

## Advisor Registration Hold Release in CougarNet

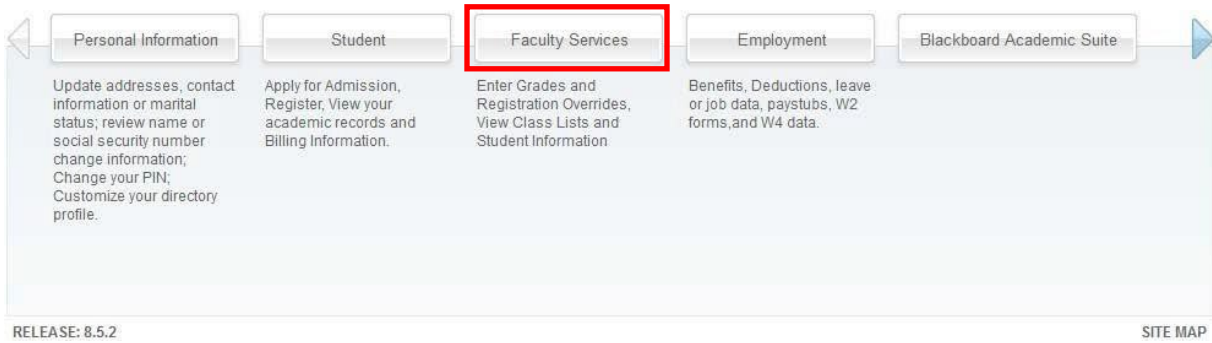
Adjusting the holds in CougarNet will allow you to adjust multiple student holds at once. Advisors are able to

- 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.



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



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

A screenshot of the 'Login' form for the Advisement Hold Release Gateway. The form has a title bar that says 'Login'. Below the title bar is a welcome message: 'Welcome to the Advisement Hold Release Gateway. Please log in with your eID and password and note that logging into the advisement hold release form may take up to 60 seconds.' Below the welcome message is a paragraph of text: 'If you need additional technical assistance, please contact the ITS Helpdesk at 618-650-5500 or help@siue.edu. For general questions about the advisement hold release process, please contact Patrick Sears in the Office of the Registrar at 618-650-3243 or registrarops@siue.edu.' Below the text is a section titled 'Training Documentation' with two input fields: 'Username' and 'Password'. To the right of the input fields are two buttons: 'Login' and '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.

The screenshot displays the 'Updated Holds' tab in the Registrar's Office system. At the top, there are tabs for 'Remove Holds' and 'Updated Holds'. Below the tabs, there are instructions for releasing holds and a search bar. A table of student records is shown with the following columns: ID, Hold Type, First Name, Middle Name, Last Name, From Date, To Date, Reason, Major, Concentration, Student Level, Primary Advisor, Advisor, and Activity Date. The table contains 15 rows of student data.

| ID                       | Hold Type | First Name | Middle Name | Last Name | From Date | To Date   | Reason               | Major                        | Concentration                         | Student Level | Primary Advisor | Advisor | Activity Date |
|--------------------------|-----------|------------|-------------|-----------|-----------|-----------|----------------------|------------------------------|---------------------------------------|---------------|-----------------|---------|---------------|
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | History - HIST               | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | HM        |            |             |           | 30-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | History - HIST               | -                                     | UG            |                 |         | 30-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | International Studies - INTL | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | School of Engineering - ENGP          | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Social Work - SOCW           | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Social Work - SOCW           | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | Pharmacy Conditional Entry Pgm - PCEP | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Dental Medicine - SDM        | -                                     | PR            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | School of Engineering - ENGP          | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | School of Engineering - ENGP          | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | School of Engineering - ENGP          | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | Pharmacy Conditional Entry Pgm - PCEP | UG            |                 |         | 20-JAN-19     |

- 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.

