How to View a Student Hold

This guide will show you how to view a student’s Service Indicator holds, also known as registration blocks.

Directions

1. If you are not already on the Advisor Homepage, use the drop-down menu to navigate there.

2. Click the Advisor Center tile.
3. The **My Advisees** page will display.
4. Select View Data for Other Students.

5. The **Advisee's Student Center** search page will display.
6. Enter student **ID**.
7. Click **Search**.
8. The Advisee Student Center page will display.
9. Click General Info in the left panel.

10. The Advisee General Info page will display.
11. Click the Service Indicators link to go to the Service Indicators section.
12. To view a specific negative Service Indicator, click the link in the Details column. In this example, the negative Service Indicator is Library Hold.
13. The View Service Indicator page will display. Review it. 14. Click OK.