

Removing Advisement Holds for First Year Students

An advisor hold has been placed on the records of first-year, Clarion Campus, degree-seeking students (including transfers). The hold will prevent any further registration activity until they meet with their advisor and have the hold removed. These students will receive a letter from their college dean informing them of the hold, their assigned advisor's name and campus address.

Faculty advisors, department chairpersons, college deans and support staff in these offices have access to remove the advisement hold using screen 148 in the Student Information System or faculty may remove the advisor hold through their iClarion portal. Instructions for both processes are summarized below:

Removing advisor holds through your iClarion portal

(Faculty ONLY)

Log into your iClarion portal (iclarion.clarion.edu)


Click on: School Services
Web for Faculty
Faculty
Under **Advisor** on the navigation bar, select **Holds**
Select Term, then **My Advisees**
Choose the appropriate student by clicking in the select column beside the student's name
Click Continue

To remove an advisor hold from the student's record, check **Delete** and click the **Submit** button.
This will remove the advisor hold, however, any other active registration holds will remain.

Advisor Holds						
		Effective		Waived		
Entry Date	Status	Term	Year (YY)	Term	Year (YY)	Delete
	Active	** Select **		** Select **		<input checked="" type="checkbox"/>

Click here

Submit Query

 Registration Holds prohibit a student from registering. Transcript Holds prohibit a student from viewing transcripts and grades.

Hold Type	Reason	Effective Term	Waived Term	Entry Office
Registration Hold Advisor - 1st year student required to see advisor	CURRENTLY ACTIVE			SEE YOUR ADVISOR

