

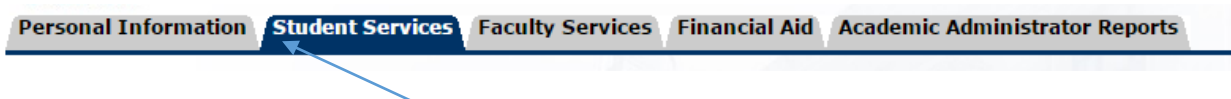
Clear Holds Prior to Depositing

Students must clear all holds prior to depositing graduate work with the Graduate Center Library. Clearances are required for graduation and for participation in commencement.

The chart below outlines all holds that may be imposed by Graduate Center offices. Contact each office identified to clear each hold that appears on your Banner student record.

Hold	Hold Description	Office Owning Hold	Email Address	Telephone Number
B<	Bursar	Bursar	bursar@gc.cuny.edu	212 817-7680
B>	Bursar	Bursar	bursar@gc.cuny.edu	212 817-7680
BO	Business Office	Business Office	bus_off@gc.cuny.edu	212 817-7660
DS	Dean of Students	VP for Student Affairs	stu_aff@gc.cuny.edu	212 817-7400
FA	Financial Aid	Financial Aid	financialaid@gc.cuny.edu	212 817-7460
HO	Housing	Housing	gchousing@gc.cuny.edu	212 817-7605
HP	Human Participants	Research and Sponsored Programs	mazar@gc.cuny.edu	212 817 7525
IG	International Grad Status Review	Office of International Students	intstu@gc.cuny.edu	212 817-7490
LC	Library Circulation Desk/Books/Fines Owed	Library	circ@gc.cuny.edu	212 817-7083
LI	Inter-Library Fine Owed	Library	ill@gc.cuny.edu	212 817-7049
PD	Perkins/NDSL Default	Financial Aid	financialaid@gc.cuny.edu	212 817-7460
PE	Perkins/NDSL Exit	Financial Aid	financialaid@gc.cuny.edu	212 817-7460
SD	Stafford Default	Financial Aid	financialaid@gc.cuny.edu	212 817-7460
SE	Stafford Exit	Financial Aid	financialaid@gc.cuny.edu	212 817-7460
SR	Sponsored Research	Research and Sponsored Programs		

You can check to see if any holds are on your record by logging into self-service. At the main menu click on the Student Services tab:



Click on the Student Records link:

Student Services

[Registration](#)

Register, add or drop courses, view your class schedule and tuition and fee charges.

[Student Records](#)

View your holds, display your grades, student information and review charges and payments.

[Bill Payments](#)

Review tuition and fee Bill. Review payment options (On-line Credit Card Payments.)

[Graduate Center Exit Survey and Survey of Earned Doctorates](#)

For doctoral students depositing their dissertations, launch the Graduate Center's Exit Survey and the National Science Foundation's Survey of Earned Doctorates.

[Graduate Center Online Forms](#)

Apply for Dissertation Fellowship Awards or Doctoral Student Research Grant; Accept Graduate Assistant Appointment

Request an Appointment to Deposit a Doctoral Dissertation or Masters Thesis

Request an appointment to deposit a doctoral dissertation or masters thesis in the Mina Rees Library.

Click on the View Holds link:

Student Records

[View Holds](#)

[Final Grades](#)

[Grade Detail](#)

[Academic Transcript](#)

[View Status of Transcript Requests](#)

[View Billing Information by Term/Make Payment](#)

[Course Catalog](#)

[View Student Information](#)

Any holds will display along with the services denied because of the hold:

Administrative Holds

Hold Type	Amount	Reason	Originator	Processes Affected
Human Participants				Graduation