

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 interface. At the top, there is a navigation bar with 'Cart', 'Help', and 'Log Out' links, along with a search box and a 'Catalog' dropdown menu. Below this, the user is logged in as 'abc01'. The main navigation tabs include '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 are 'Related Links' for 'Section Search' and 'View Schedule'. The main content area displays a red stop sign icon and the message: '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 statement reads: '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 contains the text: '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
Alcohol Course	Residence Life	(301) 696-3577	residencelife@hood.edu
UG F1 VISA	International Student Services	(301) 696-3811	o@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