# SOAHOLD: Hold Information Form

## General Information

This form allows you to view any holds that may be present on a person’s record. These holds are placed and lifted via LeoOnline, however details are viewed within Banner as well. Some holds, known as “fatal holds,” will block registration capabilities until they are resolved. There are a total of 67 hold types at ODU – for further information on any of the various types of holds, please contact the University Registrar’s Office at 683-4425, or check their website at [www.odu.edu/registrar](http://www.odu.edu/registrar). As always, any and all Banner questions may be sent to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).

## How to View Any Holds Present on a Person’s Record in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Hold Information [SOAHOLD] Form.</td>
<td>Type SOAHOLD into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2. In the key information area, type in the person’s University Identification Number (UIN). Use the Go Button to load.</td>
<td>Go Button or Down Arrow</td>
</tr>
<tr>
<td>3. You will then be able to view any holds currently placed on a person’s record.</td>
<td><strong>TIPS &amp; TRICKS:</strong> The holds placed on a person’s record may not only affect ODU students, but also faculty/staff interested in registering for Continuing Education Courses.</td>
</tr>
</tbody>
</table>
  - Hold Type & Description
  - Reason, if available
  - Release Indicator
  - From-To Date Range
  - Origination Code and Description
  - Created User
| 4. If you are interested in viewing the complete list of holds, and in turn notes about whether the specific type of hold will cease registration opportunities, Click the Insert Button, followed immediately by the Search Button in the Hold Type Field. | Insert Button: ![Insert Button](image)
Search Button: ![Search Button](image) |
  - A pop-up window will appear containing a complete list of all Hold Type Codes and Descriptions. In the next subsequent column, you will notice notes about whether various types of holds hold up Registrations, Transcripts, Grades, etc. |
| 5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen. | ODU Home Icon: ![Home Icon](image) |

## Helpful Tips & Tricks:

- Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- For questions about Holds, please contact the Registrar’s Office at 683-4425.

## SOAHOLD Sample Screenshot: