















Assigning and Releasing Student Holds

Assigning Student Holds <i>(Note that holds must be released only by the office or person that placed the hold. Failure to observe this protocol will result in immediate suspension of Banner privileges. Exceptions are made for Advising Holds that are automatically placed by the Office of the Registrar. These holds may be released as specified in your Departmental Policy.)</i>	
1.	Navigate to Banner (From Lander University homepage, choose Banner (faculty/staff only) from the drop-down menu)
2.	Enter your username (ex. jcool) and password (ex. mypassword)
3.	Click on the plus sign next to My Banner Menu.
4.	Double-click on Hold Information Form (or type in SOAHOLD in the Go: box)
5.	Enter the Student L Number in the ID Field (See * to Search for a Student by Name only)
6.	Click on the Next Block button  in the Banner Tool Bar
7.	Double-click in the next <i>empty</i> Hold Type field. (If the student already has three or more Holds, select Record → Insert from the Banner menu bar to insert an empty line where you may enter a new hold. Do not attempt to type or enter your new Hold over an existing record in the database. Do not edit an existing hold by changing the To: and From: dates even if you are applying an identical hold. Lander has chosen to maintain a record of all holds applied to student records.)
9.	A window with the valid Hold Types will appear. Select the Hold Type that applies and click OK . The Hold Type Code and description will be automatically populated. Your Username will be automatically populated.
10.	DO NOT check the box labeled Rel:
11.	Enter any additional information to be displayed to the student in the REASON field. (ex: See Professor Joe Cool) <i>Note that any information you enter here will be visible to the student through Bearcat Web.</i>
12.	The From: Date will be automatically populated as the current date. The To: Date will be automatically set to 31-DEC-2099. To change the To: Date, double-click in the To: field. A calendar window will pop-up. To set the date to the current date, click on the Today button at the bottom left of the pop-up window. (To release a Hold, see page 2.)
13.	Double-Click in the Orig: Field to open a list of valid Origination Codes . Highlight the appropriate code to Select and click on the OK button. If you are releasing a hold, do not change the code that was originally recorded.
14.	The Amount Field is optional. If an amount is owed in conjunction with the hold being placed, it is entered here.
15.	Click the Save button  . Your username will appear in the user field and you will see a confirmation of the transaction at the bottom left-hand side of the screen. FRM-40400: Transaction complete: 1 records applied and saved.
To assign a hold for a different student:	
1.	Click on the Rollback button  .
2.	Proceed from step 5 above.
To Exit:	
1.	Click on the Exit button  .
* To Search for a Student By Name Only:	
1.	With the ID field empty, click on the Search button  next to the Student Name field.
2.	Enter the Student Last Name and First Name.
3.	Click on the Execute Query button  .
4.	Highlight the name of the student. If the student has a common name, you may not be able to identify the student at this point without a Lander ID.
5.	Click on the Select button  to return to the Hold Information Form with the student's information populated.
6.	Proceed with step 6 above.

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Releasing Student Holds <i>(Note that holds must be released only by the office or person that placed the hold. Failure to observe this protocol will result in immediate suspension of Banner privileges. Exceptions are made for Advising Holds that are automatically placed by the Office of the Registrar. These holds may be released as specified in your Departmental Policy.)</i>	
1.	Navigate to Banner (From Lander University homepage, choose Banner (faculty/staff only) from the drop-down menu)
2.	Enter your username (ex. jcool) and password (ex. mypassword)
3.	Click on the plus sign next to My Banner Menu.
4.	Double-click on Hold Information Form (or type in SOAHOLD in the Go: box)
5.	Enter the Student L Number in the ID Field (See * to Search for a Student by Name only)
6.	Click on the Next Block button  in the Banner Tool Bar
7.	Select the Hold that you are releasing (if a student has had more than three holds on their record during their Lander career, you may have to use the scroll bar to the right of the screen to scroll to the hold you wish to release).
9.	To release a hold, double-click in the To: date field. A calendar window will pop-up. Set the date to the current date by clicking on the Today button at the bottom left of the pop-up window.
10.	DO NOT delete the hold. Lander University has elected to maintain a complete record of holds that are applied to student records.
11.	Click the Save button  . You will see a confirmation of the transaction at the bottom left-hand side of the screen. FRM-40400: Transaction complete: 1 records applied and saved.
To release a hold for a different student:	
1.	Click on the Rollback button  .
2.	Proceed from step 5 above.
To Exit:	
1.	Click on the Exit button  .
* To Search for a Student By Name Only:	
1.	With the ID field empty, click on the Search button  next to the Student Name field.
2.	Enter the Student Last Name and First Name.
3.	Click on the Execute Query button  .
4.	Highlight the name of the student. If the student has a common name, you may not be able to identify the student at this point without a Lander ID.
5.	Click on the Select button  to return to the Hold Information Form with the student's information populated.
6.	Proceed with step 6 above.