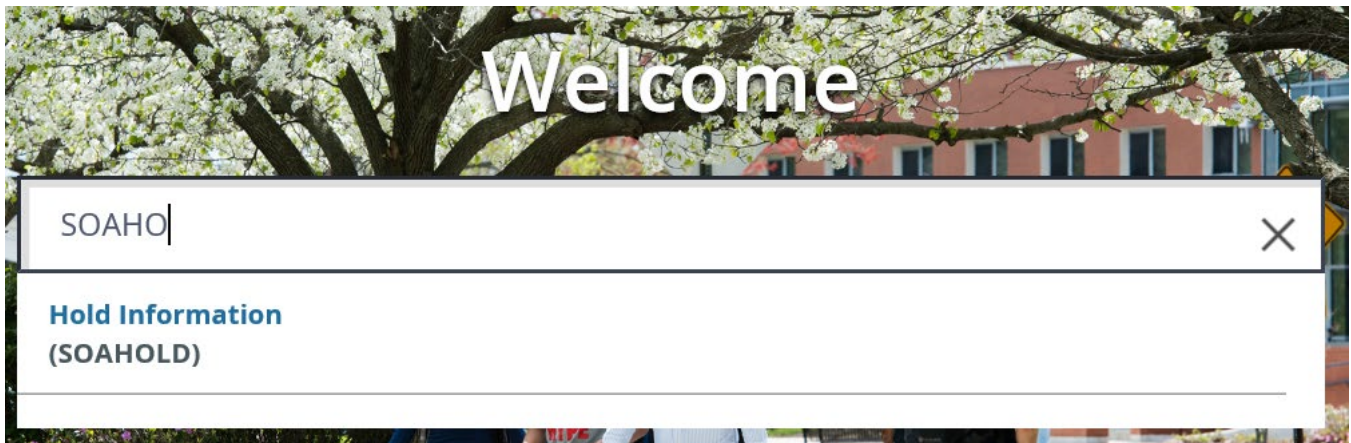


Banner: Student Holds

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

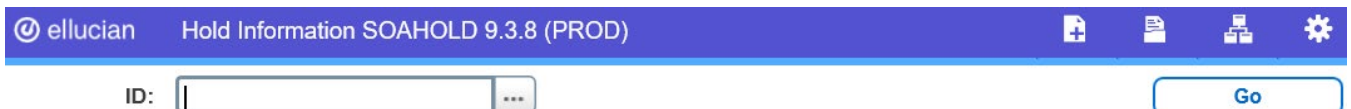
Open the Page

Search by page name 'SOAHOLD' 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'

Banner: Student Holds

View Hold Information

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

| HOLD DETAILS | | | | | | | | | | Insert | Delete | Copy | Filter |
|--------------|-----------------------|-------|--------------------------|--------|------------|------------|-------------------|--------------|--------------|--------|--------|------|--------|
| Hold Type * | Hold Type Description | Re... | Release Indicator | Amount | From * | To * | Origination Co... | Originati... | Created User | | | | |
| RG | Registration | | <input type="checkbox"/> | | 11/29/2018 | 12/31/2099 | | | CARROLL_A | | | | |

1 of 1 | 10 Per Page | Record 1 of 1

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.

Hold Type Codes (STVHLDD) x

Criteria

| Code | Desc | Reg Hold | Env Hold | Trans Hold | Grad |
|------|--------------------------------|----------|----------|------------|------|
| AB | Active Bankruptcy 203-392-6140 | | | | |
| AC | Collections - ACT | Y | | Y | Y |
| AD | Admissions | Y | | Y | |
| AE | NCAA Eligibility | Y | | | |
| AM | Past Due Account 203-392-6140 | | | Y | |
| AR | Past Due Account 203- 392-6140 | Y | | Y | |
| AT | Athletic (392-6028) | Y | | Y | |
| BC | Bad Check Warning 203-392-6140 | | | | |
| BH | StudentAccts Hold 203-392-6140 | Y | | Y | |
| BK | Bank Stop (203-392-6070) | Y | | | |

1 of 4 | 20 Per Page | Record 1 of 61

Cancel OK

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 ellipsis (...) to search
- Update 'To Date' if you would like it to expire sooner
- Click **SAVE**