

Releasing an Advising Hold

Concept

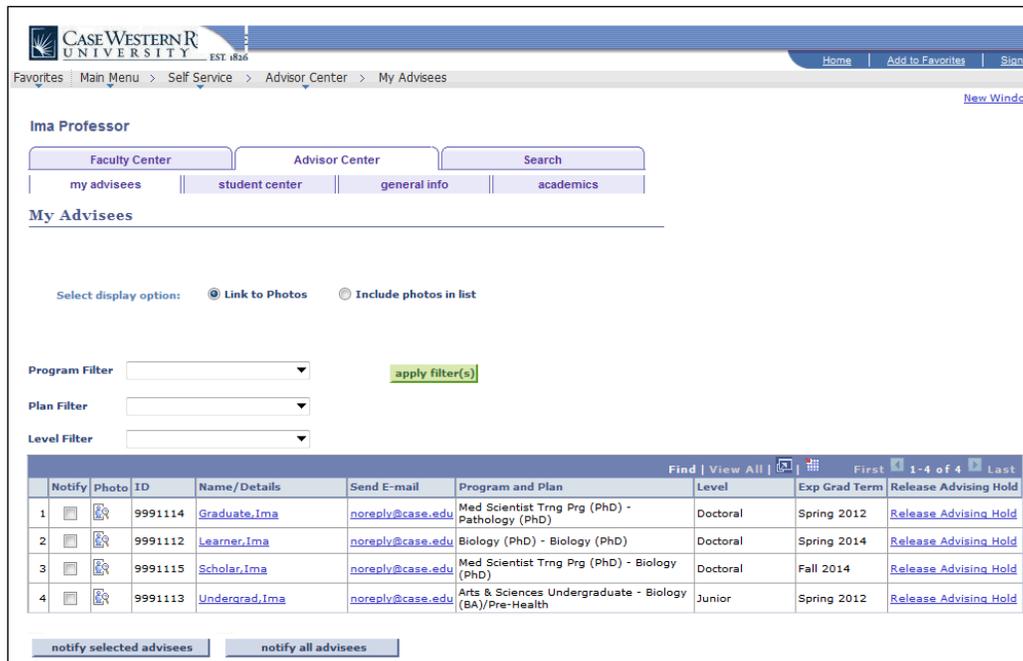
All undergraduates, and some graduate and professional students, have Advising Holds on their student records that prevent them from registering for classes in impending terms. Faculty and administrative advisors can remove holds from students' records in the Advisor Center. The intent of Advising Holds 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.

Step	Action
1.	The Faculty Center appears. Click the Advisor Center tab. 



My Advisees
 Select display option: Link to Photos Include photos in list
 Program Filter: [apply filter\(s\)](#)
 Plan Filter:
 Level Filter:

Notify	Photo	ID	Name/Details	Send E-mail	Program and Plan	Level	Exp Grad Term	Release Advising Hold
1		9991114	Graduate, Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Pathology (PhD)	Doctoral	Spring 2012	Release Advising Hold
2		9991112	Learner, Ima	noreply@case.edu	Biology (PhD) - Biology (PhD)	Doctoral	Spring 2014	Release Advising Hold
3		9991115	Scholar, Ima	noreply@case.edu	Med Scientist Trng Prg (PhD) - Biology (PhD)	Doctoral	Fall 2014	Release Advising Hold
4		9991113	Undergrad, Ima	noreply@case.edu	Arts & Sciences Undergraduate - Biology (BA)/Pre-Health	Junior	Spring 2012	Release Advising Hold

[notify selected advisees](#) [notify all advisees](#)

Student Information System Process Document
Releasing an Advising Hold

Step	Action
2.	<p>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.</p> <p>Students are listed alphabetically by last name. Locate the student whose advising hold you want to release.</p> <p>Click the Release Advising Hold link that appears in the same row as the student's name.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Release Advising Hold </div>

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	Action
3.	<p>The link disappears once clicked. The student can now register for classes in the SIS.</p> <p>If you released a student's advising hold by mistake, please email reghelp@case.edu so that the hold may be replaced.</p>
4.	<p>This completes the process of releasing an advising hold. End of Procedure.</p>