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.

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

- 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.
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.
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).

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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.

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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.