

How to Clear the Mandatory Advising Hold (TA1) in PeopleSoft for First-Semester Transfer Students

Office of Advising Services



1. Go to "My Fresno State"

2. Click on "Student Support"

Browser address bar: <https://my.fresnostate.edu/psp/mfs/EMPLOYEE/EMPL/h/?tab=DEFAULT>

File Edit View Favorites Tools Help

Suggested Sites Advising Services - Fresno... AdvisorTrac Advising Cen... ASS

MY FRESNO STATE

Favorites Main Menu

My Very Own Page (sort of) Workflow

Personalize Content Layout Dean Christensen (17990)

My Menu

- Employee Self Service
- Faculty Self Service
- Manager Self Service
- Student Self Service
- Curriculum Management
- HR Transactions
- Student Support**
- eRecruit
- Fresno Messaging
- Reports Portfolio
- Forms Portfolio
- PAWS Action Request Tracker
- Security Requests
- Reporting Tools
- PeopleTools
- [ID Search](#)
- [CFS Datawarehouse](#)
- [PeopleSoft HCM](#)
- [Blackboard](#)
- [BulldogLink](#)
- [Student Clubs & Organizations](#)
- [Bizflow Workflow](#)
- [GradesFirst-Academics](#)
- [Access Google Apps/Mail](#)
- [Access Zimbra/Mail](#)
- [Change My Password](#)

My Messaging Center

Date/Time	Sender
08/28/12 09:42:12PM	University Communica
08/28/12 03:19:56PM	University Communica
08/23/12 10:44:21AM	University Communica

[View All Messages](#)

My Announcements

No articles currently ava

Feed

[View All Articles and Sect](#)

Money Matters

No articles currently ava

Feed

[View All Articles and Sect](#)

Campus Links

[Transfer Student Mandatory Advising \(TAU\)](#)

The screenshot shows a web browser window with the address bar displaying "MY FRESNO STATE". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar contains several tabs: "Suggested Sites", "Advising Services - Fresno...", "AdvisorTrac Advising Cen...", and "ASSIST.ORG". Below the browser window, the website header features the "MY FRESNO STATE" logo. A navigation bar includes "Favorites", "Main Menu", and "Student Support". Below this, there are two tabs: "My Very Own Page (sort of)" and "Workflow". The "Main Menu" is expanded to show a folder icon labeled "Student Support". Inside this folder, a grid of links is displayed. The first link, "Student Services Center", is circled in red. Other links include "Academic Test Summary", "EOP Application", "External Education", "Internal Unoff Transcript Reg", "Service Indicator Data", and "User Defaults".

Student Support	
<u>Student Services Center</u> View an at-a-glance overview of a student's information. Find quick links to more detailed information and to common administrative tasks.	<u>Academic Test Summary</u> View an individual student's acad
<u>EOP Application</u> EOP Application Staff Screen	<u>External Education</u> View a student's external educat
<u>Internal Unoff Transcript Reg</u> Fresno Custom Internal Unofficial Transcript Request	<u>Service Indicator Data</u>
<u>User Defaults</u> Define user defaults.	

3. Click on "Student Services Center"

4. Enter student's ID number

The screenshot shows the 'MY FRESNO STATE' Student Services Center search interface. At the top, there are browser tabs for 'Suggested Sites', 'Advising Services - Fresno...', and 'AdvisorTrac Advising Cen...'. The page header includes the 'MY FRESNO STATE' logo and navigation links for 'Favorites', 'Main Menu', 'Student Support', and 'Student Services Center'. Below the header, there are tabs for 'My Very Own Page (sort of)' and 'Workflow'. The main heading is 'Student Services Center', followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A blue button labeled 'Find an Existing Value' is present. Below this, a text input field for 'Limit the number of results to (up to 300):' contains the number '300'. The search criteria section includes several rows, each with a label, a dropdown menu set to 'begins with', and an empty text input field. The 'ID:' row is circled in red. Below the search criteria is a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear', along with links for 'Basic Search' and 'Save Search Criteria'.

[Redacted]

ID: [Redacted]



student center

general info

admissions

academics

finances

financial aid

Student Center

Click on each green arrow to expand the desired information.



My Academic Records & Registration



My Admissions Information



My Finances (Financial Obligations and Financial Aid)



My Personal Information

SEARCH FOR CLASSES

Important Info & Holds

Financial Obligation Hold

1st Semester Transfer Advising

details ▶

To Do List

None

Enrollment Dates

Enrollment Appointment

You may begin enrolling for the Spring 2013 Regular Academic Session on November 7, 2012 at 3:30PM.

details ▶

Advisor

Program Advisor

None Assigned

5. Verify the student's hold(s) by checking "Important Info & Holds." If you want to see the full description of the hold, click on the "details" link or on the negative service indicator at the top (an optional step).

