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

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 Table]

6. Click the Release button.

![Edit Service Indicator]

7. Click on the OK button.