



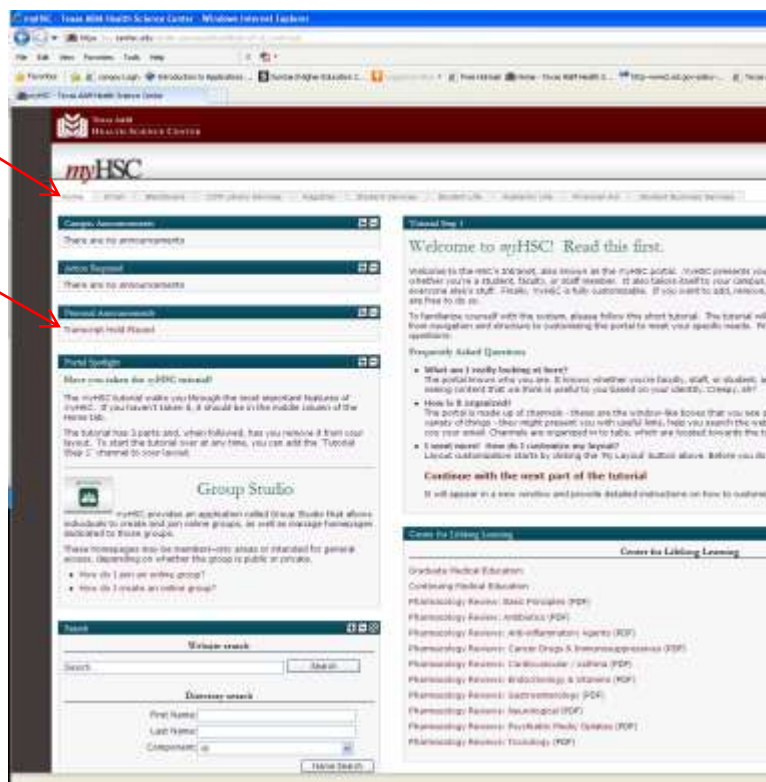
## Office of the Registrar

### Student Instructions for Accessing Holds

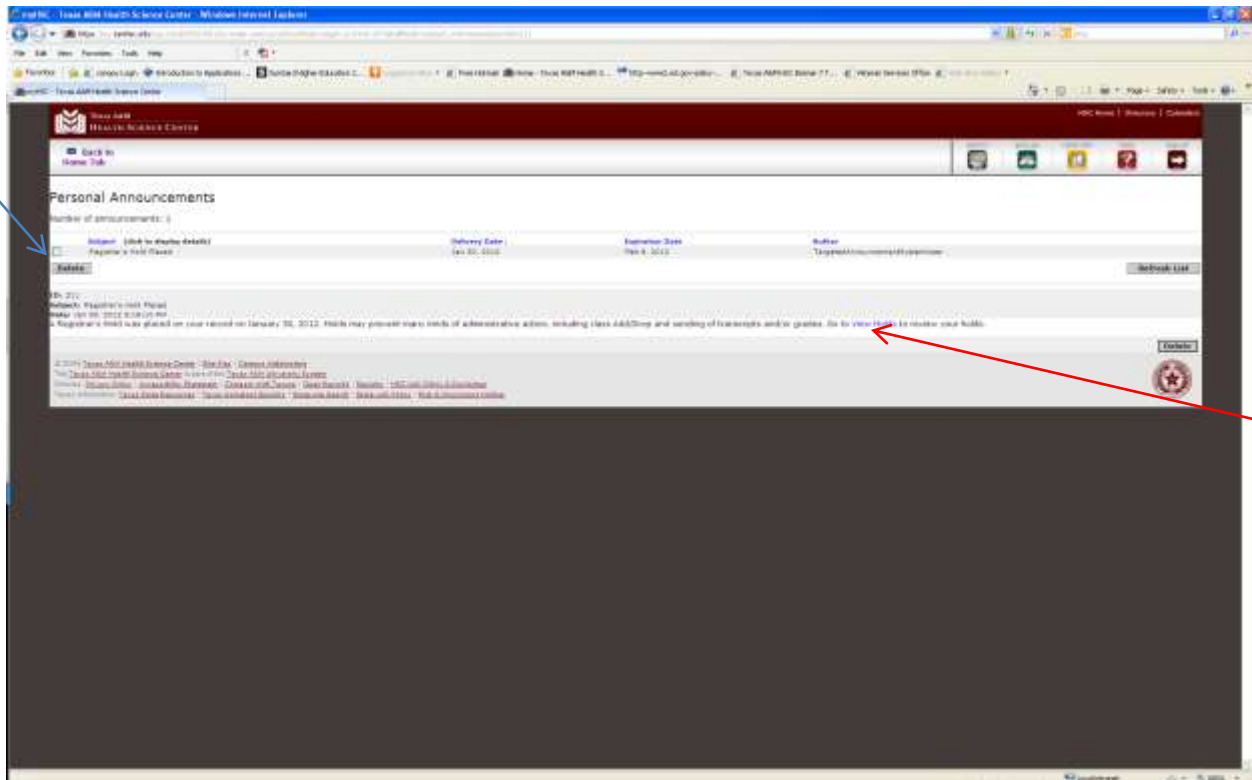
1. Log on to *myHSC*.



