

Time-Tickets and Advising Holds: What are Those?

Time-Tickets

Beginning with Spring 2024 registration, the Office of the Registrar will be utilizing Time-Tickets to control students' registration times. In other words, Registration PINs will no longer be issued or used. Time-Tickets essentially perform the same job in giving a student access to register for their courses beginning at a designated time. Students can even view their Time-Ticket through their Student Profile homepage, so they easily see when they are eligible to begin registering.

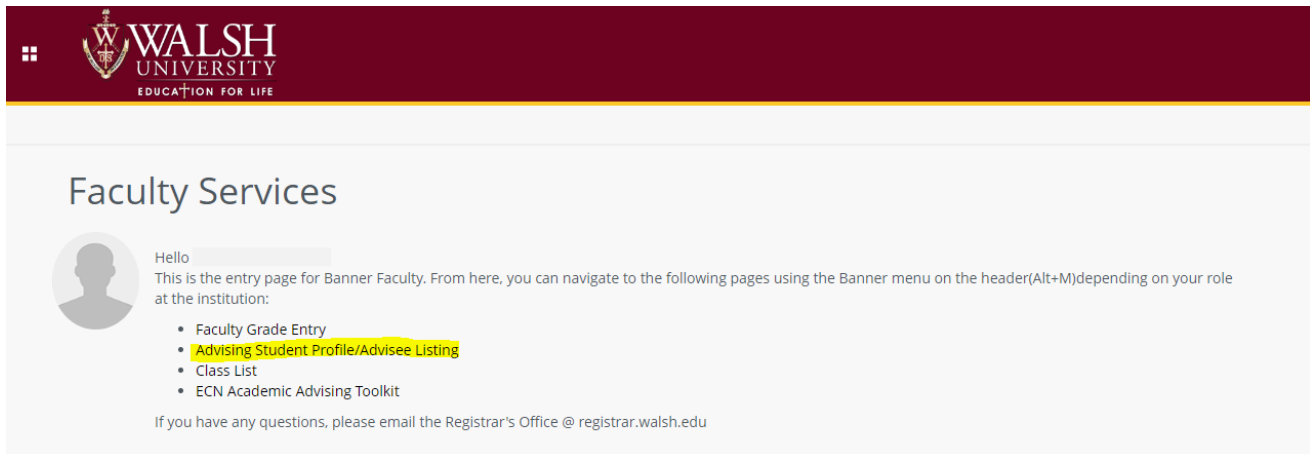
Advising Hold

The Advising (AV) hold is a hold that is placed on all undergraduate and post-bac students' records prior to the start of registration. The hold will prevent registration for these students until he or she has met with their primary advisor.

How Do I Release an Advisee's AV Hold?

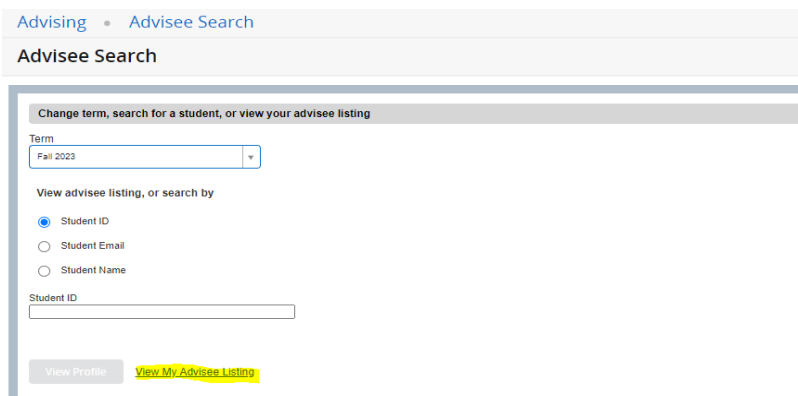
Once a student has been advised for registration, the primary advisor will be responsible for releasing the student's AV hold. Below you will find the step-by-step instructions on doing so.

- 1) Access the [Advising Student Profile/Advisee Listing](#) link within the Faculty Services landing page.



The screenshot shows the Faculty Services landing page. At the top is the Walsh University logo. Below it, the heading "Faculty Services" is displayed. A user profile icon is shown with the text "Hello" and a message: "This is the entry page for Banner Faculty. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:". A list of links is provided: "Faculty Grade Entry", "Advising Student Profile/Advisee Listing" (highlighted in yellow), "Class List", and "ECN Academic Advising Toolkit". At the bottom, it says "If you have any questions, please email the Registrar's Office @ registrar.walsh.edu".

- 2) Select a term and click on "View My Advisee Listing"



The screenshot shows the "Advisee Search" form. At the top, there are navigation links for "Advising" and "Advisee Search". The form title is "Advisee Search". Below the title, there is a prompt: "Change term, search for a student, or view your advisee listing". A "Term" dropdown menu is set to "Fall 2023". Under "View advisee listing, or search by", there are three radio button options: "Student ID" (selected), "Student Email", and "Student Name". Below these options is a text input field for "Student ID". At the bottom of the form, there are two buttons: "View Profile" and "View My Advisee Listing" (highlighted in yellow).

