Advisor Registration Hold Release in CougarNet

Adjusting the holds in CougarNet will allow you to adjust multiple student holds at once. Advisors are able to

- Release selected student(s) holds
- Update the "From Date" on a student's hold(s)

To do either of these actions please follow the following steps.

Accessing the Advisor Registration Hold Release -

• Log in to CougarNet and click the Faculty Services button.

Personal Information	Student	Faculty Services	Employment	Blackboard Academic Suite	
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.	Apply for Admission, Register, View your academic records and Billing Information.	Enter Grades and Registration Overrides, View Class Lists and Student Information	Benefits, Deductions, leave or job data, paystubs, W2 forms,and W4 data.		

Click the Advisor Registration Hold Release button and then click the Advisor Registration Hold Release

Faculty Grade Summary	Advisee Grade Summary	Advisor Registration Hold Release	Private Mental Health Designee
 Advisor Registration Hold Release 	ase	,	

• Log in to the Advisement Hold Release Gateway using your eID and password

Login		
	Welcome to the Advisement Hold Release O note that logging into the advisement hold re	Sateway. Please log in with your eID and password and elease form may take up to 60 seconds.
	If you need additional technical assistance, help@siue.edu. For general questions abou contact Patrick Sears in the Office of the Reg	please contact the ITS Helpdesk at 618-650-5500 or It the advisement hold release process, please istrar at 618-650-3243 or registrarops@siue.edu.
	Training Documentation	
Username		
Password		Login Return to CougarNet

Releasing Advisor Holds -

The Remove Holds tab will show the students with the Advisement Hold dependent on your level of access (e.g. AC, AP, AT, HM holds).
 Each page will list fifteen students. You can adjust the number of rows to be displayed for this session by click on Actions → Rows Per Page → Selecting the number of rows you would like to be displayed.

Note – As you check the checkbox by the student you would like to update or release their holds, you can only check the rows that are displayed on that page. If you move to the next page, the previous students that are selected on the previous page will not be retained. Therefore, we recommend updating or releasing the holds of the student you have selected on that page before advancing to the next page.

- To release the student's hold/update the To Date field, you will select the student by checking the checkbox next to their ID. Once you have the student(s) selected, click on the Release Student's Hold button at the top of the page.
- Once you click Release Student's Hold button, a confirmation box will pop up, click ok. At this point, a confirmation email will be sent your SIUE email and the student's SIUE email stating that hold has been released.
 - This will update their student record by inserting today's date into the To Date field. Thus, releasing that hold.

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R	move Hold	ts Updat	ed Holds												
Training	Document	ation													
To narro	v your sear	rch, use the s	earch box or fi	ter on one or m	ore of the colur	nn headings b	elow:								
To Release Once you	e Student(e selected	s) hold(s); the student(s	s) whose hold	s) you want to re	elease, dick th	e Update Stud	ent's Hold(s) b	utton. You will be prompted	to confirm changes.						
Releas	s Student's	s Hold(s)													
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Once yo	we selecte	ed the student	(s) whose hol	d(s) you want to	update the Fro	m Date, selec	t a new From D	Date from the popup calend	ar and click Update From Date	. You will be prompted to confirm changes.					
From Da	2	_													
Updat	From Dat	te													
To perfo	m a new se	earch, make s	sure to clear al	l existing filters	by clicking the 3	button next to	each filter to t	be cancelled.							
Once bo	ds are suc	cessfully rele	ased you and	the affected stu	dents(s) will re	ceive an emai	notification. If	vou've lifted more than one	hold at once you will only rece	ive one email notification for the entire batch	For questions of	ease contact Patrick S	ears at registrarons@sive edu		
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	ID	Hold Type	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Concentration	Student Level	Primary Advisor	Advisor	Activity Date	
	ID	Hold Type AP	First Name	Middle Name	Last Name	From Date 20-JAN-19	To Date 31-DEC-99	Reason Su/Fa 2019 Advisement	Major History - HIST	Concentration	Student Level	Primary Advisor	Advisor	Activity Date 20-JAN-19	
	ID	Hold Type AP HM	First Name	Middle Name	Last Name	From Date 20-JAN-19 30-JAN-19	To Date 31-DEC-99 31-DEC-99	Reason Su/Fa 2019 Advisement Su/Fa 2019 Advisement	Major History - HIST History - HIST	Concentration	Student Level UG UG	Primary Advisor	Advisor	Activity Date 20-JAN-19 30-JAN-19	
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	ID	Hold Type AP HM AP AP AP	First Name	Middle Name	Last Name	From Date 20-JAN-19 30-JAN-19 20-JAN-19 20-JAN-19 20-JAN-19	To Date 31-DEC-99 31-DEC-99 31-DEC-99 31-DEC-99 31-DEC-99	Reason SulFa 2019 Advisement SulFa 2019 Advisement SulFa 2019 Advisement SulFa 2019 Advisement	Major History - HIST History - HIST International Studies - INTL Undectared - 0000 Social Work - SOCW	Concentration School of Engineering - ENGP -	Student Level UG UG UG UG	Primary Advisor	Advisor	Activity Date 20-JAN-19 30-JAN-19 20-JAN-19 20-JAN-19 20-JAN-19	
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• You will now be able to view that student's released hold on the Update Holds tab. Click on the Updated Holds tab at the top of page.

