Query a Student’s Holds (SOAHOLD)

1. Access the Hold Information page (SOAHOLD).

2. In the ID field, enter the student’s U number.
   - If you do not know student’s U number, click the Lookup button to perform a person search.

3. Click Go.

4. The student’s holds will be displayed.
   - The “From” date is the effective date of the hold.
   - The “To” date determines when the hold is no longer active.

5. To view another student, click Start Over and repeat steps 2 and 3.

To filter a specific hold type:
1. Perform steps 1 through 3.

2. Access the filter menu by clicking Filter or pressing F7.

3. Enter the Hold Type to filter (or click the Lookup button for a list of values) or enter other information.

4. Click Go (or press F8).
Enter Comments (SPACMNT)

1. Access the Person Comment page (SPACMNT).

2. In the ID field, enter the student’s U number.
   - If you do not know student’s U number, click the Lookup button to perform a person search.

3. Click Go.

4. Enter the appropriate Comment Type. The Comment Type should be 100 for General Comment unless it is tied to a hold in which case the Comment Type will be HXX where XX is the Hold Type that the comment matches.

5. Enter Originator for the office of the person creating the comment. Use the Lookup button to find the proper code. Leave the Contact field blank.

6. In the Comments field, type your comment. These should be carefully worded and brief. Offices may want to establish guidelines. These comments can be viewed by all people who have query access to the form. Students do not have access to the information.

7. Click Save.

Note: The confidentiality box indicates that the comment is confidential but it does not restrict it from view. Do not use the Narrative Comments box at this time.
To filter a specific Comment Type:
1. Perform steps 1 through 3.
2. Access the filter menu by pressing F7.
3. Enter the Comment Type to filter or enter the Originator (or both).
4. Click Go (or press F8).