

RELEASING ADVISING HOLDS

1. Sign into ClarkYOU. Navigate to the CUWeb Landing Page. Click on the **Faculty and Advising** tab then **Advisee Listing**.

Welcome to CUWeb - Clark University

All Users **Faculty and Advising** Employees Finance

Faculty and Advising

Advisee Listing
See your advisees by term.

Faculty Grade Entry (New CUWeb)
Enter and update midterm, final, and incomplete grades.

Faculty Grade Entry (Old CUWeb)
Having trouble? The Old CUWeb version of grade entry will remain available for a limited time

Faculty
Identify acadern

2. Select the Term you are advising then click on link **View My Advisee Listing**.

[Advising](#) • [Advisee Search](#)

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Spring 2024

View advisee listing, or search by





Student ID
 Student Email
 Student Name

Student ID

[View Profile](#) [View My Advisee Listing](#)

3. From here you can filter to see only students that have Advisor Holds and drag/drop the columns to reorder. Click on **View Profile** to pull up/select the advisee you want to release the hold for.

Advisee Listing

Spring 2024						Email All	Filter
	Name and ID	Advisor Holds	Primary Major	Program	Primary Advisor		
	Student, Clark A. 07000100 View Profile		Creative Writing	Bachelor of Arts - Arts and...			
	University, Clark L. (She/Her) 07000000 View Profile		Psychology	Bachelor of Arts - Arts and...			

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4. Click on **Holds** (located on the top right). A window will open and you should click on the box for **Advising Hold** and then click **Release**.

Student Profile - Clark A. Student ()

Term: Spring 2024 | Overall Hours: 17.75 | Overall GPA: 3.51 | Registration Notices: 2 | Holds: 1

Bio Information
Email: [\[redacted\]](#)
Phone: Not Provided
Citizenship: Not Provided

General Information
Level: Undergraduate College Junior
Class: [redacted]

CURRICULUM
Primary [checked] **Advising Hold** [dropdown arrow]
Degree: [redacted]
Level: [redacted]
College: [redacted]
Major: [redacted]

Releasable Holds
[checked] **Advising Hold** [dropdown arrow]
[Release]

5. You do not need to enter comments. Click on **OK**. A message will pop up that you have successfully released the holds.

Enter the comments for releasing:

[Text input field]

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

OK **Cancel**

✔ Successfully released the holds.

You will see the link to navigate back to your Advisee Listing on the top of the screen. *(Note: you will see if the student has other holds but will not be able to release those)*

Please visit the [Faculty/Advising](#) section of the Registrar's website to watch the Advising Listing tutorial video as well as other tutorials such as: Viewing Class Roster, Entering Grades, & Entering Registration Overrides.