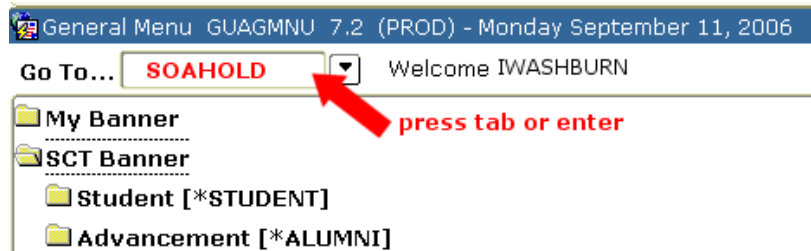


PLACING A HOLD IN BANNER

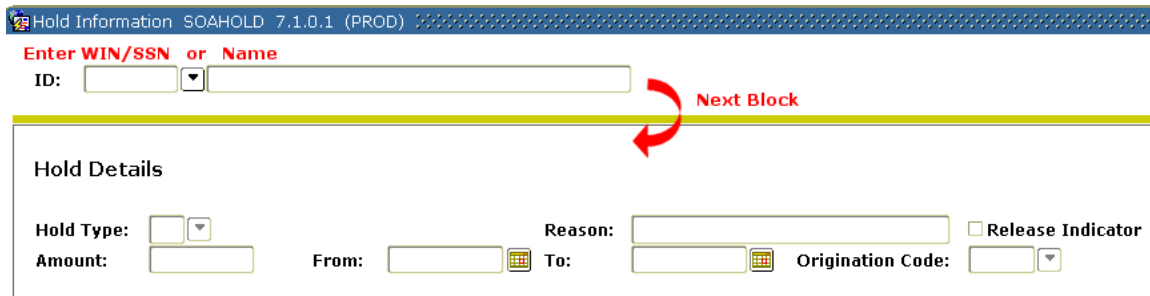
Through Direct Access, go to form **SOAHOLD** in Banner:



A screenshot of the Banner system's main menu. The title bar reads "General Menu GUAGMNU 7.2 (PROD) - Monday September 11, 2006". Below the title bar, there is a "Go To..." field with "SOAHOLD" selected in a dropdown menu. A red arrow points to the dropdown arrow. To the right of the dropdown, it says "Welcome IWASHBURN". Below the "Go To..." field, there is a tree view of folders: "My Banner", "SCT Banner", "Student [*STUDENT]", and "Advancement [*ALUMNI]". A red arrow points to the "SOAHOLD" dropdown with the text "press tab or enter" next to it.

Enter the id/name of the person who should have the hold. Perform a "Next Block."

