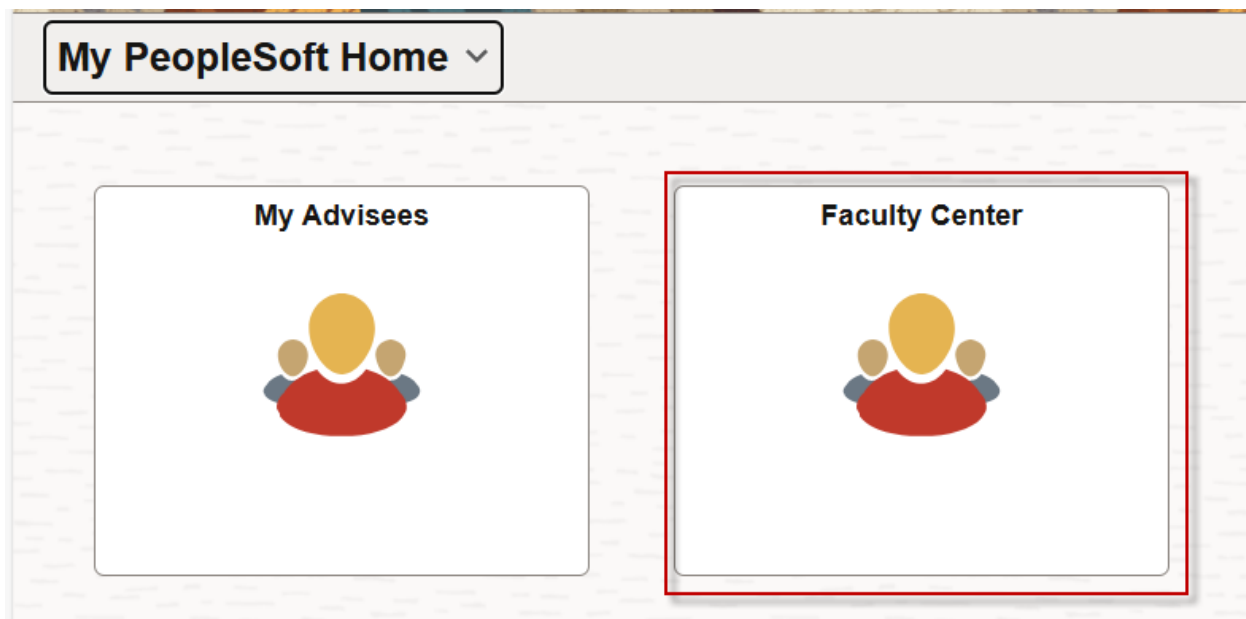
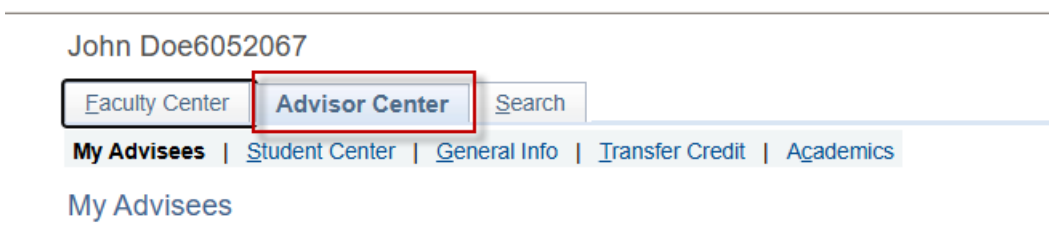


## Remove Advisor Hold

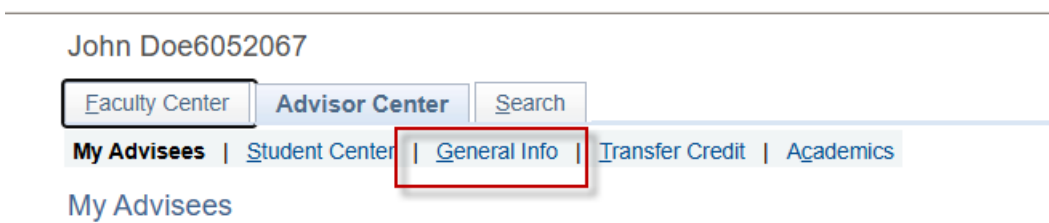
To Remove Advisor Holds:



