

INTRODUCTION - FAQs

Who decides whether student's in a particular major will have an advising hold?

- In the College of Arts and Sciences, academic departments decide whether to require advising for their students.

When would someone remove an advising hold?

- When a student changes his or her major, the receiving major department removes the advising hold based upon the departments protocol (e.g., after a student has been advised).
- For departments that require advising for their students, the advising hold is expired after the student is advised. Note that if advising holds have not yet been placed in Banner for that term, you will need to have a system to track students who have been advised. After advising holds have been placed in Banner for that term, you will go to your list and expire their advising holds.

Who removes advising holds?

- When students change their majors, the receiving departments decide whether to remove the advising holds based upon their own requirements. If advising is not required, the advising hold is expired. If advising is required, the receiving department makes sure an AA hold is in SOAHOLD. (See *How to Place an Advising Hold* below.)
- In cases other than change of major stated above, only the student's major department (as seen in SGASTDN) may remove an advising hold.

How do advising holds get on a student's record?

- Advising holds are placed on students by the Computer Center prior to each fall and spring semester as well as twice a week for newly admitted students. This is done only if the departments have requested advising holds be placed on its students.

What if it is not my department's advising hold, but the student needs to register?

- If the student is not a major in your department, he or she will need to speak with their major department for the advising hold to be removed.

I've expired the advising hold, why can't the student register?

- Make sure that you have expired the advising hold using the previous day's date at the latest.

I see other holds other than advising on SOAHOLD. Can't I just remove them?

- Absolutely not! You are only allowed to remove advising holds if the student is a major student in your department. If the student has completed a change of major form, check SGASTDN to make sure the student's major has been changed in Banner.

Is it possible for me to see who has advising holds in my department without going to SOAHOLD?

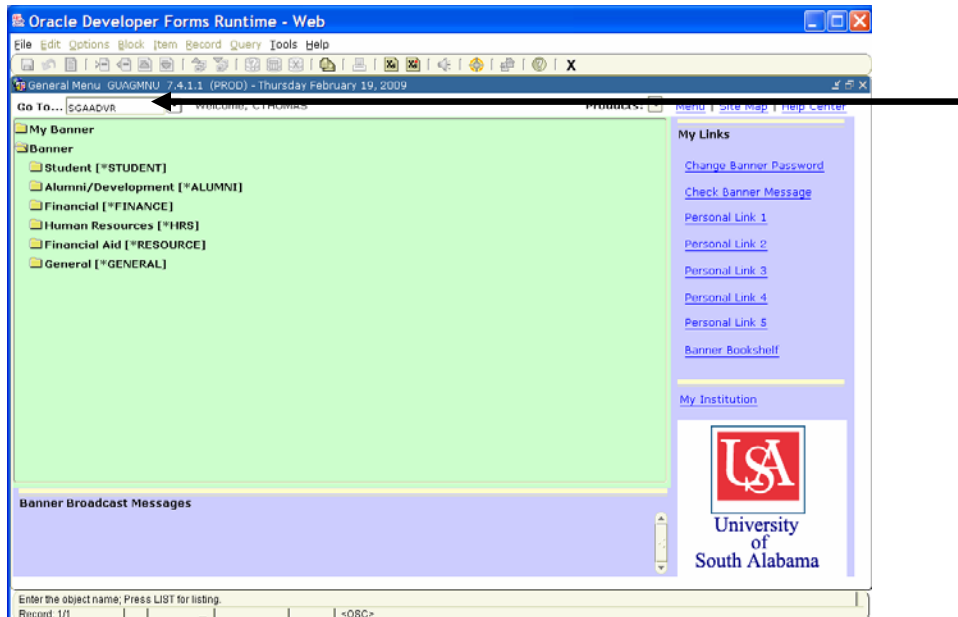
- Run report ZSFR0011 periodically to find which of your students have advising holds.

I'd like access to expire advising holds. Who should I call?

