

Student Registration Hold Report

1. Log into my.lakeforest



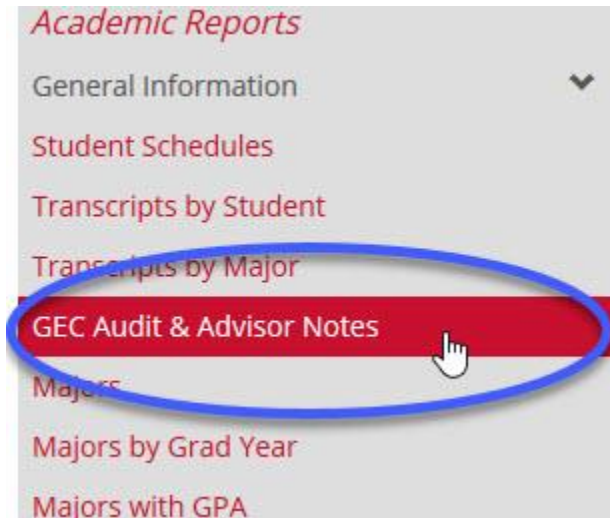
2. Select the Faculty Tab at the top of the page



3. From the left-side menu, select Academic Reports



4. Also from the left-side menu, select GEC Audit & Advisor Notes



5. On this page, choose a student and click on View Report to the right-side of your screen



6. Identify in the report if the student has any Holds. In this example, there are no Holds indicated

A screenshot of the 'GEC Audit and Advisor Notes' report. At the top, there is a 'Select Student:' dropdown. Below it is a navigation bar with '1 of 1' and 'Find | Next'. The report title is 'GEC Audit and Advisor Notes'. The student information includes ID#, Mobile Phone, Campus Box, and Classification (Junior). The advisor information includes Advisor(s) and Grad Year (2022). The academic standing section shows 'Hours / GPA' as '15.75 / 4.0000' and a 'Holds' field, which is highlighted with a blue box and a red arrow pointing to it. Below the report is a paragraph explaining the GEC Audit report and a note about transfer work.

The GEC Audit report is a tool that students and advisors can use in determining the next actions (courses) a student should take to fulfill their General Education Curriculum requirements.

Please note the following:
Transfer work shows up at the bottom of the report. However, not all transfer work is used in the automatic completion of GEC requirements at this time. Please make careful notes of substitutions in the Notes section.