

VIEW HOLDS (STUDENTS)

OVERVIEW

Check [MyAccess](#) 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*

The screenshot shows the MyAccess portal for Georgetown University. At the top, there is a navigation bar with the university logo and name, and a 'MyAccess' label. To the right of the navigation bar are a gear icon and a user profile icon. Below the navigation bar is a large heading that says 'Welcome to MyAccess!'. Underneath this heading are four tabs: 'All Users', 'Students', 'Financial Aid', and 'Faculty and Advisors'. The 'Students' tab is highlighted with a green border. Below the tabs is a section titled 'Students' which contains six cards, each with an icon of a document and a blue 'i' in a circle. The 'Student Profile' card is highlighted with a green border. The cards are: 'Personal Information' (View and update your biographical and demographic information.), 'Next of Kin', 'Student Profile' (View detailed student information including biographical, curriculum, etc.), 'Provide Social Security Number', 'My Degree' (Curriculum, advising and program planning on the Web.), and 'F-1 and J-1 International Students' (Things to do before and after arriving at Georgetown for incoming F-1 and J-1 international students.).

- 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 0, you do not have any current holds.

- 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

Student Profile - [Redacted]

Term: Spring 2021 | 105 | 2.839 | Registration Notices: 3 | Holds: 0

Bio Information
 Email: [Redacted]
 Gender: [Redacted]
 Date of Birth: [Redacted]
 Ethnicity: [Redacted]
 Race: [Redacted]
 Citizen: [Redacted]
 Citizenship: [Redacted]
 Emergency Contact: [Redacted]
 Emergency Phone: [Redacted]

General Information
 Level: Undergraduate
 Class: Junior
 Status: Active
 Student Type: Continuing Student
 Campus: Main Campus
 Leave of Absence: LOA: Military 09/27/2016 - 09/01/2018

Graduation Information
 Graduation Applications: [Active\(1\)](#)

Advisors
 Primary / Major Decanal [Redacted]

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	B. S. in Business Admin.	
Level:	Undergraduate	
Program:	BSBA in Int'l Bus Regional Std	
College:	McDonough School of Business	
Major:	Int'l Business Regional Stds	
Department:	McDonough School of Business	
Concentration:	Not Provided	
Minor:	Not Provided	
Admit Type:	Return from Leave	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2012	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status
Intro to Managerial Accounting	ACCT 102 02	1199	3	Web Registered
The Problem of God	THEO 001 04	15400	3	Web Registered
Hist of Korea in NE Asia	HIST 226 01	20672	3	Web Registered
Marketing Across Borders	MARK 229 02	40612	3	Web Registered

Total Hours | Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Max Hours: 17.5

- 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.

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

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

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2022

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ❗ You have holds which prevent registration.
Registrar Hold
Reason: Immunization Hold
From Date: 04/22/2022
To Date: 12/31/2099
Processes Affected: Registration, Transcript

- 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.

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2022

- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

QUESTIONS?

Contact lawreg@georgetown.edu or your advisor.