

Releasing the Advisement Check-in Hold for Registration in CougarNet

The AC – Advisement Check-in Hold can be seen on each student’s record in Banner on SZAHOLD.

Hold Information Form SZAHOLD 8.5 (PREPROD)

ID: Test, Michelle

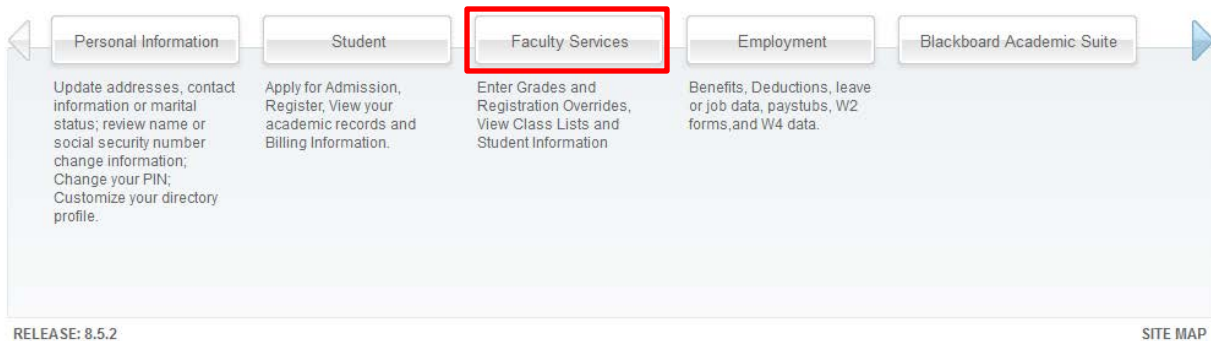
Hold Details

Hold Type: AC Advisement Check-In Reason: Sp 2014 Advisement Release Indicator: MHOCKET

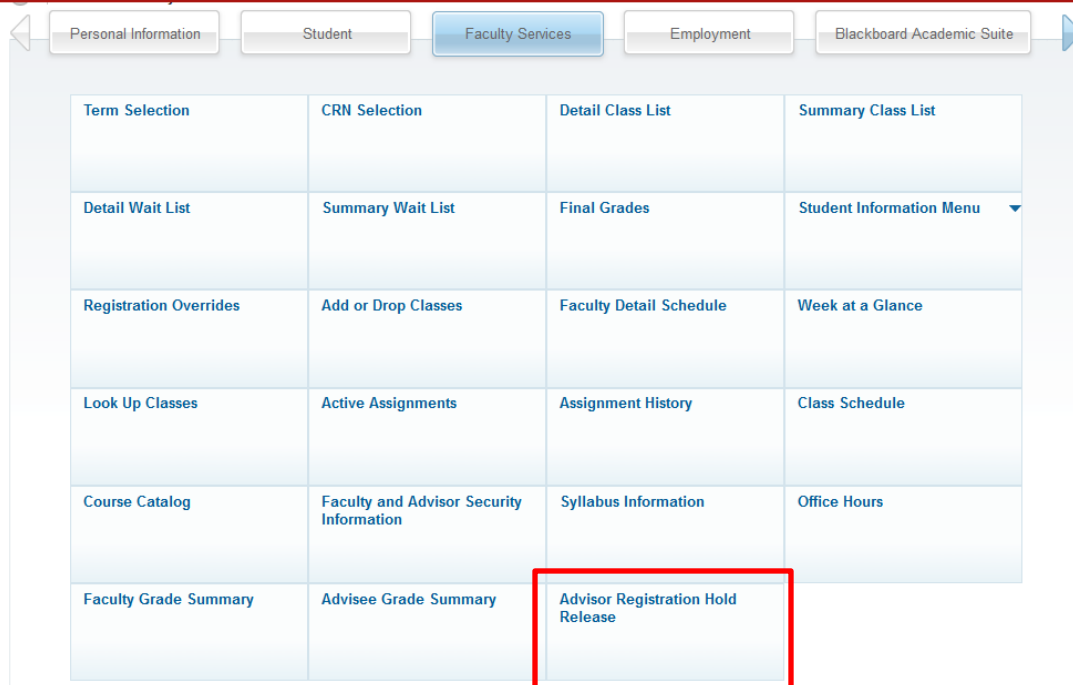
Amount: From: 19-AUG-2013 To: 31-DEC-2099 Origination Code: REG Registrar

While holds may be released here, it has to be done per student. Releasing the holds in CougarNet will allow you to release multiple student holds at once.