1. Click the **Faculty Center** tile.

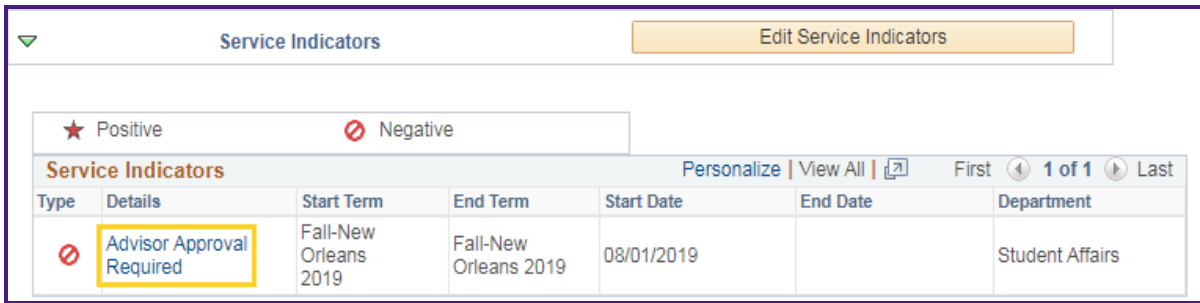


2. Click the **Advisor Center** tab.



3. Click the **General Info** tab.

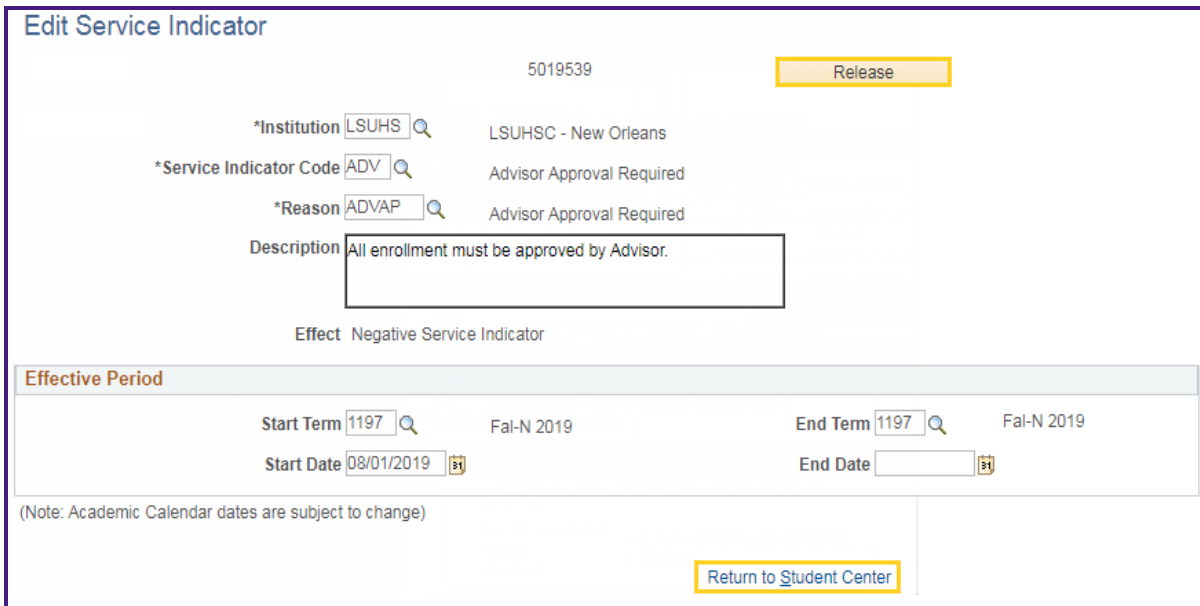
## Job Aid



The screenshot shows a web interface for managing service indicators. At the top, there is a header with a green checkmark icon, the text "Service Indicators", and an orange button labeled "Edit Service Indicators". Below the header, there are two radio buttons: "Positive" (selected) and "Negative". A table titled "Service Indicators" is displayed, with columns: Type, Details, Start Term, End Term, Start Date, End Date, and Department. The table contains one row with a negative indicator (red circle with a slash) in the Type column, "Advisor Approval Required" in the Details column, "Fall-New Orleans 2019" in the Start Term column, "Fall-New Orleans 2019" in the End Term column, "08/01/2019" in the Start Date column, an empty End Date column, and "Student Affairs" in the Department column. The "Advisor Approval Required" text is highlighted with a yellow box.

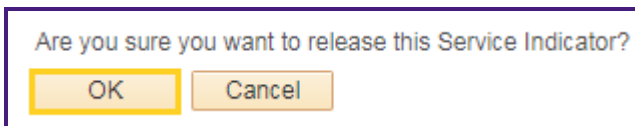
Type	Details	Start Term	End Term	Start Date	End Date	Department
⊘	Advisor Approval Required	Fall-New Orleans 2019	Fall-New Orleans 2019	08/01/2019		Student Affairs

- Click the **Advisor Approval Required** link next to the hold you want to remove.



The screenshot shows the "Edit Service Indicator" form. At the top, there is a header with the text "Edit Service Indicator", the ID "5019539", and an orange button labeled "Release". Below the header, there are several fields: "\*Institution" with a dropdown menu showing "LSUHS" and "LSUHSC - New Orleans", "\*Service Indicator Code" with a dropdown menu showing "ADV" and "Advisor Approval Required", "\*Reason" with a dropdown menu showing "ADVAP" and "Advisor Approval Required", and "Description" with a text box containing "All enrollment must be approved by Advisor." Below these fields, there is a section labeled "Effective Period" with "Start Term" (1197, Fal-N 2019), "End Term" (1197, Fal-N 2019), "Start Date" (08/01/2019), and "End Date" (empty). A note below the effective period section states: "(Note: Academic Calendar dates are subject to change)". At the bottom right, there is an orange button labeled "Return to Student Center".

- Click the **Release** button located in the upper right corner.



The screenshot shows a confirmation dialog box with the text "Are you sure you want to release this Service Indicator?". Below the text are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a yellow box.

- A warning message displays asking you to verify you want to release this Service Indicator.

Click the **OK** button.



The screenshot shows the "Service Indicators" list after the indicator has been removed. The header is the same as in the first screenshot. The table is empty, and the text "No service indicators found." is displayed below the table.

Type	Details	Start Term	End Term	Start Date	End Date	Department
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No service indicators found.

- The service Indicator has been removed.

