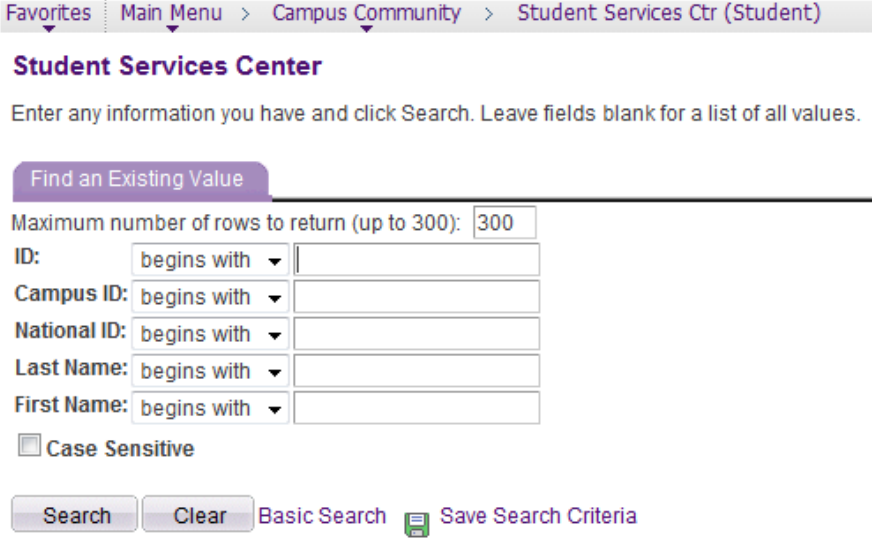

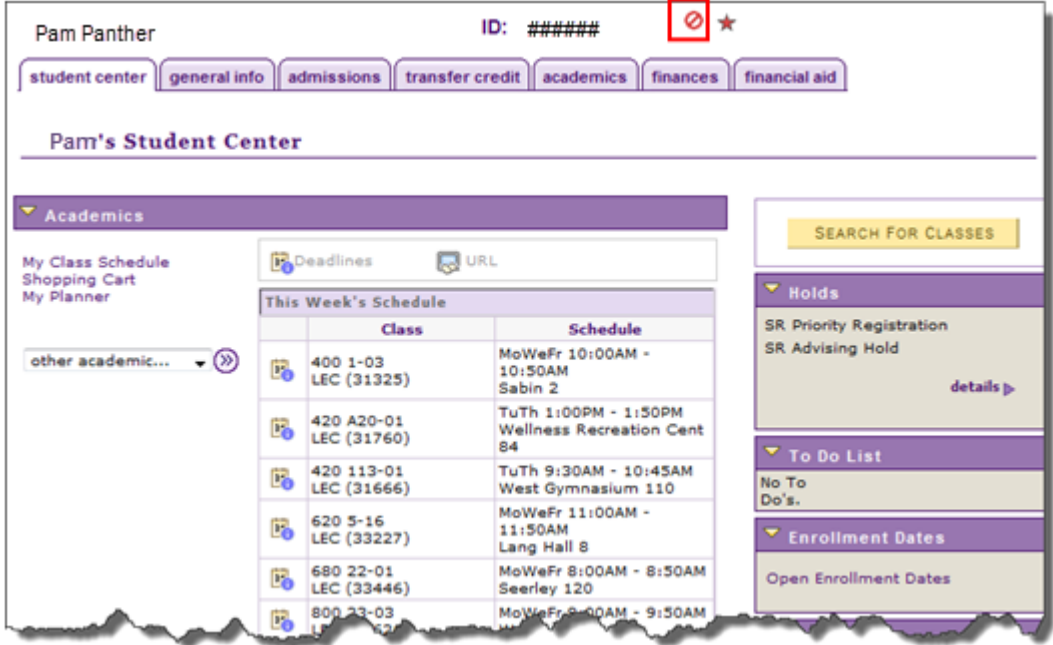
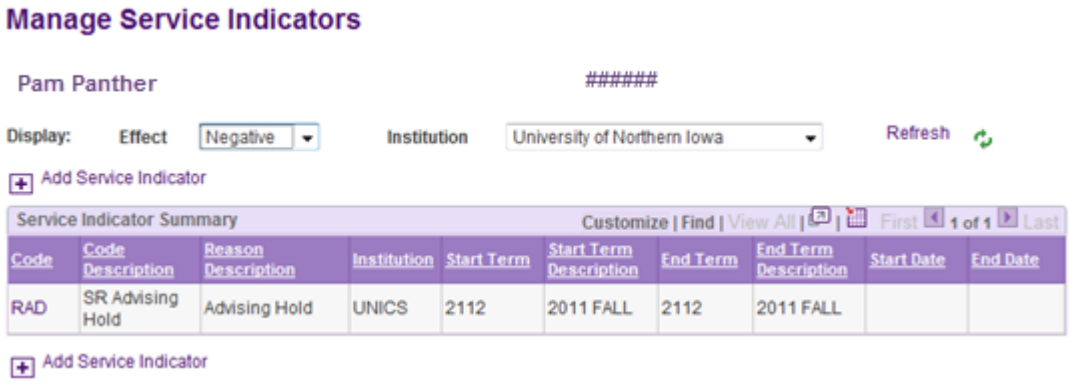
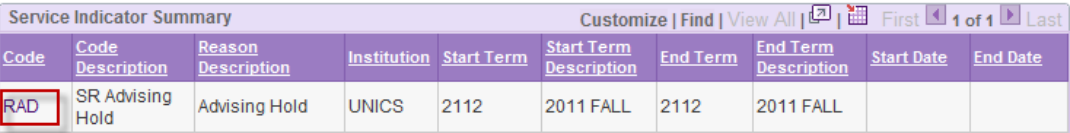



Removing a Service Indicator (Hold) from a Student

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.	<p>Navigate to the Student Services Center. Select Main Menu > Campus Community > Student Services Ctr (Student)</p> 
2.	<p>Enter the appropriate search criteria. Click the Search button.</p> <p>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.</p>

Step	Action
3.	<p>On the <i>student center</i> tab, click the Negative Service Indicator icon  at the top.</p>  <p>Result: The Manage Service Indicators page displays.</p> 
4.	<p>Select the code for the service indicator you wish to remove.</p>  <p>Result: The Edit Service Indicator page displays.</p>

Step	Action
6.	<p>At the confirmation prompt, click the OK button.</p> <p>Are you sure you want to release this Service Indicator?</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Result: The Service Indicator has been removed and no longer displays on the Manage Service Indicators page.</p> <p>Manage Service Indicators</p> <p>Pam Panther #####</p> <p>Display: Effect <input type="button" value="Negative"/> Institution <input type="button" value="University of Northern Iowa"/> Refresh </p> <p><input type="button" value="+"/> Add Service Indicator</p> <p>Service Indicator Summary</p> <p>No Service Indicators are assigned for this person.</p>
7.	<p>Click the Cancel button to return to the <i>student center</i> tab in Student Services Center.</p>

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**