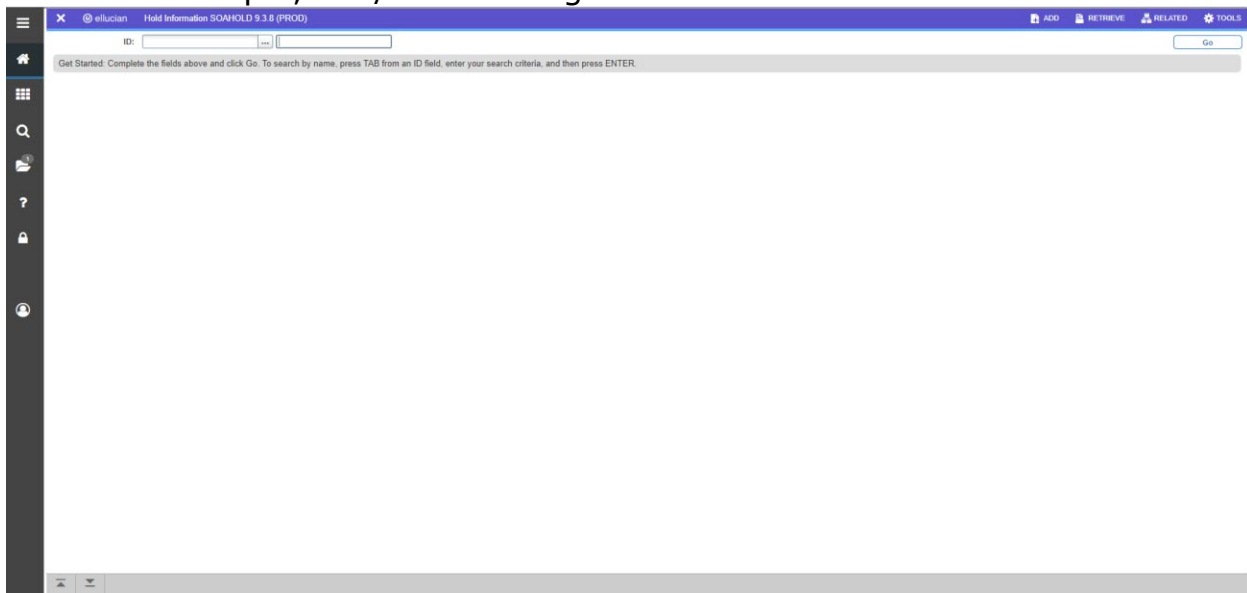# HOLDS: SOAHOLD-Hold Information Form

Objectives
Upon completion of this section, you will be able to:
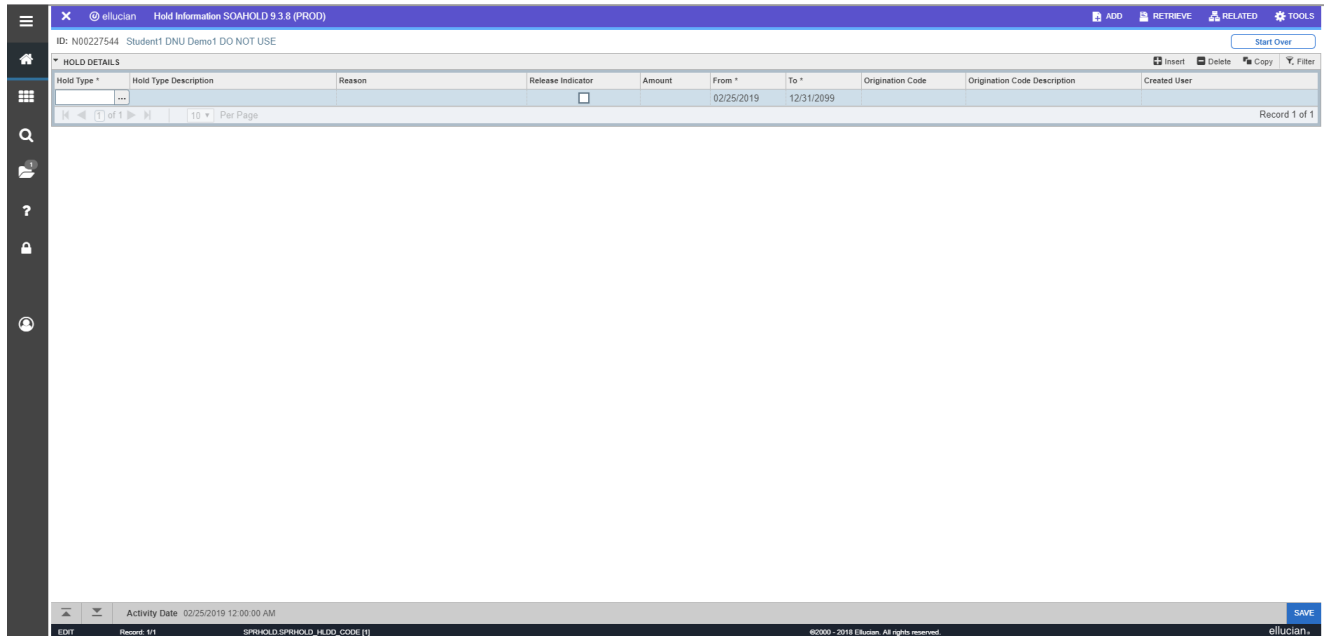- Enter a Hold
- Release a Hold

