



PS 8.9 QUICK REFERENCE GUIDE

VIEWING HOLDS

SELF SERVICE > STUDENT CENTER – HOLDS

This document will provide simple instructions for viewing Holds via the SIS.

1. **Login** to **SIS**
2. Navigate to **Self Service > Student Center – Holds** (right hand screen).
3. **Hold** items are **service indicators** applied to students' records indicating items students must submit to complete the processes for admissions, financial aid or payments to the college.
4. If you have **holds** on your record, you will see the item listed below the **Hold** heading. Click on **details** to view additional information for the hold.
5. On the **Your Holds** screen, click on the **underlined hold item** to view information on that individual hold item.
6. Follow the instructions shown on this screen to have the hold removed from your file.
7. If you have questions, contact the department listed on the screen for more information.