



UNIVERSITY  
OF MANITOBA

Registrar's Office

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# **View, Apply & Terminate Holds Using Aurora Student INB**

## **Banner 9**

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## General Information

- SOAHOLD is used to view or update a student's Hold Status.

The screenshot shows a table with the following data row:

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
20	Tuition Fees	Outstanding Fees	<input checked="" type="checkbox"/>		10/13/2017	11/02/2017	ACCT	Student Accounts Office	RCGA1

Callout boxes provide the following definitions:

- Reason:** If required, indicates further information about the hold.
- Hold Type:** Indicates which hold was applied.
- Amount:** Financial holds may indicate the amount owing here.
- Origination Code:** Used to indicate which department the hold belongs to.
- Release Indicator:** If checked, only the person who applied the hold can remove it.
- From:** Indicates the date the hold becomes active.
- To:** Indicates the date the hold will end.
- Created User:** Indicates the User ID belonging to the user/process that applied/modified the hold.

- Some pages, such as SFAREGS, provide information regarding particular holds. A list of current holds is accessible from these pages.

Click the LOOKUP [. . .] button next to the HOLD TYPE field to view a list of currently active holds.

The screenshot shows the SFAREGS interface with the following fields:

- Term: 201810
- Date: 05/16/2018
- View Current/Active:
- Curricula
- Print Schedule:
- ID: [ ]
- Holds: [ ]
- Print Bill:

The HOLD DETAILS table shows the following data:

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *
02	Parking Service	Parking Fine	<input type="checkbox"/>		05/16/2018	12/31/2099
	Registrar's Hold		<input type="checkbox"/>		05/16/2018	12/31/2099

The 'Hold Type' field in the first row of the table has a red circle around the '...' button next to it.

## Viewing Holds

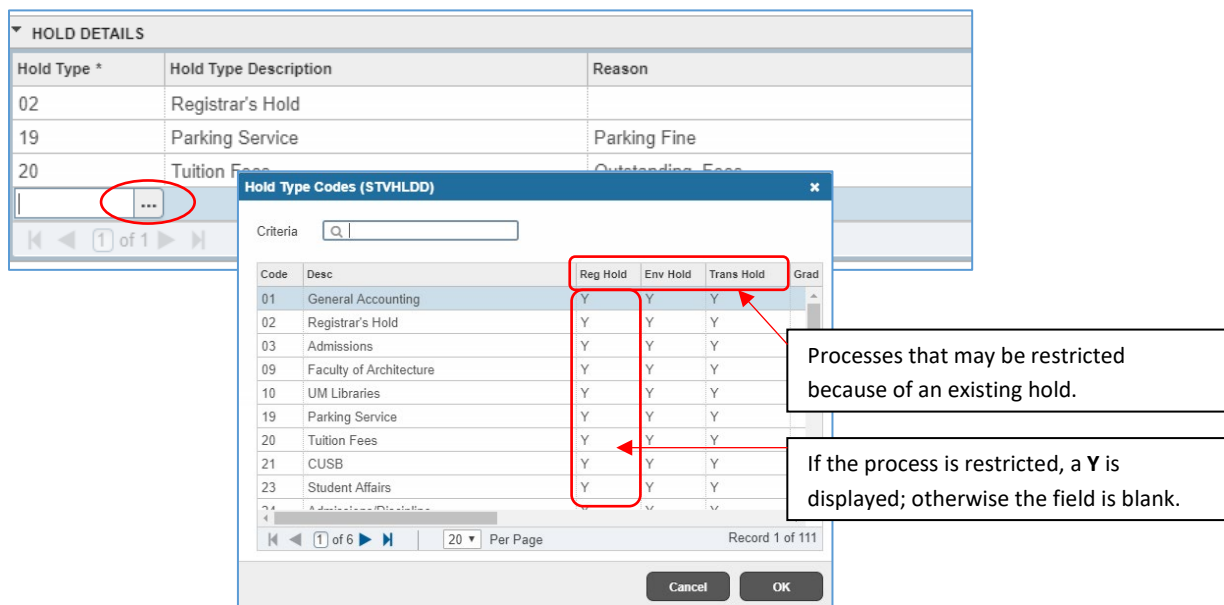
- Go to SOAHOLD and enter the **student number** in the ID field and click GO.