Description
In Banner, the hold information form, SOAHOLD, is used to assign, track, and remove holds. Holds can prevent students from registering, graduating, obtaining official transcripts, and/or obtaining enrollment verifications.


Enter a Hold
1) From Banner's general menu, type SOAHOLD in the direct access box and press enter.

2) Enter the student in the key block.

3) Next Block (Ctrl+Page Down) to the Holds block or simply use the next block icon.

Tip! If there are no blank lines for you to enter a hold, Insert Record (F6). If you want to delete—not release—but completely erase a hold, place your cursor on the record you want to delete and Delete Record (Shift+F6) or click Record in the menu bar and then remove. Holds should only be erased if you made an error. DO NO remove a valid hold!

4) With your cursor in the Hold Type field, list (F9).

5) The Person Type Hold Validation (STVHLDD) box pops up. This box lists all the values and indicates what hold types are assigned to each value. If you scroll to the right, you will see which holds prevent the student from registering (Reg), from obtaining enrollment verification (Env), from obtaining an official transcript (Tran), and/or from graduating (Grad).
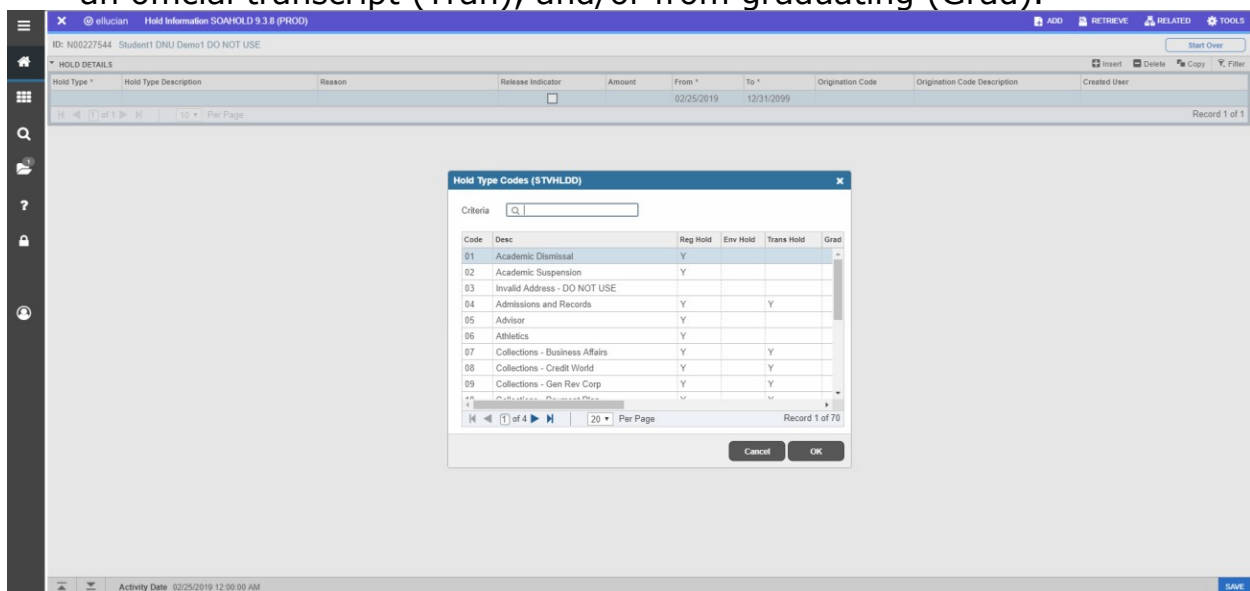

