Log into Advising by using the link found above the link to these instructions.

1. **Click on the My advisees link.**

A list of your current advisees will be displayed in a new window. Note that you can use the checkboxes on the panel to display photos of your advisees or to display advisees who have graduated or who are not currently enrolled. (The option of Show Current Advisees is the default, and will show names of students enrolled in the current semester. Select the other option (Show all advisees) if you have an advisee who is returning from withdrawal. Note also that checkmarks appear in the columns on the right if an advisee is a transfer student or if the student is currently on academic probation.

2. **Click on the Release link** in the Registration Hold column to release an advisee’s hold.

   You may view other holds by clicking on the View link in the Other Holds column. It is here where you can see if a student has a one of the other holds listed below.

3. **When prompted, Click on “OK”** and the student’s hold will be released. You can then select another student from your advisee list.

   You may find it useful to know that there are other holds that could prevent a student from registering, from the following offices: Dean of Students, Health Center, Student Accounts, the Mathematics Center (Quantitative Literacy Hold), and the Office of International Programs (Study Away hold for students approved to be away the next semester). Using TCOnline, students have the ability to determine the nature of a hold and should go to the appropriate office to resolve the issue and have the hold released.

Please investigate the other features in this series of panels, including the Advising Transcript, accessible by clicking on the icon in the Advising Transcript column on your list of advisees. This transcript displays courses by term or subject; provides information about students’ progress toward completion of the general education requirements; displays summary information for Mid-Term Grade Progress Reports submitted in the current term; and displays other important information such as class year; major; minor; the names of other advisors; cumulative gpa; withdrawal information; and academic notations to the transcript, such as censure or suspension. In addition, you may view the transcript of a student not yet your “official” advisee by using the New/Drop-in advisee link.