

2014



PIEDMONT  
COLLEGE

# CLEARING ADVISING HOLDS

This guide provides the steps on how to clear advising holds through WebAdvisor.

## How to clear advising holds through WebAdvisor:

1. Go to [www.piedmont.edu/pilgrimnet](http://www.piedmont.edu/pilgrimnet) and log in.
2. Click on WebAdvisor for Faculty

The screenshot shows the Piedmont College WebAdvisor interface. At the top, the header reads "PIEDMONT COLLEGE" with navigation tabs for Staff, Faculty, Academics, Campus Life, Student Resources, Financials, and Technology. Below the header, the page title is "Piedmont College Portal > Faculty".

On the left side, there is a "My Week" and "My To Do" section. It displays "Today's Date: Tuesday, October 07, 2014" and a calendar for October 2014. Below the calendar, it shows "Tuesday, October 07" and a message at 3:00 PM: "Portal Message to Fac & Staff".

In the center, there are sections for "Announcements" (No announcements found), "Campus Events" (No events found), and "WebAdvisor". The "WebAdvisor" section contains several links: "WebAdvisor for Continuing Education", "WebAdvisor for Students", "WebAdvisor for Faculty", and "WebAdvisor for Employees". A red box highlights the "WebAdvisor for Faculty" link, with a red arrow pointing to it from the text "Click on WebAdvisor for Faculty".

On the right side, there are sections for "My Bookmarks" (Team Site Request Form, Piedmont College Website, Piedmont Athletics Website, Piedmont Library Website, Portal FAQs, Portal Feedback), "My Team Sites" (Expand All, Collapse All), and "Campus Photos" (a photo of a woman).

3. Click on Faculty Information

This screenshot is similar to the previous one, showing the same WebAdvisor interface. The "WebAdvisor" section is expanded, showing a list of links: "WebAdvisor for Continuing Education", "WebAdvisor for Students", "WebAdvisor for Faculty", "User Account", "Personal Profile", "Faculty Information", and "WebAdvisor for Employees". A red box highlights the "Faculty Information" link, with a red arrow pointing to it from the text "Click on Faculty Information".

4. Click on Clear Advisees for Registration

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Tuesday, October 07**

3:00 PM Portal Message to Fac & Staff

**Wednesday, October 08**

12:00 AM GSFA Program Review  
9:00 AM Administrative Council  
1:30 PM IE Monthly Meeting

**Thursday, October 09**

12:00 AM Clearinghouse Report Due  
5:30 PM Tball game  
6:00 PM Analyze Budget Midpoint

**Friday, October 10**

No events

**Saturday, October 11**

No events

No events found.

**WebAdvisor**

- WebAdvisor for Continuing Education
- WebAdvisor for Students
- WebAdvisor for Faculty
- User Account
- Personal Profile
- Faculty Information
- My Advisees
- Advisees
- Class Roster
- Grading
- Search for Sections
- My Class Schedule
- Student educational planning
- Student profile
- My To Do List
- Gradebook Select Session
- Clear Advisees for Registration
- WebAdvisor for Employees

Click on Clear Advisees for Registration

5. Select the correct term, then click Submit

**PIEDMONT COLLEGE**

Staff **Faculty** Academics Campus Life Student Resources Financials Technology

Piedmont College Portal > Faculty > WebAdvisor

Clear Advisees

Select a term or date range to restrict your advisee list

Term

Start Date  End Date

**SUBMIT**

Select the correct term, then click Submit.

6. Click the box next to the student(s) you would like to clear for registration, then click Submit.

The screenshot displays the Piedmont College WebAdvisor interface. At the top, the college name "PIEDMONT COLLEGE" is shown in white text on a dark green background. Below this is a navigation menu with tabs for "Staff", "Faculty", "Academics", "Campus Life", and "Student Resources". The "Faculty" tab is selected. The breadcrumb trail reads "Piedmont College Portal > Faculty > WebAdvisor".

On the left side, there is a vertical menu with four options: "WebAdvisor for Continuing Education", "WebAdvisor for Students", "WebAdvisor for Faculty", and "WebAdvisor for Employees".

The main content area is titled "Clear Advisees" and contains a "BACK" button. Below this, there is a table with the following structure:

Name	Clear for Registration
Ms. Courtney H. Thomas	<input type="checkbox"/>

Below the table is a "SUBMIT" button. A red callout box with a white border contains the text: "Click the box to select the student you wish to clear, then click Submit." Two red arrows point from the callout box to the checkbox in the table and the "SUBMIT" button.