5a. If you click on the service indicator or on the “details” link, it will take you to this page. Click on the link in the “Code” column for a detailed description of the hold(s) or indicator(s).

Display: Effect **Negative** Institution California State Univ Fresno Refresh

+ Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
TA1	1st Semester Transfer Advising	1st Semester Transfer Advising	FRSNO	2133	Spring 2013			09/20/2012	

+ Add Service Indicator

“All first-semester transfer students are required to see an advisor from their major department prior to registering for their second semester. This hold will BLOCK you from registering for classes. Please contact your MAJOR DEPARTMENT for assistance.”

6. Click on the top green arrow which will reveal links related to the student's academic records.

Click on each green arrow to expand the desired information.

My Academic Records & Registration

- Class Search
- Class Wish List
- Class Enrollment
- Academic Info
- My Grades
- View Unofficial Transcript
- Apply for Undergraduate Degree
- Class Schedule Genl Info
- View University Catalog
- Degree Progress Reporting

Academic Deadlines

This Week's Schedule

	Class	Schedule
	CRIM 120-15 LEC (74845)	Th 6:00PM - 8:50PM Family Food & Sci Bldg Rm 211
	EES 112-04 LEC (76039)	MoWe 5:00PM - 6:15PM Science 2 Building Room 107
	MCJ 175-05 LEC (78054)	TuTh 3:30PM - 4:45PM Family Food & Sci Bldg Rm 213

[weekly schedule ▶](#)

SEARCH FOR CLASSES

- Important Info & Holds**
 - Financial Obligation Hold
 - 1st Semester Transfer Advising
 - [details ▶](#)
- To Do List**
 - None
- Enrollment Dates**
 - Enrollment Appointment**
 - You may begin enrolling for the Spring 2013 Regular Academic Session on November 7, 2012 at 3:30PM.
 - [details ▶](#)
- Advisor**
 - Program Advisor**
 - None Assigned
- Important Links**
 - [Register to Vote](#)

Advising Summary

7. Select "Advising Summary" and click on the right-arrows icon.

My Personal Information

Session Summary

[Redacted]

ID: [Redacted]



Academic Career: Undergrad

No Advisor Session Data Found-Select 'Add New Session'

Add New Session

Refresh

Cancel

8. Click on "Add New Session"

Advisor Session Detail

ID: [REDACTED]



Career: Undergraduate

Junior

Major: 000000UG Undeclared

UGRD

Campus UE:

Total UE:

70.000

2nd Major:

Campus GPA:

Cumulative GPA:

Minor:

3.465

Last Completed Term:

Session Date: 10/22/2012

Begin Time:

End Time:

Comments:

[Empty text area for comments]

Communication Completed

Session Completed Date: 10/22/2012

2nd Semester Freshman Advising

Roadmap Discussed / Transfer Advising

Advised Plan: 000000UG

Undeclared

UGRD

GE Requirements

Major Requirements

Graduation Requirements

Credential Program

Other Educational Goals

9. Check the "Roadmap Discussed / Transfer Advising" box. You may also add optional notes in the comments box.

10. Click on "OK," which will take you to the previous screen.

OK

Cancel

Apply

Loaded to GradesFirst Advising No

Session Summary

[Redacted]

ID: [Redacted]



Academic Career: Undergrad

No Advisor Session Data Found-Select 'Add New Session'

Add New Session

Refresh

Cancel

11. Click on "Refresh" in order to see the info you just recorded.

12. Confirm that the positive service indicator has been applied. In the “Roadmap Discussed or Transfer Advising” column, you should see a “Y.”

Session Summary

ID: [Redacted]

Academic Career: Undergrad

Customize Find View All [Icons]												
Edit	View	Session Date	Begin Time	Date Completed	Comm ID	Last Name	Dept	Dept Desc	2nd Semester Freshman Advising	Roadmap Discussed or Transfer Advising	Advised Plan	
1	Edit	View	10/22/2012		10/22/2012	105986601	Levyssohn	64502	Advise Srv	N	Y	000000UG

Add New Session

Refresh

Cancel

NOTE: You will not instantly see the negative indicator disappear. A process runs every 2 hours that will clear the hold.

Questions?

Give me a call!

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