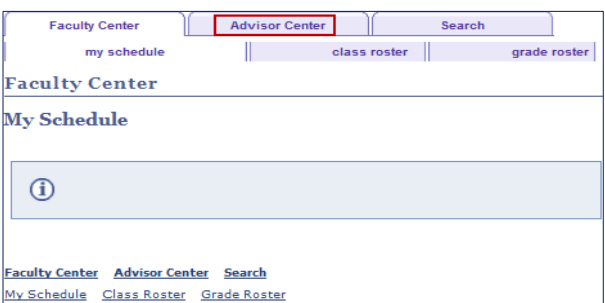
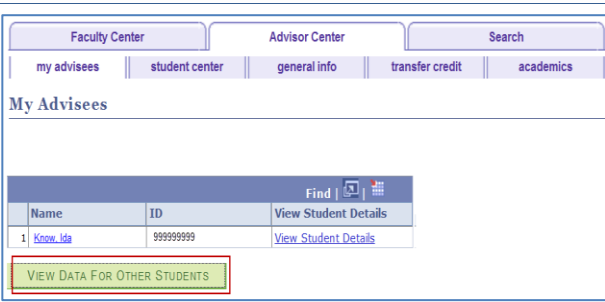
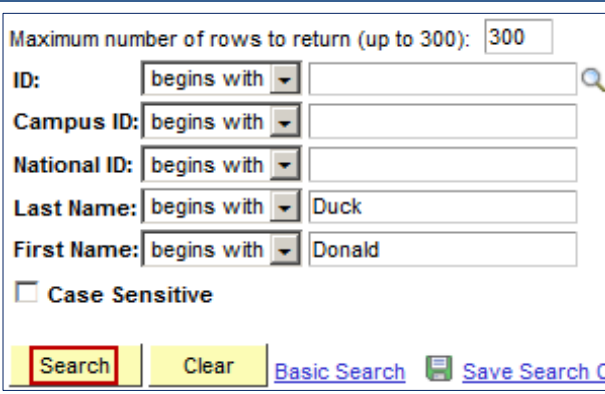
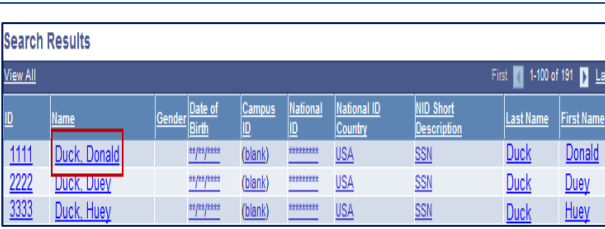


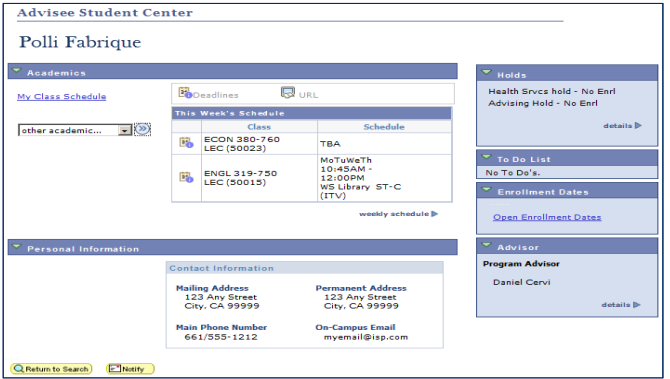
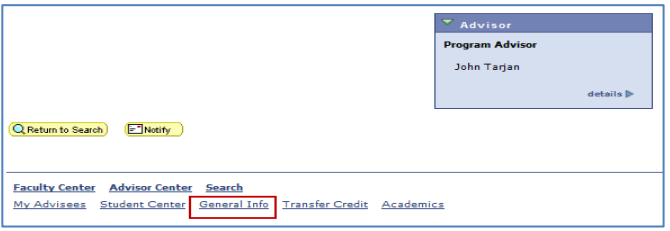
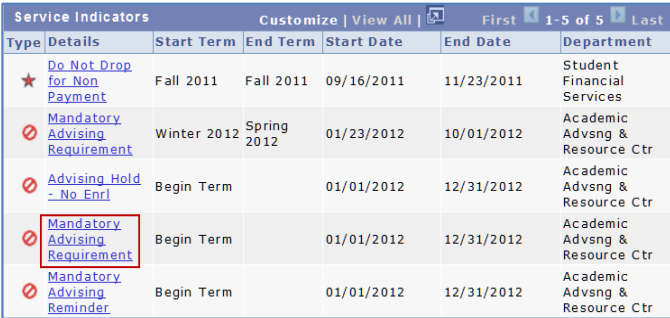

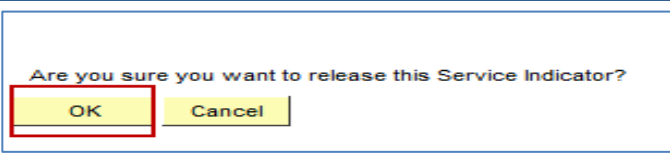


Releasing Holds (Faculty)

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.

