Student holds are available for lookup in Banner Admin page SOAHOLO. Advisors may also view holds in the Banner Advisor self-service in the Advisee Student Profile under Holds.

**Open the Page**
Search by page name ‘SOAHOLO’ or description and select Hold Information.

**Find the Student**
Enter the Student ID and click ‘Go’.

If you do not know the Student ID, click the ellipsis (...) to open the Person Search.

- Please note: % is still the wildcard
- Enter search info and Click ‘Go’
- Double-click the ID number of the record you want to select and click ‘Go’
**View Hold Information**

Please note: 'From' and 'To' date fields determine if it is active, pending, or expired.

There are many different types of hold codes, some restrict access to registration, transcripts, online bill payment, while others are informational only. To review the restrictions associated with the code, click the ellipses (…), then Cancel to return to the student screen.

**Update Hold**

If you have modification access and need to update a student hold, follow these steps:

**Remove**

- Highlight the row to be removed, click ‘-Delete’, then **SAVE**

**Add**

- Go to the header, click ‘+Insert’
- Enter Hold Type or click the ellipses (...) to search
- Update ‘To Date’ if you would like it to expire sooner
- Click **SAVE**