INB System
WOAHOLD is used to view and maintain all Academic Holds on students. Depending on the hold type will determine which type of restriction is on the student’s record.

SSB System
View Holds link on the Faculty/Advisor Tab on Raiderlink | WebRaider will display holds that are current and active. Holds with a “From Date” listed in the future will not show up on the SSB system until the date that’s listed in the “From Date” field.

The From Date is what departments use to “bump” the hold to a future time. Departments will use this process if they want the hold to stay active on the student’s record but only as of a certain date.

◊ Hold Types are normally specific to each campus: TTU or TTUHSC
◊ Date Range is used to show when a hold is active within a certain date range or as of a specific date. The From Date field will determine when the hold is in effect.

Training and security is required for any employee who requests update access to place and remove holds for their department. Refer to the AFISM web site to register for appropriate training.

Academic Holds Types:
Below are examples of common hold types --- refer to the last page for a list of additional hold types.

Registration Hold
⇒ This hold type will restrict the student from processing any registration (add, drop, change variable credit hours)
  * TR | TTU Registration
  * HR | HSC Registration

Transcript Hold
⇒ This hold type will restrict the student from receiving an official transcript
  * TT | TTU Transcript
  * HT | HSC Transcript

Registration and Transcript Hold
⇒ This hold type will restrict the student from both the registration process and receiving an official transcript.
  * TB | TTU Both Registration and Transcript
  * HB | HSC both Registration and Transcript

Disclaimer:
Additional hold types may be added as needed.
Enter information in Key Block area
⇒ Go To...WOAHOLD
⇒ Enter Tech ID or do Name Search
⇒ Next Block

WOAHOLD Fields

1. **Hold Type Field**
   ◇ The Hold Type determines what restrictions are listed on the student
   ◇ Refer to Hold Type legend to view additional hold types
   
   ![Hold Type](TTU Registration)

2. **Reason Field**
   ◇ The Reason Field is free form text that can be entered by the department who placed the hold
   ◇ This field is limited to 30 characters
   
   ![Reason](Need Advising)

3. **Amount field**
   ◇ Could be used to display if the student owes any money
   
   ![Amount](25.00)

4. **From and To Date:**
   ◇ The **From Date**
     ◇ Displays the date the hold is in effect
   ◇ The **To Date** (default date is 31-Dec-2099)
     ◇ Displays the date the hold is in effect to
   
   ![From and To Date](From: 01-OCT-2008 To: 31-DEC-2099)

5. **Orig field**
   ◇ Orig field will display the Department that placed the Hold
   ◇ The department that placed the hold is the only department that can remove the hold
   
   ![Orig](REG Registrars Office TTU)

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**Sample Hold Types | TTU**

- **TR** TTU Registration
- **TT** TTU Transcript
- **TB** TTU Registration and Transcript

**Sample Hold Types | HSC**

- **HR** HSC Registration
- **HT** HSC Transcript
- **HB** HSC Registration and Transcript
Sample of WOAHOLD

Sample of View Holds link on Raiderlink|WebRaider
What the hold types restricts

1. **Registration**
   ◊ This hold type restricts the student from any registration process - adds, drops, and variable credit hour changes

2. **Official Transcript**
   ◊ This hold type restricts the student from receiving an official transcript from the Registrar's Office

3. **Accounts Receivable**
   ◊ This hold type restricts the student from viewing their tuition and fees on their MyTech tab on Raiderlink/WebRaider

4. **Grade**
   ◊ This hold type restricts the student from viewing their grades on their MyTech tab on Raiderlink/WebRaider.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Type</td>
<td>The type of hold placed on the students record</td>
<td>TR</td>
</tr>
<tr>
<td>Reason</td>
<td>Reason hold restriction was set</td>
<td>Free-form text</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount student owes in order to clear hold</td>
<td>Format 00.00</td>
</tr>
<tr>
<td>From</td>
<td>The beginning date hold is active</td>
<td>Format DD-MMM-YYYY</td>
</tr>
<tr>
<td>To</td>
<td>The last date hold is active</td>
<td>Format DD-MMM-YYYY</td>
</tr>
<tr>
<td>Orig (Origination)</td>
<td>The department who has placed the hold and is responsible for removing the hold</td>
<td>Double click in field to view all assigned departments to user</td>
</tr>
<tr>
<td>Oracle ID</td>
<td>The person or batch process that set the hold</td>
<td></td>
</tr>
</tbody>
</table>
# WOA HOLD Hold Types

