

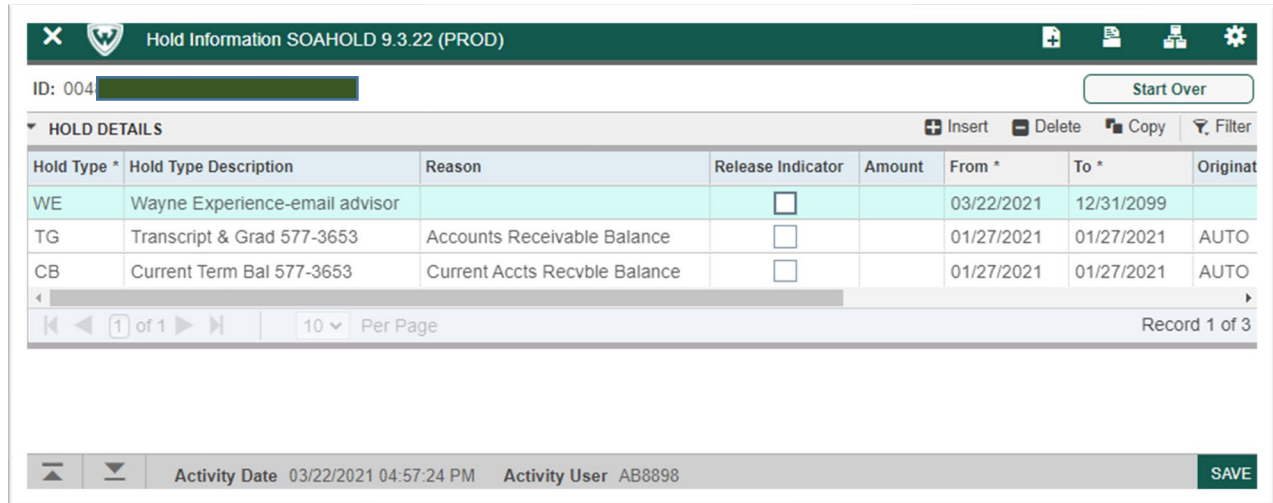
B9: Applying and releasing/lifting/ending holds in Banner (SOAHOLD)

A student's ability to register can be affected by certain holds on their account. The Banner form for applying and releasing holds is SOAHOLD.

Your department may need to request Banner access for you to be able to apply/lift holds (<https://tech.wayne.edu/enterpriseapps/access>), or you may have a designated person who has access to SOAHOLD to apply/lift holds.

Applying a hold

Enter the student ID and term and click Go.



Hold Information SOAHOLD 9.3.22 (PROD)

