

How to release Advising holds

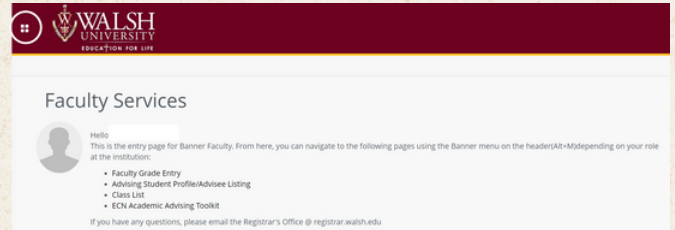
NOTE: Once a student has been advised for registration, the primary advisor must release the student's AV (advising) hold.

1. Log in to the MyWalsh Portal

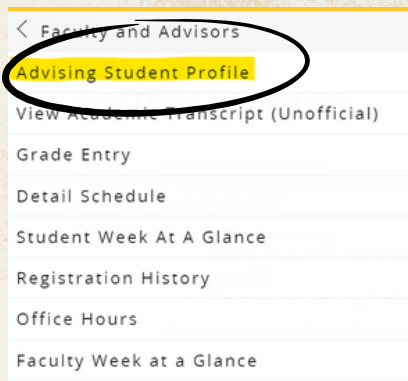
- Click on **Cav Center** in the top right corner
- Click on **Faculty & Adjuncts** tile



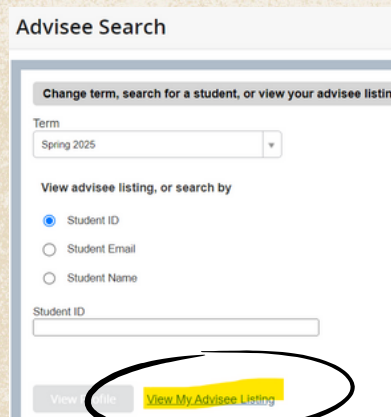
2. Select the 4 squares in the top left corner of your faculty services dashboard



3. Select Banner > Faculty and Advisors > Advising Student Profile



4. Select a term and click on View My Advisee Listing



- You can also select a specific student by searching by Student ID, Email, or Name

5. Under Advisee Listing, you can view which advisees have advising holds that need released

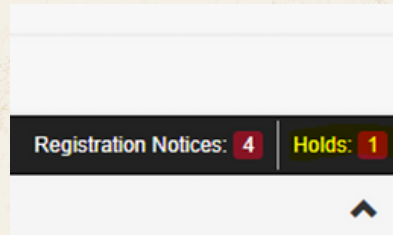
Advisee Listing

name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advising Holds	Primary Advisor
	Humanities - BA	Interdisciplinary Studies	Good Standing	Active	Continuing	✓	✓
	Doctor of Physical Therapy	Physical Therapy	Good Standing	Active	Continuing		✓

6. If you have met with your advisee and they are set to register, click on the student's name

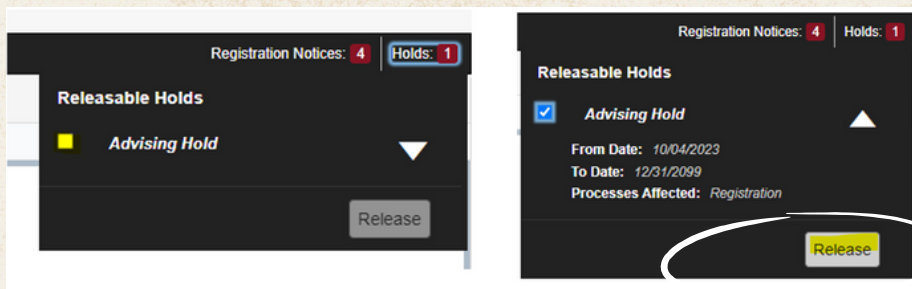
How to release advising holds *Continued*

- On Advising Student Profile, select the "Holds" indicator in the upper right-hand corner



- Using the dropdown menu, you can view additional hold information

- Click the check box next to Advising Hold and then select the Release button



- After releasing the hold, you may include a note

