

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 is a 'Welcome (abc01)' message. 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 shows 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 concluding message reads: 'Your account is currently on Stop List. You may not register until this situation has been resolved.' The 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
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	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
New Grad Adm Req	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
EAP 500	Registrar's Office	(301) 696-3616	hoodgrad@hood.edu
Assault Prevention	Graduate School	(301) 696-3600	gofurther@hood.edu
Grad Fluency	Graduate School	(301) 696-3600	gofurther@hood.edu