

# HOW TO VIEW HOLDS IN PAWS

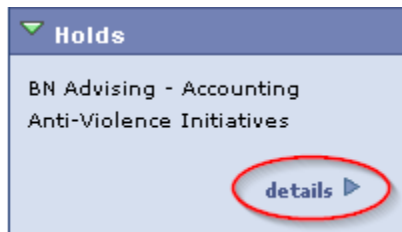


Some students may find that they are prevented from registering for classes, receiving their diploma, requesting a transcript, or obtaining other TCNJ services because a hold has been placed on their academic record. Holds are placed on a student's record when the student fails to meet financial, advising-related, health-related, or other obligations to the College. Holds can be viewed in PAWS:

1. On the PAWS Home page, select the [Student Center](#) link from the Self Service box. *This will take you into the Student Center, where you check if you have any holds.*



2. On the right side of the student center is the **Holds** section. This list will display a summary of any current holds on your account. If nothing is listed, then there are no holds on your account.



3. If there are items listed, you can view a more detailed listing of your holds, by clicking on the details link under the Holds section.
4. The Holds page will list the details of any outstanding Holds.

## How to View Holds

### Your Holds

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Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

Department

go

Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
<a href="#">Anti-Violence Initiatives</a>		USD	The College of New Jersey	2016 Spring		02/01/2016		SA-The College of New Jersey
<a href="#">BN Advising - Accounting</a>		USD	The College of New Jersey	2016 Spring		02/01/2016		SA-The College of New Jersey

- To view more specific information about the Hold, you can click on the hyperlinked Hold Item.
- On the Hold Item Detail page, you can view the reason, contact information, and instructions on how to get the Hold resolved.

### Your Holds

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#### Hold Item

##### TCNJ Student

##### BN Advising - Accounting

###### Reason and Contact

**Description:** The College of New Jersey

**Start Term** 2016 Spring

**Start Date** 02/01/2016

**Reason:** Advising Appt Required

**Department:** SA-The College of New Jersey

**Contact:**

###### Instructions

You must meet with your academic advisor prior to enrolling in classes.

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