

Viewing Holds for a Student Using SOAHOLD

Hold Information Form:

The Hold Information form (SOAHOLD) displays any system holds that have been placed on a student's record along with the reason and from/to dates. Hold types can include ESL holds, financial holds, judicial holds and double-c holds. This form keeps a historical record of holds for a given student

1. Open the Hold Information form by typing **SOAHOLD** in the **Go to...** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed in the form, skip to step 4.

The screenshot shows the SOAHOLD form with the following data:

Hold Type	Amount	From	To	Reason	Origination Code	Release Indicator
EMU Academic History		20-MAY-2003	31-DEC-2009		REC	Records and Reg 734.487.41
PD Past Due Account		03-SEP-2003	09-SEP-2003			APPWORX_JOBSU
PD Past Due Account		29-AUG-2003	29-AUG-2003			
PD Past Due Account		23-AUG-2003	25-AUG-2003			

Hold Type Field: The Hold Type field displays the hold type.

Origination Code Field: The Origination code field displays the office that places the hold along with their phone number.

To Field: If this date is later than today's date or blank, the student has a hold. If the date is earlier than today's date, it is no longer a hold.

2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name, press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in. See the Searching for a Student by ID or Name Using SPAIDEN activity for more information.
4. Click the **Next Block** icon on the toolbar to populate the Holds block with the student's holds.
5. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.