

Campus Solutions

Advisor Hold Release Process

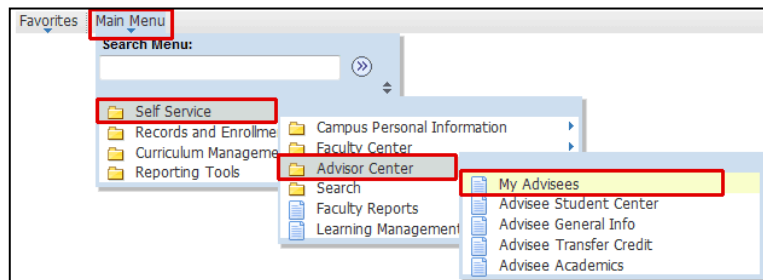
Please note that only Primary advisors should release advising holds for students. If you are a Secondary or Minor advisor for a student, please refer the student to their Primary Advisor for release of the hold. If a Primary Advisor is off-campus that semester, the Temporary Advisor may release the 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 **Main Menu > Self Service > Advisor Center > My Advisees**



4. Check the checkbox to select the student(s) who have been advised for registration

5. Click **Release Selected Holds** and the holds will be released

