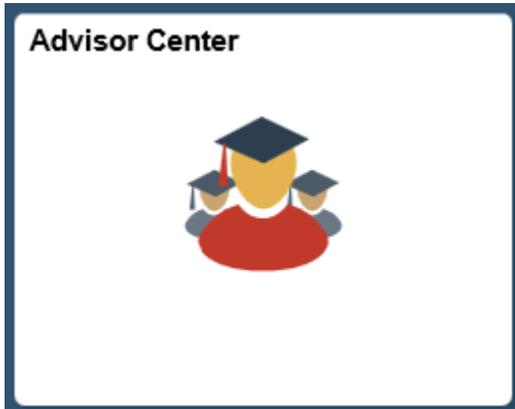
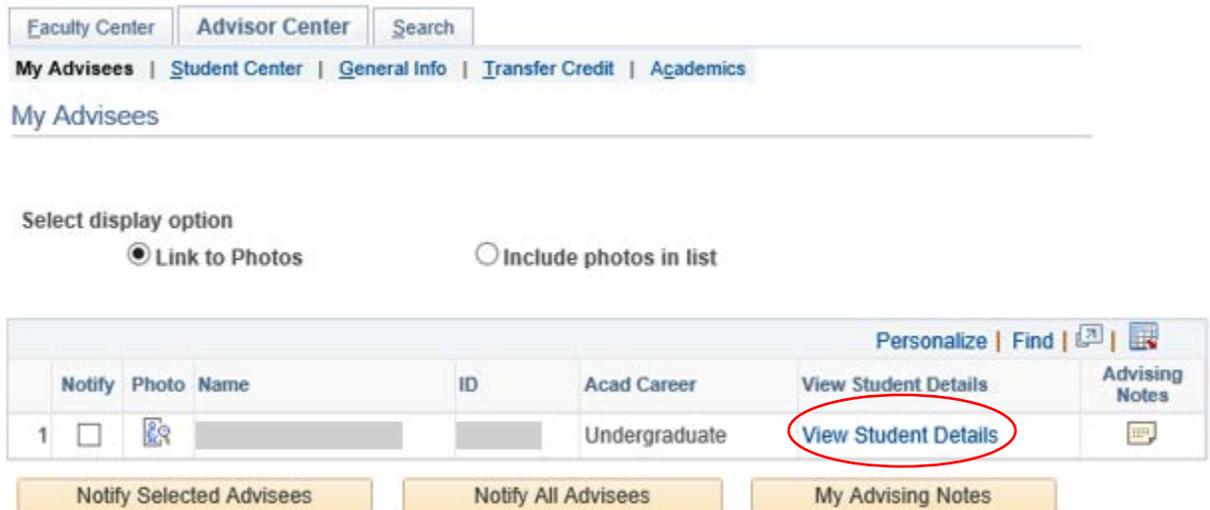


## How to Release an Advisee's Hold

1. Log in to Campus Connection.
2. Click the Advisor Center tile.



3. Click the [View Student Details](#) link next to the student for which you would like to remove the hold.

A screenshot of the Advisor Center interface. At the top, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are navigation links: 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'. The 'My Advisees' section is active. Underneath, there are radio buttons for 'Select display option': 'Link to Photos' (selected) and 'Include photos in list'. Below that is a table with columns: 'Notify', 'Photo', 'Name', 'ID', 'Acad Career', 'View Student Details', and 'Advising Notes'. The first row shows a student with 'Undergraduate' as their 'Acad Career' and 'View Student Details' circled in red. Below the table are three buttons: 'Notify Selected Advisees', 'Notify All Advisees', and 'My Advising Notes'.

Notify	Photo	Name	ID	Acad Career	View Student Details	Advising Notes
1	<input type="checkbox"/>			Undergraduate	<a href="#">View Student Details</a>	

4. Click the [General Info](#) tab at the top of the page.

A screenshot of the 'General Info' tab in the Advisor Center. The 'General Info' tab is selected and circled in red. Other tabs include 'Faculty Center', 'Advisor Center', and 'Search'. Below the tabs are navigation links: 'My Advisees', 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'. The page title is 'Advisee Student Center'.

Advisee Student Center

5. Click the [Edit Service Indicators](#) button.

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | [Student Center](#) | **General Info** | [Transfer Credit](#) | [Academics](#)

### Advisee General Info

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Service Indicators

Student Groups

National ID

Addresses

Email Addresses

Initiated Checklists

Personal Data

Names

Phones

[Collapse All](#)

[Expand All](#)

▼ **Service Indicators** [Edit Service Indicators](#)

6. Click the link next to the hold you would like to remove.

#### Manage Service Indicators

Display Effect **All** Institution **Minot State University** [Refresh](#)

[+](#) Add Service Indicator

Service Indicator Summary										
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	Comm	
<b>ADV</b>	Advisor Hold	Prevents all Enrollment	MISU1	2110	2020 Fall		09/15/2020			
FOA	Financial Obligation Agreement	Financial Obligation Agreement	MISU1	2040	2020 Sumr	2040	2020 Sumr	03/09/2020		

7. Click the [Release](#) button.

#### Edit Service Indicator

[Release](#)

\*Institution **MISU1** Minot State University

\*Service Indicator Code **ADV** Advisor Hold

\*Reason **CENR** Prevents all Enrollment

Description **This hold prevents you from registering for classes until you have been in contact with your advisor.**

Effect Negative Service Indicator