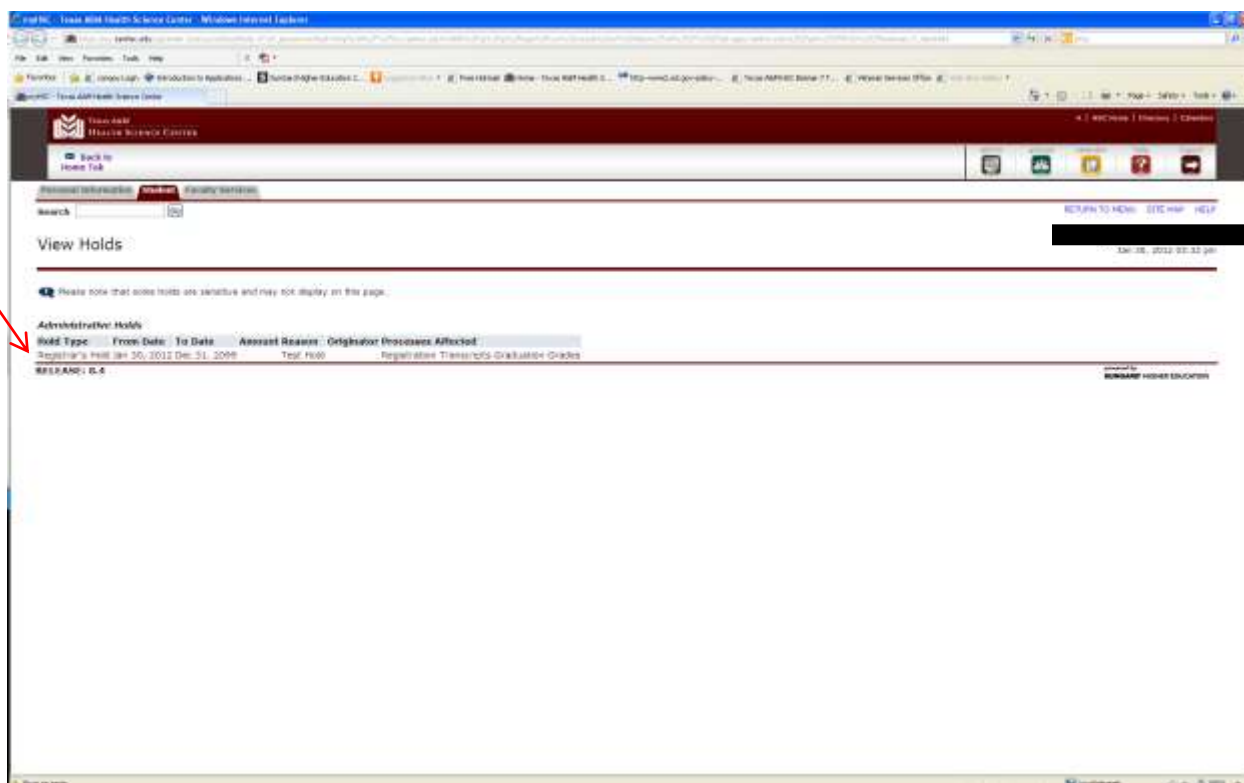
2. View the *Personal Announcements* heading on the Home tab. You will see that a hold has been placed. In this example, it is a transcript hold. Click on the link.



3. The hold record will display showing the date that the hold was placed. Click on the “View Holds” link to see further detail(s).
4. This is also the screen where you may delete a personal announcement once it has received your attention so that it will no longer appear in your list of personal announcements.



- The view holds screen indicates when the hold was placed, when it was/may be released and the reason for the hold. The screen also indicates what other processes may be prohibited by this hold. In this example, the student may not register, obtain an HSC transcript, graduate or view grades until the hold is removed.



- You may then go back to the Home tab and log out of myHSC. Should you have any questions regarding holds or how to access your personal announcements channel, please contact the Office of the Registrar at [registrar@tamhsc.edu](mailto:registrar@tamhsc.edu).