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ID	First Name	Middle Name	Last Name	Major	Concentration	Reason	Student Level	Hold Type	From Date	To Date	Activity Date	Primary Advisor	Advisor
				Mathematical Studies - MAMS	-	SulFa 2019 Advisement BHINTER	UG	AP	20-JAN-19	07-FEB-19	07-FEB-19		
				Mathematical Studies - MAMS		SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	05-MAR-19	05-MAR-19		
				Undeclared - 0000	Pharmacy Conditional Entry Pgm - PCEP	SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	24-JUN-19	24-JUN-19		
				Undeclared - 0000		SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	21-MAR-19	21-MAR-19		
				Philosophy - PHIL		SulFa 2019 Advisement ITOBERM	UG	HM	30-JAN-19	05-MAR-19	05-MAR-19		
				Philosophy - PHIL	*	SulFa 2019 Advisement NAWILSO	UG	AP	20-JAN-19	08-FEB-19	08-FEB-19		
				Business Economics and Finance	-BUEF -	SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	05-MAR-19	05-MAR-19		
				Biological Sciences - BIOL	Medical Science - BIOM	SulFa 2019 Advisement BHUDSON	UG	AP	20-JAN-19	04-APR-19	04-APR-19		
				Biological Sciences - BIOL	Medical Science - BIOM	SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	21-MAR-19	21-MAR-19		
				History - HIST	Applied Historical Methods - HIAM	SulFa 2019 Advisement ITOBERM	UG	HM	20-JAN-19	05-MAR-19	05-MAR-19		

To Update From Date on a Hold -

- To update the student's From Date field on a hold, you will select the student by checking the checkbox next to their ID. Once you have the student(s) selected, click on the calendar icon next to the From Date text box. Select the date you would like to move this From Date too, then click Update From Date button.
- Once you click Update From Date button, a confirmation box will pop up, click ok. At this point, a confirmation email will be sent your SIUE email with the list of students you have updated their holds.
 - This will update their student record by inserting the date selected into the From Date field. Thus, releasing moving the start of the hold to that selected date.



Advisor Registration Hold Release

															Welcome PSEARS Log
F	emove Hol	ds Updat	ed Holds												
Trainin	a Documer	tation													
To nam	ow your sea	arch, use the s	earch box or fil	ter on one or mo	re of the colum	nn headings b	elow.								
To Relea	ise Student	(s) hold(s); d the students	s) whose hold(s) you want to re	lease, click the	e Update Shud	enfs Hold(s) b	utton. You will be prompted	to confirm changes						
Relea	se Student	's Hold(s)													
To Upd Once y From D UpdE To perf Once h	ate From D ou've select ate 10-Jul-3 te From D3 orm a new s olds are su	ate on Student led the student 2019 ate search, make s ccessfully rele	(s) Whose hole sure to clear all ased, you and	d(s) you want to r	y clicking the 3 tents(s) will re Go Action	m Date, select Coutton next to ceive an email	t a new From D each filter to b I notification. If	ate from the popup calend e cancelled. you've lifted more than one	ar and click Update From Date	You will be prompted to confirm changes.	. For questions, pl	ease contact Patrick Se	pars af <u>(édjstrarops@slue.edu</u>		
	ID	Hold Type	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Concentration	Student Level	Primary Advisor	Advisor	Activity Date	
		AP				20-JAN-19	31-DEC-99	Su/Fa 2019 Advisement	History - HIST		UG			20-JAN-19	
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		AP				20-JAN-19	31-DEC-99	Su/Fa 2019 Advisement	International Studies - INTL		UG			20-JAN-19	
		AP					31-DEC-99	Su/Fa 2019 Advisement	Undeclared - 0000	Ontrad of Engineering ENCB					
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• You will now be able to view that student's released hold on the Update Holds tab. Click on the Updated Holds tab at the top of page.

To utilize the Search and other tools within the form -

- The grid form interacts just like Excel. You can sort, filter or hide columns. These settings will not be saved. Therefore, once you log out and back into the form, it will reset to the default settings.
- You can do individual searches by typing in the search field. You can search on any of the information in each column (e.g. ID, Major, Last Name, Advisor Name, etc). Once you have entered the criteria, just click Go.
- Under Actions, you have the options to add Filters, adjust Rows Per Page, Format, Download the records you see and Reset the entire page.