

# **My Holds**

## **Instructions**

### *myAntioch*

<http://my.antioch.edu>

## **Holds**

Students must resolve any holds placed on their records before they can successfully register.

Thus, to avoid delays during Priority Registration, students must check the My Holds section of myAntioch to identify holds that will block registration.

### **Holds:**

Holds are placed for various reasons. Some will prevent all registration and others will limit the courses options available to you.

- *For example, a hold that will prevent registration is a Student Accounts Hold. It is placed on a student's record when some financial action is needed before registering for the upcoming term. Students with this hold should contact the Student Accounts Office to determine the cause of the hold and take steps to resolve it. Once resolved, the Students Accounts Office will remove the hold and clear the student for registration.*

Another example would be that a student is required to a past due amount, before registering for the upcoming term or that we are in the late registration period in which the student must make arrangements to pay before being permitted to register or add.

If you have a hold that prevents all registration, the system will display the hold and will tell you what office to contact. Holds that prevent all registration must be cleared by the office listed before you will be able to register.

- *An example of a hold that would limit your registration options is a 30CAS, or Conditional Admit Hold. A Conditional Admit Hold limits registration to 6 graduate credits per term. This particular hold would require that you first contact your program and clear up any requirements needed to register for additional graduate classes that term.*

- Any hold you have is described in the "My Holds" section of your myAntioch account.
- Each hold provides contact information for inquiries about that hold.

**Once the Priority, and Nonpriority registration periods are over, tuition must be paid before adding any new courses or credits.**

After tuition is paid, the Student Accounts Office will apply the Student Accounts Clearance so the student can register.

Check your "My Holds" section of myAntioch to verify your clearance after resolving your hold(s).

If you are unsure of your financial aid status, please contact the Financial Aid Office at 268-4010. All payments for past due amounts, must be paid to the Student Accounts Office before you can register.

Log In to [myAntioch](#). If you need help doing this please see the separate instructions for Logging In.

Click on “Student Main Menu”.

## Student Main Menu:

The screenshot shows the myAntioch website's Student Main Menu. At the top, the myAntioch logo is on the left, and navigation links for CHANGE PASSWORD, LOG OUT, MAIN MENU, ANTIOCH STUDENTS MENU, and FAQ are on the right. Below this is a dark blue header with the text "STUDENTS MENU". The main content area is white and contains a warning: "The following links may display confidential information." Below the warning are three sections, each with a blue header bar and a list of links:

- User Account**
  - [I'm New to WebAdvisor](#)
  - [What's my User ID?](#)
  - [What's my password](#)
  - [Change Password](#)
- Registration**
  - [My Holds](#)
  - [Search for sections](#)
- Academic Profile**
  - [Academic credit by term](#)
  - [Cumulative academic credit history](#)
  - [Test Summary](#)
  - [My class schedule](#)
  - [My Profile](#)

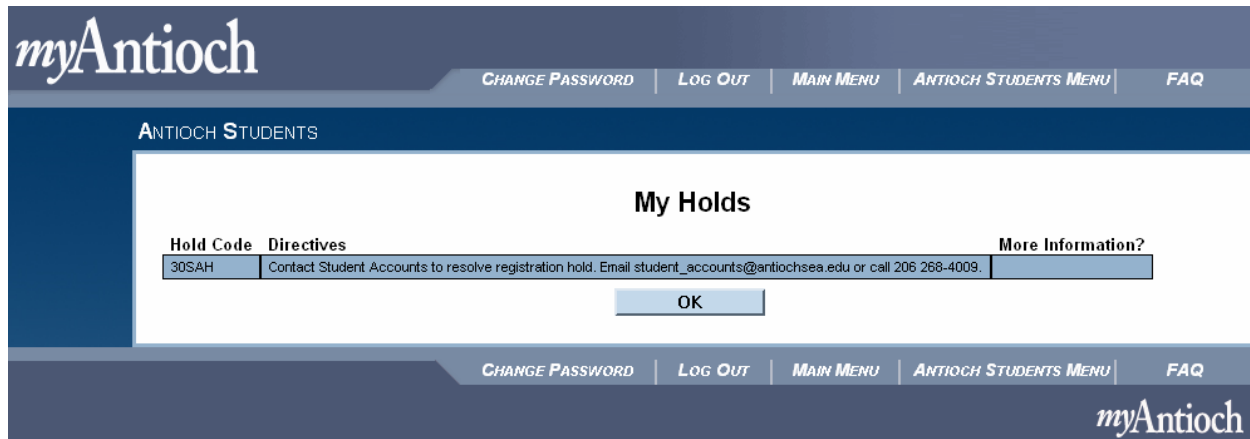
At the bottom, there is a section for **Financial Profile** with one link: [Student Account Summary](#). The footer of the page contains the same navigation links as the top and the myAntioch logo on the right.

Select “My Holds”.

### How do I view my holds?

Once you log onto your myAntioch account, you will see the “My Holds” link on the Student Menu page under ‘Registration’. When you click on this link, you will be routed to a screen listing any holds that have been applied to your record.

The “My Holds” page could look something like the following picture if you have a Student Accounts hold. Once all holds are cleared, there will be no entries under “Hold Code,” Directives” or More Information?” headings.



The screenshot shows the myAntioch website interface. At the top left is the myAntioch logo. A navigation bar contains links for CHANGE PASSWORD, LOG OUT, MAIN MENU, ANTIOCH STUDENTS MENU, and FAQ. Below this is a dark blue header with the text ANTIOCH STUDENTS. The main content area is titled "My Holds" and contains a table with the following data:

Hold Code	Directives	More Information?
30SAH	Contact Student Accounts to resolve registration hold. Email student_accounts@antiochsea.edu or call 206 268-4009.	

Below the table is an "OK" button. The bottom of the page features a dark blue footer with the myAntioch logo and the same navigation links as the top bar.

You can return to the Student Main Menu by selecting “Antioch Students Menu” at either the top or bottom right of the screen.

Be sure to log out of myAntioch when you are finished to prevent others from accessing your information. Simply click on the “Log Out” button.