- To release the AC hold, log in to CougarNet and click the **Faculty Services** button.



- Click the **Advisor Registration Hold Release** button



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

Login

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.

If you need additional technical assistance, please contact the ITS Helpdesk at 618-650-5550 or help@siue.edu. For general questions about the advisement hold release process, please contact Chris Leopold in the Office of the Registrar at 618-650-2290 or cmitche@siue.edu.

Username

Password

- This may take several minutes. Before re-clicking the Login button or refreshing the page, make sure that your browser window isn't still waiting for the system to respond (example of Mozilla Firefox message below).

Login

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.

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Username mhocket


Password ●●●●●●

Waiting for bantapp.isg.siue.edu...

- Once the page loads, it will show the first of many pages of students with the AC Hold. Each page will list fifteen students.

ID	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Concentration	Student Level	Activity Date
<input type="checkbox"/>	Matthew	R	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Accountancy - ACCT	Taxation - ACTX	G	12-NOV-13
<input type="checkbox"/>	Randy	A	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Civil Engineering - ENGC	-	G	12-NOV-13
<input type="checkbox"/>	Tracy	Adele	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Special Education - SFED	-	G	12-NOV-13
<input type="checkbox"/>	Tracy	Michelle	Cooley	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Nurse Educator - NURE	-	G	12-NOV-13
<input type="checkbox"/>	Megan	M	Coonen	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Public Administration - PUBA	-	G	12-NOV-13
<input type="checkbox"/>	Jessica	-	Cooper	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Computer Management & Info Sys - CMIS	-	G	12-NOV-13
<input type="checkbox"/>	Tristin	Jade	Cooper	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Psychology - PSGE	Clinical-Adult - PSCA	G	12-NOV-13
<input type="checkbox"/>	Annaleigh	Natalya	Corbitt	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Speech Communication - SPC	Interpersonal Communication - SPIC	G	12-NOV-13
<input type="checkbox"/>	Leah	Dianne	Corbitt	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Nurse Anesthesia - NURA	-	G	12-NOV-13
<input type="checkbox"/>	Fred	Joe Raymond	Cornwell	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Biological Sciences - BIOL	-	G	12-NOV-13
<input type="checkbox"/>	Katelyn	-	Corpus	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Kinesiology - KIN	-	G	12-NOV-13
<input type="checkbox"/>	John	Claude	Correll	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Educational Administration - EDAD	-	G	12-NOV-13
<input type="checkbox"/>	Lynne	R.	Cote	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Art Therapy Counseling - ARTC	-	G	12-NOV-13
<input type="checkbox"/>	Amy	Ann	Cotton	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Educational Administration - EDAD	-	G	12-NOV-13
<input type="checkbox"/>	Brandon	Michael	Cox	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Kinesiology - KIN	-	G	12-NOV-13

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- At this point you can narrow down the list using the options at the top of the page.
 - Select the Drop Down Arrow and choose from the list of available Majors and Levels.
 - You may also search for specific students by last name
 - The last search box will search for your query in any/every field
 - For example, when searching **All Columns** (the default selection) entering the word Art will not only yield ART majors but anyone majoring in ARTC, ARTD, or ARTP. It will also yield anyone with the letters ART in their name (i.e. Arthur or Hart).
 - You may choose to search by a single column the selecting the Magnifying Glass button and choosing the column header title.
 - You may remove any of your previously selected search criteria by clicking the **Remove Filter** button  next to the search filter you want to remove.
 - You may also choose to simply turn the filter off without removing it by unchecking the box next to the filter you want to disable.

- Once you have narrowed your search, you can adjust the sort order and search grid display by selecting any of the headers you wish to sort by or adjust.