ID: 004 [REDACTED] Start Over

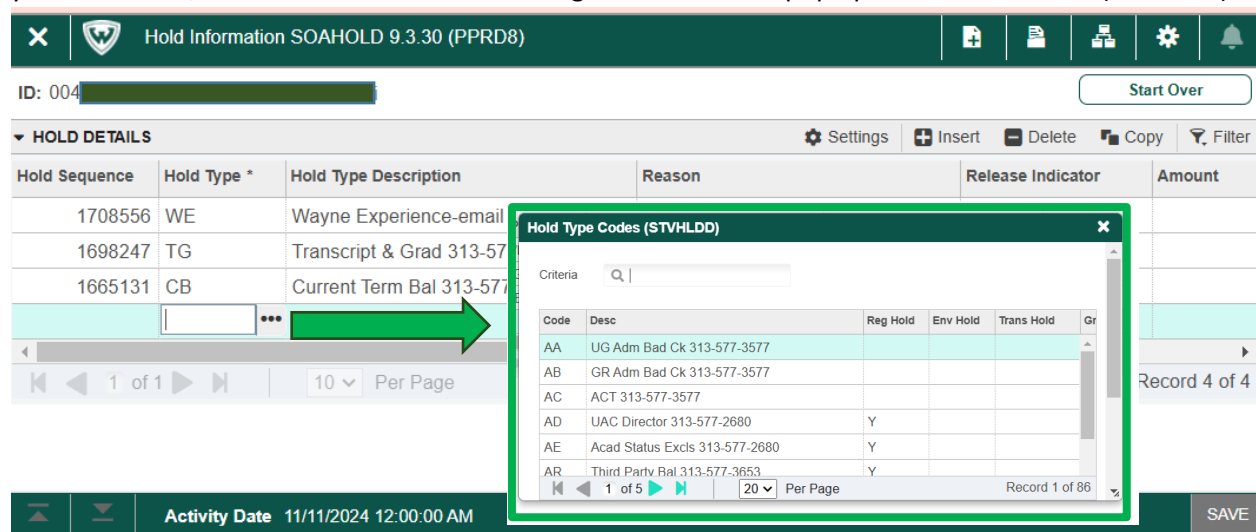
HOLD DETAILS

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Original
WE	Wayne Experience-email advisor		<input type="checkbox"/>		03/22/2021	12/31/2099	
TG	Transcript & Grad 577-3653	Accounts Receivable Balance	<input type="checkbox"/>		01/27/2021	01/27/2021	AUTO
CB	Current Term Bal 577-3653	Current Accts Recvble Balance	<input type="checkbox"/>		01/27/2021	01/27/2021	AUTO

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SOAHOLD is a historical form – that is, it includes all the holds applied on a student's account, both currently active and ones that have ended.

Set your cursor on a new line and enter the hold code in the "Hold Type" column. If you do not know your hold code, click on the three dots to the right of the field to pop open the list of codes (STVHLDD).



Hold Information SOAHOLD 9.3.30 (PPRD8)

ID: 004 [REDACTED] Start Over

HOLD DETAILS

Hold Sequence	Hold Type *	Hold Type Description	Reason	Release Indicator	Amount
1708556	WE	Wayne Experience-email			
1698247	TG	Transcript & Grad 313-577			
1665131	CB	Current Term Bal 313-577			

Hold Type Codes (STVHLDD)

Code	Desc	Reg Hold	Env Hold	Trans Hold	Gr
AA	UG Adm Bad Ck 313-577-3577				
AB	GR Adm Bad Ck 313-577-3577				
AC	ACT 313-577-3577				
AD	UAC Director 313-577-2680	Y			
AE	Acad Status Excls 313-577-2680	Y			
AR	Third Party Bal 313-577-3653	Y			

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For an alphabetical list holds currently in use, see <https://wayne.edu/registrar/registration/holds>

You can also go directly to STVHLDD to see which functions are prevented by a specific hold code.

Code *	Description *	Registration	Enrollment Verification	Transcript	Graduation	Grade	A/R	Application	Compliance
AA	UG Adm Bad Ck 577-3577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AB	GR Adm Bad Check 577-...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC	ACT 577-3577	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AD	UAC Director 577-2680	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AE	Acad Status Exclsn 577-2...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AR	Third Party Balance 577-...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AT	Athletic Equipment 577-4...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BA	Prior Term Balance 577-3...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC	Gen Ed-Basc Comp 577-...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BE	MD Board Exams 577-1470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have entered/selected your hold code, click SAVE. If you scroll to the right, you will see today's date as the From date and the To date is automatically set to 12/31/2099. The student will receive an autogenerated email letting them know a hold has been applied to their account.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *
EP	Eng Prof Exam 313-577-2680		<input type="checkbox"/>		05/08/2024	06/26/2024
DE	Dean's Office (Contact Dept)	EdD Time Limit -313 5771606	<input type="checkbox"/>		11/05/2021	01/05/2022
WE	Wayne Experience-email advisor		<input type="checkbox"/>		08/03/2021	04/07/2023
TG	Transcript & Grad 313-577-3653	Accounts Receivable Balance	<input type="checkbox"/>		02/03/2020	02/03/2020
CB	Current Term Bal 313-577-3653	Current Accts Recvble Balance	<input type="checkbox"/>		05/27/2009	07/20/2009
CA	Candidacy (Contact Dept.)	Must file Plan of Work	<input type="checkbox"/>		10/23/2006	03/22/2007
RO	Registrar Office 313-577-3541		<input type="checkbox"/>		11/11/2024	12/31/2099

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Holds can be set to active and end on specific dates by clicking in the date boxes, selecting the appropriate dates, and clicking SAVE.

