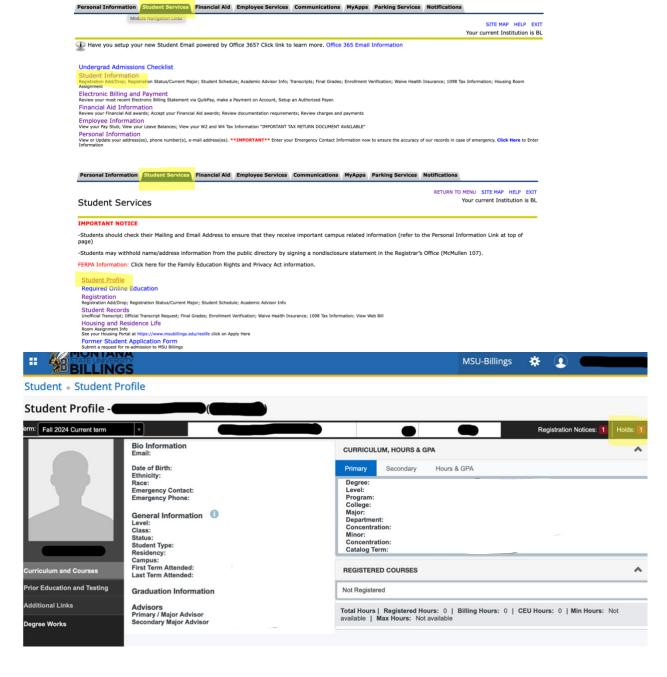
# **Check Your Account Holds:**

- 1. Log in to your MyInfo account.
- 2. Under 'Student Services' tab.
- 3. Select 'Student Information'
- 4. Click on 'Student profile'
- 5. Your account holds are in the upper right corner of the page.





# **Resolve Your Account Holds:**

### **High School/Transfer Transcript Hold**

- Contact your high school or previous educational institution to request your official transcript. Please have it emailed to **Christina Wulf** in Admissions at **christina.wulf@msubillings.edu**, or alternatively, it can be faxed to **406-657-2352**.
- Make sure that the transcript includes the graduation or completion date.
- NOTE: Only Official Transcripts are accepted

### **Immunization Hold**

- <a href="https://www.msubillings.edu/studenthealth/immunizations.htm">https://www.msubillings.edu/studenthealth/immunizations.htm</a>: fill out the immunization requirement form and return the form to Student Health Services located on the 2<sup>nd</sup> floor of the Petro Hall.
- A copy of a signed official record (such as school immunization record, clinic record, etc.) will be accepted.
- Please go to the following link for exemption (medical and religious) forms https://www.montana.edu/health/immunization.html
- MMR (measles, mumps, rubella): students must submit official documentation showing two MMR vaccinations.
- NOTE: Only MSU Bozeman requires Tuberculosis (TB) records. If the student has a TB hold, they will need to call Student Health Partners Medical Services at MSU Bozeman at 406-994-2311 for the hold to be lifted.
- The only exception is if a specific program at MSUB requires a TB screening. For example, MSU Bozeman nursing students completing courses at MSU Billings.
- All students born after the 31<sup>st</sup> of December 1956 are required by the Montana State Law to provide Immunization records.
- Please call Student Health Services at 406-657-2153 for questions



### **Prevention Education and Alcohol Edu Hold**

#### **Access Courses:**

- 1. Log in to your MyInfo
- 2. Under the 'Student Services' tab.
- 3. Select 'Required online education'.

#### Course Details:

Required Courses: Complete Part One of Alcohol Edu and Sexual Assault Prevention for the Undergraduate or Adult Learner, based on your age at login.

Completion Time: It typically takes about one hour to complete each course, totaling approximately 2 hours.

Platform Updates: The Vector training platform synchronizes with Banner every three hours. Therefore, if you complete both courses at 12:00 PM, the hold will be lifted by 3:00

PM. There is no need to contact student health services office to remove the hold.

Please make an advising appointment after you have completed the courses to register for your summer or fall classes.

#### **Important Notes:**

All new students, transfers, and graduate students must complete this training, regardless of age, background, or personal beliefs.

Exemption for Survivors: Survivors of sexual abuse may contact the Student Health Service Director, for an exemption from the Sexual Assault Prevention course but still must complete Alcohol Edu.

#### **Balance Past Due and Financial Hold**

- Students with this hold will need to contact MSU Billings Business Office at 406-657-2140
- NOTE: Financial Holds must be paid in full before the hold will be released.

#### **Holds From Other Institutions**

- Holds on student accounts can belong to ANY of the four MSU campuses: <u>MSU</u> <u>Billings, MSU Bozeman, MSU Northern (Havre), MSU Great Falls.</u>
- Students with this hold will need to **contact the originator of the hold** (i.e. which campus it originates from).