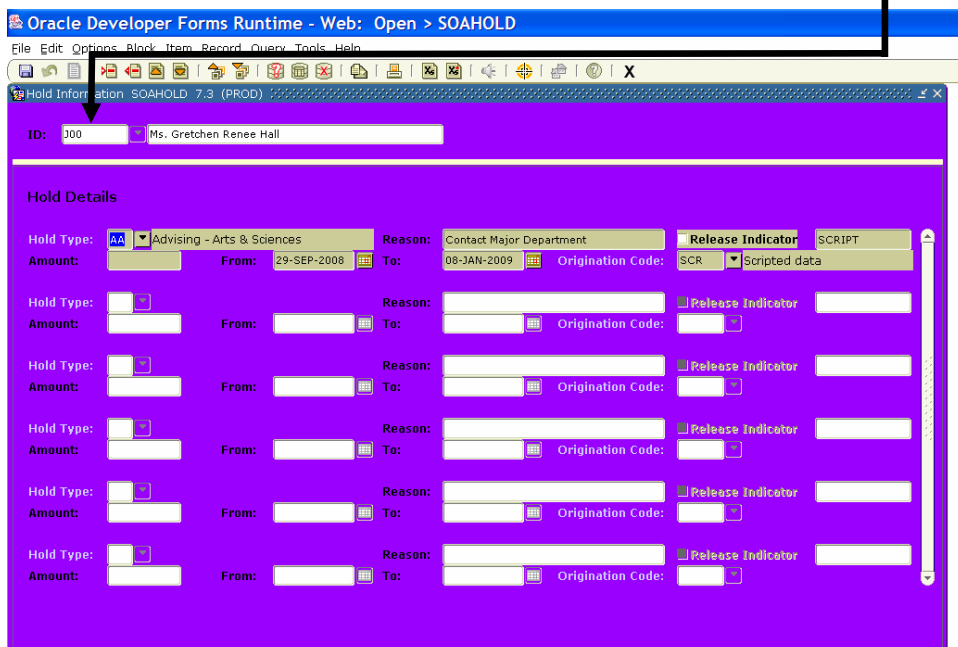
- Call Crystal Thomas at 460-6044 or email her at cathomas@usouthal.edu. Access to SOAHOLD requires training by a Registrar's Office representative. The representative is willing to schedule a one-on-one training session with you.

HOW TO EXPIRE ADVISING HOLDS

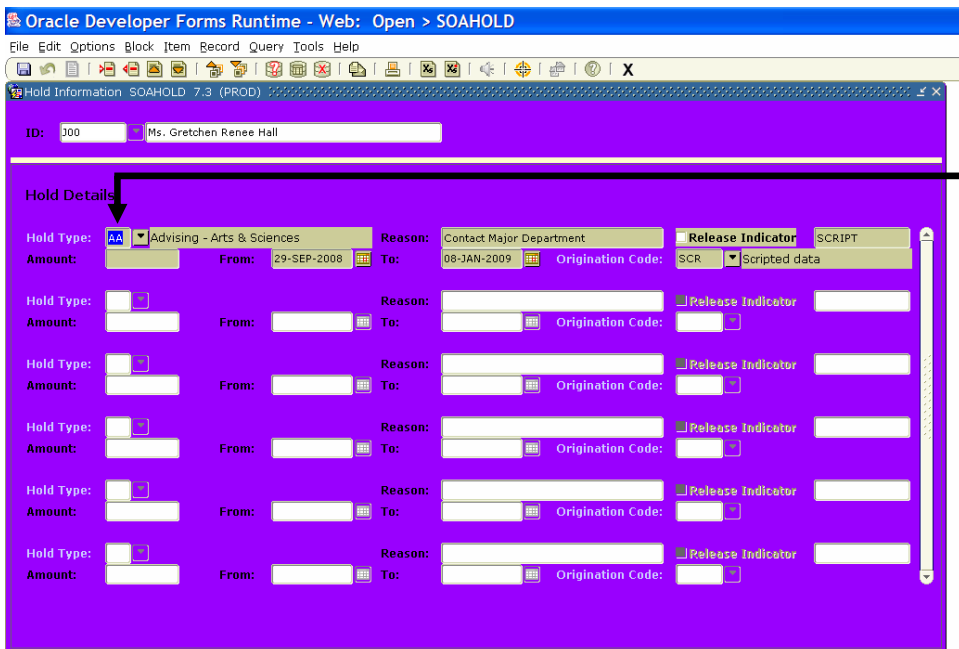
1. Log on to **http://sisformssrv.usouthal.edu/inb/prod.**
2. At **Direct Access**, type form **SOAHOLD** and press **ENTER**.