TG	Transcript & Grad 577-3653	Accounts Receivable Balance	<input type="checkbox"/>	02/03/2020	02/03/2020
DE	Dean's Office (Contact Dept)	EdD Time Limit -313 5771606	<input type="checkbox"/>		
CB	Current Term Bal 577-3653	Current Accts Recvble Balance	<input type="checkbox"/>		
CA	Candidacy (Contact Dept.)	Must file Plan of Work	<input type="checkbox"/>		

Calendar: Today, March 2021, 24 selected.

To see how the hold originated (usually as an automatic system generated hold or through a UserID), scroll to the right. If you place your cursor on a line, the date and user who last updated the hold will appear at the bottom of the form.

Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
<input type="checkbox"/>		05/08/2024	06/26/2024			AB8898
<input type="checkbox"/>		11/05/2021	01/05/2022			AY3138
<input type="checkbox"/>		08/03/2021	04/07/2023			AB8898
<input type="checkbox"/>		02/03/2020	02/03/2020	AUTO	Generated Automatically	WSUSTU
<input type="checkbox"/>		05/27/2009	07/20/2009	AUTO	Generated Automatically	WSUSTU
<input type="checkbox"/>		10/23/2006	03/22/2007			WSUSTU
<input type="checkbox"/>		11/11/2024	12/31/2099			AB8898

Activity Date 11/11/2024 05:25:31 PM Activity User AB8898 SAVE

Releasing/lifting/ending a hold

To release/lift/end a hold, click on the To date and enter the date the hold should end. You can either enter type in the desired date or click on the calendar icon to select the date. Click SAVE.

If you enter the current date, the hold will end as soon as you hit SAVE. The student will receive an autogenerated email letting them know a hold has been released on their account.

* Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code
Wayne Experience-email advisor		<input type="checkbox"/>		03/22/2021	04/02/2021	
Transcript & Grad 313-577-3653	Accounts Receivable Balance	<input type="checkbox"/>		01/27/2021	01/27/2021	AUT
Current Term Bal 313-577-3653	Current Accts Recvble Balance	<input type="checkbox"/>		01/27/2021	01/27/2021	AUT
Registrar Office 313-577-3541		<input type="checkbox"/>		11/11/2024	11/13/2024	

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IMPORTANT: When ending/lifting a hold, please only do so for holds under your jurisdiction (i.e., Probation, Wayne Experience, etc.). If in doubt, contact the department who placed the hold.

Student view

Students may view holds on their account through the Registration Portal (registration.wayne.edu) under “Prepare for Registration,” or through Academics under Student Resources > Student Records > Student Profile (Holds)

[Student](#) • [Registration](#) • [Select a Term](#) • Prepare for Registration

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2021

- ✓ Your Student Status permits registration.
- ✓ Your academic status Regular Status permits registration.
- ⚠ You have holds which prevent registration.
Sensitive registration holds exist. Do not display this sensitive hold information to others.
Wayne Experience-email advisor Sensitive hold
Processes Affected: Registration

Earned Hours

- ℹ You have Earned Hours for Level: Undergraduate, Institution Hours: 12, Transfer Hours: 62
- ℹ Your class standing for registration purposes is Junior

Primary Curriculum

Level: Undergraduate
College: School of Social Work
Degree: Bachelor of Social Work
Program: Bachelor of Social Work
Catalog Term: Fall 2020
Admit Term: Fall 2020
Admit Type: Standard
Major: Social Work
Department: Social Work Dean