- When viewing your list of advisees, you can see which advisees still have an advising hold that needs to be released.

Advising • [Advisee Search](#) • [Advisee Listing](#)

Advisee Listing

Fall 2023 Email All Filter

Name and ID	Program	Primary Major	Academic Standing	Student Status	Student Type	Advisor Holds	Primary Advisor	Advisor Type	Campus
	Humanities - BA	Interdisciplinary Studies	Good Standing	Active	Continuing	✓	✓	Primary Advisor	Main Campus
	Doctor of Physical Therapy	Physical Therapy	Good Standing	Active	Continuing		✓		Main Campus

If you have met with your advisee and they are set to register, click on the student's name and continue with the following steps.

- On the Advising Student Profile, click on the "Holds" indicator in the upper right-hand corner.

WALSH UNIVERSITY
EDUCATION FOR LIFE

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

Student Profile -

Term: Fall 2023 Standing: Good Standing, as of Spring 2023 Overall Hours: 80 Overall GPA: 3.32 Registration Notices: 4 Holds: 1

Student Information Notes: 2

Bio Information

Email: _____

Phone: _____

Gender: Male

Date of Birth: _____

Ethnicity: _____

Race: _____

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: Bachelor of Arts
Study Path: Not Provided
Level: Undergraduate
Program: Humanities - BA

Registration Notices: 4 | Holds: 1

- The following drop-down will become available with a checkbox. Click the checkbox of the hold to release (Advising Hold). You can click the triangle to show additional information, which includes the hold start date, end date, and process affected.

Registration Notices: 4 | Holds: 1

Releasable Holds

Advising Hold ▼

Release

Registration Notices: 4 | Holds: 1

Releasable Holds

Advising Hold ▲

From Date: 10/04/2023

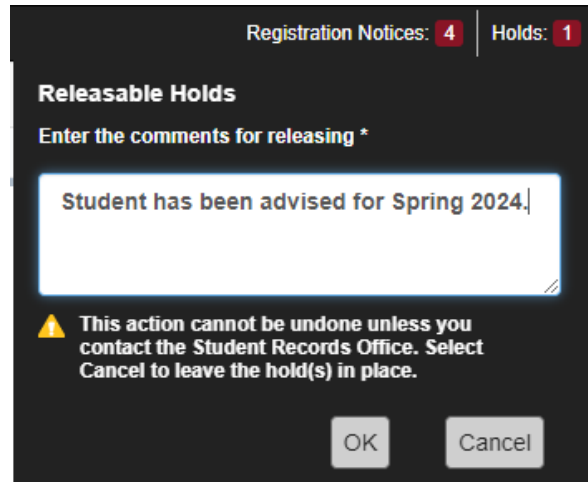
To Date: 12/31/2099

Processes Affected: Registration

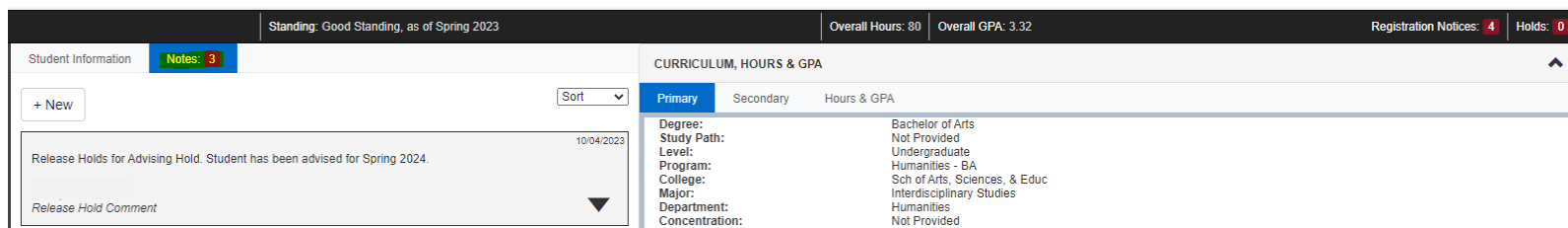
Release

With the checkbox selected, click on the "Release" button.

- 6) After clicking the “Release” button, you will be able to include a note. Click on “OK” to submit the note and release the hold. Please note this is an instant process.



