

Campus Solutions

Advisor Hold Release Process

In response to advisor requests, we have simplified the process for releasing advising holds.

To release an advisor hold:

1. Log into the HWS PeopleSoft Web site at <http://psportal.hws.edu/>
2. At the menu, click **Campus Solutions and HR**
3. Click **Self Service**
4. Click **Advisor Center**
5. Click **My Advisees**
6. Check the checkbox to select the student(s) who have been advised for registration
7. Click **Release Selected Holds** and the holds will be released