6) Select (Shift+F3) the hold you want to use.

Tip! After you select a hold, your user name populates to the right of the hold. This is how you can tell who entered the hold.
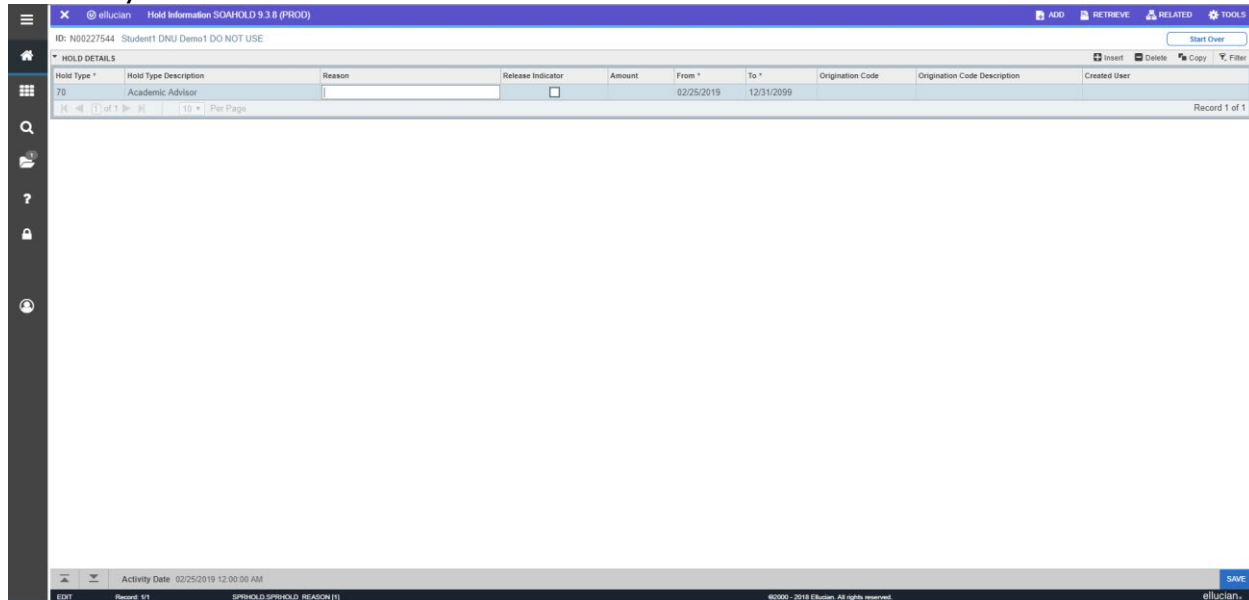

7) <mark>The Rel check box is a Release Indicator. Checking the box protects the hold from being released by someone else—only you will be able to release the hold. If you do not check the box, any user will be able to release the hold. In general, you DO NOT want this box to be checked.</mark>

8) In the Reason field you may write a brief explanation (30 characters or less) or you may leave it blank. Use caution, reasons may be seen by others.

9) The date fields populate automatically. The "From" date should be the date you enter the hold, and the "To" date should be 31-DEC-2099.

10) Tab to the Orig (Originator) field.

