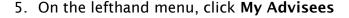
## Campus Solutions Advisor Hold Release Process

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. Go to the HWS PeopleSoft Website
- 2. On the menu, click Campus Solutions
- 3. Log in with your HWS username and password
- 4. On the Campus Solutions home page, click the tile **Teaching and Advising**









- 6. On the My Advisees page, check the checkbox(es) to select the student(s) who have been advised for registration
- 7. Click **Release Selected Holds** and the holds will be released

