Connect

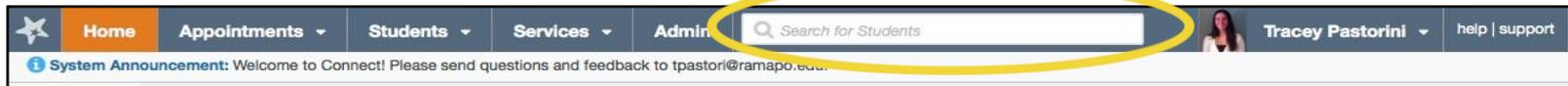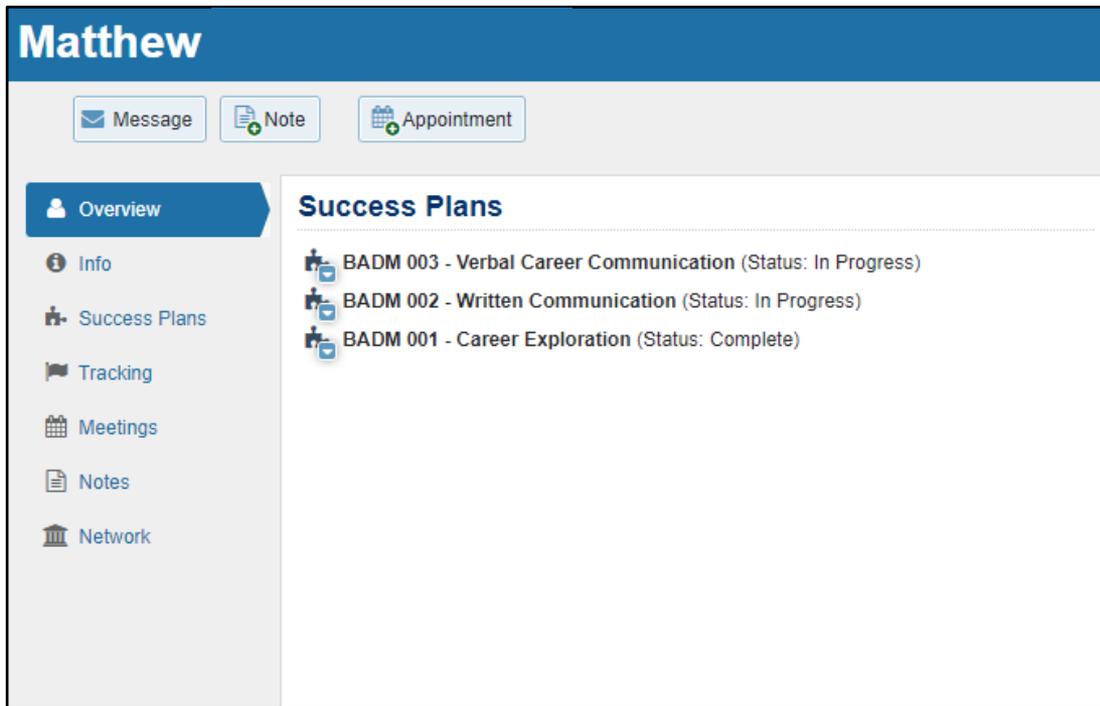## Finding and Removing Advisement Holds

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

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.