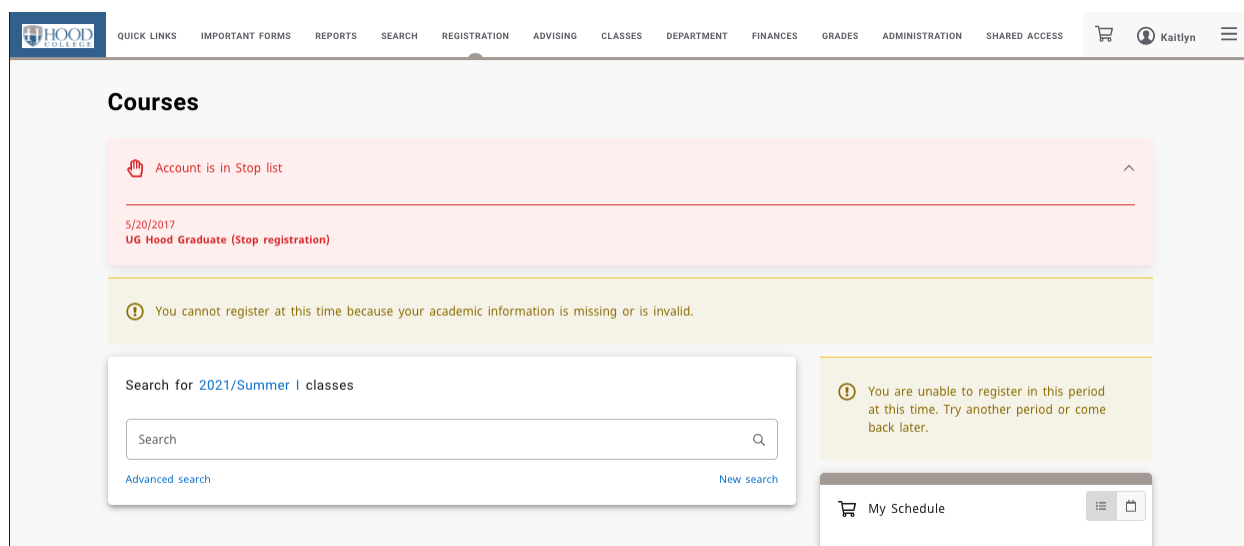


RESOLVING A HOLD ON YOUR STUDENT ACCOUNT

1. **Check Self-Service to see if you have any holds placed on your account.** Log in to [Self-Service](#) and hover over the REGISTRATION tab and click COURSES. If you have a hold, you will see a banner in red with a message “Account is on Stop list.” You will see the date that the hold was placed on your account as well as a description of the hold.



2. **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 stop code and corresponding office can be found in the chart below.

STOP CODE	CONTACT DEPARTMENT	PHONE NUMBER	EMAIL
Acctg Hold Reg & Tran	Accounting Office	(301) 696-3607	accounting@hood.edu
Assault Prevention	Graduate School	(301) 696-3600	gofurther@hood.edu
Submit COVID Vax Status	Wellness	(301) 696-3439	wellness@hood.edu
Disciplinary Hold	Residence Life	(301) 696-3577	residencelife@hood.edu
EAP 500	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Financial Aid Direct Loan	Financial Aid	(301) 696-3411	finaid@hood.edu
Grad F1 Visa	International Student Services	(301) 696-3811	pdso@hood.edu
Grad Fluency	Graduate School	(301) 696-3600	gofurther@hood.edu
Graduate International	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Graduate No Transcript	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Grad Pet for Readmit	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Library Obligation	Library	(301) 696-3909	No emails-please call to resolve
New Grad Adm Req	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu

Req Online Course(s)	Residence 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
UG F1 VISA	International Student Services	(301) 696-3811	pdso@hood.edu
UG Health Records Hold	Health & Counseling Services	(301) 696-8374	healthservices@hood.edu
UG 2 or More Inc	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need HS Transcr	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG Need Grad App	Registrar's Office	(301) 696-3616	registrar@hood.edu
UG See Dean of Students	Dean's Office	(301) 696-3573	deanofstudents@hood.edu