

BANNER HOLD CODE REQUEST FORM

University of Hawai'i

Date: _____

REQUESTOR CONTACT INFORMATION

Name _____ Campus _____
Title _____ Email _____
Office/Dept _____ Phone _____

NEW HOLD CODE

Code (Max 2 Characters): _____ (ex. AC – Academic Advising Hold)

Description (Max 30 Characters): _____

Provide justification for new code:

Below are properties that can be assigned to hold codes in Banner. Check all that apply.

A/R (accounts receivable) - Prevents staff from processing financial transactions in Banner

Application - Prevents processing of application for admission

Graduation - Prevents processing of application for graduation

Registration - Prevents student's registration

Transcript - Prevents processing of official transcript

Web Indicator - Indicates that the hold will be displayed in STAR and MyUH Self-Service

System Indicator - Above properties selected will apply to all 10 campuses

Approved by: _____

Date Approved: _____

Banner Central Use Only

Date Received: _____

Date Hold Created: _____