


## PERC Screen for holds

If you access to PERC you can check for holds.

The screenshot shows a software interface with a table and a dialog box. The table has columns: Restrictions, Severity, Start Dt, End Dt, Office, and Comm. The dialog box is titled 'Person LookUp' and contains a text input field and buttons for OK, Cancel, Detail, Finish, and Help.

For “Person Look Up” use the student’s name, student ID, or social security number.

The screenshot shows a software interface with a blue header bar containing student information: Kelton, Debra L., ID: 0075886 SSN: ###-##-8338, 4201 Blythe Court, High Point, NC 27265, Home: 336-841-7069. Below the header is a table with columns: Restrictions, Severity, Start Dt, End Dt, Office, and Comm.

If there were a hold it would be listed in the “Restrictions” column. You can drill down on the box  at the end of the line and it will say, “Library fine, parking ticket, Business Office hold, etc”. Send student to clear up their hold.

Send students to the following places to clear up their holds:

Type of Hold	Send to	Phone extension
Library fine	LRC	Students have to pay in person but can ask questions of Emily Williams ext. 2292/Renee Burrows ext.2293
Business Office Hold	Cashier	Do not transfer calls as the cashier cannot take credit card information over the phone
Transcript Hold	Jolane McCain	ext. 2559
Records Office Hold	Enrollment Service Counter	Susan Nelson ext. 2558/Joe Rowbottom ext. 2569
Parking Hold	Cashier	Take paid receipt to Campus Police