| 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            | -                                     | SuFa 2019 Advisement EHHINTER | UG            | AP        | 20-JAN-19 | 07-FEB-19 | 07-FEB-19     |                 |         |
|    |            |             |           | Mathematical Studies - MAMS            | -                                     | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 20-JAN-19 | 05-MAR-19 | 05-MAR-19     |                 |         |
|    |            |             |           | Undeclared - 0000                      | Pharmacy Conditional Entry Pgm - PCEP | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 20-JAN-19 | 24-JUN-19 | 24-JUN-19     |                 |         |
|    |            |             |           | Undeclared - 0000                      | -                                     | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 20-JAN-19 | 21-MAR-19 | 21-MAR-19     |                 |         |
|    |            |             |           | Philosophy - PHIL                      | -                                     | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 30-JAN-19 | 05-MAR-19 | 05-MAR-19     |                 |         |
|    |            |             |           | Philosophy - PHIL                      | -                                     | SuFa 2019 Advisement NAWILSO  | UG            | AP        | 20-JAN-19 | 08-FEB-19 | 08-FEB-19     |                 |         |
|    |            |             |           | Business Economics and Finance - BUFEF | -                                     | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 20-JAN-19 | 05-MAR-19 | 05-MAR-19     |                 |         |
|    |            |             |           | Biological Sciences - BIOL             | Medical Science - BIOM                | SuFa 2019 Advisement EHUDSON  | UG            | AP        | 20-JAN-19 | 04-APR-19 | 04-APR-19     |                 |         |
|    |            |             |           | Biological Sciences - BIOL             | Medical Science - BIOM                | SuFa 2019 Advisement ITOBERM  | UG            | HM        | 20-JAN-19 | 21-MAR-19 | 21-MAR-19     |                 |         |
|    |            |             |           | History - HIST                         | Applied Historical Methods - HAM      | SuFa 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.

Remove Holds
Updated Holds

[Training Documentation](#)

To narrow your search, use the search box or filter on one or more of the columns.

**To Release Student(s) hold(s):**  
Once you've selected the student(s) whose hold(s) you want to release, click the **Release Student's Hold(s)** button.

**To Update From Date on Student's Hold(s):**  
Once you've selected the student(s) whose hold(s) you want to update the From Date, click the **Update From Date** button.

From Date

**Update From Date**

July 2019

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

To perform this action, click the **Update From Date** button next to the From Date field of the selected student(s) will be updated.

Once hold(s) are updated, the **From Date** field will be updated.

**Remove Holds** **Updated Holds** Welcome PSEARS Logout

[Training Documentation](#)

To narrow your search, use the search box or filter on one or more of the column headings below.

**To Release Student(s) hold(s):**  
Once you've selected the student(s) whose hold(s) you want to release, click the (Update Student's Hold(s)) button. You will be prompted to confirm changes.

**Release Student's Hold(s)**

**To Update From Date on Student's Hold(s):**  
Once you've selected the student(s) whose hold(s) you want to update the From Date, select a new From Date from the popup calendar and click Update From Date. You will be prompted to confirm changes.

From Date:

**Update From Date**

To perform a new search, make sure to clear all existing filters by clicking the X button next to each filter to be cancelled.

Once holds are successfully released, you and the affected student(s) will receive an email notification. If you've lifted more than one hold at once, you will only receive one email notification for the entire batch. For questions, please contact Patrick Sears at [regaffairs@siue.edu](mailto:regaffairs@siue.edu).

Q v Go Actions v

| <input type="checkbox"/> | ID | Hold Type | First Name | Middle Name | Last Name | From Date | To Date   | Reason               | Major                        | Concentration                         | Student Level | Primary Advisor | Advisor | Activity Date |
|--------------------------|----|-----------|------------|-------------|-----------|-----------|-----------|----------------------|------------------------------|---------------------------------------|---------------|-----------------|---------|---------------|
| <input type="checkbox"/> |    | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | History - HIST               | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | History - HIST               | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | International Studies - INTL | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | School of Engineering - ENGP          | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | AP        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Social Work - SOCW           | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Social Work - SOCW           | -                                     | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    | HM        |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Undeclared - 0000            | Pharmacy Conditional Entry Pgm - PCEP | UG            |                 |         | 20-JAN-19     |
| <input type="checkbox"/> |    |           |            |             |           | 20-JAN-19 | 31-DEC-99 | SuFa 2019 Advisement | Dental Medicine - SDM        | -                                     | PR            |                 |         | 20-JAN-19     |

- 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.