ID	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Concentration	Student Level	Activity Date
	Matthew	R	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Accountancy - ACCT	Taxation - ACTX	G	12-NOV-13
	Randy	A	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Civil Engineering - ENGC	-	G	12-NOV-13
	Tracy	Adele	Cook	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Special Education - SPED	-	G	12-NOV-13
	Tracy	Michelle	Cooley	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Nurse Educator - NURE	-	G	12-NOV-13
	Megan	M	Coonen	12-NOV-13	31-DEC-99	Sp 2014 Advisement	Public Administration - PUBA	-	G	12-NOV-13

- To make adjustments, click in the column header you wish to sort by or adjust. You will be given the options of **Sort Ascending**, **Sort Descending**, **Hide Column** and **Control Break**.
 - Sort Ascending** and **Sort Descending** will re-sort all of the students in the list by whichever header was chosen in the appropriate order.
 - Hide Column** will remove the column selected from the search grid. Please note that the column will reappear in your search grid the next time you login to the Advisement Hold Release Gateway.
 - Selecting **Control Break** will sort students into groups based on the column selected. For example, selecting **Control Break** in the Concentration column will group students by concentration, as seen below.

Concentration : Art Studio - ARTS

<input type="checkbox"/>	ID	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Student Level	Activity Date
<input type="checkbox"/>		Aleesha	Danielle	Pruitt	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Samantha	-	Purcell-Blyth	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Mary	Ann	Wildhaber	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Adam	Michael Alli	Mason	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Emily	-	Pokojski	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Caitlin	Meredith	Pope	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Gwendolyn	-	Porter	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Paul	Douglas	Simmons	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13
<input type="checkbox"/>		Brittani	Leigh	Singleton	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Art - ART	UG	03-SEP-13

Concentration : Biochemistry - CHBC

<input type="checkbox"/>	ID	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Student Level	Activity Date
<input type="checkbox"/>		Meredith	Mae	Rintz	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Chemistry - CHEM	UG	03-SEP-13
<input type="checkbox"/>		Kelsie	Brooke	Vandergriff	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Chemistry - CHEM	UG	03-SEP-13
<input type="checkbox"/>		Samantha	T.	Soltysiak	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Chemistry - CHEM	UG	03-SEP-13

Concentration : Dance - TDAN

<input type="checkbox"/>	ID	First Name	Middle Name	Last Name	From Date	To Date	Reason	Major	Student Level	Activity Date
<input type="checkbox"/>		Melissa	Danielle	Riley	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Theater & Dance - THDN	UG	03-SEP-13
<input type="checkbox"/>		Shawnee	Jo	Haycock	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Theater & Dance - THDN	UG	03-SEP-13
<input type="checkbox"/>		Nicholas	-	Zobrist	03-SEP-13	31-DEC-99	Sp 2014 Advisement	Theater & Dance - THDN	UG	03-SEP-13

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- Once you have narrowed down your search you are able to release multiple student holds at the same time. To release the holds, simply click the checkbox next to the student's Banner IDs.

<input type="checkbox"/>	ID	First Name	Middle Name	Last Name
<input checked="" type="checkbox"/>	800	Lynne	R.	Cote
<input checked="" type="checkbox"/>	800	Carrie	-	Critser
<input checked="" type="checkbox"/>	800	Bridgette	Anne	Crockett
<input checked="" type="checkbox"/>	800	Michelle	-	Test
<input checked="" type="checkbox"/>	800	Suzannah	Rose	Dichter

- Select the **Update Student's Hold(s)** button at the top of the page

ID	First Name	Middle Name	Last Name	From Date	To Date	Reason
	Lynne	R.	Cote	12-NOV-13	31-DEC-99	Sp 2014 Advisement
	Carrie	-	Critser	12-NOV-13	31-DEC-99	Sp 2014 Advisement
	Bridgette	Anne	Crockett	12-NOV-13	31-DEC-99	Sp 2014 Advisement

- A pop-up confirmation box will appear asking if you want to continue with this action. If yes, click the **Continue** button. If you feel you have selected someone in error, click the **Cancel** button to go back to the search grid.

Confirm ✕

⚠ Update Holds for the following Students?

800 - Michelle - Test

Continue Cancel

- Once you choose **Continue**, your request is processed immediately. Students will receive the following email that is automatically generated when their hold is released:

Greetings.

