FACULTY CENTER RELEASING ADVISING (ADV) SERVICE INDICATORS IN PEOPLESOFT 9.0

Please note: The Office of the Registrar will place an Advising (Registration) Hold on all students using a "batch process" prior to registration. A student with the **ADV** hold will not be able to register for courses until the hold is removed. Once the student has seen the advisor, it is very important that the advisor "release" the hold in a timely manner in order for the student to register. This document shows how to release an Advising Hold.

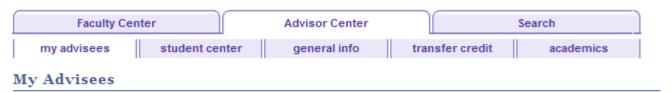
Releasing an Advising Hold:

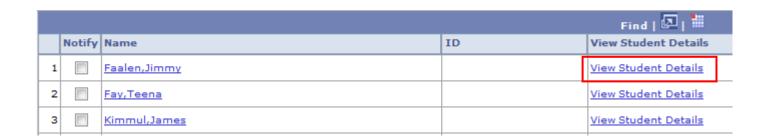
• From the Faculty Center, click My Advisees.



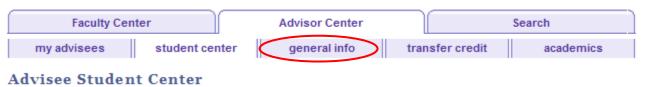
• Find the student in your list of Advisees. Click the "View Student Details" link.

Jerry Steinfeld





• Click the "general info" link.



Jimmy Faalen

• Click the "Service Indicators" link, or just scroll down until you see Service Indicators.

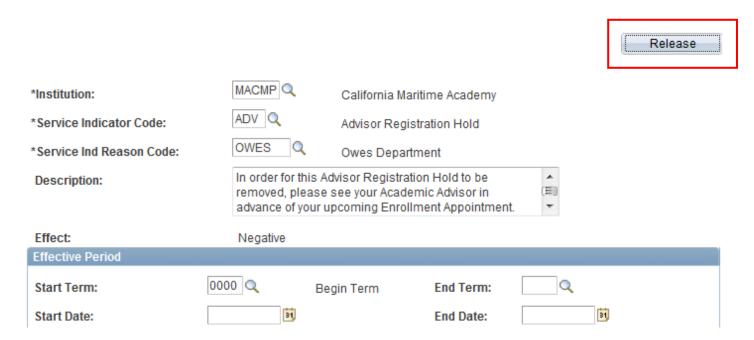


• Click the "Advisor Registration Hold" link. (Student may have other holds, so be sure to select the <u>Advisor</u> hold).



• Click the "Release" button.

Edit Service Indicator



• Finally click "OK".

Are you sure you want to release this Service Indicator?



• You should no longer see the Advisor Registration Hold.

