Hold Information Form - SOAHOLD

Information on Holds that affect a student's registration is available on the Hold Information form (SOAHOLD) or by clicking on the Down Arrow Search icon next to the Holds field on SFAREGS to go to the Hold Query form (SOQHOLD).

The query form will display only those holds appropriate for the function that called the form (registration, in this case), but the SOAHOLD form will display all holds, even those associated with other functions.

View Holds
1. Direct Access SOAHOLD or Direct Access SFAREGS and click on the flashlight icon next to the Holds field on SFAREGS
2. ID field: Enter student’s ID
3. Next Block to view hold information
4. Exit or Rollback to Key block and enter another student’s ID

Release Holds
1. Direct Access SOAHOLD
2. ID field: Enter student’s ID
3. Next Block
4. To field: Enter the appropriate date in the MMDDYY format to end the hold.
   (Banner will automatically convert the date to the system date format DD-MMM-YYYY)
5. Save

TIPS: Change the “To” date to yesterday’s or today’s date. The end date of the hold will become effective at midnight of the date entered.
EG: If today’s date is 052302 (May 23, 2002), enter 052202 (May 22, 2002) in the To field so student can register on May 23, 2002.

Note: Holds for a particular area/department may only be released by authorized staff within that particular area/department indicated in the Originator code in the Orig field. If you are not sure whether you are authorized to release a hold, contact the area/department indicated in the Orig field.

EG: A hold that is created by the Registrar’s staff may only be released by the Registrar’s staff.
Create Holds

1. Direct Access SOAHOLD

2. ID field: Enter student’s ID

3. Next Block

4. Arrow down to the first blank record or F6 to insert a record. Your Novell ID will appear.

5. Hold Type: Enter the appropriate Hold Type code. The Hold Type description will fill in automatically. If you need a list of valid codes, double click in the Hold Type field.

6. Rel: Click the checkbox to check the Released indicator field. If the “Rel” is checked, it means only the person who placed the hold can release it.

7. Reason: You can enter a message to communicate to student how or who to contact to have the hold released. Note: Message can be a maximum of 30 characters.

6. From field: The From date will default to the current date and must be changed if that is not the intent. Clear the field and enter the appropriate date in the MMDDYY format. (Banner will automatically convert the date to the system date format DD-MMM-YYYY)

   Note: This is the date when the hold becomes effective.

8. To field: The To date will default to 31-Dec-2099 and must be changed if that is not the intent.

   Note: The To date is the end date of the hold. It will become effective at midnight of the date entered.

9. Save

Note: Do not check the ‘Release Indicator’ box when creating, releasing or view a hold. If this box is checked only the campusID that checked the box is able to make changes.