

Lifting a Student's Advising Hold (ADV)

1. Access the student's record in PeopleSoft Classic through Advisee Student Center or Advisee General Info from Advisor Center
2. If you are not already landing on the General Info tab, select the General Info tab
3. If the student has an Advising Hold, it will appear under the Service Indicators section
4. To proceed with lifting the hold, click the "Edit Service Indicators" button or "Academic Advisement Required" link under Details to open the Manage Service Indicators page

Faculty Center | **Advisor Center** | Search

[My Advisees](#) | [Student Center](#) | **General Info** | [Transfer Credit](#) | [Academics](#)

Advisee General Info

[Redacted]

*Change Advisee [Redacted] [Change](#)

Service Indicators
Student Groups
National ID
Addresses
Email Addresses

Initiated Checklists
Personal Data
Names
Phones

[Collapse All](#)
[Expand All](#)

[Service Indicators](#) [Edit Service Indicators](#)

★ Positive ⛔ Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
⛔	Academic Advisement Required	Begin Term		11/24/2020		University Registrar's Office

[Go to top](#)

5. On the Manage Service Indicators page, click the "ADV" code link to open the Edit Service Indicator page

Manage Service Indicators

[Redacted]

Display Effect [All](#) Institution [University of Pittsburgh](#) [Refresh](#)

[+ Add Service Indicator](#)

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
ADV	Academic Advisement Required	PIT - Acad Advising Required	UPITT	0000	Begin Term		11/24/2020	

[+ Add Service Indicator](#)

6. On the Edit Service Indicator page, click the "Release" button and confirm the release.
 - a. If you do not see the release option, it is likely the case that you do not have access to release advising holds at this time. If you believe you should have access and do not, contact your departmental administrator to request a change to your PeopleSoft access.