

## **How to Temporarily Remove a DG/DX hold**

### **Why do I have a DG/DX hold?**

Any student who has not been admitted to their degree program by 75 hours receives a DG hold. If a student reaches 90 hours and has not been admitted to their degree program, he or she receives a DX hold.

### **What does the difference between DX & DG mean for me?**

The DG hold requires only one person to sign off on your request before it moves to the office of the Registrar who will remove the hold whereas the DX hold requires the Dean to authorize your request. DX holds for this reason may take longer to remove.

### **How do I gain admission to the Psychology Degree Program?**

The admission requirements to the Psychology major are simply to have completed PSY 150 and maintain a GPA higher than 2.0.

### **I took PSY 150 first block and am now finished with the class. Why do I have this hold?**

Grades for first block are not entered until the completion of the semester at which time you will be granted credit for PSY 150 and should be admitted to the degree program at that time, provided you have passed the course.

### **How long will it take for my hold to be removed?**

It could be as soon as an hour and as long as a week. It depends on the availability of the people who must approve your request. On average, these will take a day or so, but due to busy schedules may take additional time.

### **What can I do to prevent this in the future?**

Enroll in PSY 150 as soon as possible. If you are not currently enrolled in PSY 150, it is likely you will have to complete this process one more time. Just be sure to take it as soon as you can.

## Steps for temporarily removing your DG/ DX Hold

- Go to your My Missouri State- Select "Academics" Tab- Click on Registration Status (Right side of screen)

My Missouri State

Missouri State Email Blackboard 9.1 Help Logout

Home Profile **Academics** Teaching & Advising Work Resources Workflow Campus Services

**Student Records**

- Advising Notes
- Degree Audit
- Enrollment Verification Request
- Grades (Midterm)
- Grades (Final)
- General Student Information
- Holds
- Test Scores

**Class Schedule**

- Concise Schedule
- Detail Schedule
- Week at a Glance Schedule
- Final Exam Schedules

**Academic Profile**

**Registration Tools**

- Select Term
- Add or Drop Classes
- Active Registrations
- Refund and Drop Deadlines
- Registration Fee Assessment
- Registration History
- Registration Status**

- Click on the hyperlinked DG/DX hold

Advisor Release for Summer 2015	Not Required	✓ OK
<a href="#">Academic Status</a>	Good Standing	✓ OK
<a href="#">Admitted or Continuing</a>	Yes	✓ OK
Online Agreement	Signed	✓ OK
<a href="#">Enrollment Agreement</a>	Signed	✓ OK
<b>Holds</b>		
<a href="#">Haven (Violence Against Women Training)</a>	All Requirements Met	✓ OK
<a href="#">State-required tuberculosis-risk screening survey</a>	All Requirements Met	✓ OK
<a href="#">Other Holds</a>	<a href="#">DX-Senior Not Admit Degree Prog (DX)</a>	✗ Registration blocked
<b>Registration Overrides and Permits</b>		
(Receiving an override or permission does not register you for the class.)		

- A new tab will open in your browser and you will be asked to log in again. Do so.
- Explain what your hold is (DX or DG) and why you have gained this hold. Please see above for explanation.
- Click Submit this form
- Your part is now complete. Your request will be sent to the appropriate people who will either approve or deny your request. If denied, contact the Psychology Advisement Center.
- You will be notified via email when your request has been completed.
- You will then be able to register on your registration date (also found in your registration status) or as soon as the request is granted if your date has passed.

**If you have further questions, contact your advisor or call the Psychology Advisement Center at 417-836-6841.**