Removing the Advisor Hold to trigger the Advisor Evaluation hold

1. **Log in to the portal or directly into Banner Self-Service**
2. In Banner Self-Service, **click on the Faculty box**
3. In the Faculty link, **click on Student Menu**
4. In the Student link, **click on “Display, Remove, or Add Advisor Holds”**
5. In the Advisor hold link, **select the term and hit submit**
6. In the Select Student screen, **type in student ID number**
7. **Verify the name of the student, click submit**
8. **Click on light blue letters “Click here to remove all advising hold(s) not restricted by another advisor.”**
9. This will trigger the Advisor Evaluation Hold to go on to the student record.

Advisor Holds removed by any other means will not trigger the evaluation hold to be placed.