

RELEASE AN ADVISING HOLD

ADVISOR SELF-SERVICE (WEB)

Highlight "Advisor" on the Navigation Bar.

Select "My Advisees" from the drop down box.

Scroll through the list and select a student (click on the radio button next to that student).

Highlight "Advisor" on the Navigation Bar; click "Release Advising Hold".

Click the drop down arrow in the "New Hold Value" box of the appropriate term.

Highlight "N" in the dropdown box.

Click "Submit".

Verify that the correct value is displayed in the "Current Hold Value" box.

Place a hold in the same manner, using "Y" (Yes, needs advising).

DESKTOP (3270) VERSION

Login to SIS.

Go to Screen ADV.

Type a Student ID number in the SID field.

Type a Term Code in TERM field if necessary. <Enter>.

Verify that the correct student record is displayed.

Type "N" in the appropriate field to release the hold (spring or summer/fall).

<Enter>.

Verify that the hold has been released.

Verify that your OPID appears in the "Last Changed by" field.

Verify that today's date appears in the "Date" field.

Place a hold by following the same steps, using "Y" (Yes, needs advising).