


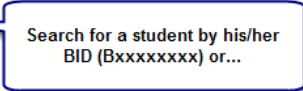
View Holds Information in Self-Service Banner

1. Login to **Banner Self-Service**
2. Select **Faculty/Staff Services**
3. Select **Student Information Menu**
4. Click on **Select a Student**
5. Select a **Term** and click **Submit**
6. On the **Student and Advisee ID Selection** page, search for a student by his or her Banner ID or name. Click **Submit**.

Student and Advisee ID Selection

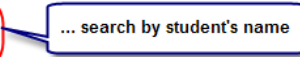
 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

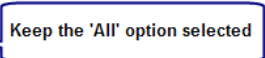
Student or Advisee ID: 

OR

Student and Advisee Query


Last Name: 

First Name:

Search Type: Students
 Advisees
 Both
 All 

7. On the **Student Verification** page, confirm your selection.

Student Verification

 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Sandy M. Student is the name of the student or advisee that you selected.

8. Select **View Holds** from the menu.

Student Information

Select Term

Select A Student

Find or switch to a different student here

Student Information

Student Address and Phones

Student E-mail Address

Student Schedule

Registration Overrides

Add or Drop Classes

Registration History

View Holds

9. The following page should display the student's hold(s).

View Holds

Information for [Sandy M. Student](#)

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Spdl AG Hold	Nov 14, 2007	Dec 31, 2099				Registration Transcripts Graduation Accounts Receivable Evaluation