

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.