

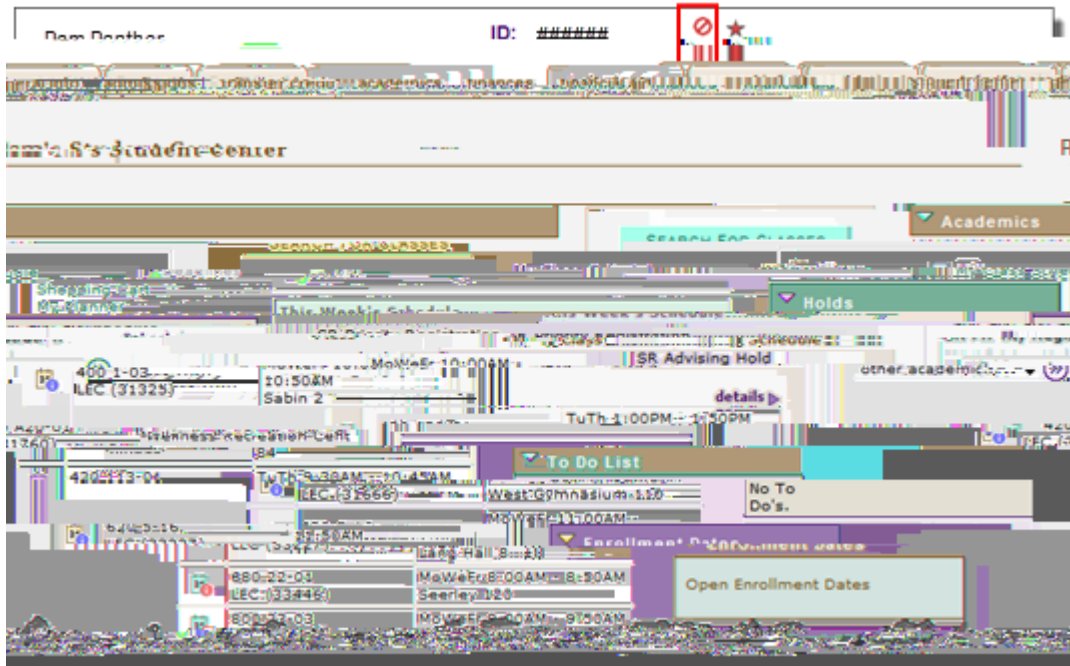
Removing a Service Indicator (Hold) from a Student

