

Hold Information Form: SOAHOLD

Hold Details

Hold Type	Amount	From	To	Reason	Orignation Code	Release Indicator

Identification number: LIST for person, CO-ENT HITS for non-person search.
Record: 1/1 +OSC>

Don't Use

User Name of person adding Hold

Orignation Code - Administrative Unit or Department

The **Hold Information** form (SOAHOLD) is used to place holds in Banner Student. The types of holds and the services they affect are stored in the **STVHLDD** validation table.

Holds can affect the following:

- ability to register
- enrollment verification
- transcripts
- graduation
- grades
- ability to make a payment on their account
- apply for admission
- any combination of the above

Holds are also viewable in EagleNET for students, faculty and advisors.

Placing Holds

1. After logging into Banner, type **SOAHOLD** in the **Go To** field of the main menu and press **Enter**.



General Menu GUAGMNU 7.2 (PROD) - Monday October 16, 2006
Go To... SOAHOLD Welcome, LHOMMEL

2. Type the individual's EWUID number into the **ID** field of the key block or search for the person using the search function.



ID:

3. Click **Next Block** 

4. Select the appropriate **Hold Type** from a list of options by clicking the down arrow next to the **Hold Type** field.



Hold Type:

5. In the **Reason** field, type a short description or instructions for the student. This information will display in EagleNET.
 - If you have additional information for staff to be aware of, you must enter that information as a comment on **SPACMNT**.
 - Enter **ZH** at the end of the **Reason** field in **SOAHOLD**. This notifies staff that additional information exists in **SPACMNT**.
 - In **SPACMNT**, select **Comment Type ZH**.
 - Refer to the date of the hold in the comment text area.



Reason:

6. **Release Indicator** is not used at this time. This indicator only allows the person who placed the hold to release it.
7. The user name of the person placing the hold automatically displays in the field next to the **Release Indicator** when the hold information is saved.



Release Indicator User Name

8. The **Amount** field is not used at this time.
9. **From** date indicates the date the hold is placed. To select the date from a calendar, click on the calendar icon next to the field. **To** date defaults to December 31, 2099. To select a different date, click on the calendar icon next to the field

From:  To: 
Calendar icons

10. The **Origination Code** is the administrative unit or department that you represent. Select the applicable code from a list of options by clicking the down arrow next to the field.  The **Origination Code** description displays in the field next to the code once selected.

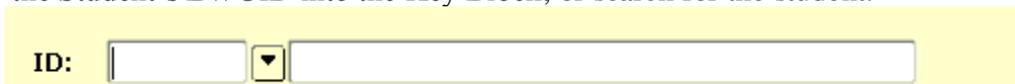
Origination Code: 

11. Click  **Save**.

Releasing Holds

It is important that you only release holds you are authorized to release. Academic departments are authorized to release the following hold types:

Hold Type Code	Hold Type Description
AD	Academic Dismissal
PB	Probation Hold
UD	PUBS-Dept
UN	New Student
UO	File Out Need MDC Back

1. Access **SOAHOLD**.
2. Type the Student's EWUID into the Key Block, or search for the student.

3. Click  **Next Block**.
4. To enter a comment regarding releasing the hold, do one of two things:
 - Check to see if a comment about this hold has already been made (indicated by **ZH** at the end of the **Reason** field).

Student Module

- If so, add comment information to the existing comment in the **Comment** text area in **SPACMNT**.
 - If not, add **ZH** to the end of the reason information listed in the **Reason** field.
5. Enter **T** in the **To:** field of the hold you wish released. This populates the current date in the field automatically. This releases the hold effective “today” or immediately.

To: 

6. Enter the **Origination Code** (i.e. academic unit or department) of the area you represent. Click the down arrow next to the field, to view a list of options.

Origination Code: 

7.  Save

Note: If you have indicated additional information is available in **SPACMNT** by entering ZH at the end of the **Reason** field, remember to access **SPACMNT** and add a ZH comment type with your additional information. Add the date, your name and phone number to the beginning of your comment text. This is especially important when multiple comments are stored in a single **Comment Type** record.