Ending Advising Holds as an Advisor

From the Advisee Action List on WebAdvisor enter today’s date as the start and end date. This will give you a list of all of your current advisees.

If you list the current term (e.g. Spring 2017) you will get a list of all students that were your advisees at any point in that term - including those who have changed advisors.

Select REST from the drop-down list next to the advisee's name.

Then click Submit.

There may be an end date populated on the hold or the field may be blank. In either case - change the date to yesterday’s date.

Holds clear as of midnight of the date posted. If you enter today’s date, the hold will not clear until midnight tonight.