

Releasing Your Advisee's Registration Hold - Faculty/Advisors/Deans

You can release an individual advisee's registration hold or release a group of advisees' holds at the same time.

1. Log into SIS: go.tufts.edu/sis

From your Faculty/Advisor Home Page, in the My Advisees area:

2. In the APPROVE column, check the student or students that you wish to approve (release the hold).

PLAN(S)	ADVISOR TYPE	APPROVE	ON LEAVE	COMBINED DEGREE
Computer Science (MS)		<input checked="" type="checkbox"/> Fall		

3. In the blue toolbar, click **Approve selected students**. The student or students are "Released."



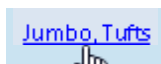
Note: The selected students are approved and grayed out approved checkmarks will appear next to the students in the Approve column. The process is now complete and cannot be reversed.

If you navigate away from this screen and then return, any grayed out approved checkmarks in the checkboxes will turn to green approved checkmarks.

Computer Science (MS)	<input checked="" type="checkbox"/> Fall
Computer Science (MS)	<input checked="" type="checkbox"/>

Alternately, you can release an individual advisee's registration hold through the student's Advisee Student Center page.

1. Click your advisee's name link. The student's Advisee Student Center page displays.



2. Click **release advisor hold**. A prompt appears “Release Advisor Holds On...?”

release advisor hold

3. Click **Yes**. The “Holds Released” prompt appears.



4. Click **OK**.