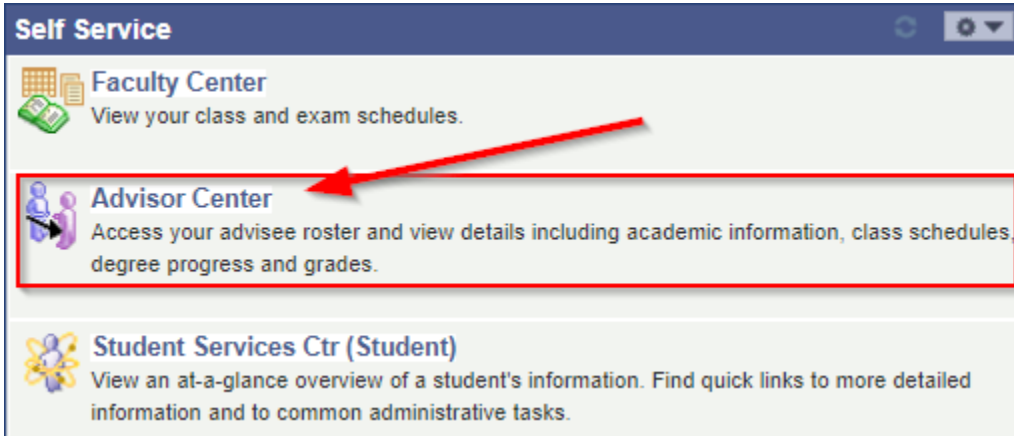


# How to remove Advising Holds for “My Advisees”

## 1. Navigate to your Advisor Center



- Once in your Advisor Center, you will see information about your advisees.

## 2. To navigate directly to the advising hold of any student

Click on the lock icon  under column (Advising Hold)

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#) | [Advising Tools](#)

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**My Advisees**

Select display option  
 Link to Photos  Include photos in list

	Notify	Photo	ID	Advising Hold	View Student Details	Name	Midterm Assessment	Graduation Status	Level	Program and Plan
1	<input type="checkbox"/>		12345678		<a href="#">View Student Details</a>	<a href="#">John Doe</a>			Freshman	Engineering - Mechanical Engineering
2	<input type="checkbox"/>		12345679		<a href="#">View Student Details</a>	<a href="#">Jane Smith</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
3	<input type="checkbox"/>		12345680		<a href="#">View Student Details</a>	<a href="#">Robert Johnson</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
4	<input type="checkbox"/>		12345681		<a href="#">View Student Details</a>	<a href="#">Susan Williams</a>			Freshman	Non-matriculated - Non-Matric Visiting
5	<input type="checkbox"/>		12345682		<a href="#">View Student Details</a>	<a href="#">David King</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
6	<input type="checkbox"/>		12345683		<a href="#">View Student Details</a>	<a href="#">Lisa Brown</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
7	<input type="checkbox"/>		12345684		<a href="#">View Student Details</a>	<a href="#">Michael Green</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
8	<input type="checkbox"/>		12345685		<a href="#">View Student Details</a>	<a href="#">Victoria Black</a>	<a href="#">Needs Review</a>		Freshman	Engineering - Mechanical Engineering
9	<input type="checkbox"/>		12345686		<a href="#">View Student Details</a>	<a href="#">Christopher White</a>			Freshman	Engineering - Mechanical Engineering
10	<input type="checkbox"/>		12345687		<a href="#">View Student Details</a>	<a href="#">Amanda Gray</a>			Freshman	Engineering - Mechanical Engineering

### 3. Select the Code link you need to Release.

#### Manage Service Indicators

TCNJ Student

Display Effect  Institution  Refresh

[+ Add Service Indicator](#)

Service Indicators Summary									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
EG1	EG_Engineering	Advising Appt Required	TCNJ1	1214	2021 Sprin		10/12/2020		

[+ Add Service Indicator](#)

### 4. Select the 'Release' button.

#### Edit Service Indicator

TCNJ Student

[Release](#)

\*Institution  The College of New Jersey

\*Service Indicator Code  EG\_Engineering

\*Reason  Advising Appt Required

Description

Effect

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**Effective Period**

Start Term  2021 Spring End Term

Start Date  End Date

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**Assignment Details**

\*Department  TCNJ

Reference

Amount  Currency

### 5. Select OK.

Are you sure you want to release this Service Indicator?