

Campus Solutions

Advisor Hold Release Process

Please note that only Primary advisors should release advising holds for students. If you are a Secondary or Minor advisor for a student, please refer the student to their Primary Advisor for release of the hold. If a Primary Advisor is off-campus that semester, the Temporary Advisor may release the advising hold on their behalf.

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**
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

