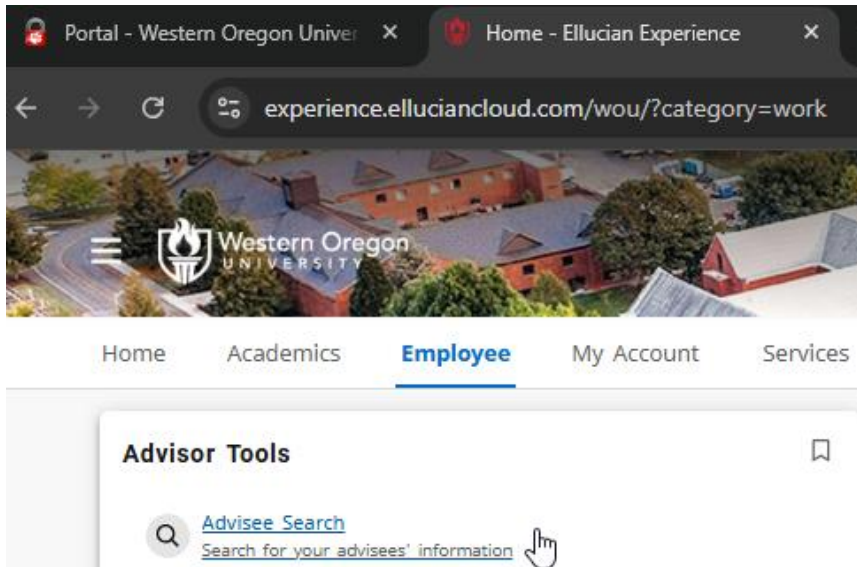


Releasing Registration Holds in Student Profile Instructions

1. Open Experience
2. Open the Advisee Search from the Advisor Tools Card



3. Select the term
4. Enter the student V# or click on View My Advisee Listing to see a list of all students assigned to you.

Advisee Search

A screenshot of the 'Advisee Search' form. At the top, there is a header bar with the text 'Change term, search for a student, or view your advisee listing'. Below this, the 'Term' section features a dropdown menu. The dropdown is open, showing a list of terms: 'Fall 2025', 'Spring 2026', 'Winter 2026', 'Fall 2025', 'Summer 2025', 'Spring 2025', and 'Winter 2025'. A hand cursor is pointing at the 'Fall 2025' option. Below the dropdown, there are two buttons: 'View Profile' and 'View My Advisee Listing'.

5. Select the student to open the student's Profile

Advisee Listing

Fall 2025								Email All	Filter
	Name and ID	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor		
	DO NOT USE TEST PERSON V00375859 View Profile	Public Policy & Adminis...	Good Academic Standing	Active student	Continuing	✓	✓		

6. On the far right of the screen there is a Holds menu item.

7. If holds exist you will see the number of holds displayed

8. Click Holds to see detailed hold information

a. Only the AH (Advising Hold) can be released via the Student Profile

b. Only the advisor(s) assigned to the student can release the AH hold.*


Western Oregon UNIVERSITY


 Amy Joyce Clark

[Advising](#) • [Advisee Search](#) • [Advisee Listing](#) • [Student Profile](#)

Term: Fall 2025
 Standing: Good Academic Standing, as of Fall 2021
 Registration Notices:

Holds: 1



Wolfie DO NOT USE TEST PERSON
WolfTest

[Curriculum and Courses](#)

[Prior Education and Testing](#)

[Additional Links](#)

Bio Information
 Email: Not Provided
 Phone: Not Provided
 Date of Birth: 01/01
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided
General Information
 Level: Undergraduate
 Class: Freshman
 Status: Active student
 Student Type: Continuing
 Residency: Resident
 Campus: On Campus
 Last Term Attended: Fall 2025
Graduation Information
 Graduation Applications: None
Advisors
 Primary / Major Advisor: [Amy Joyce Clark](#)

CURRICULUM, HOURS & GPA

Primary
Secondary
Hours & GPA

Degree: Bachelor of Science
College: Coll of Liberal Arts-Science
Major: Public Policy & Administration
Department: Social Science
Concentration: Not Provided
Minor: Not Provided
Concentration: Not Provided
Catalog Term: Fall 2024

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Introduction to Printmaking	A 270 001	10082	4	**Registered**	Rebecca McCannell

Total Hours | Registered Hours: 4 | Billing Hours: 4 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 20

9. Click the check box to the left of the hold to begin the hold removal process

10. Click the Release button

Releasable Holds

☒
Advisor Hold



From Date: 10/27/2025
To Date: 12/31/2099
Processes Affected: Registration

Release

11. You will be prompted to enter a comment, this is not required, but is encouraged.
12. Click Ok to complete the hold release.

Registration Notices: 3

Holds: 1

Releasable Holds

Enter the comments for releasing:

Example hold release.

 This action cannot be undone unless you contact the Student Records Office. Select Cancel to leave the hold(s) in place.

OK

Cancel

13. Page refreshes and displays “Successfully released the holds” in a green box with a green check mark to verify the release was successful.

 Amy Joyce Clark

1

 Successfully released the holds.

Registration Notices: 3

Holds: 0

14. You may return to your advisee list and repeat the process as needed.