# Remove and Apply Holds

Overview

This quick reference guide will cover how to remove and apply a hold on a student's record (if you have security access to do so).

Process: Remove Holds from Student Profile

1. First, navigate to the student profile by searching for the student. There are several ways to search for a student:

   - Enter the student's name in the **Search Bar** and press **Enter**.

     NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

   - Another way to search is to enter **Find Academic Records** and press **Enter**. This report will allow you to locate the student's active record and click directly into their profile.

2. From the **Student Profile**, click the **Action Items and Holds** tab on the left-hand side.
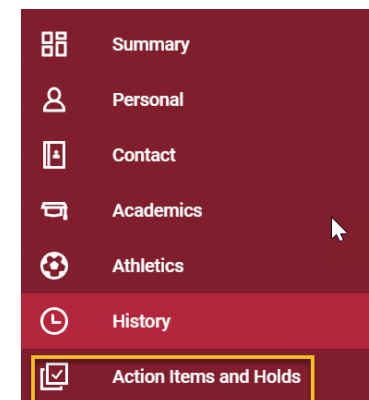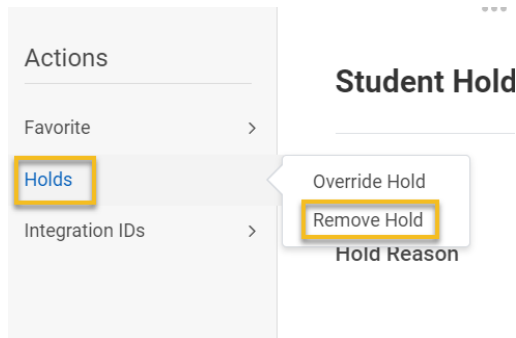

NOTE: Order of the Profile Menu may be different.

3. Now click the **Active Holds** tab to view current holds on the student's record.

4. On the left-hand side of the holds grid, select the hold you wish to remove.

5. On the hold, hover over the magnifying glass icon to click the **Related Actions** icon. This icon, which appears as three dots, allows you to access additional functionality related to this hold.

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6. On the related actions menu, navigate to **Holds** and then **Remove Hold**.

7. On the **Remove Student Hold** screen, review the hold information. If you are ready to remove the hold, select the **Confirm** checkbox and click **Submit**.

8. The hold is now removed. You can return to the **Action Items** and **Holds** to confirm that the hold has been removed.

Process: Apply Holds

NOTE: This task can only be accessed if you have security to apply holds.

1. From the student's **Profile**, select the **Action** button under the student's name and picture.

2. Select **Holds** and then **Apply Hold**.
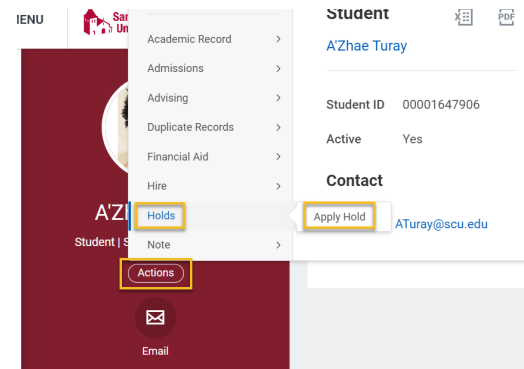
3. On the next screen, you will enter information about the hold you are applying to the student.

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First, you will select a **Hold Reason**. Once a Hold Reason is selected, the **Hold Type** field will populate automatically. The **Hold Type** defines the impact to the student.

For example, a hold type of **Full Registration** means that a student will not be able to add, drop, or change classes. The **Hold Type** is tied to the **Hold Reason**.

4. Below the **Hold Type**, make sure that the option is set to **Applies to All**.

   If you want to constrain the hold to a particular academic period (term), enter this value into the **Academic Period** field.

5. When you are finished, click **Submit**.

6. Your hold has now been applied. You can view the hold by navigating to Action Items and Holds > Active Holds on the **Student Profile**.

NOTE: Another way to add a hold to a student record is to search for the **Apply Student Hold** task in the main **Search Bar**, search for the student's name, and then complete the steps above.