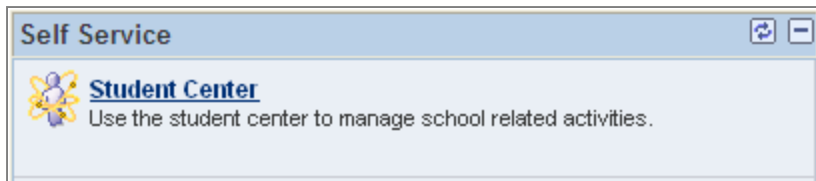


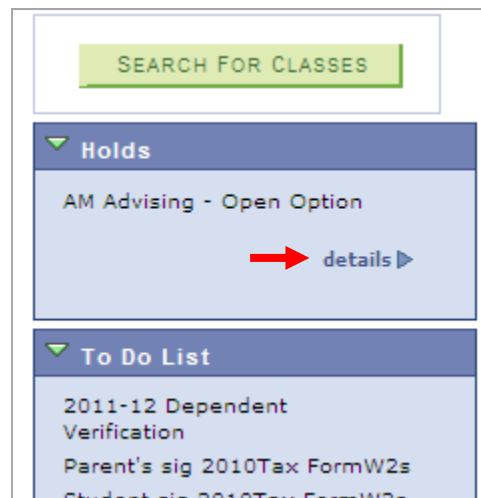


## How to View Holds

1. From the Self Service Menu, click on the Student Center link.



2. On the right side of the Student Center, you will see the Holds section. This section will display a list of any current Holds on your account.
  - If nothing is listed, then you have no Holds on your account.
  - If there are items listed, you can view a detailed listing of the Holds by clicking on the 'details' link under the Holds section.



### To View a Detailed Listing of Your Holds

3. Click on details.
4. On the resulting page, you will see more information regarding the Hold (including start and end term, start and end dates, and the department that assigned the hold).
5. For more information, click on the hyperlinked Hold Item name.

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
<a href="#">AM Advising - Open Option</a>		USD	The College of New Jersey	2011 Fall	2011 Fall	07/12/2011		SA-The College of New Jersey

6. The next screen will provide you with the reason for the hold, contact information (if available), and instructions (if any special instructions were assigned to the hold).