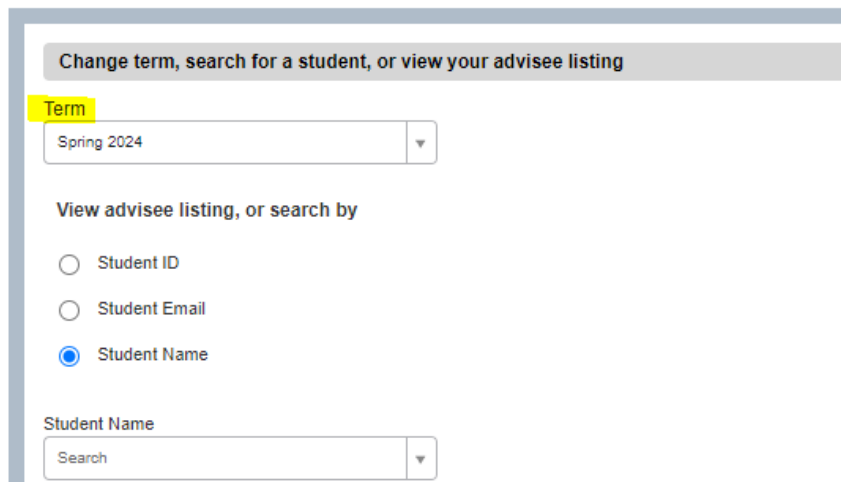
You can click on the “Notes” tab to view your advising notes for the student, including the note left when releasing the AV hold.



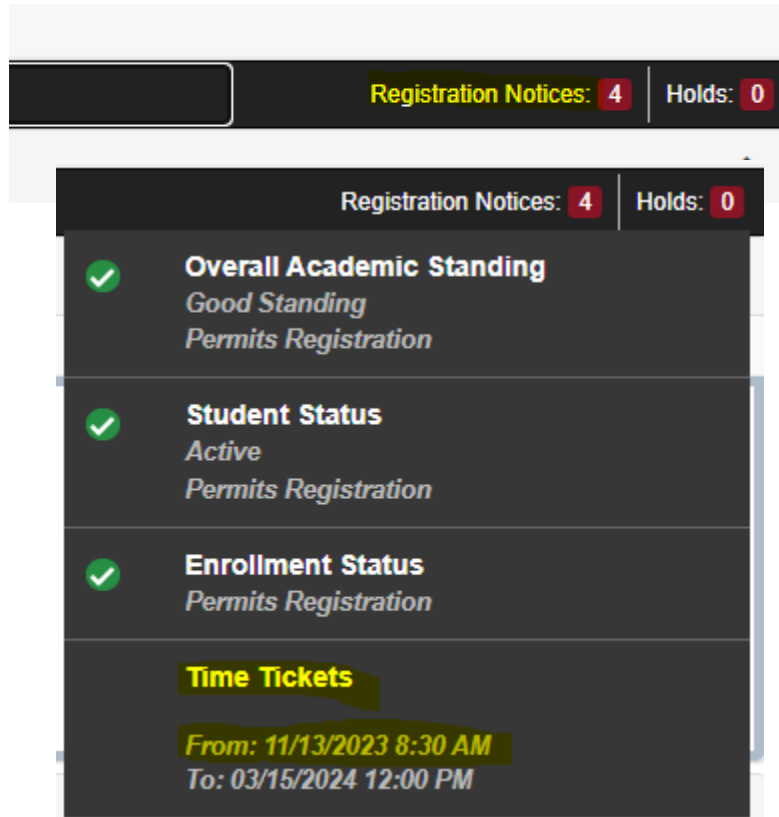
How Do I See an Advisee’s Assigned Time-Ticket?

Advisors can view their advisee’s assigned time-ticket in the Advising Student Profile once time-tickets have been assigned. Prior to registration each semester, the Office of the Registrar will send out an email to all students, staff, and faculty once the time-tickets have been assigned. Students can view their time-ticket in their student profile, so it is not required that you share this during their advising appointment.

- 1) To view a student’s time-ticket, access the Advising Student Profile by searching for the student’s name from the “Advisee Search” page. You MUST select the term in which registration is going to be occurring for. For example, if looking for Spring 2024 time-ticket, you must select Spring 2024.



- 2) Once on the Advising Student Profile, click the “Registration Notices” tab in the upper right-hand corner. It is crucial that you are in the correct term.



The start day/time can be viewed in the notice as shown above. This is the time in which a student can begin registering.

What if My Advisee Has an Incorrect Time-Ticket?

While the process is designed to assign the correct PIN based off credit hours, student level, and/or student attribute, if you believe an advisee has been assigned an incorrect time-ticket, please contact the Office of the Registrar by emailing registrar@walsh.edu so we can review.

Do Graduate Students Have an Advising (AV) Hold?

Graduate students do not have an AV hold on their record. While meeting with their advisor is highly encouraged, it is not required. Graduate students will still receive a time-ticket so they can register online through the Cav Center.

As a reminder, all students are expected to register online through the Cav Center. Should there be questions regarding the process above, please contact the Office of the Registrar by emailing registrar@walsh.edu so a team member can assist. Please allow 24-48 hours for a response.