How to View Holds On Your Record Through Self Service

1. Login to your account through myCampus or directly to Self Service
   a. If you login through myCampus, click on the Self Service icon on your Home menu

2. Once you have accessed the Main Menu within Self Service you will select the Student option

3. Once you have selected the option above, you will select the Student Records option
4. Once you have selected the option above, you will select **View Holds**

**Student Records**

- **Tax Notification**
  View your 1098-T Tax Statement.
- **View Holds**
- **Midterm Grades**
- **Final Grades**
  Final grades for Fall 2011 are viewable at 5:00 PM (CST) on December 16.
  Final grades are not viewable before the scheduled times.
- **Academic Transcript**
  Students can print an unofficial transcript for free.
- **Request Official Transcript**
  Students can request an official transcript for free from the Transcripts Department.
- **View Status of Transcript Requests**
- **Account Summary by Term**
- **Payment Plans and Deposits**
- **Course Catalog**
- **View Student Information**
- **Class Schedule**
- **Enrollment Verification through Student Clearinghouse**
- **Direct Deposit Information**

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5. Once you click on the option above, it will list any and all holds you have. The following criteria is also listed
a. Hold Type
b. Start Date (From)
c. End Date (To)
d. Reason for Hold
e. Originator (This is the office that placed the hold on your account and who will need to be contacted in order to take the steps to get the hold removed!)
f. Processes Affected (This shows what the hold will affects ex. Registration, Transcript Requests, etc.)

View Holds

Remember: You must be cleared every semester by your advisor to register.

Please note that some holds are sensitive and may not display on this page.

Administrative Holds

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owe Accts Receivable Balance</td>
<td>Oct 04, 2011</td>
<td>Dec 31, 2019</td>
<td>Owe Account Balance</td>
<td>Student Accounts 972-2285</td>
<td>Registration, Transcripts, Evaluation</td>
</tr>
</tbody>
</table>

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