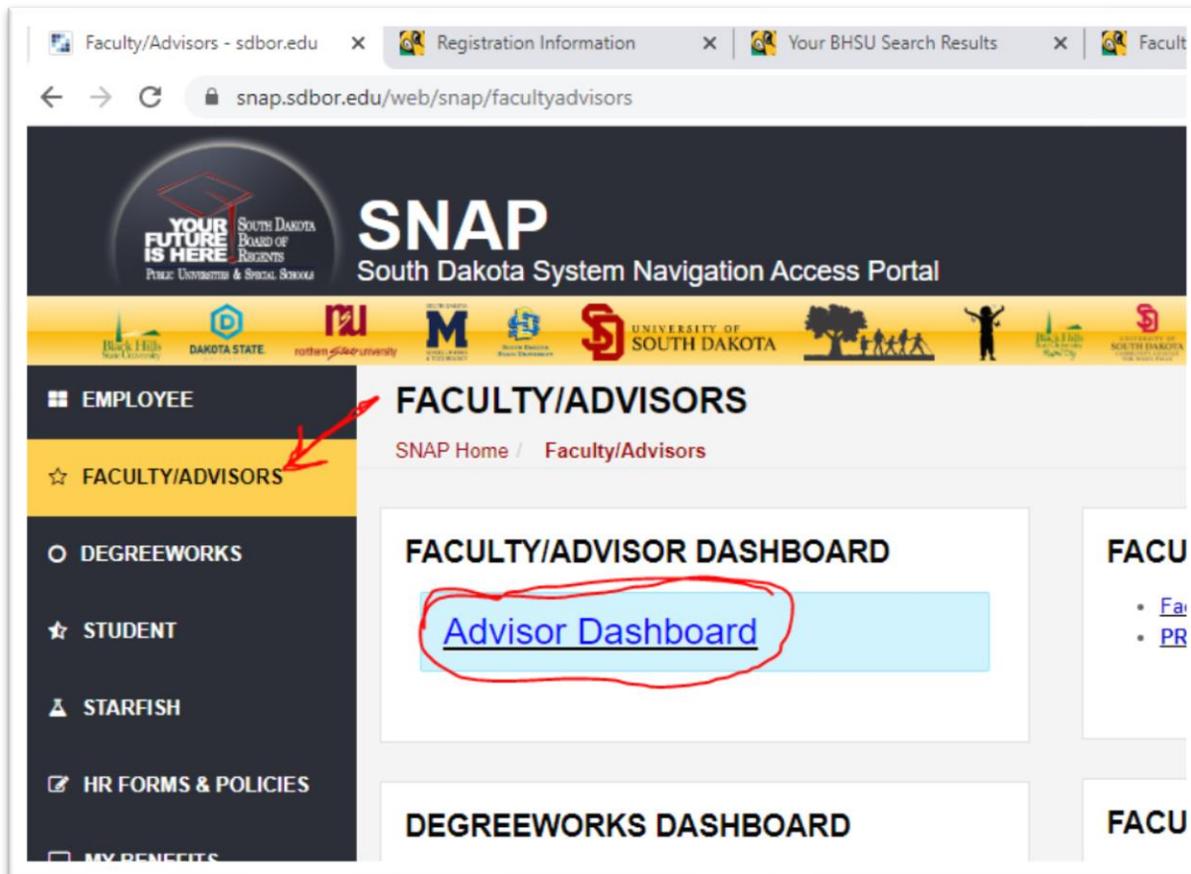


## Ending Advising Holds in SNAP

1. Open SNAP from the rubics cube in the top right corner of the BHSU homepage
2. Enter your email and email password to access SNAP
3. Be sure the “Faculty/Advisors” tab is selected on the left. Click on “Advisor Dashboard”, which will redirect you to the Advisee Search page.



The screenshot shows a web browser window with the URL `snap.sdbor.edu/web/snap/facultyadvisors`. The page header includes the SNAP logo and the text "South Dakota System Navigation Access Portal". Below the header is a navigation bar with logos for various South Dakota institutions. A left sidebar contains menu items: EMPLOYEE, FACULTY/ADVISORS (highlighted in yellow with a red arrow pointing to it), DEGREEWORKS, STUDENT, STARFISH, HR FORMS & POLICIES, and MY BENEFITS. The main content area is titled "FACULTY/ADVISORS" and includes a breadcrumb "SNAP Home / Faculty/Advisors". Under the heading "FACULTY/ADVISOR DASHBOARD", the link "Advisor Dashboard" is circled in red. To the right, there are partial views of "FACU" and "DEGREEWORKS DASHBOARD" sections.

4. Choose 'Fall 2020' as your term. **(1)**
5. Choose whether you would like to search for the student using their ID number, email address, or last name, first name. **(2)**
6. Type the student's ID, email, or name in the search box and select it when it appears. **(3)**
7. Click on 'View Profile'. The student's profile will appear on your screen.

The screenshot shows a web browser window with the URL `student.sdbor.edu/StudentSelfService/ssb/termSelection?mepCode=BO`. The page title is "Advisee Search" and the breadcrumb is "Advising > Advisee Search".

The main heading is "Advisee Search" with a sub-heading "Change term, search for a student, or view your advisee listing".