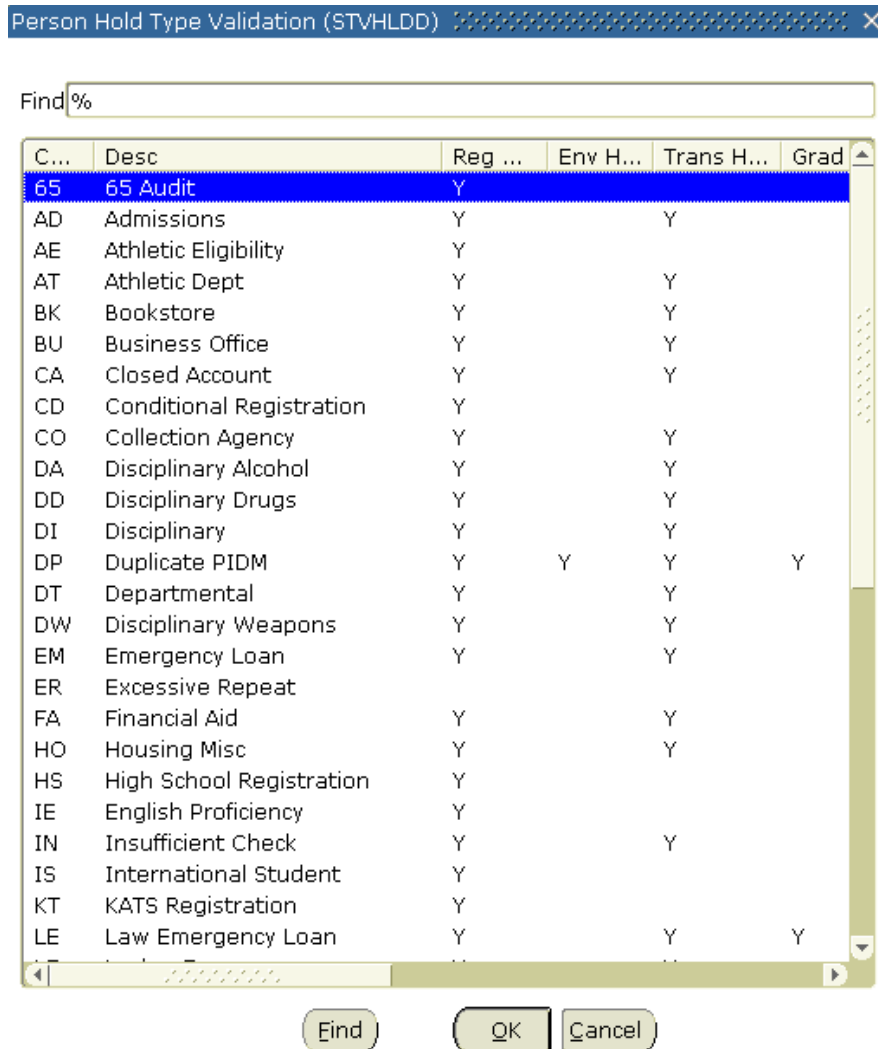
If no blank rows are available, either arrow down to the bottom and a new row will appear, or "Insert a Record" (F6) to create a space for the new hold.



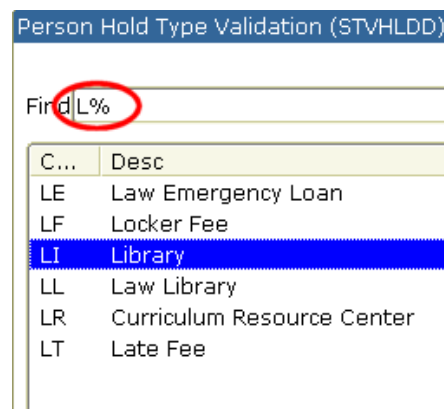
A screenshot of the Banner "SOAHOLD" form. The title bar reads "Hold Information SOAHOLD 7.1.0.1 (PROD)". Below the title bar, there is a prompt "Enter WIN/SSN or Name" and an "ID:" field with a dropdown arrow. A red arrow points to the dropdown arrow with the text "Next Block". Below the "ID:" field, there is a section titled "Hold Details" with several fields: "Hold Type:" with a dropdown, "Amount:" with a text box, "From:" with a text box and a calendar icon, "Reason:" with a text box, "To:" with a text box and a calendar icon, "Origination Code:" with a text box and a dropdown, and a "Release Indicator" checkbox.

In "Hold Type" you must enter a valid code from validation table STVHLDD. If you know the appropriate 2-ltr code, just type it in. To see your options, double-click in the field or press F9.

Please note that different hold codes prevent different activities. For example, a "TA" hold merely prevents the release of a transcript. Other holds may prevent the student from registering or graduating.



