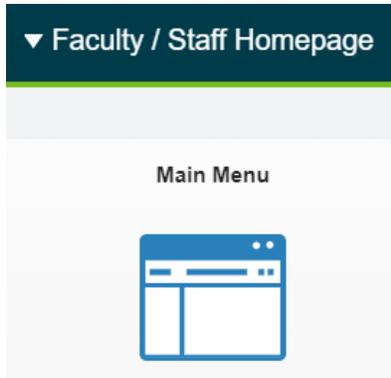
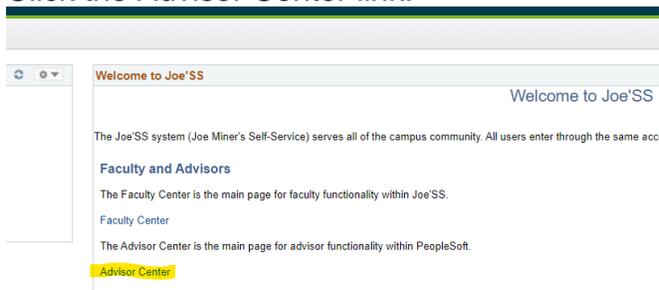


Students are prevented from registering for a semester before advisement by the placement of an advising hold on their student record. Once an advisor has advised a student, that hold must be removed. The following are step-by-step instructions on how an advisor removes an advising hold.

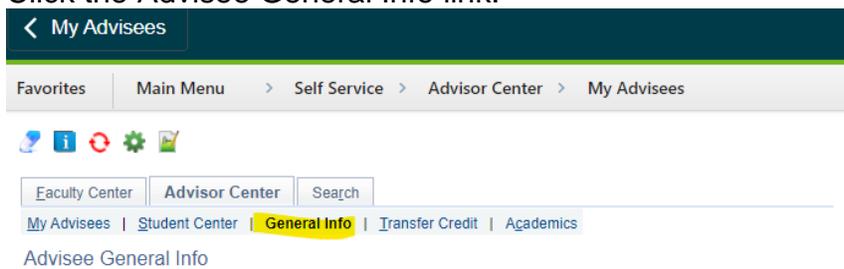
1. Click Main Menu tile.



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 Advising Service Indicators

Service Indicators

★ Positive ⓧ Negative

Service Indicators Personalize | View All | First 1-3 of 3 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	Lawful Presence HB 1549	Begin Term - Srvc Indicatr Use		01/25/2021		University of Missouri
ⓧ	Advising	2022 Summer Semester	2022 Summer Semester	10/05/2021		University of Missouri
ⓧ	Advising	2022 Fall Semester	2022 Fall Semester	01/18/2022		University of Missouri

6. Click the Release button.

Favorites Main Menu > Self Service > Advisor Center > My Advisees

Edit Service Indicator

Release

*Institution Missouri S&T

*Service Indicator Code Advising

*Reason Student Needs Advising

Description

Effect Negative Service Indicator

7. Click on the OK button.

Favorites Main Menu > Self Service > Advisor Center > My Advisees

Are you sure you want to release this Service Indicator?

OK Cancel