

# 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**
5. On the lefthand menu, click **My Advisees**

Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS

Teaching and Advising



< Campus Solutions

My Teaching

My Advisees

Student Group Lookup

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

My Advisees

Student Center

General Info

Transfer Credit

Academics

My Advisees

Unsatisfactory Grade Report

Advisee Grades

Select display option

☐ View Active Students Only
☒ Link to Photos
☐ Include photos in list

Advisee Grades

Save Status Preference

Release Selected Holds

Select	Hold	Photo	Type	Name	ID	Chosen Pronoun	Status	Level	View Student Details
1	<input checked="" type="checkbox"/>	ADV	Primary			She/Her/Hers	Active in Program	First Year	View Student Details
2	<input checked="" type="checkbox"/>	ADV	Primary			He/Him/His	Active in Program	First Year	View Student Details
3	<input checked="" type="checkbox"/>	ADV	Primary			She/Her/Hers	Active in Program	First Year	View Student Details