

USD BLISS - Training

How to Remove an Advisor Hold



Overview:

These instructions are for viewing and releasing the Advisor Hold on Students. You may perform this process if you are any type of advisor assigned to a student.

Special Instructions:

You need access to the internet.

Using the Search function in the Advisor Dashboard:

Step	Action	Results
1	Open an Internet Browser window	The home page for the browser will be displayed.
2	Click into the Address bar and type the following URL: https://my.sandiego.edu	The Portal opens and your channels will be defaulted into the 'Teach/Advise' tab in the production system.


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The screenshot shows the MySanDiego portal interface. At the top, it says "Welcome Chris Rapp" and "You are currently logged in." Below this are navigation tabs for "All Users Sample", "Tutorial", "Faculty SSB", and "Student SSB". The main content area is divided into several sections: "Faculty Dashboard" with course listings like "Intro College Writing" and "Composition & L&L"; "Banner Self-Service" with a "Banner Self-Service" link; "Faculty Registration Tools" with a "Look Up Classes" link; and "Advisor Dashboard" which includes a "Term:" dropdown menu set to "Select Another Term", an "ID:" text box, an "-Or-" separator, "Last Name:" and "First Name:" text boxes, and radio buttons for "Student", "Advisees", and "Both".

This is a close-up of the "Advisor Dashboard" form. It features a "Term:" dropdown menu with the text "Select Another Term" and a downward arrow icon. Below this is an "ID:" text input field. A separator "-Or-" is positioned between the ID field and the name fields. There are "Last Name:" and "First Name:" text input fields. At the bottom, there are three radio buttons labeled "Student", "Advisees", and "Both", each accompanied by a small icon representing the respective user type.


Step	Action	Results
3	Click on the dropdown icon  and select the term (Fall Semester2008)	Banner displays the term in the dropdown box
4	Enter a Student ID, Student Name, or part of a name, or '%' in the Last name field to see all of your assigned Advisees.	Banner displays the students in the Advisor Dashboard.

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The  icon will display the Current Student Schedule


If the  icon is displayed then the student has active holds. Clicking on this icon will display the View Hold page.

The Class Standing Link will link to DARS in the production release.


The Major link will display the General Student Information page (program of study).

The  link will allow you to request a online transcript for the student.

The  link will display any test scores (SAT, Math Placement, etc.) which have been loaded into Banner for the student.

If the  icon is present you may use this to send an E-mail

Releasing an Advising Hold:

Step	Action	Results
1	For one of the students with an Hold flag displaying, click on the Hold Icon  in the Advising Dashboard	Banner displays the 'View Holds Page for the student.

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008095398 Jubal Harshaw
Mar 10, 2008 12:37 pm

View Holds

Information for [Honor Harrington](#)

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Advisor Hold	Feb 29, 2008	Dec 30, 2099		See Advisor to Release		Registration

[Return to Previous](#)

[[ID Selection](#) | [Term Selection](#) | [Remove Advisor Holds](#)]

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Step	Action	Results
2	<p>Review the hold(s). You may only release the Advisor Hold for a student. Click on the 'Remove Advisor Hold' link at the bottom of the page.</p> <p>If other holds exist please refer the student to the appropriate office to discuss what needs to be done to release any other holds.</p>	Banner displays the 'Remove Advisor Holds' page.

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008095398 Jubal Harshaw
Mar 10, 2008 12:38 pm

Remove Advisor Holds

Information for [Honor Harrington](#)

Administrative Holds

Remove?	Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
End Hold	Advisor Hold	Feb 29, 2008	Dec 30, 2099		See Advisor to Release		Registration

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Step	Action	Results
3	To release the hold click on the 'End Hold link. If you decide not to release the hold use the 'Return to Previous' link.	Banner displays the 'View Holds' page. Note that the Advisor Hold has been removed and if this is the only Registration hold the student is now eligible to register during their time ticketing assignment.

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Personal Information Faculty Services

RETURN TO MENU SITE MAP HELP

008095398 Jubal Harshaw
Mar 10, 2008 12:38 pm

View Holds

Information for [Honor Harrington](#)

Please note that some holds are sensitive and may not display.

No holds exist.

[Return to Previous](#)

[[ID Selection](#) | [Term Selection](#) | [Remove Advisor Holds](#)]

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Summary:

The process to release an Advisor hold is simple and can be done using either using the dashboard or through the Advisee List option in the Self-Service Menus.