## **VIEW HOLDS (STUDENTS)**

## **OVERVIEW**

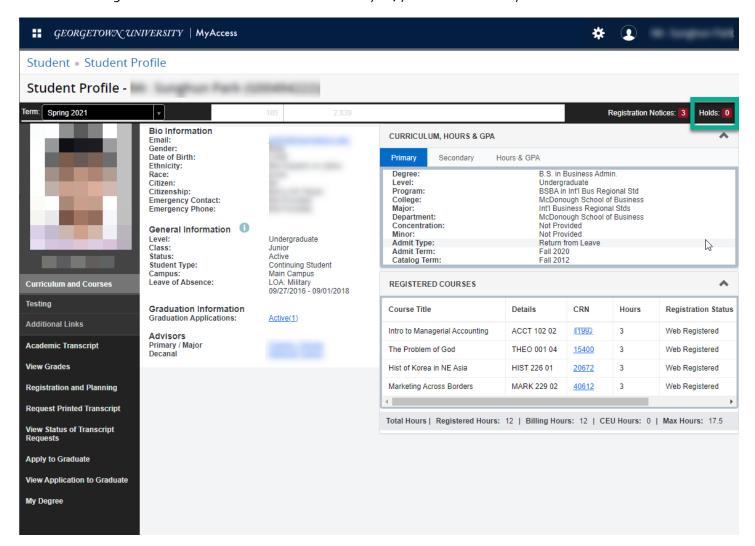
Check <u>MyAccess</u> for any Holds in advance of your registration time slot. Holds may prevent you from registering on your scheduled day and time or receiving a transcript.

## **PROCEDURE**

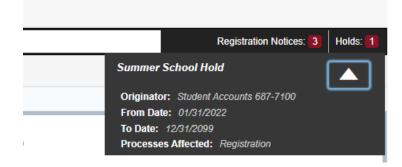
1. Navigate to the Students tab and select Student Profile



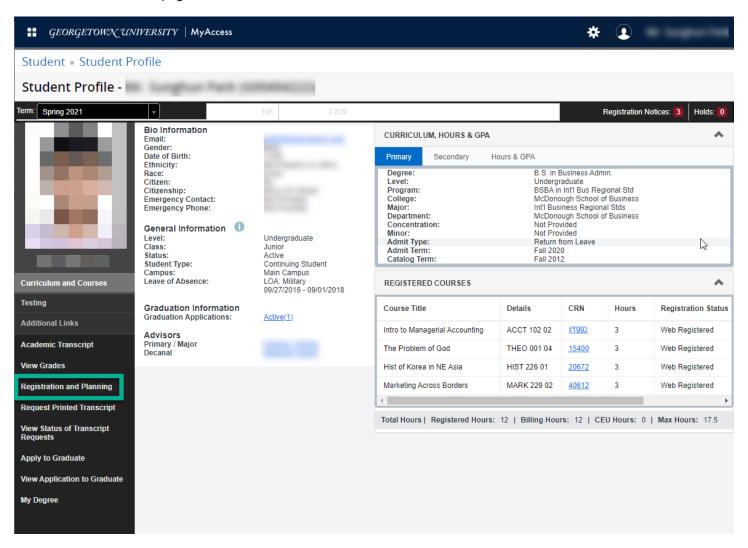
2. In the black toolbar at the top on the right hand side, you will see Registration Notices and Holds. Click holds to view existing holds. If the Red number next to holds says o, you do not have any current holds.



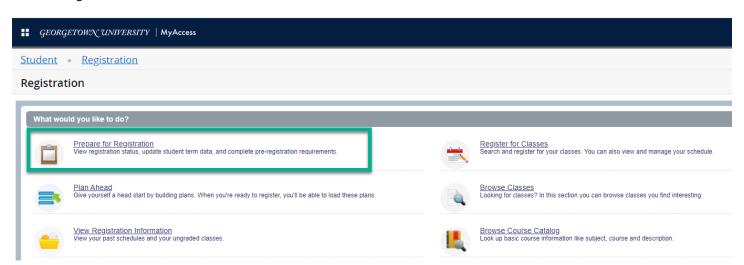
- 3. When you click *Holds*, a detailed message will appear giving a description of the hold, listing which office has applied the hold, the effective dates and which processes may be impacted. Some holds prevent registration while others also prevent transcripts from being produced.
  - If there are no holds, you will see the message "There are no holds to be displayed".



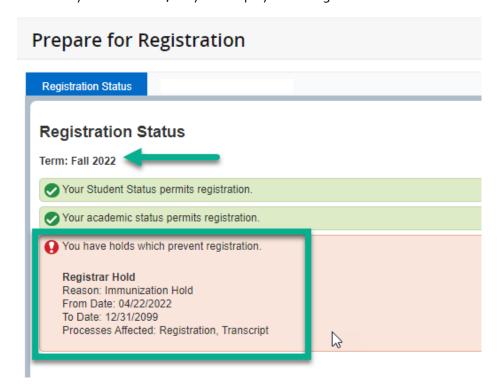
4. You can also view holds by navigating to *Registration and Planning* using the Additional Links section on the left hand side of the page



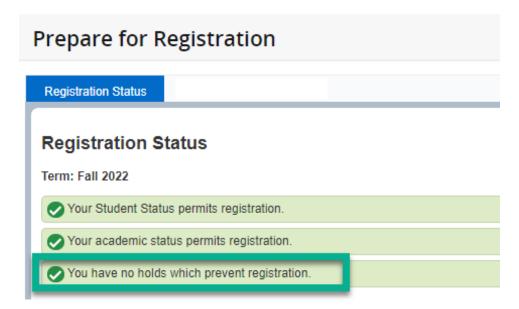
5. This will bring you to the Registration Module. Click *Prepare for Registration* to view a hold as well as Registration Status and Curricular information for the selected term.



6. If you have holds, they will display under registration status next to a red exclamation mark.



7. Once you've resolved the holds with the correct office, you will see a green check mark with a message that you have no holds.



## QUESTIONS?

Contact lawreg@georgetown.edu or your advisor.