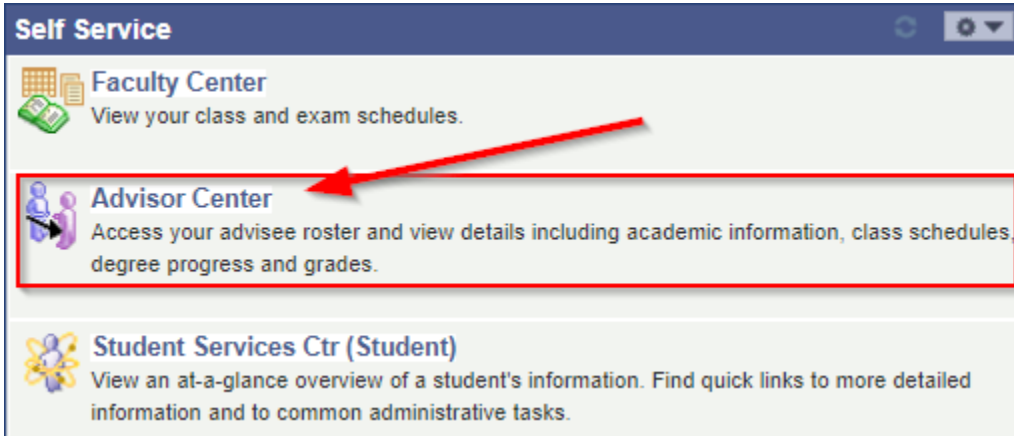# How to remove Advising Holds for "My Advisees"

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)

3. Select the Code link you need to Release.

Manage Service Indicators

TCNJ Student ▮▮▮▮

Display   Effect All ⌄   Institution The College of New Jersey ⌄   Refresh ↻

⊞ Add Service Indicator

Service Indicator Summary					Personalize | Find | View All | 🗗 | 🖩	First ◀ 1 of 1 ▶ Last			
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 TCNJ1 🔍   The College of New Jersey

*Service Indicator Code EG1 🔍   EG_Engineering

*Reason APPT 🔍   Advising Appt Required

Description You must meet with your academic advisor prior to enrolling in classes.

Effect   Negative Service Indicator

Effective Period

Start Term 1214 🔍   2021 Sprin   End Term ____ 🔍
Start Date 10/12/2020 📅   End Date ____ 📅

Assignment Details

*Department TCNJ 🔍   TCNJ
Reference _____
Amount _____ 0.00   Currency USD 🔍

5. Select OK.

Are you sure you want to release this Service Indicator?

OK   Cancel