

## How to view, add and release a student hold in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Hold Information or SOAHOLD.
3. Enter the student ID



Hold Information SOAHOLD 9.3.8 (BTST) [ADD] [RETRIEVE] [RELATED] [TOOLS]

ID:  [Go]

4. Click the Go  button.
5. Student hold information is listed.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination C
RA	Registration-Athlete(Std Dev)		<input type="checkbox"/>		01/02/2018	12/31/2099		
DP	Admissions Enrollment Deposit		<input type="checkbox"/>		09/18/2017	10/13/2017		

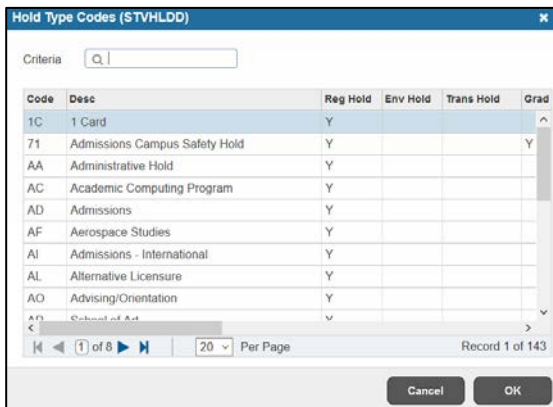
Record 1 of 2

### Adding a hold

1. On the Hold Details section, click the Insert button  to add a row.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination C
RA	Registration-Athlete(Std Dev)		<input type="checkbox"/>		01/02/2018	12/31/2099		
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>		07/05/2018	12/31/2099		
DP	Admissions Enrollment Deposit		<input type="checkbox"/>		09/18/2017	10/13/2017		

2. Enter the hold code or use the look up  button to find the code.



Criteria

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
1C	1 Card	Y			
71	Admissions Campus Safety Hold	Y			Y
AA	Administrative Hold	Y			
AC	Academic Computing Program	Y			
AD	Admissions	Y			
AF	Aerospace Studies	Y			
AI	Admissions - International	Y			
AL	Alternative Licensure	Y			
AO	Advising/Orientation	Y			
AP	School of Art				

Record 1 of 143

3. Enter a reason in the **Reason** field, if necessary. **Be brief and be careful of what you enter.**

HOLD DETAILS									
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination C	Cr
BI	Biology	Must return key	<input type="checkbox"/>		08/04/2018	12/31/2099			

4. Tab 2x to enter the amount in the amount field, if there is one.

**NOTE:** Be aware that this is a static record, for instance, if you enter what is currently due on the student's account, the amount will NOT be automatically updated if the student's account balance changes.

HOLD DETAILS									
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination C	Cr
BI	Biology	Must return key	<input type="checkbox"/>		08/04/2018	12/31/2099			


5. Tab to the **From** field.

**NOTE:** Today's date (*system date*) will default into the From field, and the To field will be populated with a date well into the future. You can change either date.

HOLD DETAILS									
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination C	Cr
BI	Biology	Must return key	<input type="checkbox"/>		08/04/2018	12/31/2099			

6. If necessary, Enter an Originator code or click the **look up button** to select a code.

**NOTE:** The field is not required, but your institutional standards may require that an Originator code is entered for processing purposes.

7. Click the **Save button**  on the Banner tool bar to save the record.

## Release a Hold

**Do not release a hold by deleting it. The Internal Auditors want an audit trail.**

1. Select the hold from the list by clicking on it.

HOLD DETAILS									
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Cr
SA	Cashier's Office	Balance Due	<input type="checkbox"/>		04/17/2017	04/17/2017	CASH	Cashier's Office	TZ
SA	Cashier's Office	Balance Due	<input type="checkbox"/>		02/21/2017	03/24/2017	CASH	Cashier's Office	B/
SA	Cashier's Office	Balance Due	<input type="checkbox"/>		10/05/2016	11/02/2016	CASH	Cashier's Office	B/
V1	VA Dependent Full Scholarship	For Reporting Purposes Only	<input type="checkbox"/>		07/24/2015	12/31/2099			H/
SA	Cashier's Office	Balance Due	<input type="checkbox"/>		06/30/2015	07/23/2015	CASH	Cashier's Office	FC
SA	Cashier's Office	Balance Due	<input type="checkbox"/>		02/18/2015	02/20/2015	CASH	Cashier's Office	FC

2. To release a hold, click the To\* field, enter a date or use the calendar to select the date.

07/24/2015	12/31/2099
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3. Click the Save button. 

## Common Hold Tags

- AS Academic Advising and Support Center
- CA Cashier
- HJ Housing Judicial
- HO Housing Tag
- JD Judicial Affairs
- JL Circulation/Joyner Library
- HL Circulation/ Laupus Library
- AD Admissions
- CN Counseling Center
- IM Student Health Immunizations