Banner 9 – Hold Information (SOAHOLD)

Search for "SOAHOLD" using either "Search…" on the home screen or the upper left corner magnifying glass.

Enter the student's ID number in the "ID" field and click "Go".

Holds on the student's account will populate the screen. The hold type, description, and reason will tell you why the hold was placed on the account. In the example below the first hold was placed because the student owes money.

The hold is only active during the dates listed on the "from" and "to" fields. If you scroll over you can view the department from which the hold originated and the description lists a phone number to call with questions about that specific hold. The created user is the user that actually placed the hold on the account.

NOTE: If "Release Indicator" is checked ONLY the created user can remove that hold. ***Do not check this box with personal accounts.*** As seen below, the highlighted hold was created by a personal user and so the box is not checked.

Holds can be ended either by changing the "to" date or by removing the record. Use "Delete" to remove records.

NOTE: Some personal identifying information, including ID Number, has been redacted.

To add a record click the "Insert" button on the record toolbar.

HOLD DETAILS								
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	O
FM	Owe Accts Receivable Balance	Owes on Account	☑		09/11/2017	12/31/2099	S
IM	Immunization		☑		01/03/2017	12/31/2099	A
FY	FYS-Must meet all requirements		☐		03/01/2014	12/31/2099	F
11	Need Developmental Reading		☑		02/13/1995	01/01/2099	A
13	Need Writing Tutorial		☑		02/13/1995	01/01/2099	A
15	Need Intermediate Algebra		☑		02/13/1995	01/01/2099	A
...			☐		11/03/2017	12/31/2099	

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If you know the hold type enter it, or click "…" next to the field to look up a code.

Hold Type Codes (STVHLDD)   ✕

Criteria   🔍 |

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
11	Need Developmental Reading	Y			
12	Need Language development	Y			
13	Need Writing Tutorial	Y			
14	Need Developmental Algebra	Y			
15	Need Intermediate Algebra	Y			
16	College Reading I	Y			
17	College Reading II	Y			
A1	Needs Acad Integ Course	Y			
A2	DOES NOT HOLD ANYTHING				
A0	Academic Integ NA	Y			

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Cancel   OK

Once all necessary information has been added click "Save" in the lower right.

To look up a different student's information, click "Start Over" on the upper right.

NOTE: Some personal identifying information, including ID Number, has been redacted.