Using Student Services Center

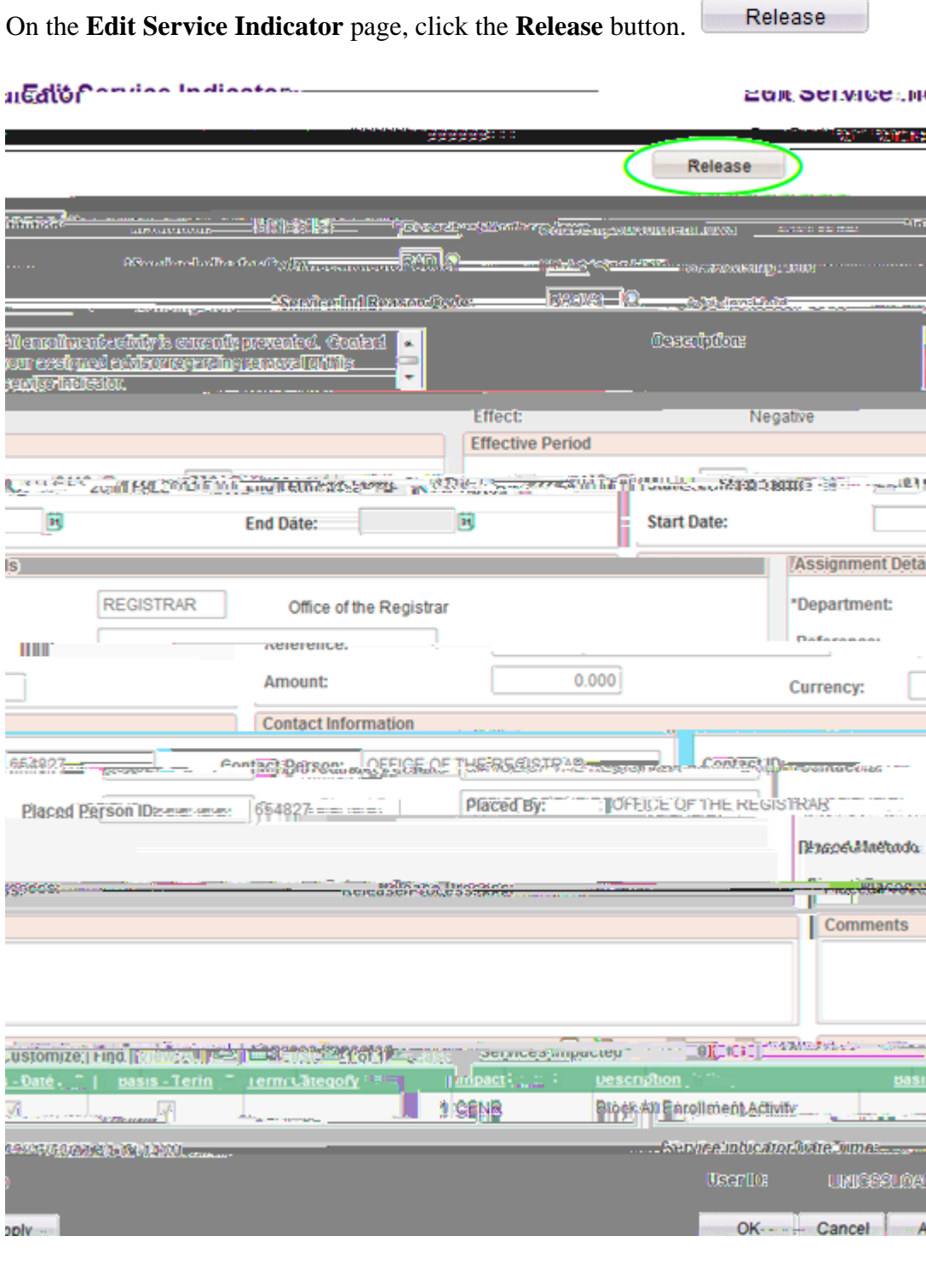
Purpose: Service indicators can be holds to prevent an individual from receiving certain services (e.g. Registration), or positive indicators to designate special services to be provided. The following instructions describe how to remove a service indicator from a student.

Step	Action
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Step	Action
3.	<p data-bbox="349 325 1422 367">On the <i>student center</i> tab, click the Negative Service Indicator icon  at the top.</p>  <p data-bbox="349 1102 1071 1144">Result: The Manage Service Indicators page displays.</p> 
4.	<p data-bbox="349 1585 1128 1617">Select the code for the service indicator you wish to remove.</p>  <p data-bbox="349 1774 1015 1816">Result: The Edit Service Indicator page displays.</p>

Job Aid – Removing a Service Indicator from a Student
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Step	Action
5.	<p>On the Edit Service Indicator page, click the Release button.</p>  <p>The screenshot shows the 'Edit Service Indicator' interface. At the top right, there is a 'Release' button. Below the header, there is a 'Description' field containing the text: 'Enrollment activity is currently prevented. Contact your assigned advisor regarding removal of this service indicator.' Below this, there are fields for 'Effect' (set to 'Negative') and 'Effective Period' with 'End Date' and 'Start Date' input fields. Further down, there is a 'Placed Person ID' field with the value '654827' and a 'Placed By' field with the value 'OFFICE OF THE REGISTRAR'. At the bottom of the page, there is a table with columns for 'Date', 'basis - Term', 'Term Category', 'Impact', and 'Description'. The table contains one row with the value '1 GENB' in the 'Impact' column and 'Block All Enrollment Activity' in the 'Description' column. At the very bottom, there are 'OK' and 'Cancel' buttons.</p>



Step	Action
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6. At the confirmation prompt, click the **OK** button.

Are you sure you want to release this Service Indicator?



Result: The **Service Indicator** has been removed and no longer displays on the