




Releasing an Advising Hold

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. 
4.	The Faculty Center appears. Click the View My Advisees link. 
5.	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. 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.
6.	To release a student's advising hold, click the Release Advising Hold link in the same row as their name on the advisee roster. 
7.	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. If you released a student's advising hold by mistake, please email reghelp@case.edu so that the hold may be replaced.
8.	This completes the process of releasing an advising hold. End of Procedure.