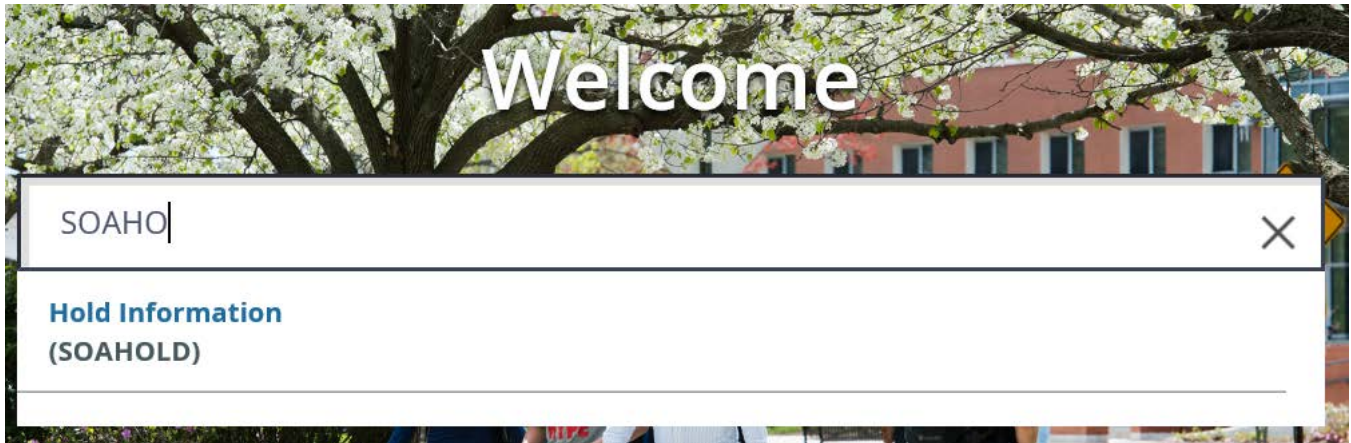


Banner: Student Holds

The Hold Information page allows you to view a student's active holds that may be preventing access to services at the University.

Open the Page

Search by page name 'SOAHOLD' or description and select Hold Information.

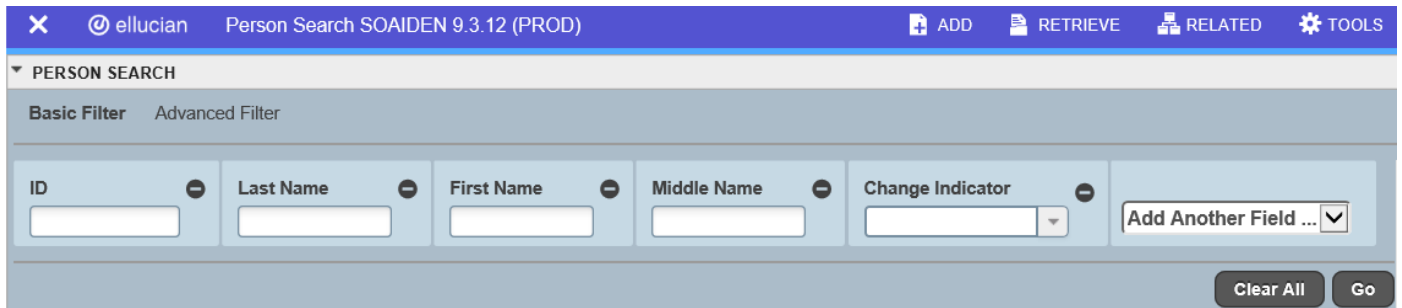


Find the Student

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)

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	Back Stop (203-392-6140)	Y			

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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**