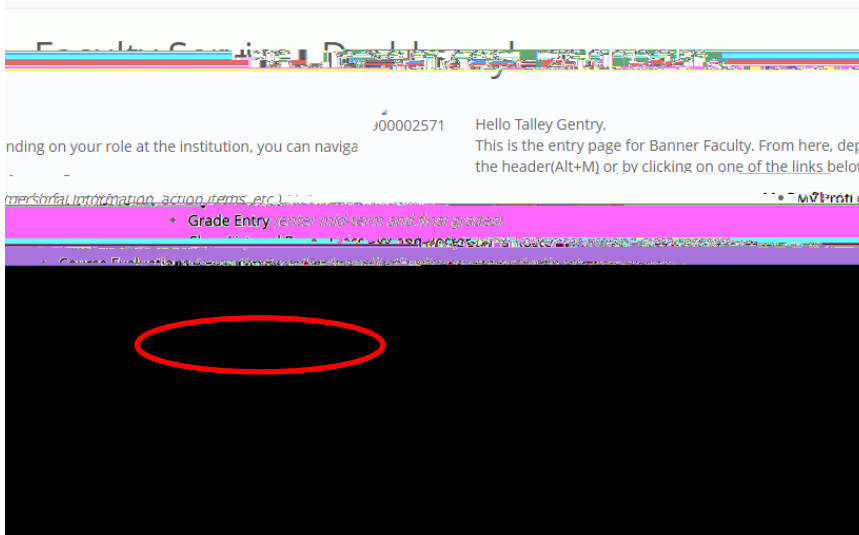


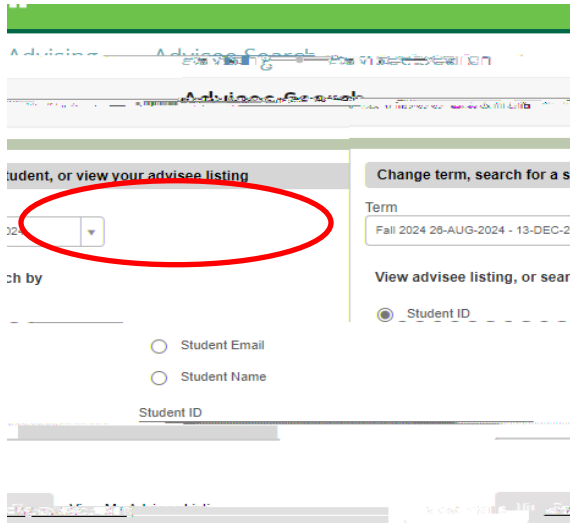
# Instructions for accessing advisee registration time ticket and release of Advising Registration Hold

From Faculty Dashboard

1. Click Advising Student Record



2. Select the appropriate term: (Make sure you have selected the appropriate term for registration)



3. Click on View My Advisee Listing to get a list of assigned advisees, click on the name of the

5. This shows you the beginning date that the student is eligible to begin registration

6. Click on Holds to see the Holds the student has to clear for registration. The new Advising Registration Hold can be found here and must be released by the academic advisor before the student can register.

7. To clear the new Advising Registration Hold, click on the white box next to Advising Registration

9. Please enter a comment (example below). A comment must be entered in order to clear the hold. Once the comment is entered, click OK. This will release the Advising Registration Hold from the student and they will be able to register for classes on their assigned day. This eliminates the need for the registration pin number.