If I wanted to find a hold that I thought might begin with a certain letter, I could type that letter before the % sign and select "Find":



Here are all current hold types (as of the date of these instructions):

CODE	DESC
65	65 Audit
AD	Admissions
AE	Athletic Eligibility
AI	Academic Impropriety
AS	WIT/WU Acad Stand
AT	Athletic Dept
AU	Degree Audit
BK	Bookstore
BR	Bursar's Approval to Remove
BU	Business Office
CA	Closed Account
CD	Conditional Registration
CO	Collection Agency
DA	Disciplinary Alcohol
DD	Disciplinary Drugs
DI	Disciplinary
DP	Duplicate PIDM
DT	Departmental
DW	Disciplinary Weapons
EM	Emergency Loan
EP	Excessive Repeat Review
ER	Excessive Repeat
EX	ExamSoft Fee - Law
FA	Financial Aid
HO	Housing Misc
HS	High School Registration
IE	English Proficiency
IN	Insufficient Check
IS	International Student
KT	KATS Registration
LE	Law Emergency Loan
LF	Locker Fee
LI	Library
LL	Law Library
LR	Curriculum Resource Center
LT	Late Fee
MH	Medical Hold
MI	Miscellaneous
NR	Nursing Requirements
NS	New Student Registration
OA	Overaward
OR	Orientation
PA	Parking
PE	Pell Grant
PR	Perkins
PV	Provisional Student
RC	Returned Check Charge

RE	Registration
RG	University Registrar
SH	Student Health
TA	Transcript(s) Being Reviewed
TL	Tuition Late Fee
TT	VT Transcript Being Reviewed
TU	Tuition
UK	University Keys
UN	Over 54 Hours Must Declare Maj
UT	Undergraduate Transcript-LAW
VT	Vocational/Technical Hold
WP	WIT SAP Hold

After you select the code (or type it in), the hold description will automatically display. Also, the username of the person entering the hold will also display, as will today's date and a future date.

Do NOT check the **Rel:** box unless YOU and ONLY YOU are the ONLY person authorized to release the hold. That means if you are sick, are on vacation, or are dead, no one else will be able to release this hold (unless ISS is authorized in writing by a Vice President or above).

Hold Details

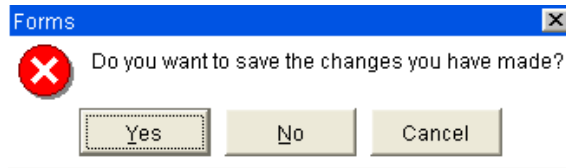
Hold Type: LI Library Reason: Cat in the Hat overdue Release Indicator GKENEFAKE
Amount: From: 11-SEP-2006 To: 31-DEC-2099 Origination Code:

Enter a **Reason** if applicable. This will be displayed for the student if they check their status on MyWashburn, so please be careful in your language/spelling.

Amount is optional. If there IS a monetary amount related to this hold, placing the amount here is merely informational and does NOT charge the student's account. Please contact the Business Office if a charge should be placed on a student's account.

Orig is also optional. Use this field if you want to indicate what area or department is originating the hold. This field is validated (validation table STVORIG, double-click or press F9 to see your options).

SAVE the hold when you are done. If you forget and try to exit the form, you will be warned:



To enter a different hold for the same student, arrow down to the next blank record or do a "record insert" (more than six can be entered for a student; blanks will appear as you need them).

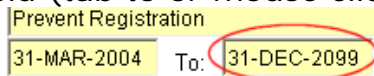
To enter a hold for a different student, **rollback** and enter a new ID/name.

HOW TO EXPIRE A HOLD

If a student has fulfilled the obligations of the hold, you must remember to expire the hold. To do this:

Go to **SOAHOLD**. Enter the student's ID and/or name and next block.

Navigate to the "**To:**" field (tab to or mouse click in that field):



To enter today's date, type the letter "T" for today. Today's date will default in.

To enter a different day you may use the following shortcut:

Two digits for a day in the same month/year (for example, 01 will default in the first day of the current month).

Be sure to **SAVE** your record before exiting.

WHEN TO "RECORD REMOVE" A HOLD

It is preferable to "expire" a hold when appropriate. However, there are times when you may need to actually remove the hold. For example, if the hold should never have been placed on the student to begin with (had the wrong person, for example). To completely remove a hold from a person in this circumstance:

While the erroneous record in SOAHOLD is highlighted, select "record remove" (can select from the menu, the icon bar, or use the shortcut key). Be sure to **SAVE** your change before exiting SOAHOLD.