B9: Releasing/lifting/ending holds in Banner (SOAHOLD)

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.

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

To view holds in Banner, go to SOAHOLD, enter the student’s ID, and click “Go”

To see how the hold was 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.
SOAHOLD is a historical form – that is, it includes all of the holds applied on a student’s account. Notice the “From” and “To” dates. Changing the “To” date to TODAY and click “SAVE.” This will end the date the hold is active and it will no longer block whatever function has been affected.

Holds can be set to activate at a future date, so be sure to look at the correct hold affecting the student at the present time.

For a list of the various holds, see https://wayne.edu/registrar/registration/holds

To view what functions are stopped by a specific hold, go to STVHLDD

Not everyone is able to end holds and some holds are restricted based on type (i.e., financial holds). Your department may need to request Banner access for you to be able to lift holds (https://tech.wayne.edu/enterpriseapps/access), or you may have a designated person who lifts holds for you.