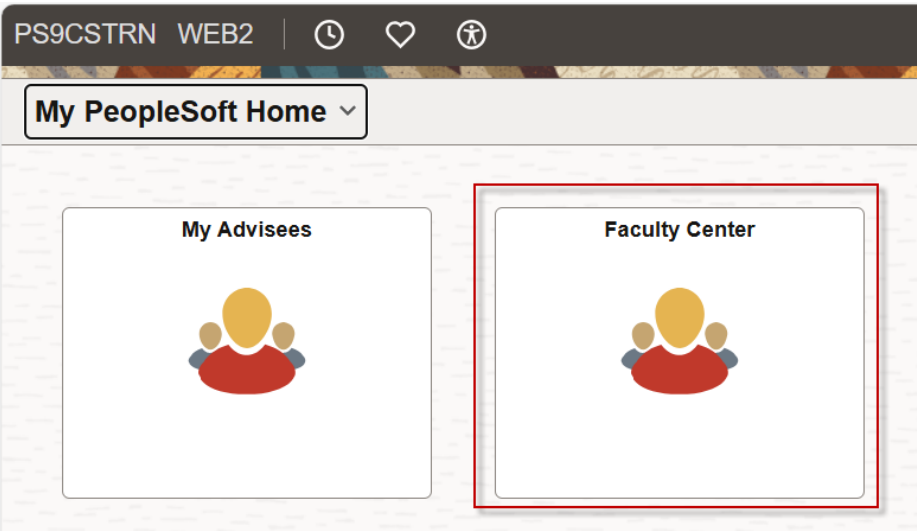
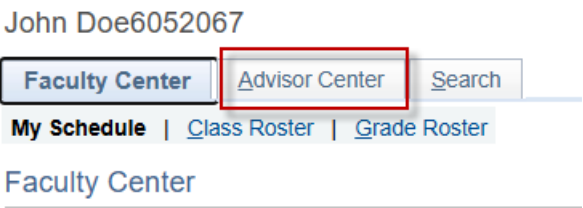


View Service Indicators (Holds)

To view an Advisee’s Service Indicators (Holds):



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



2. Click **Advisor Center**.

Job Aid

John Doe6052067

Faculty Center

Advisor Center

Search

My Advisees

Student Center

General Info

Transfer Credit



Academics

My Advisees

Select display option

☒ Link to Photos

☐ Include photos in list

Personalize Find  				
	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	John Doe6062584	6062584	View Student Details
2	<input type="checkbox"/>	John Doe6070877	6070877	View Student Details
3	<input type="checkbox"/>	John Doe6122352	6122352	View Student Details
4	<input type="checkbox"/>	John Doe6135340	6135340	View Student Details
5	<input type="checkbox"/>	John Doe6187691	6187691	View Student Details

Notify Selected Advisees

Notify All Advisees

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

▼ Holds

International Services

Details ▶

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

Advisee Holds								
Item List								
Hold Item	Amount		Institution	Start Term	End Term	Start Date	End Date	Department
Advisor Approval Required		USD	LSUHSC - New Orleans	Fall-New Orleans 2019	Fall-New Orleans 2019	08/01/2019		Student Affairs

- 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 - Svc 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...

Job Aid

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** tab.

Service Indicators

Edit Service Indicators

★ Positive

⊘ Negative

Service Indicators

Personalize | View All |

First 1 of 1 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	International Services	Begin Term - Srvc Indicat Use				STUDENT SERVICES-LSUHSC

Go to top

Initiated Checklists

No initiated checklists found.

- 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.

*Change Advisee

John Doe6187691

▼

Change

- 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.

John Doe6052067

Faculty Center

Advisor Center

Search

My Advisees

Student Center | General Info | Transfer Credit | Academics

My Advisees

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