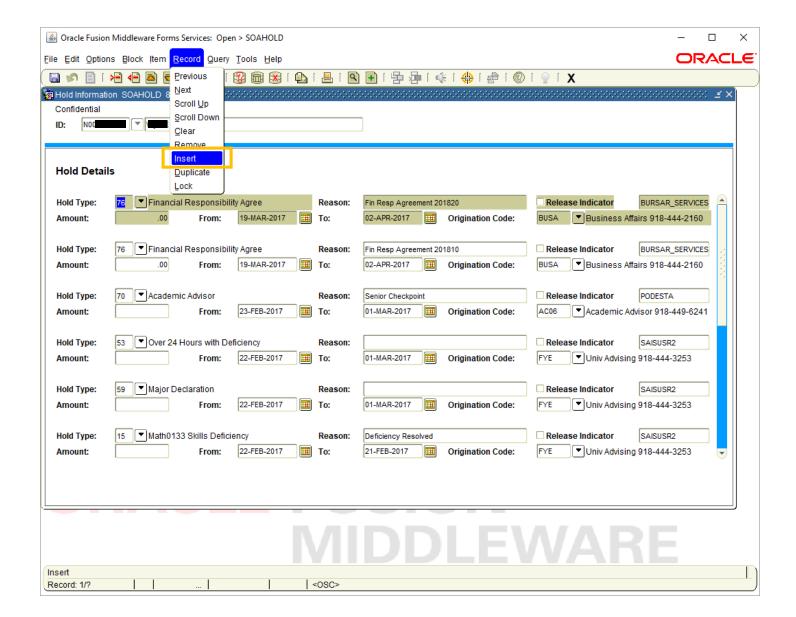
SOAHOLD - Holds

SOAHOLD - Add a Hold

- 1. Enter the following in the header bar:
 - a. ID: N#
- 2. Click Next Block
- 3. Click Record Insert



1. Enter the following:

- Hold Type:
 - 23 = University Advisor
 - 53 = Over 24 Hours with Deficiency
 - 70 = Academic Advisor
- Reason: Major Checkpoint, Senior Checkpoint, etc.
- From: Date defaults to today's date (attempt to keep consistent, i.e. after census, end of term, etc.)
- To: Defaults to 31-Dec-2099 (do not change)
- Origination Code:
 - o FYE = UAC
 - AC## = Academic Advisor (see master list of advisors on M: drive for individual advisor codes)

2. Save