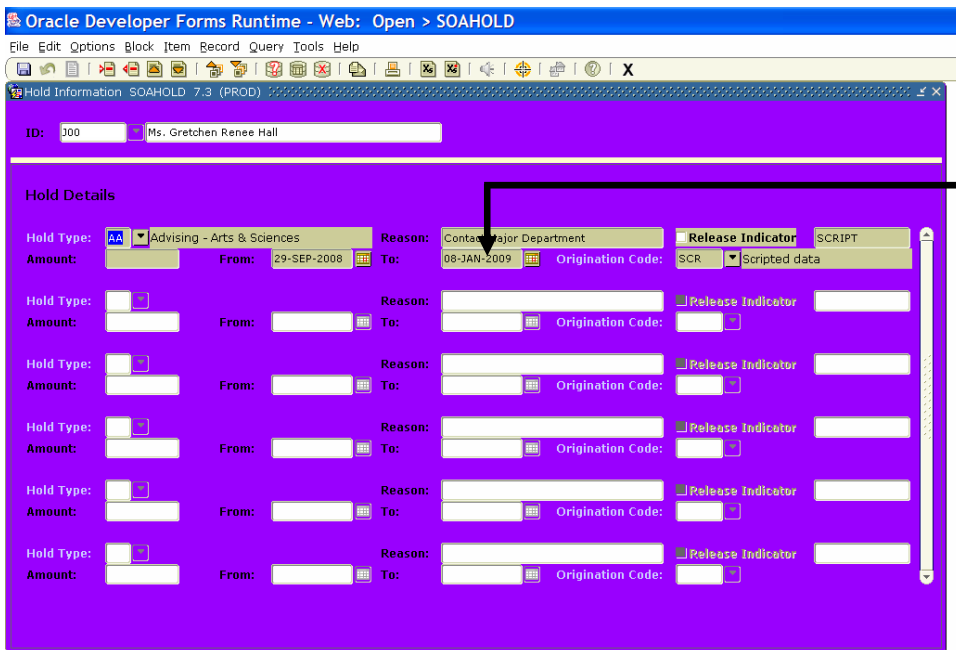
3. Enter student's J-number.



- 4. **Next Block** (CTRL + PAGE DOWN)
- 5. Look for most recent Hold Type 'AA'.



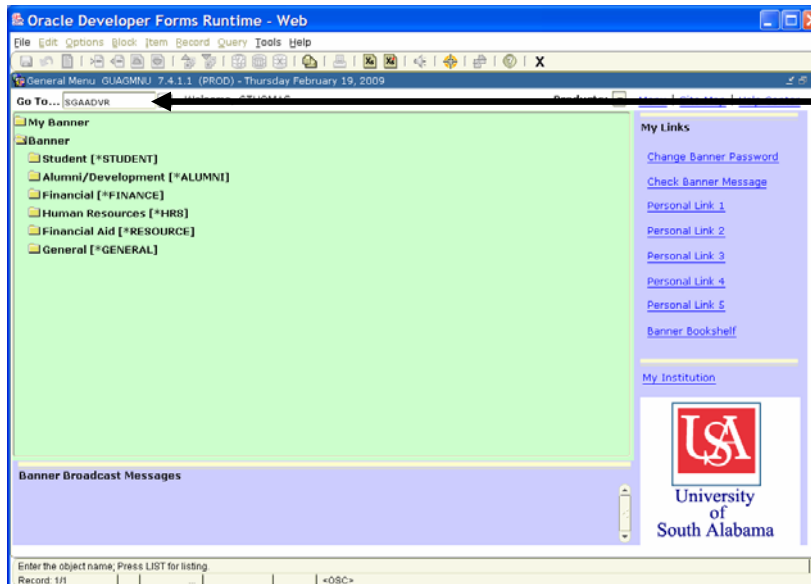
- 6. Click in field next to **To:**.



