# Student Record Holds

- **To view holds on a student's record:**
  - Log on to Ursa at https://ursa.unco.edu 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.



- **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.

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