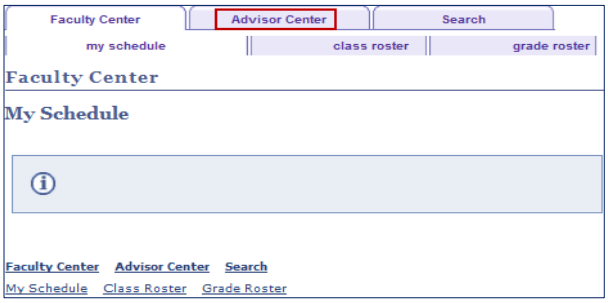
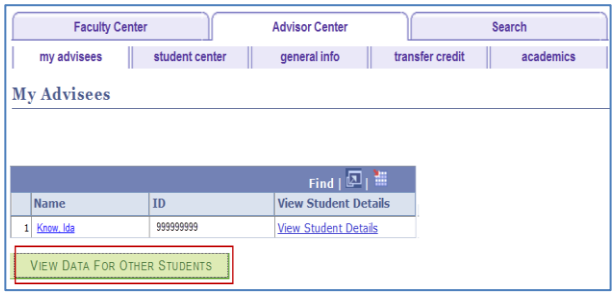
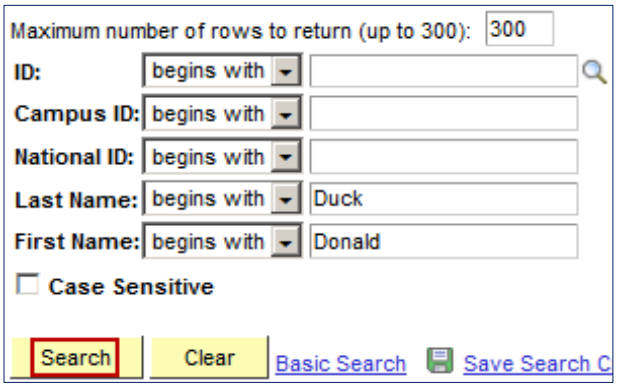
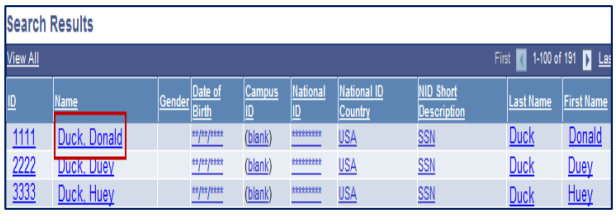
Releasing Holds (Faculty)

As Faculty, you can release advising holds for students. The advising holds are defined as **A01 Advising Hold, MA1 Mandatory Advising Reminder, MA2 Mandatory Advising Requirement,** etc.. These instructions will guide you in releasing holds.

1.	From the Faculty Center, click the **Advisor Center** tab.	
2.	When the **Advisor Center** page opens, click the VIEW DATA FOR OTHER STUDENTS button.	
3.	The search page opens. Enter in your criteria to search for the desired student, such as the student's CSUB ID or last and first name. Click the Search button to continue.	
4.	If **Search Results** appear, click the student you desire. Otherwise, continue with Step 5. If you receive the message, "*No matching values were found*" then refine your search and repeat the previous step.	

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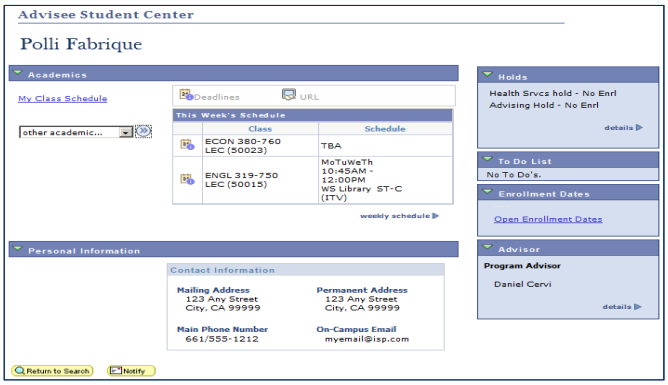
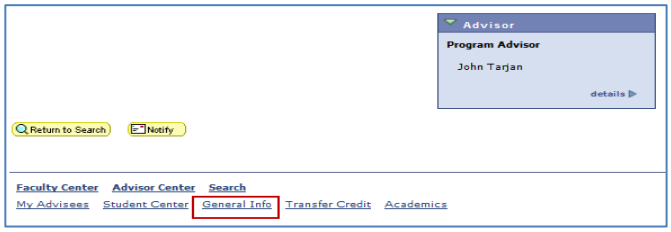
5. The **Advisee's Student Center** opens for your selected student. The page shows the student's :

   - Schedule for the Week
   - Holds
   - To Do's
   - Enrollment Dates
   - Advisor
   - Contact Information



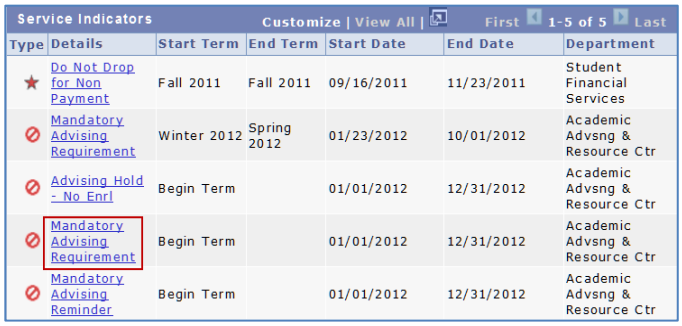
6. To release a hold,

   - Scroll to the bottom of the screen and
   - Click the **General Info** link.

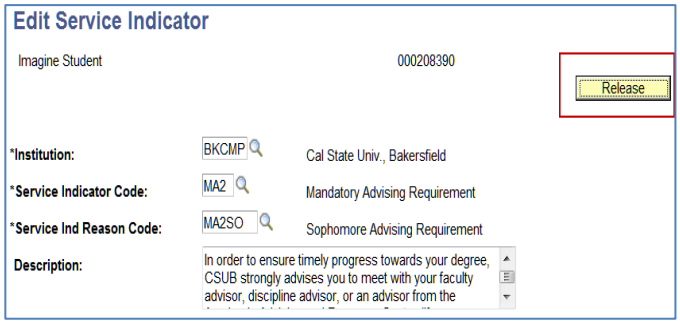


7. When the **Advisee General Info** screen appears,

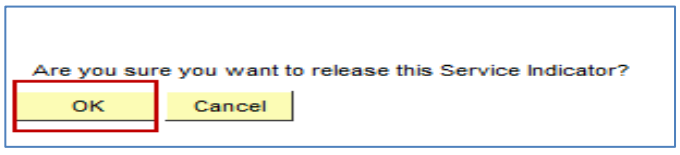
   - Navigate to the **Service Indicators** section
   - Click on the Hold, such as *Mandatory Advising Requirement*



8. When the Edit Service Indicator page opens, click the Release button.

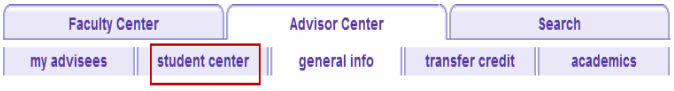


9. At the message, ***"Are you sure you want to release this Service Indicator?",*** click the OK button.



10. When satisfied,

    - Click the student center tab to return to the student's student center page.



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