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# BANNER 9 STUDENT REMOVING THE ACADEMIC ADVISING HOLD (AAH)

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October 18, 2021

Banner 9 Student has been released to replace the Academic Advising *Code* (AAC). The AAC allowed traditional undergraduates to register for courses. Banner 9 Student (“Advising Student Profile”) will allow academic advisors to remove the Academic Advising *Hold* (AAH) ahead of priority registration. Once the AAH is removed, it will stay off for the rest of the registration season. The steps repeat every semester ahead of advising season.

<p>The new AAH bring benefits to traditional undergraduates:</p> <ul style="list-style-type: none"><li>• Students no longer have to worry about losing their code.</li><li>• Students no longer have to type the code every time they want to add/drop a course at registration.</li><li>• Students no longer have to email their advisor(s) about the code because they forgot or lost it.</li></ul>	<p>The new AAH brings benefits to academic advisors:</p> <ul style="list-style-type: none"><li>• Advisors no longer have to assign codes.</li><li>• Advisors no longer have to field emails or calls from students about lost or forgotten codes.</li><li>• Advisors can remove holds in a few clicks.</li><li>• Holds stay off for the rest of the advising/registration season.</li></ul>
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Have questions? Contact us: Office of Academic Advising | 909.448.4510 | [advising@laverne.edu](mailto:advising@laverne.edu)

## INSTRUCTIONS FOR ACADEMIC ADVISORS

1. Login to your Portal.



University of  
La Verne

Sign in with your organizational account

ccervantes

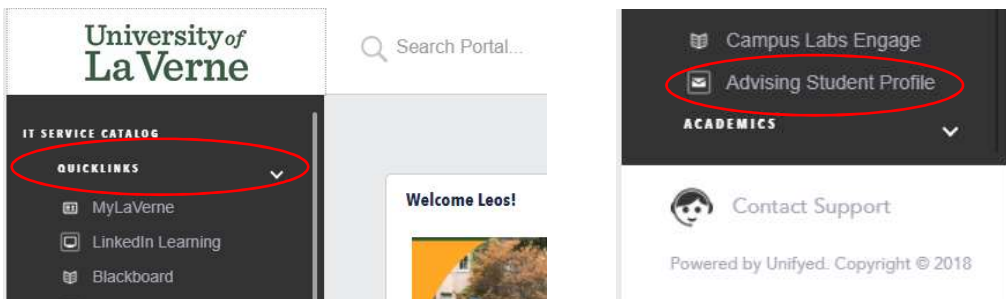
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Sign in

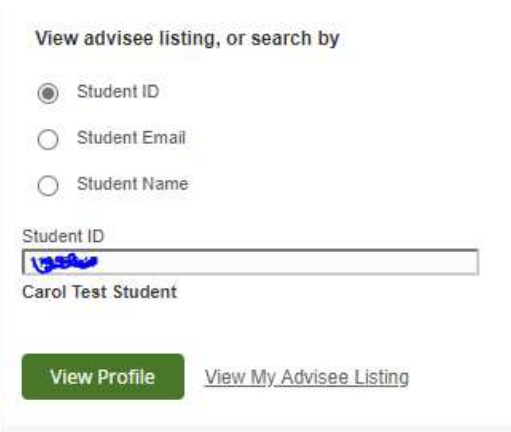
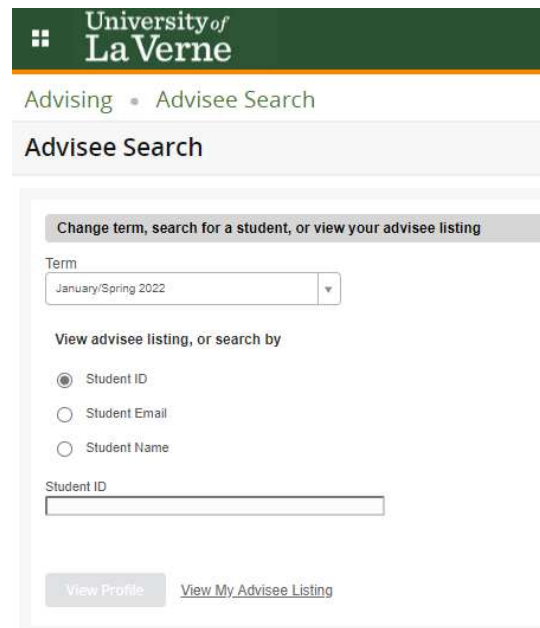
[Forgot Password](#) | [Enhanced Password Reset](#) | [First Time Users](#) | [Technology FAQ](#)

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2. In your Portal, view “Quicklinks” on the left margin; look for “Advising Student Profile”.



3. In “Advisee Search” select your search options, starting with the “Term” from the dropdown menu. Follow with the way you want to bring up the advisee’s profile (Student ID or Student Email or Student Name).



4. In this example, we selected the “Student ID” option for “Carol Test Student” by ID number. You will notice that “View Profile” will turn on to GREEN. Click on “View Profile”.

