



HOLDS AND OVERRIDES

During orientation and regular registration, students are oftentimes in need of hold removal or course override prior to registering for certain courses. Here are some tips regarding holds and overrides. The **“Best Practice”** is to remember to follow through after an advising session and remove all holds pertaining to your advising session and entering all overrides pertaining to the coursework your advisee will register for. Keep in mind that in orientation sessions, especially early college orientations, students must register on the day of, as the registration window closes immediately after orientation.

Definitions

HOLD- Is a restriction that is found in the Banner System under the **SOAHOLD** screen. Holds can bar students from access to their student records, running degree plans, transcripts and registration. Please see examples below:

1. Department Holds – Are generally placed on students’ records for advising purposes and will bar students from registration.
2. Financial Holds – Are placed on students’ records when balances are owed to the University. The hold remains active until the student pays the balance or makes payment arrangements with the Student Business Service Office located at the Mike Loya Academic Services Building or by calling 915-747-5116. Financial Holds will bar students from accessing their personal history, academic history and registration.
3. Pending Degree Hold – Is placed upon students who have cleared for graduation. The hold will bar students from registration.

4. GSL Exit Counseling Session Hold – Is placed on students who have received loans from the Federal Government and are either graduating and exiting the system or students who have exhausted all aid from this source. GSL Exit Counseling holds will bar students from running transcripts.

OVERRIDE – Overrides are for departmental and Dean’s Office use. This feature in Banner allows advisors, deans and professional staff to allow students into courses where approval is required. Please see menu below:

3PEAT	Registrar’s Code Only
APPROLAB	Departmental Override – Lab
APPROVAL	Departmental Override – Lecture
BILINGUAL	Bilingual Course Override
CAPACITY	Closed Course Override
CGRADE	C or Better Grade Override (Remember this is a <u>“NO-NO!!!!”</u>)
CLASS	Classification Override
COLLEGE	College Restriction Override
COREQ	Corequisite Override
DEGREE	Degree Restriction Override
DEPT	Department Restriction Override
DUPLICATE	Allows duplicate course entry
LINK	Link Course Override (Lec/Lab)
MAJOR	Major Restriction Override – Lec
PREQEXCPT	Prereq Override – Exception
PREREQ	Prereq Override – Lec
PREREQLAB	Prereq Override – Lab
PROGRAM	Program Restriction Override
REPEATLIM	Repeat Course Limit Override
TIME	Time Conflict Override
TRNS-EPCC	Transfer Work Prereq Override – EPCC
TRNSFPREREQ	Transfer Work Prereq Override – other institute (Not EPCC)