






SOAHOLD: Hold Information Form

General Information

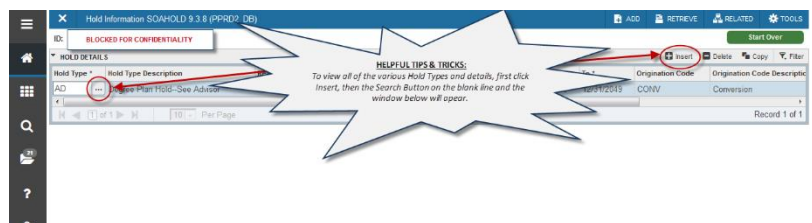
This form allows you to view any holds that may be present on a person's record. **These holds are placed and lifted via LeoOnline**, however details are viewed within Banner as well. Some holds, known as "fatal holds," will block registration capabilities until they are resolved. There are a total of **67 hold types** at ODU – for further information on any of the various types of holds, please contact the University Registrar's Office at 683-4425, or check their website at www.odu.edu/registrar. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View Any Holds Present on a Person's Record in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Hold Information [SOAHOLD] Form .	Type SOAHOLD into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load.	Go Button or Down Arrow  
3. You will then be able to view any holds currently placed on a person's record. <ul style="list-style-type: none"> ◆ Hold Type & Description ◆ Reason, if available ◆ Release Indicator ◆ From-To Date Range ◆ Origination Code and Description ◆ Created User 	TIPS & TRICKS: <i>The holds placed on a person's record may not only affect ODU students, but also faculty/staff interested in registering for Continuing Education Courses.</i>
4. If you are interested in viewing the complete list of holds, and in turn notes about whether the specific type of hold will cease registration opportunities, Click the Insert Button , followed immediately by the Search Button in the <i>Hold Type Field</i> . <ul style="list-style-type: none"> ◆ A pop-up window will appear containing a complete list of all Hold Type Codes and Descriptions. In the next subsequent column, you will notice notes about whether various types of holds hold up <i>Registrations, Transcripts, Grades, etc.</i> 	Insert Button:  Search Button: 
5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	ODU Home Icon: 

Helpful Tips & Tricks:

- ◆ Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- ◆ For questions about Holds, please contact the **Registrar's Office** at 683-4425.



SOAHOLD Sample Screenshot:

Criteria:

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
AC	Return Check Limit				
AD	Degree Plan Hold-See Advdor	Y			
AE	Second Placement Collections	Y		Y	
AH	Accounts Receivable Hold	Y		Y	
AM	Admissions	Y			
AP	Admission Application Pending	Y			
AR	Accounts Receivable Hold	Y		Y	
AS	Accts Rec - Registration Only			Y	
AT	Athletic Hold				

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