

How to ADD/REMOVE Advisor Holds

1. Point your web browser at <https://my.whittier.edu/> and log in.



Secure Access Login

User Name:

Password:

Having problems logging in? [Click here.](#)

[Forget Password?](#)

Welcome to [my.whittier.edu](#)

This secure site provides Whittier College world-class Intranet and Internet services, a wide variety of academic and administrative resources.

Please use a current version of Microsoft [Internet Explorer](#) or Mozilla [Firefox](#).

2. Go to the "My Info" tab:

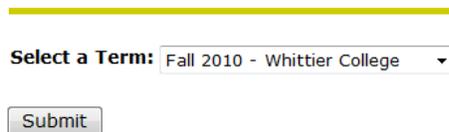


3. On the "My Info" tab, go to the "Faculty Registration Tools" channel and choose "Advisor Listing":



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:

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.

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds
Test1000, Test	90001000 	Advisor in Primary Major	View	View
Test1001, Test	90001001 	Advisor in Primary Major	View	View

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.

Information for [Test Test1002](#)

Enter Reason for Hold:

Current, Active Administrative Holds

Type Description	From	To	User	Reason	Amount Orig	Processes Affected	Action
AD Advisor	10/27/2010	12/31/2099	WVANELLIS	Must be advised to register		Registration	<input type="button" value="Remove"/>

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.

Student View	
AB156140 as of 10/27/2010 at 12:14	
Student	Whittier, Johnny Law
ID	20128419
Degree	BA - Bachelor of Arts
Major	Undeclared
Minor	
Classification	01 - Freshman
Admit Term	Fall 2010 - Whittier College
Advisor	Van Ellis, Wayne W
Holds	Advisor Business Office Health Services Library Hold

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:

Information for [Test Test1002](#)

Enter Reason for Hold:

Current, Active Administrative Holds

Type Description	From	To	User	Reason	Amount Orig	Processes Affected	Action
AD Advisor	10/27/2010	12/31/2099	WVANELLIS	Must be advised to register		Registration	<input type="button" value="Remove"/>
BO Business Office	10/27/2010	12/31/2099	WVANELLIS	Business Office		Registration Transcripts Graduation Accounts Receivable	
HS Health Services	10/27/2010	12/31/2099	WVANELLIS	Immunization forms needed		Registration Graduation	
LB Library Hold	10/27/2010	12/31/2099	WVANELLIS	Books not returned		Registration Transcripts Graduation	

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.

Information for [Test Test1002](#)

Error: You must enter a reason for the hold.

Enter Reason for Hold:

Current, Active Administrative Holds

Type	Description	From	To	User	Reason	Amount Orig	Processes Affected	Action
BO	Business Office	10/27/2010	12/31/2099	WVANELLIS	Business Office		Registration Transcripts Graduation Accounts Receivable	
HS	Health Services	10/27/2010	12/31/2099	WVANELLIS	Immunization forms needed		Registration Graduation	
LB	Library Hold	10/27/2010	12/31/2099	WVANELLIS	Books not returned		Registration Transcripts Graduation	

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

Information for [Test Test1002](#)

Error: You must enter a reason for the hold.

Enter Reason for Hold:

Current, Active Administrative Holds

Type	Description	From	To	User	Reason	Amount Orig	Processes Affected	Action
BO	Business Office	10/27/2010	12/31/2099	WVANELLIS	Business Office		Registration Transcripts Graduation Accounts Receivable	
HS	Health Services	10/27/2010	12/31/2099	WVANELLIS	Immunization forms needed		Registration Graduation	
LB	Library Hold	10/27/2010	12/31/2099	WVANELLIS	Books not returned		Registration Transcripts Graduation	

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.

Information for [Test Test1002](#)

Enter Reason for Hold:

Current, Active Administrative Holds

Type	Description	From	To	User	Reason	Amount Orig	Processes Affected	Action
AD	Advisor	10/27/2010	12/31/2099	REGWC	Missed Advising Appointment	Faculty Advisors	Registration	<input type="button" value="Remove"/>