

Trinity College Office of the Registrar
Instructions for Removing Advising Holds

1. Log into your Portal (<http://my.trincoll.edu>)
2. Click on the Academics link at the top of the page and select Advising.
3. Your current advisees will be displayed on the page. To the right of each name will be several columns to click for more information regarding each student.
4. Click on the Release link in the Registration Hold column to release an advisee's hold.

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 TCOOnline, 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.