

# How to Remove an Advisor Hold on Cardinal Station

The Catholic University of America  
Cardinal Station

Menu  
Search: [ ]

- My Favorites
- Faculty Self-Service
- Employee Self-Service
- CUA Custom
- Self Service
- Campus Community
- Faculty Center**
- Change My Password

1. Click on "Advisor Center" tab

Faculty Center | **Advisor Center** | Search

my advisees | student center | general info | transfer credit | academics

My Advisees

Download Advisee List

Select display option:  Link to Photos ( ) Include photos in list

Tracking Sheet

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
2	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
3	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
4	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
5	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
6	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
7	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>
8	<input type="checkbox"/>		[redacted]	[redacted]	<a href="#">View Student Details</a>

notify selected advisees | notify all advisees

VIEW DATA FOR OTHER STUDENTS

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

2. Select advisee

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5. Click on the "general info" tab

Faculty Center | **Advisor Center** | Search

my advisees | student center | **general info** | transfer credit | academics

Advisee Student Center

Alex Myers

\*Change Advisee [dropdown] change

3. Check if there is in fact an advisor hold.

Academics

My Class Schedule | Shopping Cart | My Planner

other academic... [dropdown]

Deadlines | URL | Gradebook

This Week's Schedule

Class	Schedule
LAT 103-01 LEC (2451)	MoWeFr 11:10AM - 12:00PM McMahon 304
PHIL 351-01 LEC (2723)	MoWe 3:40PM - 4:55PM Nursing-Biology 350
PHIL 355-01 LEC (2725)	MoWe 12:40PM - 1:55PM Caldwell 121
PHIL 453-02 LEC (2774)	TuTh 5:10PM - 6:25PM Caldwell 117
PHIL 455-01 SEM (4338)	TuTh 9:40AM - 10:55AM Aquinas 200- Philosophy Librar

weekly schedule ▶

Personal Information

Demographic Data | Emergency Contact

Contact Information

Home (Permanent) Address	Local Address
[redacted]	[redacted]
Home Phone	CUA Official Email Address
[redacted]	[redacted]

Return To Search | Notify

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

4. Make sure that you are correctly listed as the advisor (if not, you won't be able to lift the hold)

Hold

Advisor Hold

details ▶

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment  
You may begin enrolling for the Spring 2015 Regular Academic Session session on November 10, 2014.

details ▶

Advisor

Program Advisor

[redacted] ADVR

details ▶

(These "details" links merely lead to clarifying info. In terms of lifting the hold, they are dead ends. Counter intuitive, right?)

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my advisees    student center    general info    transfer credit    academics

Advisee General Info

Alex Myers

\*Change Advisee

Service Indicators    Initiated Checklists

Student Groups    Personal Data

Addresses    Names

Email Addresses    Phones

  

6. The advisor hold should appear under "Service indicators". Click on the link.

Service Indicators

★ Positive     Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
<input checked="" type="radio"/>	Advisor Hold	Fall 2014		10/17/2014		Catholic University of America

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7. Click "Release"

Edit Service Indicator

\*Institution:  The Catholic Univ of America

\*Service Indicator Code:  Advisor Hold

\*Service Ind Reason Code:  Advisor Hold

Description: Registration is not permitted until you meet with your Advisor. They will release this hold once you meet with them to review your planned classes or withdrawals. If you

Effect: Negative

Effective Period

Start Term:  Fall 2014    End Term:

Start Date:     End Date:

Assignment Details

\*Department:  Catholic University of America

Reference:

Amount:     Currency:

Contact Information

Contact ID:     Contact Person:

Placed Person ID:     Placed By:

Placed Method:

Placed Process:    Release Process:

8. Click "Ok" and you are done.

Comments

Advisor hold. Please meet with your philosophy advisor to discuss your spring schedule.

Services Impacted

Impact	Description	Basis - Date	Basis - Term	Term Category
1	CENR Registration not permitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 10/17/2014 10:53:35AM

User ID: