



Registration PIN Holds

- To remove your “Registration PIN” Hold, please follow the directions below:
- Login to eSIS so that it comes up to your Student Center.
- You will see your “Holds” listed on the top right-hand-corner.

The screenshot shows the Student Center interface for Francis's Student Center. Under the Academics section, there is a message: "You are not enrolled in classes." In the top right corner, there is a "SEARCH FOR CLASSES" button and a "Holds" section. The "Holds" section lists "Registration PIN - See Advisor" with a red underline and a "details" link. A red arrow points from the "details" link to the right.

Click the Details link get more information about your holds

Once you have visited with your advisor and obtained your Registration PIN, you can navigate to enter your Registration PIN 2 ways:

1. By using the the drop down menu select 'Registration PIN':

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Make sure that you click the  button to get to the Registration PIN page.

You will need your Registration PIN that you received from your advisor:



Personal Identification Number

The majority of undergraduate students are required to see their advisor prior to Fall and Spring registration. To determine if you need to see your advisor prior to registration, access the "Holds" link on the Student Center page. If there is a Registration PIN hold, you must contact your advisor to obtain your Registration PIN.

Steps for Registration PIN entry:

- 1) See your advisor. Obtain your Registration PIN
- 2) Once you've obtained your Registration PIN, enter it below and click 'SAVE'.

***For added security, the number will appear as asterisks.

PIN

Enter your PIN you received from your Advisor, then click 'SAVE'

go to ...

Once you enter the number (which is protected by asterisks****) you will receive a message that says it was successful.

Personal Identification Number

Save Confirmation

The Save was successful.

click 'OK'

After clicking OK, it will bring you back to the Registration PIN page, **Do Not enter the PIN again**, just select '**Student Center**' then '**GO**' :



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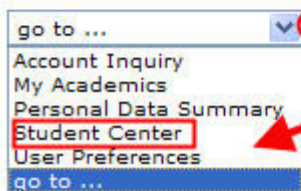
Steps for Registration PIN entry:

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- 2) Once you've obtained your Registration PIN, enter it below and click 'SAVE'.

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PIN

SAVE



Once completed, select 'Student Center' then click on 'GO'.

You are returned back to your Student Center and your Registration PIN Hold has been removed:

Francis's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic...

You are not enrolled in classes.

Your Registration PIN Hold has been removed.

enrollment shopping cart ▶

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Congratulations, you have successfully removed your Registration PIN Hold!!