5. You will see the “Student Profile - Name of Student (ID Number)”.

Advising • Advisee Search • Student Profile

Student Profile - Carol Test Student (██████████)

Term: January/Spring 2022 Standing: Good Standing, as of Fall 2021 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 4 Holds: 3

<b>Carol Test Student</b> Curriculum and Courses Additional Links Faculty and Advisor Menu Student Schedule View Grades Academic Transcript Apply to Graduate Degree Program Evaluation (Catalog Term Summer 2017 or Earlier) MyDegree Tracker (Catalog Term Fall 2017 or Later)	<b>Bio Information</b> Email: <a href="mailto:carol.teststudent@laverne.edu">carol.teststudent@laverne.edu</a> Date of Birth: 08/18 Emergency Contact: Not Provided Emergency Phone: Not Provided	<b>General Information</b> Level: Undergraduate Class: Freshman Status: Active Student Student Type: First-Time First-Year Residency: In-state/Resident Campus: Main Campus First Term Attended: Fall 2021 Last Term Attended: None Leave of Absence: Not Provided	<b>CURRICULUM, HOURS &amp; GPA</b> Primary Secondary Hours & GPA Degree: Bachelor of Science Level: Undergraduate Program: Business Administration BS College: Business and Public Management Major: Business Administration Department: Business & Economics Concentration: Not Provided Minor: Not Provided Admit Type: Normal Application Admit Term: Fall 2021 Catalog Term: Fall 2021
	<b>Advisors</b> Advisors are not assigned for the selected term.		

REGISTERED COURSES  
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

6. On the far right of the “Student Profile”, you will see “Registration Notices” and “Holds”.

Registration Notices: 4 Holds: 3

7. Click on “Registration Notices” to view notices for this student.

Registration Notices: 4 Holds: 3

- Overall Academic Standing**  
 Good Standing  
 Permits Registration
- Student Status**  
 Active Student  
 Permits Registration
- Enrollment Status**  
 Permits Registration
- Time Tickets**  
 From: 11/12/2021 3:00 PM  
 To: 05/09/2022 11:59 PM

8. Click on “Holds” to view holds for this student (left Image). Click on the triangle to expand a specific hold for more details (middle and right images).

Registration Notices: 4 Holds: 3

**Releasable Holds**

**Academic Advising** ▼

Release

**View Only Holds**

**S/A Promissory Note Hold** ▼

⚠ Some holds are sensitive and may not be displayed.

Registration Notices: 4 Holds: 3

**Releasable Holds**

**Academic Advising** ▼

Release

**View Only Holds**

**S/A Promissory Note Hold** ▲

Originator: Student Accounts Office  
 From Date: 05/29/2021  
 To Date: 12/31/2099  
 Reason: Missing Promissory Note  
 Processes Affected: Registration

⚠ Some holds are sensitive and may not be displayed.

Registration Notices: 4 Holds: 3

**Releasable Holds**

**Academic Advising** ▲

Originator: Acad Advsing/Retention Serv  
 Reason: Advising appt, Priority reg.  
 From Date: 10/04/2021  
 To Date: 12/31/2099  
 Processes Affected: Registration

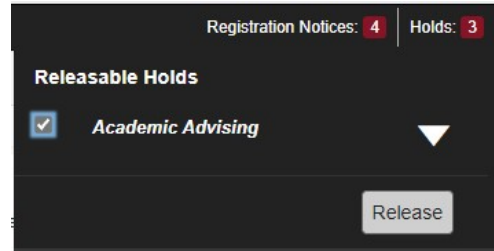
Release

**View Only Holds**

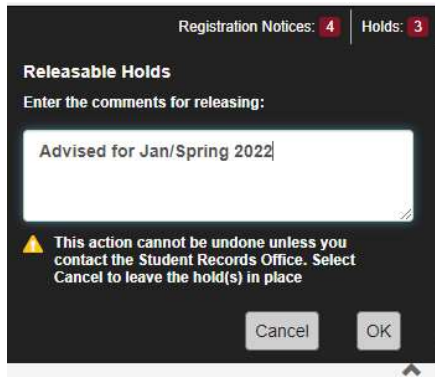
**S/A Promissory Note Hold** ▼

⚠ Some holds are sensitive and may not be displayed.

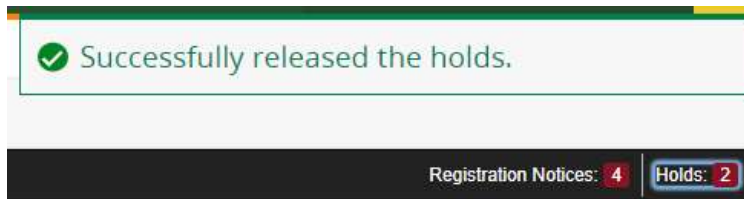
- OK, you're busy and need to remove the new AAH. Click on "Holds" and focus on "Academic Advising". Check the white box and click on the "Release" button.



- Type a comment on the "Enter the comments for releasing", and click "OK".



- You successfully released the hold. The "Holds" counter went down from "3" to "2" for Carol Test Student.



P.S. In case you wondered what happened in the background. The AAH expired within Banner student information system. Thus, when the Banner script runs weekly, the script will "skip" Carol Test Student and will *not* place another hold for this advising/registration season.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description
AA	Academic Advising	Advising appt. Priority reg.	<input type="checkbox"/>		10/04/2021	10/18/2021	AARS	Acad Advnsng/Retention Serv
SH	Soar Hold	SOAR Hold	<input type="checkbox"/>		06/07/2021	12/31/2099		
PN	S/A Promissory Note Hold	Missing Promissory Note	<input type="checkbox"/>		05/29/2021	12/31/2099	ACCT	Student Accounts Office

THANK YOU!