

Holdings – Database Documentation

Entity

Holdings

The Holdings entity represents restrictions placed on student or constituent records that prevent specific institutional processes from occurring until certain conditions are met. Holdings are commonly used to restrict registration, transcript requests, financial aid disbursement, or other administrative actions until outstanding obligations such as financial balances, documentation requirements, or academic issues are resolved.

Related Entities

The Holdings entity is related to the following business entities:

- **Student**
Holdings are commonly placed on student records.
 - **Student Accounts**
Financial holdings may result from unpaid balances.
 - **Financial Aid**
Holdings may prevent aid disbursement.
 - **Registration**
Holdings may prevent course registration.
 - **Transcripts**
Holdings may prevent transcript release.
 - **Advising**
Academic holdings may require advising action.
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Key Tables

HOLD_MASTER

Table Description

The HOLD_MASTER table serves as the central repository for all holds placed on individuals. Each record represents an active or historical hold including its type, effective dates, status, and associated person.

Key Columns

Hold Identification

- **HOLD_CDE**
Code identifying the type of hold.
 - **HOLD_DESC**
Description of the hold.
 - **APPID**
Unique identifier of the hold record.
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Person Association

- **ID_NUM**
Identifier of the person associated with the hold.
 - **ENTITY_TYPE**
Identifies the type of entity the hold applies to.
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Hold Dates

- **START_DTE**
Date the hold becomes effective.
 - **END_DTE**
Date the hold expires.
 - **RELEASE_DTE**
Date the hold was released.
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Hold Status

- **HOLD_STATUS**
Indicates whether the hold is active.

Key Column Values (HOLD_STATUS)

- **A** – Active
 - **R** – Released
 - **E** – Expired
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Hold Controls

- **REGISTRATION_BLOCK**
Indicates whether registration is blocked.
 - **TRANSCRIPT_BLOCK**
Indicates whether transcript release is blocked.
 - **FIN_AID_BLOCK**
Indicates whether financial aid processing is blocked.
 - **GRADUATION_BLOCK**
Indicates whether graduation processing is blocked.
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Other Important Columns

- **COMMENTS**
Internal comments regarding the hold.
 - **CREATED_BY**
User who created the hold.
 - **CREATED_DATE**
Creation date.
 - **RELEASED_BY**
User who released the hold.
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Relationships to Other Tables

- **PERSON**
Joined using ID_NUM to identify the affected individual.
 - **HOLD_TYPE_DEF**
Joined using HOLD_CDE to obtain hold definitions.
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HOLD_TYPE_DEF

Table Description

The HOLD_TYPE_DEF table defines the categories of holds that may be applied to individuals.

Key Columns

- **HOLD_CDE**
Hold type identifier.
- **HOLD_DESC**
Description of the hold type.
- **ACTIVE_FLAG**
Indicates whether the hold type is active.

Key Column Values (ACTIVE_FLAG)

- **Y** – Active hold type
 - **N** – Inactive hold type
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Relationships to Other Tables

- **HOLD_MASTER**
Provides hold classification.
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