Directions for Releasing Hold on Students' Accounts

Choose "My Advisees" from the Faculty Menu.

Choose 2012SP term.

When the list of advisees displays, under the "Action" column, select "REST – View/End Restrictions from the drop down box for the appropriate student

17	Kelly A. McLaughlin	
18	Brittany H. Montgomery	REGTIME - Registration Time
19	Rhiannon Morgan	TRAN - View Course Listing
		SCHED - View Student Schedule
20	Merideth K Pangburn	EVAL - Evaluate Program
		TEST - View Student Test Summary
21	Matthew C Rost	EXPREG - Express Register
22	Brandon S. Schumacher	SRCHREG - Search and Register
		DROP - Drop Section
23	Tim Selzler	STPR - View Student Profile
		REST - View/End Restrictions
24	Tiaja N Snipes	
25	BreAnna R. Tiensvold	
26	Mysti A Woodall	

SUBMIT

19	Rhiannon Morgan	
20	Merideth K Pangburn	
21	Matthew C Rost	
22	Brandon S. Schumacher	
23	Tim Selzler	
24	Tiaja N Snipes	REST - View/End Restrictions
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SUBMIT

Press SUBMIT

You should get the following screen.

View/End Student Restrictions

Note: Restrictions are still considered active on the day they are ended, so to end a restriction effective immediately, you must enter yesterday's date.

Restriction	Severity	Start Date	End Date
No active restrictions on file.			

Modifiable Restrictions	Severity	Start Date	End Date	Add Comments
CADV Contact your advisor before registration	This restriction holds registration	03/12/12		

SUBMIT

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If you see the following, then you are no longer a valid Advisor for this student. If you should be the Advisor, contact your college secretary and she can fix this.

Faculty   Welcome Curtis!

Error

Advisor/advisee relationship must exist to use this form.

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Enter an end date (one day earlier than the current date in "mmddyy" format) and press SUBMIT.

After you submit, you will be taken back the Faculty Menu page. You WILL NOT get a message confirming what has been done.