View Service Indicators (Holds)
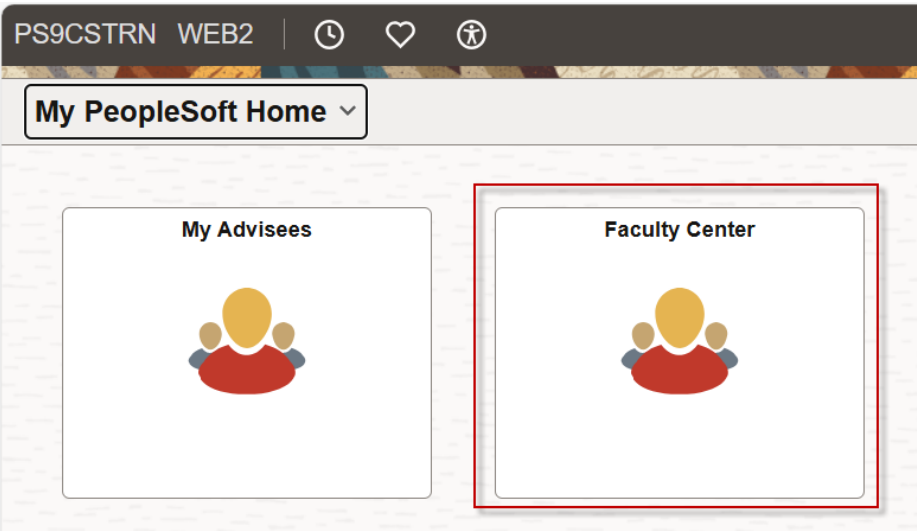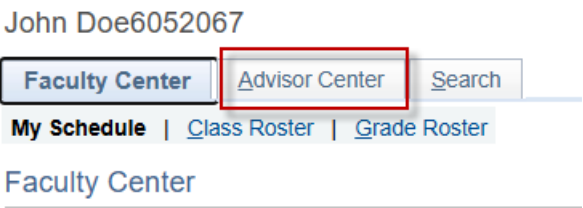
To view an Advisee's Service Indicators (Holds):

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

2. Click **Advisor Center**.

Job Aid

3. Click the **View Student Details** link.

4. The **Holds** for the current term are listed in the **Holds** block. Click the **Details** link to view information about the **Holds**.

5. **Advisee Holds** information includes: **Hold Item**, **Start Term**, **Start** and **End Date**, and the **Department** initiating the hold.

   Click the **Advisor Approval Required** link to view the hold instructions.

Advisee Holds

John Doe6187691

Item List

Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
International Services		USD	LSUHSC - New Orleans	Begin Term - Srvc Indicatr Use				STUDENT SERVICES-LSUHSC

This link may say other things such as **International Services** depending on the reason for the hold.

Hold Item Details

Your Holds

Hold Item

Advisor Approval Required

Reason and Contact

Description	LSUHSC - New Orleans
Start Term	Fall-New Orleans 2019
Start Date	08/01/2019
Reason	Advisor Approval Required
Department	Student Affairs
Contact	Office of the Registrar
Phone	(504) 568-4829
	Registrar@lsuhsc.edu

Instructions

All enrollment must be approved by Advisor.

Return

Or for an International hold…

Hold Item Details

Your Holds

Hold Item

John Doe6187691

International Services

Reason and Contact

Description	LSUHSC - New Orleans
Start Term	Begin Term - Srvc Indicatr Use
Start Date	
Reason	International Student
Department	STUDENT SERVICES-LSUHSC
Contact	Office of the Registrar
Phone	(504) 568-4829
	Registrar@lsuhsc.edu

Instructions

Enrollment actions may need to be coordinated with the Office of
International Services.

Return

6. Hold Reason and Contact information displays as well as action required.

    Click the **Return** button to return to the *Advisee Holds* page.

John Doe6052067

| Faculty Center | Advisor Center | Search |

My Advisees | Student Center | **General Info** | Transfer Credit | Academics

Advisee General Info

7. Additional **Service Indicators (Holds)** information can be found by accessing the **General Info** tab.

    Click the **General Info** lab.

8. A **Negative Service Indicator** icon appears on a page when a negative service indicator is assigned to the advisee. In this example, the negative indicator is assigned because the advisee requires advisor approval.

   A **Positive Service Indicator** icon appears on a page when a positive service indicator is assigned to the advisee. An example of a positive indicator could be use of the gym or check cashing privileges.

9. You can view a different advisee by clicking the drop-down button to the right of the **Change Advisee** field and selecting an advisee from the list, and then click the **Change** button.

10. Click the **My Advisees** link to return to the *My Advisees* page.