Your advisement hold for Sp 2014 has been released.

This indicates that you have satisfied the University's mandatory advisement requirement. We're glad you're making plans to register. Please log into [CougarNet](#) to review your registration status. Take note of any other hold that may prevent registration so that you can follow-up on unresolved business. We hope you'll register as quickly as you are able to secure your preferred schedule. The web registration timetable for Sp 2014 may be found at [siue.edu/registrar](#). Please note that you also need to accept your financial agreement with the University prior to gaining access to registration each term.

If you require additional academic planning assistance, please contact your advisor. For other assistance related to the registration process, please contact the Service Center at servicecenter@siue.edu.

We look forward to seeing you in an upcoming semester!

- To view a list of recently updated holds, click the **Updated Hold** tab at the top of the screen.

- You are able to sort and filter these column headers the same as the search grid.
 - To find holds you have released, you can search by reason (holds you release will contain your eID in the reason) or you can choose the **Control Break** option under the **Reason** column and it will put all students you have released holds for into one group (example below).

Remove Holds Updated Holds

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Reason

Reason : Sp 2014 Advisement CMITCHE

ID	First Name	Middle Name	Last Name	Major	Concentration	Student Level	From Date	To Date	Activity Date
	Phan Hanh Nguyen	-	Vu	Marketing Research - MARE	-	G	12-NOV-13	09-DEC-13	12-NOV-13
	Christine	M.	Leopold	Kinesiology - KIN	Exercise Physiology - KINE	G	12-NOV-13	31-DEC-99	19-DEC-13

Reason : Sp 2014 Advisement EMOTL

ID	First Name	Middle Name	Last Name	Major	Concentration	Student Level	From Date	To Date	Activity Date
	Jeffrey	L	Cook	Civil Engineering - ENGC	-	G	12-NOV-13	19-DEC-13	12-NOV-13

Reason : Sp 2014 Advisement HSCHOTT

ID	First Name	Middle Name	Last Name	Major	Concentration	Student Level	From Date	To Date	Activity Date
	Rebecca	Anne	Soch	Anthropology - ANTH	-	UG	03-SEP-13	06-DEC-13	03-SEP-13
	Jonathan	Edward	Sterns	Anthropology - ANTH	-	UG	03-SEP-13	06-DEC-13	03-SEP-13

Reason : Sp 2014 Advisement LSTROM

ID	First Name	Middle Name	Last Name	Major	Concentration	Student Level	From Date	To Date	Activity Date
	Amy	Renee	Sheehan	Kinesiology - KIN	-	G	12-NOV-13	11-DEC-13	12-NOV-13
	Carla	Jean	Schwehr	Kinesiology - KIN	-	G	12-NOV-13	11-DEC-13	12-NOV-13

Reason : Sp 2014 Advisement MHOCKET

ID	First Name	Middle Name	Last Name	Major	Concentration	Student Level	From Date	To Date	Activity Date
	Michelle	-	Test	Art Therapy Counseling - ARTC	-	G	19-AUG-13	19-DEC-13	19-DEC-13

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- Once you have finished updating student holds, click the **Logout** link at the top of the page.

Remove Holds Updated Holds

Back

Welcome: MHOCKET Logout

ID	First Name	Middle Name	Last Name	Major	Concentration	Reason	Student Level	From Date	To Date	Activity Date
	Jeffrey	L	Cook	Civil Engineering - ENGC	-	Sp 2014 Advisement EMOTL	G	12-NOV-13	19-DEC-13	12-NOV-13
	Michelle	-	Test	Art Therapy Counseling - ARTC	-	Sp 2014 Advisement MHOCKET	G	19-AUG-13	19-DEC-13	19-DEC-13
	Rebecca	Anne	Soch	Anthropology - ANTH	-	Sp 2014 Advisement HSCHOTT	UG	03-SEP-13	06-DEC-13	03-SEP-13

- This will take you back to the Advisement Hold Release Gateway. If you would like to continue working in CougarNet, click the **Return to CougarNet** button. You will be required to log-in to CougarNet again.

Login

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Username

Password

Login