11) List (F9).
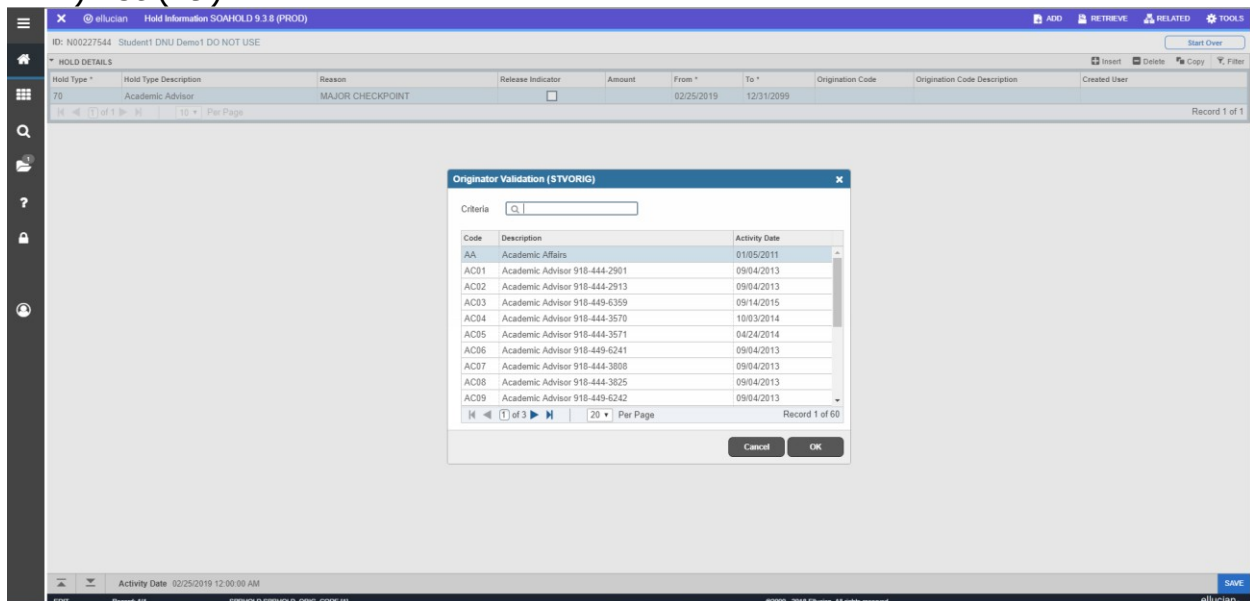
12) Select the originator code that represents your office (DO NOT use an originator that does not match your hold).

13) Save (F10).
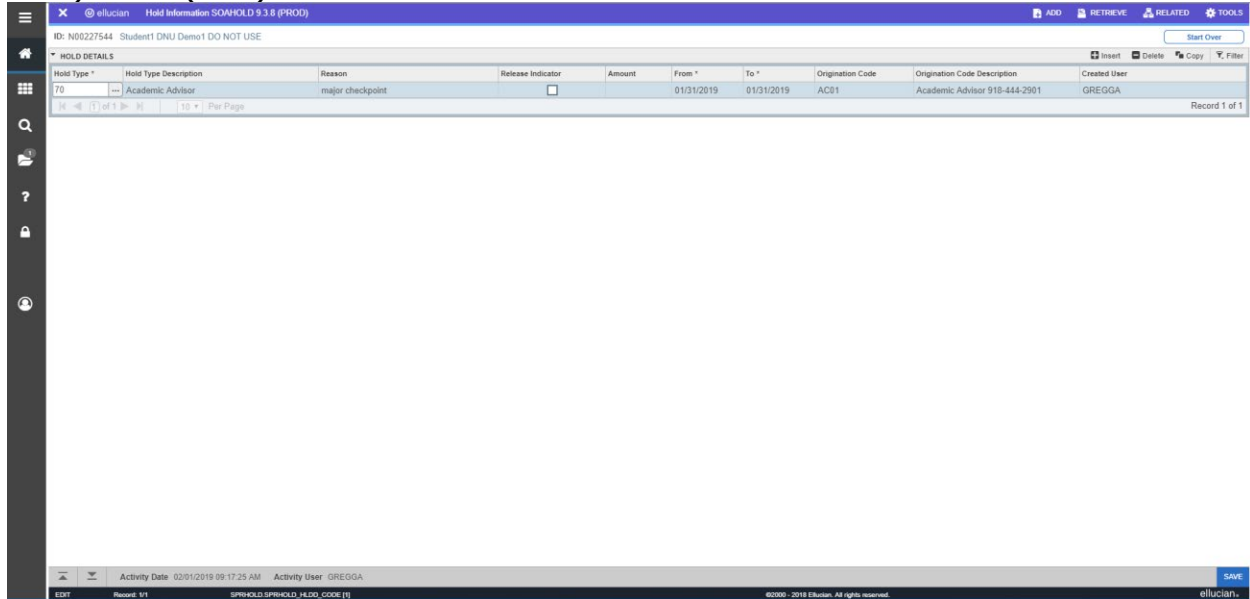
14)   Exit (Ctrl+q).

