

How to read the HOLD screen

If a student calls/comes to the front counter and states they have a hold on their record and would like to know why, it is very easy to check by opening up their record and then typing hold in the Function field. It will look like this:

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FUNCTION:                *** HOLD ***                01/11/07  LNML  B022  0 HOLD
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H- ID=                   LANGENDORF, NORA M                SSN:                DIR-REL: N
      REG  GRADES  DIPL  TRAN  CERTIF  FIN-AID  MISC-1  MISC-2
HOLD COUNT: 00      00      00      00      00      00      00      00
      OFFC  HOLD  HOLD-NAME  DATE-APPL  USER-APPL  OFFC-REM  USER-REM  DATE-REM
      APPL  CODE  REG  GRADES  DIPL  TRAN  CERTIF  FIN-AID  MISC-1  MISC-2
      ====  ====  -----  =====  -----  -----  -----  -----
01-
02- GRAD  IMMU  IMMUZATION  2002/09/30  LDES  GRAD  LCJC  2002/10/22
      Y    N    N    N    N    N    N    N    N
03-
04-
01- *S304 ACTION NOT AUTH FOR SEC1                03- *L008 END OF FILE
4A 1 Sess-1 134.197.221.18 TCP00797 § 3/67
```

Generally, if there is a registration hold on the record there will be a 01 or 02 underneath the REG column. There are many different departments that will put holds on a student's record. Above you can see the Immunization hold was placed on the record. You can also see that the hold was removed because GRAD is placed underneath the OFFC-REM. LCJC is the person who removed the hold. Had it been an admissions hold that we placed on the record and we verified that the shot record was correct, then we would type c in the Function field and then scroll down (using the TAB key) to the line where the admissions/immunization hold is located and then tab over to the OFFC-REM(third column from the right) and type adm and then hit enter. If the Hold line is not completely filled in with information under every column then this tells you that the hold has not been removed.

Usually the department that placed the hold on the record will give a hint on where to direct the student to remove the hold. For example:

Public Safety will put parking holds on records when there is a parking fine. Their number is 895-1300

Library Holds will be placed on a record when a student has either not returned a book or paid a fine. They need to be directed to the Lied Library. 895-2100

SJUD hold means that the student needs to contact Phil Burns in the Student Judicial Affairs Office. 895-4076

Controller's (CNTR) Office Hold. Sometimes it will tell you that the student did not complete an on-line 'exit-interview' that is required by those students receiving financial aid (usually student loans). Direct these students to the Financial Aid Office. 895-3424.

Adv. Hold This means that the student needs to contact their Academic Advisor to review the classes they need to take for the upcoming semester.

NOTE Sometimes, when you look at the information on the HOLD screen it will tell you that there are REG holds but all the information for each line seems to be filled in. When this is the case, type hld1 in the Function field. For whatever reason, this screen gives more information than the HOLD screen. So try this if you are stumped and it should give you a clearer picture of which department put the hold on the record. Also, if the HOLD and HLD1 screen seem to be in order but the student still has a hold on their record, then type in RMEN in the Function field and then type 2 and look at the bottom of the screen. If there truly is a hold on the record, then it will say either SAST hold or Financial hold on the record. Once you see these messages, type in SAST for suspensions or ABAL for financial holds. If the screen doesn't give any of these messages at the bottom of the RMEN screen, but the student is unable to register, then it will let you know if there is an ENTR screen out there that should be deleted or if it is just not the student's time to register. (No GTIM).