7. Expire hold using yesterday's date in format: 2 spaces for day, 1st three letters of month's name, and 4 spaces for year. Example: 01-JUL-2009.
8. Save (F10). The student's hold has been expired and the student will be able to register upon time ticket.

HOW TO ENTER AN ADVISING HOLD

1. Log on to **http://sisformssrv.usouthal.edu/inb/prod**.
2. At **Direct Access**, type form **SOAHOLD** and press **ENTER**.

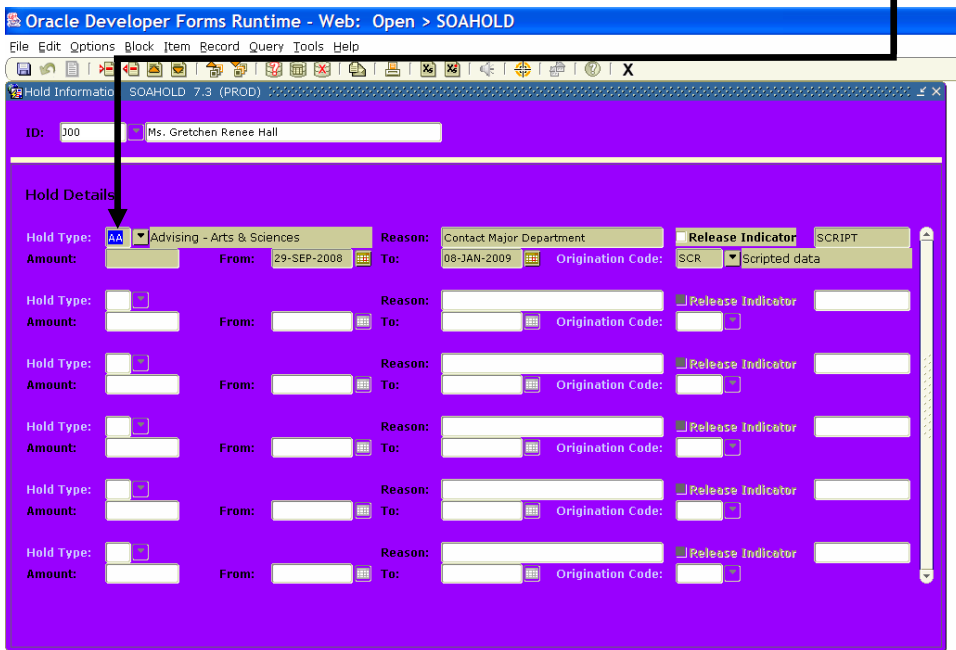


3. Enter student's J-number.

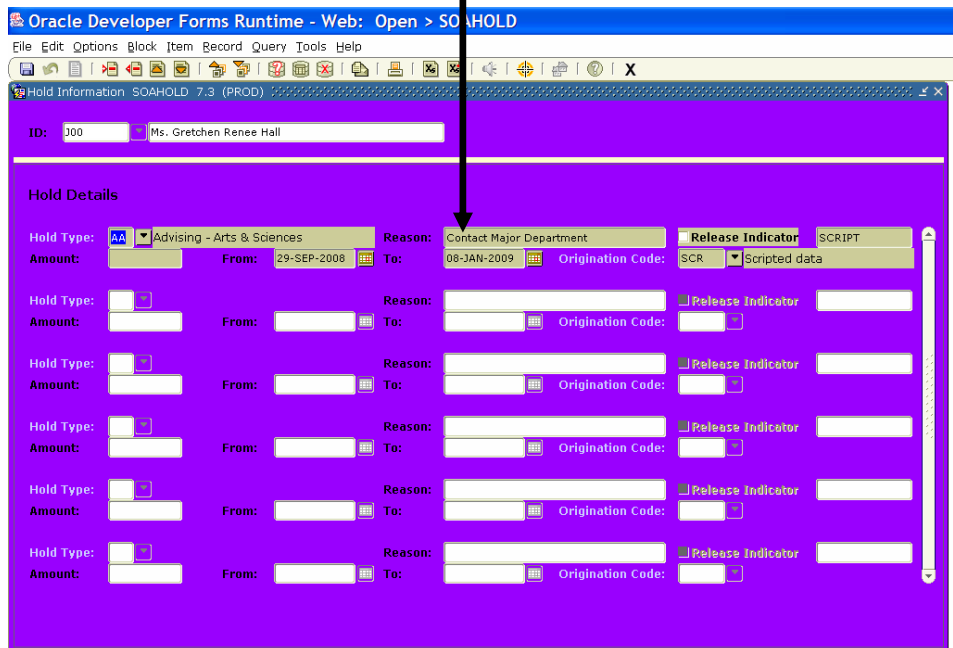
The screenshot shows the Oracle Developer Forms Runtime - Web interface for the SOAHOLD form. The browser address bar displays 'http://sisformssrv.usouthal.edu/inb/prod'. The 'Go To...' field contains 'SOAHOLD'. The 'ID:' field is populated with '300' and