- All holds ever applied are visible.
- Holds are displayed in reverse chronological order (newest at the top) relative to the date indicated in the FROM field.

## View Hold Restrictions

Access a list of HOLD TYPE CODES by clicking the LOOKUP [ . . ] button next to the HOLD TYPE field. The columns next the CODE and DESC fields indicate processes that may be restricted by the hold. A process that is affected will display a **Y** in the field; a process with no restriction is blank.



Hold Type *	Hold Type Description	Reason
02	Registrar's Hold	
19	Parking Service	Parking Fine
20	Tuition Fees	Outstanding Fees

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
01	General Accounting	Y	Y	Y	
02	Registrar's Hold	Y	Y	Y	
03	Admissions	Y	Y	Y	
09	Faculty of Architecture	Y	Y	Y	
10	UM Libraries	Y	Y	Y	
19	Parking Service	Y	Y	Y	
20	Tuition Fees	Y	Y	Y	
21	CUSB	Y	Y	Y	
23	Student Affairs	Y	Y	Y	

Processes that may be restricted because of an existing hold.

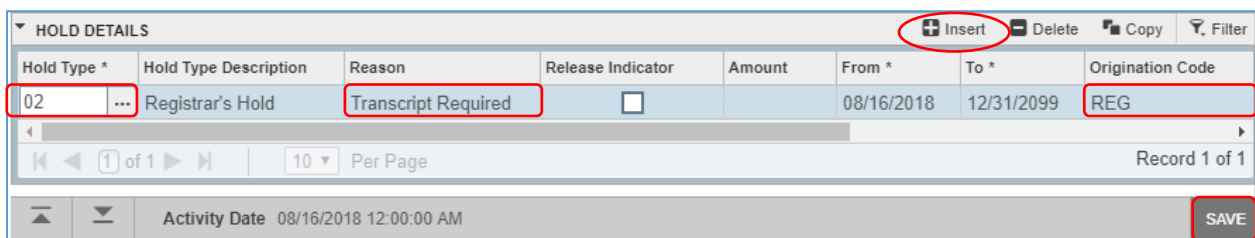
If the process is restricted, a **Y** is displayed; otherwise the field is blank.

## Apply a Hold

1. Go to SOAHOLD and enter the **student number** in the ID field and click GO.



2. To add a line, click INSERT (top left corner), then enter the appropriate **hold code** in the HOLD TYPE field or click the LOOKUP [. . .] button to select it from the HOLD TYPE CODES (STVHLDD) list.
3. Enter any additional information required in the REASON field. *Note: This text is visible to students using Aurora Student Self Service.*
4. Today's date will automatically populate in the FROM field, i.e. the hold becomes effective immediately.
  - a. If needed, adjust the FROM date by writing over it with the appropriate date.
5. The TO field will automatically populate with **December 31, 2099**, leaving the end date open. Once the hold needs to be ended, an applicable TO date will need to be entered.
6. Enter the appropriate ORIGINATION CODE. This field is especially useful when generically named holds are applied.
7. The RELEASE INDICATOR field restricts the release of the hold to the user who assigned it. Please use this field **ONLY** after consulting with the Registrar's Office.
8. SAVE (bottom right corner).



Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code
02	Registrar's Hold	Transcript Required	<input type="checkbox"/>		08/16/2018	12/31/2099	REG

## Update a Hold

Select the hold that needs to be updated. The line selected will be highlighted in blue. Write over the fields that needs updating and SAVE.

## End a Hold

Select the applicable hold. The line selected will be highlighted in blue. Enter the appropriate **date** in the TO field (usually today's date). The hold will end effective as of the TO date.