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”
3. Click on “Student Services Center”
4. Enter student’s ID number
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).
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.

“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).”
6. Click on the top green arrow which will reveal links related to the student’s academic records.

7. Select “Advising Summary” and click on the right-arrows icon.
8. Click on “Add New Session”
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.
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.”

**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!

Dean Christensen, Director
Office of Advising Services
Joyal Administration, Room 224
278-8336