

Removing a Service Indicator (Hold) from a Student

Using Advisor Center

Purpose: Service indicators can be holds to prevent an individual from receiving certain services (e.g. Registration), or positive indicators to designate special services to be provided. The following table describes how to remove a service indicator from a student using Advisor Center.

Step	Action					
1.	Access and log into My Universe.					
2.	My Page Resources Work @ UNI Life @ UNI Reporting Recruiting Personalize: Content Layout Mon, Nov 26, 12 8:29 AM					
3.	 Personalize: Content Layout Mon, Nov 26, 12 8:29 AM There are two options for accessing a student's service indictors: Click the My Advisees link or the <i>thumbnail image</i> to access Advisor Center. Click the View Student Details link for the student you wish to remove the service indicator. Notify Hame: 10 View Student Details link for the student you wish to remove the service indicator. Notify Hame: 10 View Student Details Into the service indicator. Notify Hame: 10 View Student Details Into the service indicator. Notify Hame: 10 View Student Details Into the service indicator. Notify Hame: 10 View Student Details Into the service indicator. Click the general info tab. Faculty Center Advisor Center Search my advisees student center general info Click the edit service indicators button. edit service indicators Click the Manage Service Indicators link in the Advisor Center pagelet. Advisor Center Wy Advises Advisor Center Wy Advises Advisor Center Search my advises roter and view details including academic information, class including academ					
	Access to your advisees' Grade Reports, Degree Audits, Undergraduate Plans of Study, and Graduate Programs of Study. Student Request Admin (Grad) Administration application for routing and approving the Student Request for Graduate Students.					



Step	Action								
4.	On the <i>Manage Service Indicator</i> page, in the Service Indicator Summary section click the code for the service indicator you wish to remove. In this example, click RAD (SR Advising Hold).						Summary section,		
							this example, click		
	Service Indicator Summary				Customize Find View All 🖉 🔠 First 🖪 1 of 1 🕨 Last				
	<u>Code</u> <u>Code</u> <u>Reason</u> <u>Description</u> <u>Descrip</u>	tion	Institution	Start Term	<u>Start Term</u> Description	End Term End Te	erm <u>Start Date</u> End Date		
	RAD SR Advising Advising	g H <mark>old</mark>	UNICS	2112	2011 FALL		03/21/2011		
	Result: The Edit Service Indicator page displays.								
	Edit Service Indic	ator							
	Pam Panther			######					
							Release		
	*Institution:	UNICS	Q	University of Northern Iowa					
	*Service Indicator Code:	RAD Q		SR Advising Hold					
	*Service Ind Reason Code:	RADVS		Advising Hold					
	Description: All enrollment activity is currently prevented. Contact								
	your assigned advisor regarding removal of this service indicator.								
	Effect:	Negati	ve						
	Effective Period								
	Start Term:	2112 Q		2011 FALL	End Te	erm: 2113 Q	2012 SPRG		
	Start Date:	03/15/20)11 🕅		End D	ate:	Ħ		
	Assignment Details								
	*Department:	REGIST	RAR	Office of the Registrar					
	Reference:								
	Amount:		0.00		Curre	ncy: USD			
	Contact Information								
	Contact ID:			c	ontact Person:				
	Placed Person ID:	260560		P	laced By:	Jones,Rachel M	Aarie		
	Placed Method:	Manual							
	Placed Process: Release Process:								
	Services Impacted				Customize Find	View All 💷	First I of 1 D Last		
	Impact Desc	ription	nont Activit		Basis - Date	Basis - Terr	n <u>Term Category</u>		
	1 CENR Block			y	4	¥			
	Service indicator Date Time: 03/15/2011 4:00:31PM								
	OK Cancel Apply								



Step	Action						
5.	Click the Release button.						
	Edit Service Indicator						
	Pam Panther	###### Release					
	*Institution:	UNICS Q University of Northern Iowa					
	*Service Indicator Code:	RAD Q SR Advising Hold					
	*Service Ind Reason Code:	RADVS Advising Hold					
	Description:	All enrollment activity is currently prevented. Contact your assigned advisor regarding removal of this					
б.	At the confirmation prompt, click the OK button. Are you sure you want to release this Service Indicator?						
	<i>Result:</i> The Service Indicator has been removed and no longer displays in the Service Indicators section in Advisor Center (general info tab) No service indicators found.						
7.	In Advisor Center , v longer displays as a "	view the student center tab. Notice the service indicator no 'hold' to the student.					
	my advisees student center general info transfer credit academics Advisee Student Center Pam Panther						
	Academics My Class Schedule Shopping Cart My Planner Other stademic	You are not enrolled in classes. You are not enrolled in classes. To Do List College Transcript					
		actions and actions and actions					

Note: For students who have an additional role (staff, faculty, and patrons), service indicators are removed via Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators