HOW TO CLEAR HOLDS IN BANNER XE

Along with being able to use the SAOHOLD screen in the Banner Advisor tab when you first log in, you can also clear advising holds through the new XE Student Profile.

Instructions:

1. Log into Banner and select “Self-Service”
2. Select the “Faculty Services” tab
3. Select the “Student Information for Advisors” link
4. Select the top link “Advising Student Profile (XE)”
5. Search for a student or select your advising list (View My Advisee Listing) and select a student from the list (has everyone, so Filter by Student Status = Active)
6. On their profile, the upper right hand side shows “HOLDS” and the number of holds in a red box
7. If you click on the number of holds, a box will appear and you can check the box that said “Advisor registration hold” and remove the hold