Releasing an Advising Hold

Concept

All undergraduates, and some graduate and professional students, have Advising Holds on their student records that prevent them from registering for classes in impending terms. Faculty and administrative advisors can remove holds from students' records in the Advisor Center. The intent of Advising Holds is to ensure that students meet with their advisors prior to selecting and registering for classes. This document will explain how to access the Advisor Center, and locate and release an Advising Hold on a student's record.

SIS_FC_AdvisingHold

Procedure

Begin by logging in to the SIS at case.edu/sis with your CWRU Network ID and password.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Faculty Center appears.</td>
</tr>
<tr>
<td></td>
<td>Click the Advisor Center tab.</td>
</tr>
</tbody>
</table>

![Advisor Center Image](image-url)
### Step 2
The My Advisees tab appears. The Release Advising Hold column appears at the far right of the screen. Please note: if none of your advisees have an advising hold, the column will be invisible.

Students are listed alphabetically by last name. Locate the student whose advising hold you want to release.

Click the **Release Advising Hold** link that appears in the same row as the student's name.

**Please note:** If you have more advisees than can fit on one page (typically more than ten), the roster will be split into sheets. You can look at the roster one sheet at a time, using the **Back** and **Forward** arrows to move through the sheets, or view all advisees at once by clicking the **View All** link.

### Step 3
The link disappears once clicked. The student can now register for classes in the SIS.

If you released a student's advising hold by mistake, please email **reghelp@case.edu** so that the hold may be replaced.

### Step 4
This completes the process of releasing an advising hold.

**End of Procedure.**