

## Releasing an Advising Hold

1. On your Faculty Center page, choose the Advisement tab to navigate to the New Drop-In Advisee Page or select the Advisement menu link on the left side of the page.

The screenshot shows the MyView@UMSL interface for a 'Sample Instructor'. The 'Faculty Center' tab is active, and the 'advisement' sub-tab is highlighted with a blue arrow. The left menu has 'Faculty Center' selected. Below the tabs, there are options for '2008 Summer Semester' and 'Change Term'. There are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A table titled 'My Teaching Schedule > 2008 Summer Semester > Univ of Missouri - St. Louis' is displayed with the following data:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
<a href="#">ANTHRO 4329-001</a> <a href="#">IND 10032</a>	Intrnshp Physical Anthro (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008
<a href="#">ANTHRO 4350-001</a> <a href="#">IND 10033</a>	Special Study (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008

Only Graduate Education is currently assigning individual advisors to students. Those advisors will see a list of names on the page below:

The screenshot shows the 'View My Advisees' section of the MyView@UMSL interface. The 'advisement' sub-tab is selected. A message box states: 'There is no information for the transaction you requested.' Below this message is a button labeled 'New Drop-In Advisees'.

2. All other instructors/advisors should click on [New Drop-In Advisees](#).

The New Drip-In Advisees page will be displayed.

**Sample Instructor**

faculty center    advisement    class search

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**New Drop-In Advisees**

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

Search    **Make a selection and press change**  
\*\*Student Details\*\*    Change

View My Advisees

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[Faculty Center](#)   [Advisement](#)   [Class Search](#)   [Faculty Search](#)   Learning Management Systems

3. To locate a student click the Search button.

4. Enter your search criteria and press Enter or click the Look Up button. Each field will search partial information but the most effective and quickest searches use the student's id or the entire first and last names.

ID: begins with [ ]  
Campus ID: begins with [ ]  
National ID: begins with [ ]  
Last Name: begins with [ HOFFMAN ]  
First Name: begins with [ CHLOE ]

Look Up    Clear    Cancel    Basic Lookup

Enter the student ID or name then press Enter or click the Look Up button.

**Search Results**

View All    First ◀ 1 of 1 ▶ Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
12170459	Hoffman, Chloe	Female	08/31/1960	(blank)	(blank)	USA	SSN		HOFFMAN	CHLOE

5. In the **Search Results** area (shown in the bottom of the box above) click on the student for whom you want to view information.

The student name you choose will display.

**Sample Instructor**

faculty center    advisement    class search

**New Drop-In Advisees**

▼ FERPA Message for Instructor/Advisor

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Search    [Chloe Hoffman](#)    **Make a selection and press change**  
\*\*Student Details\*\*    Change

⊘

6. If the student name you choose has a hold, the negative service indicator icon ⊘ will display under the student's name. An advising hold is referred to as a negative service indicator.

7. Click on the negative service indicator icon ⊘.

8. Check to see if there is an Advising hold. If there is, scroll to the right to see the Remove button.

9. Click on the  button.

**Your Holds**

**Holds Summary**

12170459    Hoffman, Chloe

Hold Description	Amount	Institution	Term	Department	
Advising	USD	Univ of Missouri - St. Louis	2008 Fall	University of Missouri	<input type="button" value="Remove"/>

10. You will receive the following message. Click the Yes button to remove the hold.

Are you sure you want to delete this hold? (0,0)

In place of the Remove button, you should now see the word “Released”.

**Your Holds**

### Holds Summary

12170459 Hoffman, Chloe

Item List	Hold Description	Amount	Institution	Term	Department	
	Advising	USD	Univ of Missouri - St. Louis	2008 Fall	University of Missouri	Released

Return to Previous Page

11. Click on the Return to Previous Page button .

12. To verify that the advising hold was removed, search for the student again. If an Advising hold was the student’s only hold, then the negative service indicator will no longer be displayed.

### Other Negative Service Indicators (Holds)

If you click on the negative service indicator icon, and receive a screen with the following information, stating that for this student “You have no Holds”, that means their only negative service indicator is for their non-response to eConsent in their Student Center. This will not keep *you* from enrolling the student in classes. They must agree to eConsent before they can register themselves for classes in MyView.

**Your Holds**

### Holds Summary

01234567 Student, Jane

You have no Holds.

If the student has multiple negative service indicators (holds) they will be listed. Only the Advising hold will have the Remove button available to the right of that line. You cannot remove other holds.

**Your Holds**

### Holds Summary

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Sort By:

Show

Institution:

Term:

Department:

Item List	Hold Description	Amount	Institution	Term	Department
	90 Days Past Due Student Acct	308.87 USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri
	Past Due - Stop Registration	USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri
	Past Due Student Acct Balance	295.91 USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri

Return to Previous Page