How to ADD/REPLACE Advisor Holds

1. Point your web browser at [https://my.whittier.edu/](https://my.whittier.edu/) and log in.

2. Go to the “My Info” tab:

3. On the “My Info” tab, go to the “Faculty Registration Tools” channel and choose “Advisor Listing”:

4. You can only see advisees who are registered for a specific term. Select the term that your advisee is CURRENTLY registered in, not the term they are registering for:

   Select Term

   **Select a Term:** Fall 2010 - Whittier College

   Submit

5. You’ll then see a list of all your advisees. To see the hold that they may have, click on the “view” link, in the “Holds” column.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Advisor Type</th>
<th>Student Information</th>
<th>Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test1000, Test</td>
<td>90001000</td>
<td>Advisor in Primary Major</td>
<td>View</td>
<td>View</td>
</tr>
<tr>
<td>Test1001, Test</td>
<td>90001001</td>
<td>Advisor in Primary Major</td>
<td>View</td>
<td>View</td>
</tr>
</tbody>
</table>
6. Pictured are all the holds the student has on their record. Seeing a list of all holds gives the advisor the opportunity to remind the student that they have multiple holds, all of which must be resolved before they’ll be allowed to register.

7. Not only are the holds viewable from my.whittier.edu, they are also viewable in DegreeWorks. The student will have multiple opportunities to see that they have holds.

8. The first hold is the Advisor Hold. This hold will automatically be placed on students prior to registration. After you advise them, you are able to release the hold and allow them to register. You release the hold simply by pressing the “Remove” button:
9. The hold is now released. If the “Advisor Hold” was the only hold, they would be able to register. Since they have other holds, they should be advised to resolve those holds before they can register.

10. After Registration, you can put a hold back on for any reason. Simply enter a hold description, and click the “Add Advisor Hold”

11. And the new hold will appear. The student will not be able to make ANY changes to their registration when there is a hold on their record.