**TEXAS A&M UNIVERSITY - COMMERCE**

**Hold Procedure**

**MANUAL REMOVAL**  
BSAs check the TSAAREV screen to check the students balance. If the student doesn’t have outstanding charges and is verified to not be in collections by the WOAHOLD screen they will lift registration and transcript Fiscal holds. These are the only two holds BSAs deal with.

## BANNER HOLD STEPS

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| --- | --- | --- |
| **HOW TO ENTER AND REMOVE A HOLD:** | | |
|  | STEP | **ACTION** |
| ***ENTERING AND SAVING A HOLD***  ***REMOVING A HOLD*** | **1**  **2**  **3   4**  **5**  **6**  **7**  **8**  **9**  **10**  **11** | Log in to Banner using your Username and Password  Enter WOAHOLD in the “Go To…” box.  Enter a Student ID or Name, and press Enter. This will bring up the student ID and name in the key block.   Press Next Block (or Ctrl-Page Down).  Enter Hold Type (if known); or press F9 or double click in the Hold Type box for a list of all available Hold Types  Press TAB to move to the Reason box, and enter the hold reason.  Press TAB to move to the Amount box, and enter the hold amount (if applicable).  Click on the Release Indicator button in order to restrict hold release to your department only.  Today’s date automatically populates in the From field, and 31-Dec-2099 (the end of time) defaults in the To field. The From and To dates may be updated if necessary.  Enter FISC in the Origination Code box.  Save the hold by clicking the disk icon near the top left of the Banner window.  Follow steps 1-4 above  Locate applicable hold entry and click on the correct hold to make it the active record. The record will be highlighted with a different background color to indicate that it is the active record.  Enter today’s date in To field in DD-MON-YYYY format, or click on the calendar icon to select a date.  Click the Save icon (F10); exit the form  **NOTE:** *Do not use the “X” at the upper right of the screen at any time in Banner to exit!* |