Removing An Advising Hold
Missouri University of Science and Technology
Office of the Registrar

Path: Self Service > Advisor Center > Advisee General Info

Students are prevented from registering for a semester before advisement by the placement of an advising hold on their student record. Once an advisor has advised a student, that hold must be removed. The following are step-by-step instructions on how an advisor removes an advising hold.

1. Click the Self Service link.

2. Click the Advisor Center link.

3. Click the Advisee General Info link.
4. Use the down arrow in the Change Advisee box to see the list of students you currently advise. Select the student and click the change button.

5. Select Service Indicators
6. Click on Advising.

7. Click the Release button and then click OK.

8. Click on the OK button.