Step 1: A dropdown menu for "Term" is set to "2020 Fall", highlighted with a red box containing the number "1".

Step 2: Under "View advisee listing, or search by", three radio buttons are shown: "Student ID", "Student Email", and "Student Name". The "Student Name" option is selected and highlighted with a red box containing the number "2".

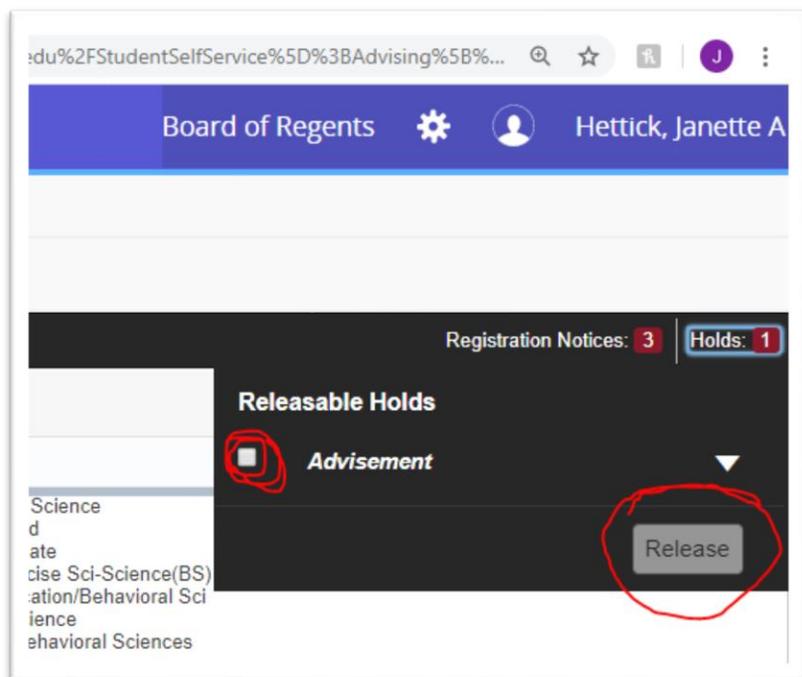
Step 3: The "Student Name" search section has a search box containing "Skillingstad, Derek" and a search button. A dropdown menu below the search box shows the selected student: "Skillingstad, Derek" with a red box containing the number "3". Below the dropdown, the email address "Email: Derek.Skillingstad@yellowjackets.bhsu.edu" is visible.

A light blue box on the right contains the text: "To search for a student enter their name: Last, First Middle e.g. Smith, John Martin".

At the bottom, there is a link "My student isn't listed" and a note "Select this to search all terms".

8. On the far left of the student profile, click on the 'Holds' link; this will show you releasable holds.
9. Check the box beside 'Advisement'.
10. Click on the 'Release' button.
11. A box for comments will appear. Simply click 'OK' to release the hold. You do NOT have to enter a comment or contact anyone.

*The advising hold should now be released.*



Having trouble? Contact Janette ([Janette.hettick@bhsu.edu](mailto:Janette.hettick@bhsu.edu)) or Dana ([Dana.Weber@bhsu.edu](mailto:Dana.Weber@bhsu.edu)) and we can try to release the hold from the other side of Banner.

**NOTE: From the Student Profile screen, you can also**

- Access their **DegreeWorks Dashboard** (left, formerly known as the Program Evaluation), showing classes taken and remaining to the major, minor, and general education requirements
- View the student's **catalog year** (center)
- View the student's **registration date and time** by clicking on the 'Registration Notices' link (right, arrow)

student.sdbor.edu/StudentSelfService/ssb/studentProfile?studentId=A00532713&term=202080&breadcrumbs=root%5Bhttps%3A%2F%2Fstudent.sdbor.edu%2FStudentSelfService%5D%3BAdvising%5B%...

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Advising • [Advisee Search](#) • Student Profile

### Student Profile - [REDACTED]

Term: 2020 Fall Overall Hours: 8 Overall GPA: 1.100 [Registration Notices: 3](#) Holds: 1

**Bio Information**  
Email: [REDACTED]  
Phone: Not Provided  
Emergency Contact: [REDACTED]  
Emergency Phone: [REDACTED]

**General Information**  
Level: Undergraduate  
Class: Freshman  
Status: Active  
Student Type: Continuing  
Campus: BHSU Black Hills State Univ  
First Term Attended: 2019 Fall  
Last Term Attended: 2020 Spring  
Leave of Absence: Not Provided

**Graduation Information**  
Graduation Applications: None

**Advisors**  
Primary / BHSU Faculty Advisor1: [Daniel David Jensen](#)

CURRICULUM, HOURS & GPA		
Primary	Secondary	Hours & GPA
Degree:	Bachelor of Science	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	BHSU Exercise Sci-Science(BS)	
College:	BHSU Education/Behavioral Sci	
Major:	Exercise Science	
Department:	School of Behavioral Sciences	
Concentration:	Science	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	Undergraduate First-Time	
Admit Term:	2019 Fall	
Catalog Term:	2019 Fall	

**Student Status**  
Active  
Permits Registration

**Enrollment Status**  
Permits Registration

**Time Tickets**  
From: 04/08/2020 9:00 PM  
To: 12/16/2020 9:00 PM

**REGISTERED COURSES**

Not Registered

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