

# Self-Service Banner

## Release Advisor Hold

2/18/2011

1. Login to Self-Service Banner
2. Select the Faculty Services Menu
3. Look for the Role Selection option (2<sup>nd</sup> from the bottom) and choose the Advisor Role.

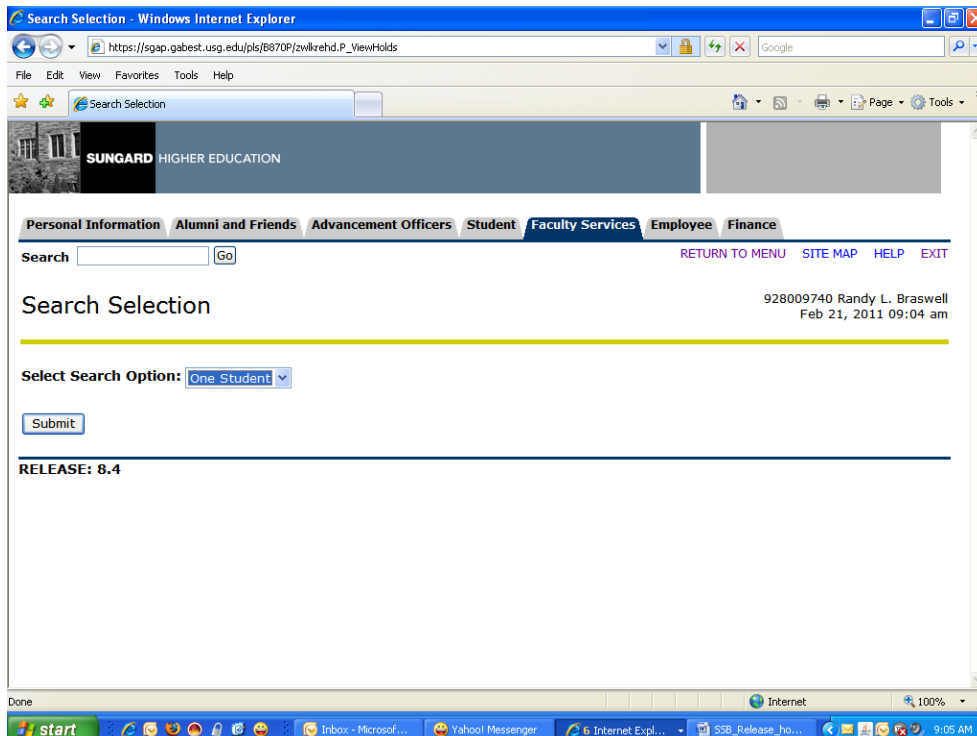


3. Look for the View/Release Holds Option (3<sup>rd</sup> from the Bottom).

4. Select View/Release Holds and then Select the term and click Submit.



5. Next select your search option, we recommend one student.



## 6. Next Enter the Student's ID number or name.

Personal Information Alumni and Friends Advancement Officers Student Faculty Services Employee Finance

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### ID Selection

928009740 Randy L. Braswell  
Spring 2011  
Feb 21, 2011 09:08 am

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

## 7. Confirm the student you selected.

Student Verification - Windows Internet Explorer

Personal Information Alumni and Friends Advancement Officers Student Faculty Services Employee Finance

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Student Verification

928009740 Randy L. Braswell  
Feb 21, 2011 09:08 am

Verify your selection is correct by clicking OK.

**Mitchell B. Cox** is the name of the student or advisee that you selected.

[ ID Selection ]

RELEASE: 8.2.1

## 8. Review holds for the student.

**View/Release Holds** 928009740 Randy L. Braswell  
Feb 21, 2011 09:09 am

Select the holds to release by clicking the checkbox and press submit changes.

**Administrative Holds for Spring 2011**

Record Number	Release Hold	Student Name	ID	Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
1	<input type="checkbox"/>	Cox, Mitchell	928045920	Advisor Hold	Feb 15, 2011	Dec 31, 2099		See Advisor	Admissions Office	Registration
2	<input type="checkbox"/>	Cox, Mitchell	928045920	Transient Student	Aug 16, 2010	Dec 31, 2099		WX - PHYS 2211K		Registration Graduation

[Save Changes](#)

[Return to Previous](#)

**RELEASE: 8.4**

## 9. Note that the Advisor Hold is the only highlighted one. This is the only hold you can remove. Check the box for Release Hold and click Save Changes.

**View/Release Holds** 928009740 Randy L. Braswell  
Feb 21, 2011 09:09 am

Select the holds to release by clicking the checkbox and press submit changes.

**Administrative Holds for Spring 2011**

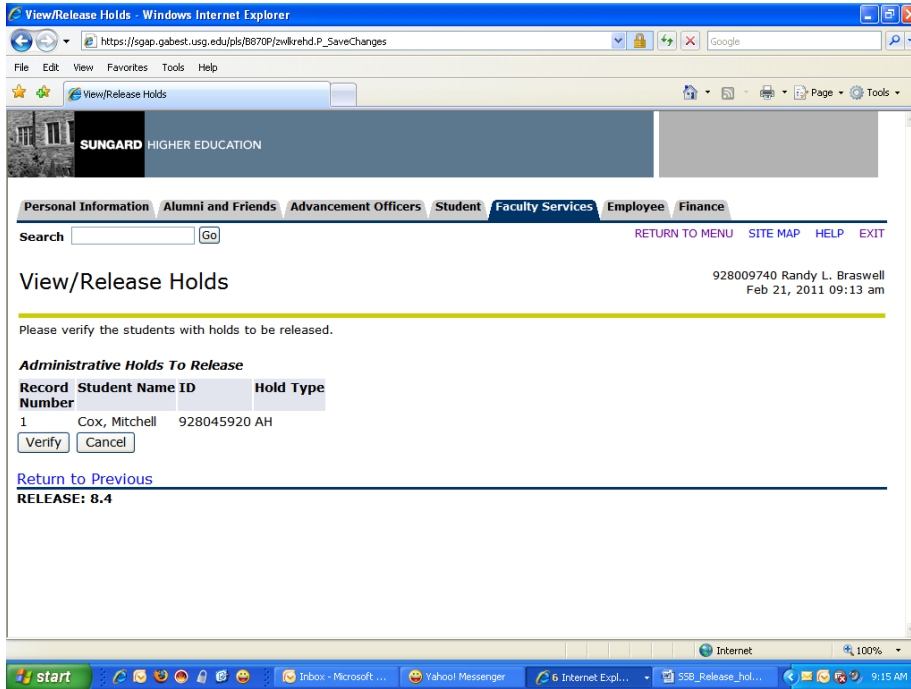
Record Number	Release Hold	Student Name	ID	Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
1	<input checked="" type="checkbox"/>	Cox, Mitchell	928045920	Advisor Hold	Feb 15, 2011	Dec 31, 2099		See Advisor	Admissions Office	Registration
2	<input type="checkbox"/>	Cox, Mitchell	928045920	Transient Student	Aug 16, 2010	Dec 31, 2099		WX - PHYS 2211K		Registration Graduation

[Save Changes](#)

[Return to Previous](#)

**RELEASE: 8.4**

10. Next verify that you want to release the Advisor Hold (AH) for the student you selected.



11. You have completed the process for removing the hold. Follow the instructions to return to the menu. Complete these steps for all of your advisees.

