

Office of the Registrar

## **Student Record Holds**

- To view holds on a student's record:
  - Log on to Ursa at <u>https://ursa.unco.edu</u> using your network user name and password.
  - Access **Production Banner (INB)** via the link under your **Employee** tab.
  - Go to **SOAHOLD** using the **Go To** field.
    - Enter the student's bear number in the **ID** field.
    - Perform a Next Block using the Block icon or the Block drop-down menu in the tool bar, or by using the shortcut keys: Ctrl + Page Down.
  - Any holds will be displayed along with the office responsible for putting the hold on the student's record.

X @ellucian Hold Information SOAHOLD 9.3.8 (PROD)									🔒 ADD	E RETRIEVE	👗 RELATED	🌞 TOOLS
ID: 800375412 Just For Testing Confidential											St	art Over
* HOLD DETAILS										🖬 Insert	Delete Co	opy 🖣 Filter
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description		Created User		
34	Academic Probation				07/09/2019	12/31/2099				REBECCA_CR	OISSANT	
34	Academic Probation				07/09/2019	12/31/2099				REBECCA_CR	OISSANT	
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- Add Holds to a Student's Record (Only those with appropriate access can add holds to a student's record.)
  - Use the Hold Type drop-down menu to choose the appropriate hold. The start dates in the From fields and the end dates in the To fields will automatically populate. These dates can be changed to reflect what is appropriate for the specific hold.
  - You can also add comments in the **Reason** field, but everyone who can view the hold (including the student) will be able to see all comments.
- Remove Holds from a Student's Record (Only those with appropriate access can remove holds from a student's record.)
  - Change the end date in the **To** field of the hold to the appropriate date for the hold to stop, and then save it by clicking on the **Save** icon in the tool bar or selecting **Save** in the **File** drop-down menu.
  - You can also do a record remove, but by doing that the audit history of the hold will be gone.

Reviewed: 06/17/20