the student name 'Ms. Gretchen Renee Hall'. The 'Hold Details' section is visible, showing the following information:

Hold Type	Amount	From	To	Reason	Release Indicator	Origination Code
AA		29-SEP-2008	08-JAN-2009	Contact Major Department	SCRIPT	SCR Scripted data

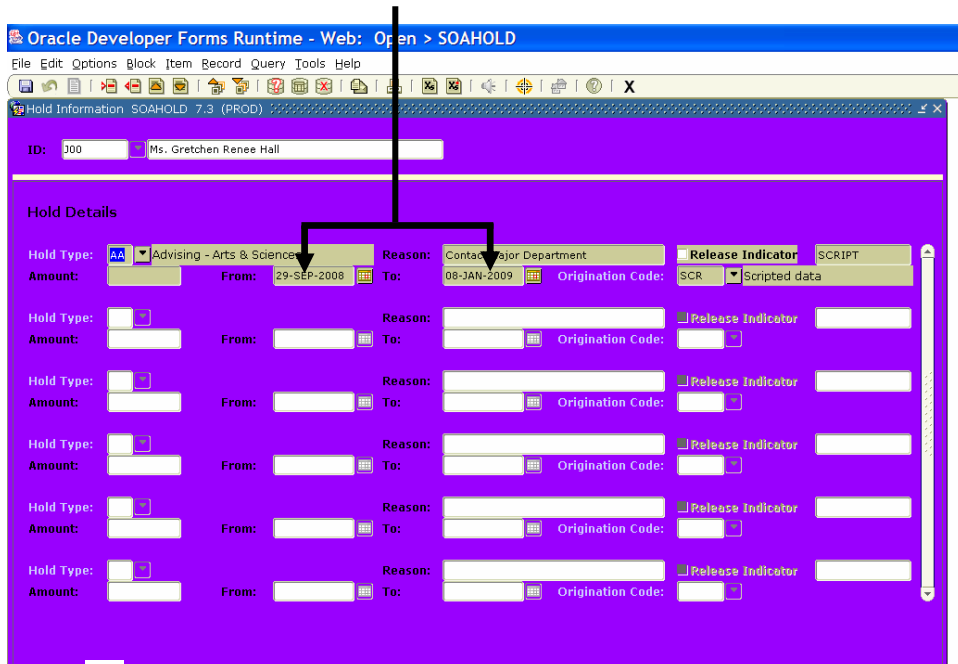
- 4. **Next Block** (CTRL + PAGE DOWN)
- 5. Next to **Hold Type**, type **AA** (NOT AS).



- 6. Next to **Reason** type **Contact Major Department**. (This is what the student will see in PAWS.)



- 7. Next to **From** type in today's date (date you are placing the hold). Next to **To** type in date that is the day before start of advising for the following term.



- 8. Save (F10). The student will now have a hold and will be unable to register until you expire the hold.