

Releasing Advising Holds Best performance results on all browsers except Internet Explorer (IE)

Path to get to Student Profile:

- Go to our main webpage <https://www.utc.edu/>
- Click on the MyMocsNet link in the upper right hand corner
- Enter your UTCID and Password and hit enter
- Click on *Login to My MocsNet*
- Click on the Self Service Banner (SSB) link located in the bottom left area of the Home or Faculty tab
- Click on Faculty Services
- Click on XE Student Profile

You will land on an Advisee Search box and to the right of the page is a Getting Started tab with Advisee Search guidelines.

- Select a term – defaults to current term
- And search by
 - Student ID – not case sensitive
 - or Student email
 - or enter student name – will search the name for the term indicated
 - or can search by clicking in “View My Advisee Listing”
- When done click on View Profile: Here is a snapshot of the full view

Student Profile - Dragoo, Rebecca Rector (RNW458)

Term: Spring 2018 Standing: Continued Good Standing, as of Spring 2015 Overall Hours: 36 Overall GPA: 3.500 Registration Notices: 4 Holds: 2

Bio Information
 Email: temp@rebecca.dragoo@utk.edu
 Phone: Not Provided
 Gender: Female
 Date of Birth: 08/18
 Ethnicity: Not Hispanic or Latino
 Race: White
 Citizen: Yes
 Citizenship: U.S. Citizen
 Emergency Contact: Dragoo, Will M.
 Emergency Phone: 423-4134611

General Information
 Level: Graduate
 Class: Master's Candidate
 Status: Active
 Student Type: Returning
 Residency: Instate
 Campus: UT Chattanooga
 First Term Attended: Summer 2013
 Matriculated Term: Not Provided
 Last Term Attended: Spring 2015
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications: [Active \(1\)](#)
 Awarded Degree: Master of Business Admin.
 Term: Spring 2015
 Date: 05/02/2015

Advisors
 Advisors are not assigned for the selected term.

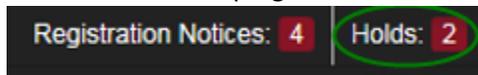
CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:		Master of Business Admin.
Study Path:		Not Provided
Level:		Graduate
Program:		MBA Business Administration
College:		Business
Major:		MBA Business Administration
Department:		Business Administration
Concentration:		Not Provided
Minor:		Not Provided
Concentration:		Not Provided
Admit Type:		First-Time Graduate
Admit Term:		Summer 2013
Catalog Term:		Summer 2013

REGISTERED COURSES
 Not Registered

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

- Click on Holds in top right corner



- You will see a box like this

Registration Notices: 4 Holds: 2

Releasable Holds

Advising Required

Release

View Only Holds

Parking Hold

Down arrow to view other holds

- You will only be able to release the **Advising Required** hold.
- If the student has other holds they can be viewed by clicking on the down arrow in the View Only Holds section as shown above.

View Only Holds

Parking Hold

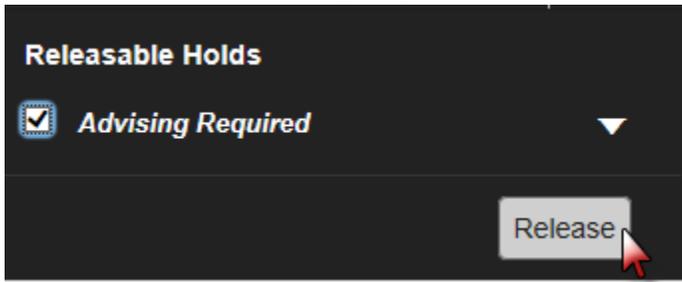
Originator: *Parking*

Reason: *Parking*

Amount: **USD 25**

Processes Affected: *Transcript, Grades, Accounts Receivable*

- Add a checkmark in Advising Required box and click on Release



- A new box will open where you will have the option to cancel or click OK – click OK

