Before You Register

1. Check your registration time

   If you miss your preregistration period, you must wait and register during the open enrollment period.

2. Take care of any holds

   Check for holds prior to registration each semester; see reverse for more information.

3. Complete pre-registration steps

   This must be done via your Howdy portal > My Records tab each semester.
Taking Care of Holds

How to read your holds

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Required</td>
<td>Oct 14, 2015</td>
<td>Dec 31, 1999</td>
<td></td>
<td>Contact ACEN Advisor 740-43-3</td>
<td>Academic Enhancement Registration</td>
<td>Registration</td>
</tr>
</tbody>
</table>

- **What type of hold it is**: Advising Required
- **Why you have it & who to contact**: Contact ACEN Advisor 740-43-3
- **Who can remove the hold**: Academic Enhancement Registration
- **What the hold will effect**: Registration

Common Holds

- **Advising Required** | See an advisor in the department noted for academic advising
- **TSI** | Submit TSI documentation; see an advisor
- **Past Due Acct Balance** | Your student billing account is overdue; see Student Financial Services
- **Direct Deposit** | Provide a direct deposit account via Howdy; will not hinder registration
- **Academic Deficiency** | You are not meeting academic requirements; see an advisor
- **Other** | See an advisor for any other holds