Release a Hold VERY IMPORTANT

- Holds are placed on students for very important reasons. It is critical that you do not release a hold that was placed on a student by another office.
- All holds should remain on the student in order for us to track the history of that hold. DO NOT remove holds…manage them instead.

1) From Banner's general menu, type SOAHOLD in the direct access box and press enter.

2) In the key block, enter the person for whom you wish to release the hold.
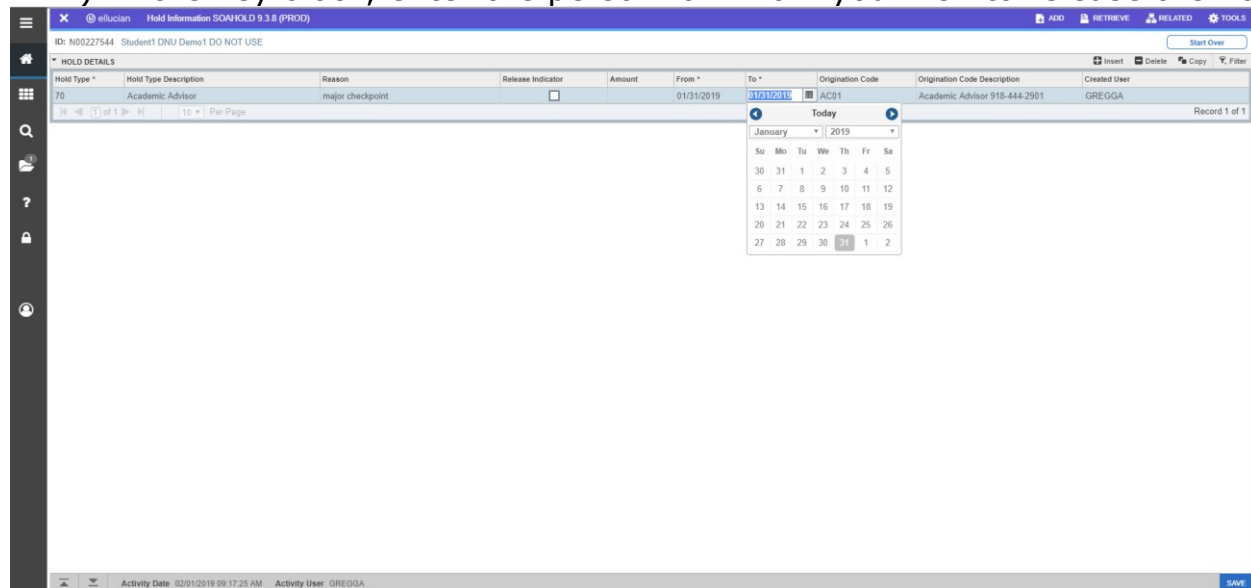
3) Locate the hold you want to release and place your cursor in the "To" field.

4) Change the date to yesterday's date.

Tip! There is a 24-hour delay in releasing a hold based on the "To" date. For example, if it is a registration hold and you change the "To" date to the date you are releasing the hold, the student will not be able to register until the next day. This is why it is recommended you use the date prior to the day you are releasing the hold.

5) Save (F10).

6) Exit form (Ctrl + q).