<p>1. From the Faculty Center, click the Advisor Center tab.</p>	 <p>The screenshot shows the Faculty Center interface with the 'Advisor Center' tab selected. Below the navigation tabs, there is a 'My Schedule' section with an information icon.</p>																																								
<p>2. When the Advisor Center page opens, click the VIEW DATA FOR OTHER STUDENTS button.</p>	 <p>The screenshot shows the 'My Advisees' page with a table of student information. A 'VIEW DATA FOR OTHER STUDENTS' button is highlighted at the bottom of the page.</p>																																								
<p>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.</p>	 <p>The screenshot shows a search form with fields for ID, Campus ID, National ID, Last Name, and First Name. A 'Search' button is highlighted in red.</p>																																								
<p>4. If Search Results appear, click the student you desire. Otherwise, continue with Step 5.</p> <p>If you receive the message, "<i>No matching values were found</i>" then refine your search and repeat the previous step.</p>	 <p>The screenshot shows a table of search results. The first row, '1111 Duck, Donald', is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> <th>National ID</th> <th>National ID Country</th> <th>NID Short Description</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>1111</td> <td>Duck, Donald</td> <td></td> <td>****/****</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Donald</td> </tr> <tr> <td>2222</td> <td>Duck, Huey</td> <td></td> <td>****/****</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Huey</td> </tr> <tr> <td>3333</td> <td>Duck, Huey</td> <td></td> <td>****/****</td> <td>(blank)</td> <td>*****</td> <td>USA</td> <td>SSN</td> <td>Duck</td> <td>Huey</td> </tr> </tbody> </table>	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	1111	Duck, Donald		****/****	(blank)	*****	USA	SSN	Duck	Donald	2222	Duck, Huey		****/****	(blank)	*****	USA	SSN	Duck	Huey	3333	Duck, Huey		****/****	(blank)	*****	USA	SSN	Duck	Huey
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<p>5. The Advisee's Student Center opens for your selected student. The page shows the student's :</p> <ul style="list-style-type: none"> Schedule for the Week Holds To Do's Enrollment Dates Advisor Contact Information 																																											
<p>6. To release a hold,</p> <ul style="list-style-type: none"> Scroll to the bottom of the screen and Click the General Info link. 																																											
<p>7. When the Advisee General Info screen appears,</p> <ul style="list-style-type: none"> Navigate to the Service Indicators section Click on the Hold, such as <i>Mandatory Advising Requirement</i> 	 <table border="1"> <thead> <tr> <th>Type</th> <th>Details</th> <th>Start Term</th> <th>End Term</th> <th>Start Date</th> <th>End Date</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>★</td> <td>Do Not Drop for Non Payment</td> <td>Fall 2011</td> <td>Fall 2011</td> <td>09/16/2011</td> <td>11/23/2011</td> <td>Student Financial Services</td> </tr> <tr> <td>⊗</td> <td>Mandatory Advising Requirement</td> <td>Winter 2012</td> <td>Spring 2012</td> <td>01/23/2012</td> <td>10/01/2012</td> <td>Academic Advnsng & Resource Ctr</td> </tr> <tr> <td>⊗</td> <td>Advising Hold - No Enrl</td> <td>Begin Term</td> <td></td> <td>01/01/2012</td> <td>12/31/2012</td> <td>Academic Advnsng & Resource Ctr</td> </tr> <tr> <td>⊗</td> <td>Mandatory Advising Requirement</td> <td>Begin Term</td> <td></td> <td>01/01/2012</td> <td>12/31/2012</td> <td>Academic Advnsng & Resource Ctr</td> </tr> <tr> <td>⊗</td> <td>Mandatory Advising Reminder</td> <td>Begin Term</td> <td></td> <td>01/01/2012</td> <td>12/31/2012</td> <td>Academic Advnsng & Resource Ctr</td> </tr> </tbody> </table>	Type	Details	Start Term	End Term	Start Date	End Date	Department	★	Do Not Drop for Non Payment	Fall 2011	Fall 2011	09/16/2011	11/23/2011	Student Financial Services	⊗	Mandatory Advising Requirement	Winter 2012	Spring 2012	01/23/2012	10/01/2012	Academic Advnsng & Resource Ctr	⊗	Advising Hold - No Enrl	Begin Term		01/01/2012	12/31/2012	Academic Advnsng & Resource Ctr	⊗	Mandatory Advising Requirement	Begin Term		01/01/2012	12/31/2012	Academic Advnsng & Resource Ctr	⊗	Mandatory Advising Reminder	Begin Term		01/01/2012	12/31/2012	Academic Advnsng & Resource Ctr
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<p>8. When the Edit Service Indicator page opens, click the Release button.</p>																																											
<p>9. At the message, “Are you sure you want to release this Service Indicator?”, click the OK button.</p>																																											
<p>10. When satisfied,</p> <ul style="list-style-type: none"> Click the student center tab to return to the student's student center page. 	