



PLEASE REVIEW BANNER 9 Admin Pages & SSB AND ARGOS: SYSTEMS OVERVIEW AND BASIC INSTRUCTIONS BEFORE YOU BEGIN.

Banner 9 Admin Pages: View, Modify and Add Student Account Holds (SOAHOLD)

The Hold Information form (SOAHOLD) allows the entire history of holds for an account to be viewed. An end date in the future denotes an active hold. Past end dates signifies lifted or expired holds. The ability to view, modify or add holds to a student account is permission-based. If you need to perform this operation, please contact the Registrar’s Office at registrar@newhaven.edu or call 203.932.7309.

Notes:

- Only utilize holds that belong to your specific department and do not change any other holds that are in the system.
- DO NOT check the Release Indicator box unless you must be the sole person who can release or modify that hold.

1. Enter SOAHOLD in the Welcome page Search field and press the Enter key.



2. Enter the student ID number and click Go or press “more” (...) button to get the Person Search and search for the student by entering the student’s last name, first name. Double click name or click Select. The student ID and name appears in the SOAHOLD form. Click Go button.



To modify an existing hold:

3. Click on the hold “To* date field calendar icon, double-click the appropriate date. Dates entered in Banner end at 11:59:59 PM. Therefore, the To: date must be prior to the current date. Otherwise, the student will not be able to perform blocked processes until the day is ended (such as view grades, register, etc.).

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
EG	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		05/20/2019	06/02/2019			AUTO
DS	Dean of Students	Think About It Alcohol	<input type="checkbox"/>		01/24/2019	01/28/2019	DOFS	Dean of Students	ASCETTINO
EG	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		05/22/2018	05/30/2018			AUTO
EG	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		01/03/2018	01/08/2018			AUTO
EG	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		05/22/2017	05/29/2017			AUTO
EG	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		05/24/2016	06/01/2016			AUTO
SO	New Student Registration Hold	SOAR Registration Hold	<input type="checkbox"/>		05/29/2015	10/24/2015	REGS	Registrar's Office	LKOHNR

4. Click on the Save icon at the bottom of the screen.



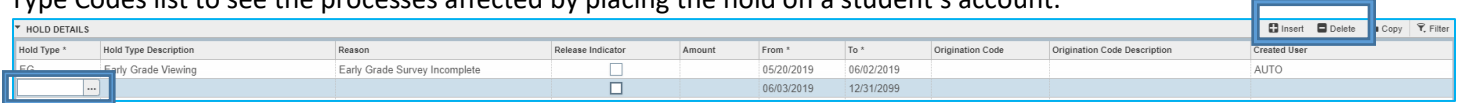
5. You must click on the alert message number in yellow **1** at the top of the screen to get to the Start Over button.



6. Click Start Over if you are done with that student’s record. Clear the student ID field to enter the next student ID.

To add a hold:

1. Click the Insert button to add a new row and then click the “more” (...) button next to the field to choose a Hold Type from the Hold Type Codes or enter the Hold Type directly in the field if you know the code. Expanded the Hold Type Codes list to see the processes affected by placing the hold on a student’s account.



Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
EC	Early Grade Viewing	Early Grade Survey Incomplete	<input type="checkbox"/>		05/20/2019	06/02/2019			AUTO
			<input type="checkbox"/>		06/03/2019	12/31/2099			

You can enter information in the Reason field or enter an amount in the Amount field if applicable.

2. The From date automatically populates with the current date but you can change the date. The To date automatically populates with 31-DEC-2099 but you can change that date too. See note about dates above.
3. Click on the Origination Code “more” button to choose the appropriate code if needed from the Originator Validation list or enter the Origination code directly in the field if you know the code.
4. Click on the Save button to apply the hold and save the change.
5. Click the Start Over button if you are done with that student’s record. Clear the student ID field to enter the next student ID.

To remove or revoke a hold:

Select the hold, click the Delete button, and then click Save.

Contact for additional assistance using any University of New Haven system:

Lisa Scranton lscranton@newhaven.edu 203.932.7485

Contact the Registrar’s Office with questions about Banner records at registrar@newhaven.edu or call 203.932.7309.

Updated June 3, 2019