

Removing a Service Indicator (Hold) from a Student

Using Student Services 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 instructions describe how to remove a service indicator from a student.

Step	Action
1.	Navigate to the Student Services Center . Select Main Menu > Campus Community > Student Services Ctr (Student)
	Favorites Main Menu > Campus Community > Student Services Ctr (Student)
	Student Services Center
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value
	Maximum number of rows to return (up to 300): 300
	ID: begins with -
	Campus ID: begins with
	National ID: begins with -
	Last Name: begins with
	Search Clear Basic Search 📳 Save Search Criteria
2.	Enter the appropriate search criteria. Click the Search button.
	Result: The Student Services Center for the student displays. The <i>Student Center</i> tab is the same information a student sees in their <i>Student Center</i> in My Universe.



Step	Action						
3.	On the <i>student center</i> tab, click the Negative Service Indicator icon <i>icon</i> at the top.						
	Pam Panther		ID: ######	⊘ ★	1		
	student center general int	fo admissions tran	sfer credit academics	finances financial aid			
	Pam's Student Ce	nter					
	Academics			SEA	RCH FOR CLASSES		
	My Class Schedule Shopping Cart	Deadlines	R URL	- Holds			
	My Planner	This Week's Schedul	e Schedule	SR Priority	Registration		
	other academic 👻 📎	400 1-03 LEC (31325)	MoWeFr 10:00AM - 10:50AM Sabin 2	SR Advisin	g Hold details ▶		
		420 A20-01 LEC (31760)	TuTh 1:00PM - 1:5 Wellness Recreatio 84	0PM n Cent			
		420 113-01 LEC (31666)	TuTh 9:30AM - 10: West Gymnasium 1	45AM 10 No To Do's	List		
		620 5-16 LEC (33227)	MoWeFr 11:00AM - 11:50AM Lang Hall 8	Enrolln	nent Dates		
		680 22-01 LEC (33446)	MoWeFr 8:00AM - 4 Seerley 120	Open Enro	liment Dates		
		800 23-03	MoweFr. 9- 00AM -	DISOAM	mal		
	Result: The Manag	ge Service Ind	icators page disp	plays.			
	Manage Service In	dicators					
	Pam Panther		****	¥			
	Display: Effect Nega	tive - Institu	tion University of North	nem Iowa 👻	Refresh 🔥		
	 Add Service Indicator 						
	Service Indicator Summary		Customi	ze Find View All 💷	First 🔳 1 of 1 🗈 Last		
	Code Code Reaso Description Descr	in Institution	Start Term Description	End Term Description	Start Date End Date		
	RAD SR Advising Advisi Hold Advisi	ng Hold UNICS	2112 2011 FALL	2112 2011 FALL			
	Add Service Indicator						
4.	Select the code for t	the service indi	cator you wish to	o remove.			
	Service Indicator Summary	n	Customi Start Term	ze Find View All [쾬] End Term	📕 First 🗹 1 of 1 🕩 Last		
	Code Description Descri	ption Institution	Start Term Description	End Term Description	<u>Start Date</u> End Date		
	RAD Hold Advising	ng Hold UNICS	2112 2011 FALL	2112 2011 FALL			
	Result: The Edit S	ervice Indicat	or page displays				





Step	Action				
5.	On the Edit Service Ind	licator page, o	click the Release	e button. Release	
	Edit Service Indicate	or			
	Pam Panther		*****	#	
				Release)
	*Institution:		University of Northern I	owa	
	*Service Indicator Code:	RAD Q	SR Advising Hold		
	*Service Ind Reason Code:	RADVS	Advising Hold		
	Description:	All enrollment ac your assigned ac service indicator.	tivity is currently prevente dvisor regarding removal	d. Contact	
	Effect:	Negative			
	Effective Period				
	Start Term: 21	12 Q 201	1 FALL End Te	rm: 2112 Q 2011 FALL	
	Start Date:	P	End Da	te:	
	Assignment Details				Į.
	*Department: RI	EGISTRAR	Office of the Registrar		
	Reference:				
	Amount:	0.000	Curren	cy:	
	Contact Information				Į.
	Contact ID: 65	4827	Contact Person:	OFFICE OF THE REGISTRAR	
	Placed Person ID: 65	4827	Placed By:	OFFICE OF THE REGISTRAR	
	Placed Method:				
	Placed Process:		Release Process:		
	Comments				
	Services Impacted		Customize Find	View All 💷 🛅 🛛 First 🔣 1 of 1 🕨 Las	t
	Impact Descriptio	<u>n</u> arallmant Adirity	Basis - Date	Basis - Term Term Category	
	Service Indicator Data Time:	02/40/2044 44:42		\. ▼	
	User ID: UNICSSLOAD	03/12/2011 11:43	:11AM		
		_			
	OK Cancel Apply				



Step	Action				
6.	At the confirmation prompt, click the OK button. Are you sure you want to release this Service Indicator? OK Cancel Result: The Service Indicator has been removed and no longer displays on the Manage Service Indicators page. Manage Service Indicators				
	Pam Panther ###### Display: Effect Negative Institution University of Northern Iowa Refresh Image: Comparison of the comparison of				
7.	Click the Cancel button to return to the <i>student center</i> tab in Student Services Center.				

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