

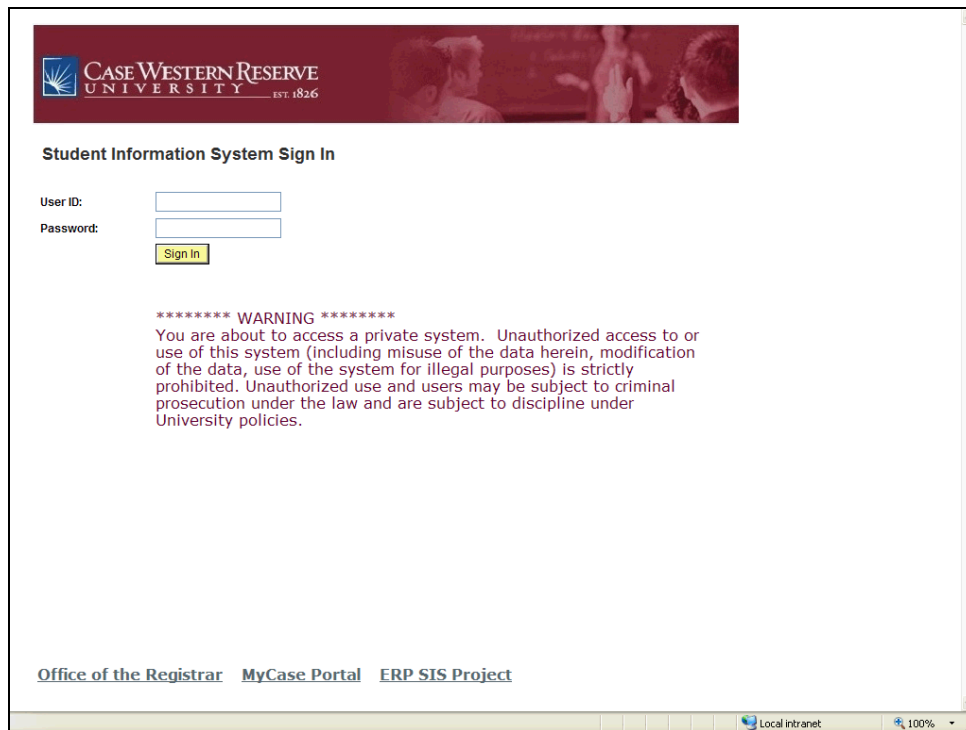
Releasing an Advising Hold


Concept

To permit a student to register for classes, an advisor must release the student's **Advising Hold**. This is achieved in the Faculty Center portion of the Student Information System. The process of releasing advising holds takes the place of retrieving PINs for students.

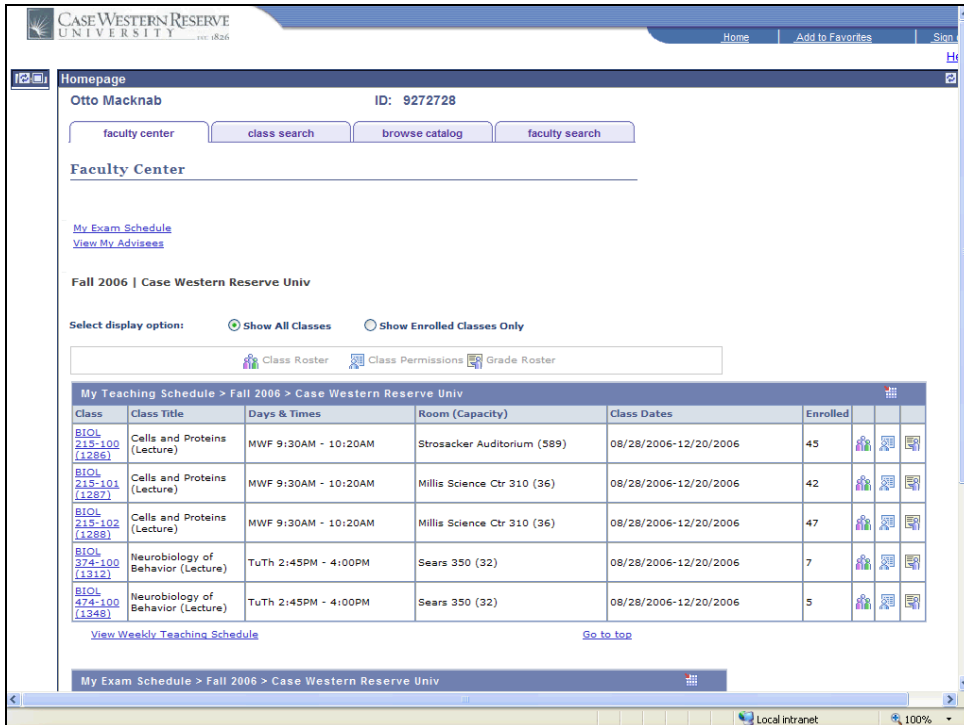
Procedure

Use the following steps to release an advising hold from an advisee in order to allow them to register for classes.



Step	Action
1.	Beginning on the SIS Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.
3.	Click the Sign In button. 

Student Information System Faculty Center: Releasing an Advising Hold



The screenshot shows the Faculty Center interface for Otto Macknab (ID: 9272728). It includes navigation buttons for 'faculty center', 'class search', 'browse catalog', and 'faculty search'. Below these are links for 'My Exam Schedule' and 'View My Advisees'. The main section is titled 'Fall 2006 | Case Western Reserve Univ' and features a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. There are also buttons for 'Class Roster', 'Class Permissions', and 'Grade Roster'. The central part of the page displays a table titled 'My Teaching Schedule > Fall 2006 > Case Western Reserve Univ' with the following data:

Class	Class Title	Days & Times	Room (Capacity)	Class Dates	Enrolled			
BIOL 215-100 (1286)	Cells and Proteins (Lecture)	MWF 9:30AM - 10:20AM	Strosacker Auditorium (589)	08/28/2006-12/20/2006	43			
BIOL 215-101 (1287)	Cells and Proteins (Lecture)	MWF 9:30AM - 10:20AM	Millis Science Ctr 310 (36)	08/28/2006-12/20/2006	42			
BIOL 215-102 (1288)	Cells and Proteins (Lecture)	MWF 9:30AM - 10:20AM	Millis Science Ctr 310 (36)	08/28/2006-12/20/2006	47			
BIOL 374-100 (1312)	Neurobiology of Behavior (Lecture)	TuTh 2:45PM - 4:00PM	Sears 350 (32)	08/28/2006-12/20/2006	7			
BIOL 374-100 (1348)	Neurobiology of Behavior (Lecture)	TuTh 2:45PM - 4:00PM	Sears 350 (32)	08/28/2006-12/20/2006	5			

At the bottom of the screenshot, there is a breadcrumb trail: 'My Exam Schedule > Fall 2006 > Case Western Reserve Univ' and a 'Local intranet' status bar.

Step	Action
4.	<p>The Faculty Center appears.* Click the View My Advisees link.</p> <p><i>* Please note that the first time you log in a Confidentiality Agreement page will appear. Please review and click the checkbox at the bottom.</i></p> <p>View My Advisees</p>

The screenshot shows the 'View My Advisees' page for Otto MacKnab (ID: 9272728). The 'Advisee Roster' section contains a table with the following data:

Notify	Photo	ID	Name	Program and Plan	Level	Exp Grad Term	View Student Details	Release Advising Hold
<input type="checkbox"/>		1015876	Aarons,Becky	Arts & Sciences Undergraduate - Biology (BA)/Psychology (BA)/Chemistry (BA)/Pre-Health/Mathematics (Min)	Senior	Spring 2008	View Student Details	
<input type="checkbox"/>		9112233	Bania,Kenny	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9272777	Benes,Elaine	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9332222	Costanza,George	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9272799	Kramer,Cosmo	Arts & Sciences Undergraduate - Biology (BA)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9332211	Peterman,Jacopo	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold
<input type="checkbox"/>		9911224	Puddy,David	Arts & Sciences Undergraduate - Biology (BS)	Sophomore	Spring 2010	View Student Details	Release Advising Hold

Step	Action
5.	<p>Your advisee roster appears. Students are listed alphabetically by last name. Locate the student that you want to release to register for classes in the roster.</p> <p>Please note: If you have more advisees than will fit on one page, then the roster will be split into sheets. You can look at the roster one sheet at a time, using the arrow to move through the sheets, or view all advisees at once by clicking the View All link.</p>
6.	<p>To release a student's advising hold, click the Release Advising Hold link in the same row as their name on the advisee roster.</p> <p>Release Advising Hold</p>
7.	<p>The link disappears because the Hold has been released from the student's record. The student can now register for classes in SIS via the Student Center.</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>
8.	<p>This completes the process of releasing an advising hold.</p> <p>End of Procedure.</p>