

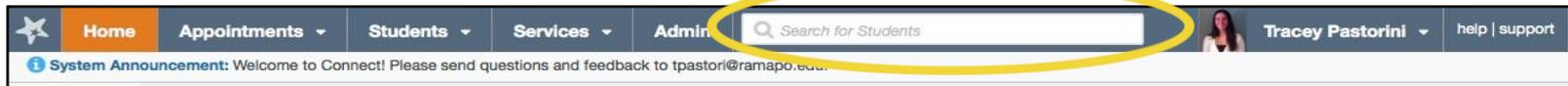


Connect

Finding and Removing Advisement Holds

Searching for Your Student

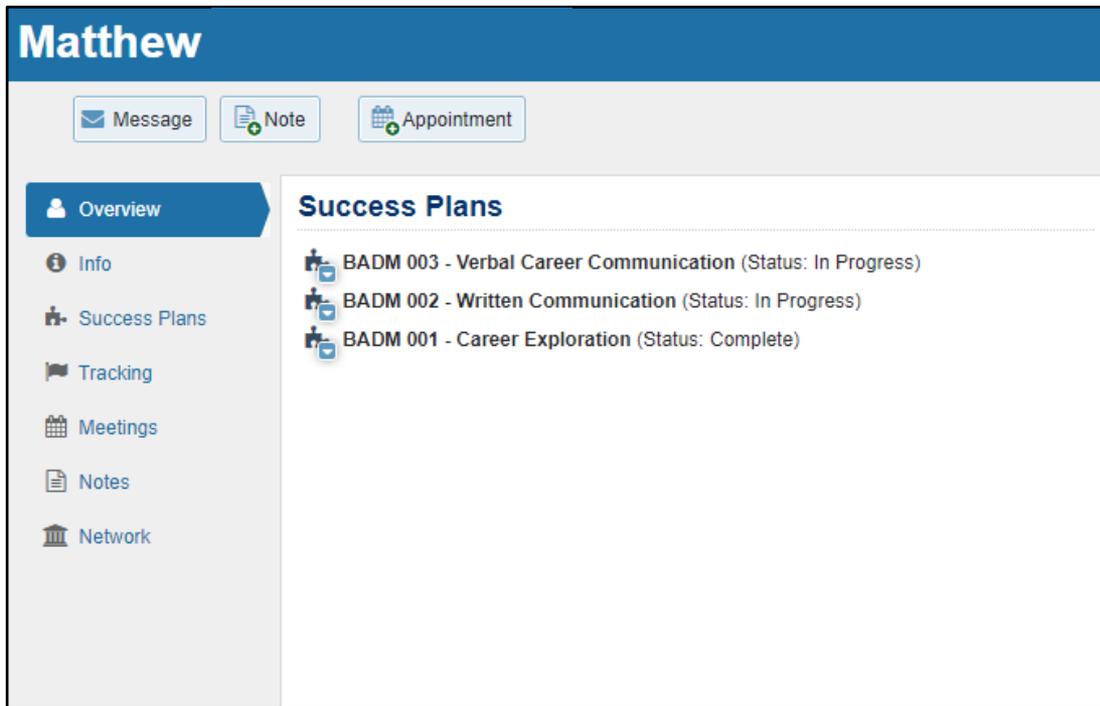
1. Go to web.ramapo.edu and click the red Connect button of the right side of the Intranet Home Page.
2. Log in using your Ramapo email username and password
3. Search for the student you are meeting with by typing their R#, last name or first name in the search box at the top right of the screen.



- Please note, you do not have to type the student's full name into the search box. Any combination of first name, last initial, etc. will work.

Removing Advisement Holds

1. After the search box finds your student, click on their name to open their Student Folder
2. Select the **Note** button at the top of the student folder



The screenshot displays a student folder interface for a student named Matthew. At the top, there is a blue header with the name "Matthew". Below the header, there are three buttons: "Message", "Note", and "Appointment". The "Note" button is highlighted with a green checkmark. On the left side, there is a navigation menu with the following items: "Overview" (selected), "Info", "Success Plans", "Tracking", "Meetings", "Notes", and "Network". The main content area is titled "Success Plans" and lists three items:

- BADM 003 - Verbal Career Communication (Status: In Progress)
- BADM 002 - Written Communication (Status: In Progress)
- BADM 001 - Career Exploration (Status: Complete)

Removing Advisement Holds

1. Select the **Hold Release** note type from the first drop down menu

2. Write “**Remove Hold**” in the required Note box

3. Select the blue **Submit** button

Please Note: You cannot write long messages in this box. If you press enter or write too much text, the hold will not be removed. Please make sure to just write “remove hold”

4. The hold will be removed from Banner within 4 hours and will clear from Connect the next day.

Please note: Students will be able to register for classes once the hold is removed in Banner, it does not matter if the hold flag is still showing in Connect.

Create Note Never Mind Submit

* Note Type: Hold Release

* Date: 10-18-2022

Subject:

* Note: Remove Hold

Send copy of note to yourself

Send copy of note to student

* Note Sharing: Shared Private

FERPA Notice: This note is not disclosable under FERPA

Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):

- ASB Unit Secretary
- Academic Advisor
- Advisor
- CA Unit Secretary
- Dean

[More...](#)

* Required fields Never Mind Submit