

STEP BY STEP REGARDING HOLDS

Two newly created holds have been placed on all student accounts. These holds must be cleared by the student prior to registration for each upcoming term. The holds are listed as **Tuition Promissory Note Hold** and **Student Handbook Hold**. Every student must acknowledge his/her understanding of both the Tuition Promissory Note and the Student Handbook before he/she will be allowed to register for classes for the upcoming term. It is easy to resolve these particular holds. When a student completes the process electronically through Self Service Banner, the holds are automatically lifted and the student will be permitted to register online. Below you will find step by step instructions on how to resolve these holds. You may resolve these holds at any time prior to the opening date of your registration period but you will not be able to register for classes until your registration period opens.

FOR CURRENT STUDENTS

1. Log in to Self Service Banner www.okbu.edu/ssb
2. Click on the Student tab and follow the path below:
Student tab > View Institutional Holds > Click here to resolve holds
3. Affirm your understanding of the documents by clicking the acknowledgement boxes and then click submit.
4. If no other holds exist on your account, the registration window of Self Service Banner will open immediately after you have cleared the hold(s). However, you may not register for classes until your registration period opens.

FOR INCOMING STUDENTS

1. Log in to Self Service Banner www.okbu.edu/ssb. Log in information is your OBU Student ID number and birthdate (MMDDYY).
2. Click on the Student tab and follow the path below:
Student tab > View Institutional Holds > Click here to resolve holds
3. Affirm your understanding of the documents by clicking the acknowledgement boxes and then click submit. **No need to worry about the Tuition Promissory Note at this point. We will make sure you have a chance to complete that during your first registration experience.**
4. If no other holds exist on your account, the registration window of Self Service Banner will open immediately after you have cleared the hold(s). However, you may not register for classes until your registration period opens. New students to OBU do not have access to register for classes online until their second term at OBU.
 - a. First Time Freshmen, your registration period opens at the registration event you have selected. If you have not yet registered for an enrollment event, you may do so by clicking this link: <https://www.okbu.edu/admissions/enroll.html> or by contacting your admissions counselor.

- b. Transfer Students, your registration period is the registration time you have arranged through your transfer admissions counselor, Kym Coe. If you have not yet scheduled an appointment to register, you may do so by contacting Kym at kimberly.coe@okbu.edu