



## SOAHOLD (Hold Information)

### To Set a Hold:

1. Access SOAHOLD in the direct access box and press enter.
2. Enter the student's ID number or name in the key block. Go to the next block by clicking on the Next Block icon  or pressing Ctrl+Page Down.
3. Use your down arrow to go to a blank line or insert a new record by clicking on Record in menu bar and selecting 'Insert' (or click on ). With your cursor in the Hold Type field, click on drop down box or (F9). The hold type codes from the validation table (STVHLDD) will display.
4. Select the appropriate hold type code. Click OK.
5. In the Reason field you may write a brief explanation (30 characters or less) or you may leave it blank.  
Note: whatever is entered in this field displays in Self-Service Banner and is accessible to students and authorized staff/faculty.
6. The Release Indicator checkbox is used to indicate whether the hold may only be released by the same user who created the hold. Valid values: 'Y' - hold change/deletion restricted to user who placed hold; 'N' - hold change/deletion not restricted to user who placed hold. This is a required field. System initially defaults value of 'N'. User must change release indicator to 'Y' to restrict other users from changing/deleting hold.  
Note: If you check this field, you and only you can release this hold. Please take this into consideration and what happens if you are not in the office when the student comes. No one else will be able to assist the student. It is recommended that you not use this indicator.
7. The date fields will populate automatically or you may enter the date that you wish the hold to begin and/or end (i.e., a hold can be placed for the future). If no date entry is made, the "From" date should be the date you enter the hold, and the "To" date defaults to 31-DEC-2099.
8. Tab to the Origination Code field. Select from the drop down menu your department.
9. Save, exit.  
Note: your username populates to the right of the hold. This is how you can tell who entered the hold.

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Hold Information SOAHOLD 7.3B (SANDBOX)

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### Hold Details

Hold Type:  Reason:   Release Indicator

Amount:  From: 03-APR-2007 To: 31-DEC-2099 Origination Code:

Hold Type:  Reason:

Amount:  From:  To:  Origination Code:

Hold Type Codes (STVHLDD)

C...	Desc	Reg Hc
A	Attorney General Hold	Y
A1	Spcl AG Hold	Y
AC	Academic Dismissal	Y
AD	Administrative Dismissal	Y
AV	Advising Hold	Y
B	Bursar Hold	Y
C	Continuing Edu Hold	Y
D	Athletics Dept Hold	Y

Find%

End OK Cancel

Choices in list: 45  
Record: 1/1 | ... | List of Valu... | <OSC>

### To Release a Hold:

1. Access SOAHOLD in the direct access box and press enter.
2. In the key block, enter the student's ID number for whom you wish to release the hold.
3. Locate the hold you want to release and place your cursor in the "To" field.  
Note: If a student has several holds the 'Hold Type' field can be queried to reduce the number of holds that you would search through. The F7 function key allows entry of a query and the F8 function key executes a query.
4. Change the date to today's date for immediate release or enter the date that the hold is to be released. Save and exit.