Releasing an Advising Hold

This process describes how to remove an advising hold or other service indicator from an advisee's account using the UA Advisor Center navigation on your Advisor Homepage.

My Advisees

- 1. Log in to **UAConnect** and click the Advisor Center tile. This opens to your list of assigned advisees.
- 2. Check the checkbox of the student who has an advising hold you wish to release.
- 3. Click Hold Release in the left navigation. This opens the Manage Service Indicators page.

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4. Click the **Code** link (ADV) to review and release the hold.

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- **NOTE:** Although you may see more than one hold on the student's account, you only have the authorization to remove the advising hold.
 - 5. Scroll to the bottom to view the services impacted by this hold.
 - 6. Click the **Release** button to remove the advising hold.

UAConnect Knowledge Center

Edit Service Indicator							
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7. Click **OK** to confirm the release of the hold.