Hold Types are subject to change

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Description</th>
<th>What it Restricts</th>
<th>Additional Information</th>
<th>Responsible Department</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>TTU Registration</td>
<td>Registration</td>
<td>Student cannot process any registration (adds, drops, variable credit)</td>
<td>Campus Wide</td>
<td>TTU</td>
</tr>
<tr>
<td>TT</td>
<td>TTU Transcript</td>
<td>Official Transcript</td>
<td>Student cannot receive an official transcript</td>
<td>Campus Wide</td>
<td>TTU</td>
</tr>
<tr>
<td>TB</td>
<td>TTU Registration and Transcript</td>
<td>Registration Official Transcript</td>
<td>Student cannot process any registration or receive an official transcript</td>
<td>Campus Wide</td>
<td>TTU</td>
</tr>
<tr>
<td>HR</td>
<td>HSC Registration</td>
<td>Registration</td>
<td>Student cannot process any registration (adds, drops, variable credit)</td>
<td>Campus Wide</td>
<td>HSC</td>
</tr>
<tr>
<td>HT</td>
<td>HSC Transcript</td>
<td>Official Transcript</td>
<td>Student cannot receive an official transcript</td>
<td>Campus Wide</td>
<td>HSC</td>
</tr>
<tr>
<td>HB</td>
<td>HSC Registration and Transcript</td>
<td>Registration Official Transcript</td>
<td>Student cannot process any registration or receive an official transcript</td>
<td>Campus Wide</td>
<td>HSC</td>
</tr>
<tr>
<td>TA</td>
<td>Transcript Audit Required</td>
<td>None</td>
<td>A quality control audit check by the Registrar is needed prior to mailing out a transcript</td>
<td>Registrar</td>
<td>TTU HSC</td>
</tr>
<tr>
<td>TS</td>
<td>TTU TSI</td>
<td>Registration</td>
<td>Student has not completed TSI requirements</td>
<td>Registrar</td>
<td>TTU</td>
</tr>
<tr>
<td>TC</td>
<td>TTU to Collection Agency</td>
<td>Registration Official Transcript Accounts Receivable</td>
<td>Student account was submitted to collection agency</td>
<td>Student Business Services</td>
<td>TTU</td>
</tr>
<tr>
<td>TD</td>
<td>Drop Limit Exceeded</td>
<td>Registration</td>
<td>UG student has reached their maximum number of drops allocated</td>
<td>Registrar</td>
<td>TTU</td>
</tr>
<tr>
<td>TN</td>
<td>TTU Cancelled Non-Payment</td>
<td>Registration Official Transcript Accounts Receivable</td>
<td>Student was cancelled for non-payment of tuition and fees</td>
<td>Student Business Services</td>
<td>TTU</td>
</tr>
<tr>
<td>TP</td>
<td>TTU Prior Balance</td>
<td>Registration Official Transcript</td>
<td>Student has tuition and fees balance on prior term</td>
<td>Student Business Services</td>
<td>TTU</td>
</tr>
<tr>
<td>ST</td>
<td>Unpaid Tuition</td>
<td>Registration Official Transcript Grade</td>
<td>Student has unpaid tuition, they are not allowed to process registration, receive unofficial transcripts, or look at their grades online</td>
<td>Student Business Services</td>
<td>TTU HSC</td>
</tr>
<tr>
<td>HQ</td>
<td>HSC Bursar Loans</td>
<td>Registration Official Transcript</td>
<td>Student account was submitted to collection agency</td>
<td>Student Business Services</td>
<td>HSC</td>
</tr>
<tr>
<td>HC</td>
<td>HSC to Collection Agency</td>
<td>Registration Official Transcript Accounts Receivable</td>
<td>Student account was submitted to collection agency</td>
<td>Student Business Services</td>
<td>HSC</td>
</tr>
</tbody>
</table>