

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.

Select display option
 Link to Photos Include photos in list

Notify	Photo	Name	Career	ID	Committee	View Student Details
1	<input type="checkbox"/>		Undergrad			View Student Details
2	<input type="checkbox"/>		Undergrad			View Student Details
3	<input type="checkbox"/>		Undergrad			View Student Details
4	<input checked="" type="checkbox"/>		Undergrad			View Student Details
5	<input type="checkbox"/>		Undergrad		Spanish BA	View Student Details
6	<input type="checkbox"/>		Undergrad			View Student Details
7	<input type="checkbox"/>		Undergrad			View Student Details
8	<input type="checkbox"/>		Undergrad			View Student Details
9	<input type="checkbox"/>		Undergrad			View Student Details
10	<input type="checkbox"/>		Undergrad			View Student Details
11	<input type="checkbox"/>		Graduate			View Student Details
12	<input type="checkbox"/>		Undergrad			View Student Details

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

Display Effect: **All** Institution: The University of Arkansas Refresh

[+ Add Service Indicator](#)

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
ADV	Advising Required	Advising Required	THEUA	1183	Sp 2018		08/30/2017	
FHL	Past Due Student Account	Past Due Student Account	THEUA	0000	Begin Term		10/01/2017	
PRE	Pre-Registration Hold	Pre-Registration Hold	THEUA	1183	Sp 2018	1183	10/20/2017	

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.

Edit Service Indicator

*Institution The University of Arkansas

*Service Indicator Code Advising Required

*Service Ind Reason Code Advising Required

Description

Effect Negative Service Indicator

Effective Period

Start Term Sp 2018 End Term

Start Date End Date

Assignment Details

*Department Student Records

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Placed Method

Placed Process Release Process

Comments

2000 characters remaining

Services Impacted

Impact	Description	Basis - Date	Basis - Term	Term Category
1 CENR	No enrollment activity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Personalize | Find | View All | First 1 of 1 Last

7. Click **OK** to confirm the release of the hold.

Are you sure you want to release this Service Indicator?