View Service Indicators (Holds)

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

1. Click **Main Menu**.
2. Click **Self Service**.
3. Click **Advisor Center**.
4. Click **My Advisees**.

5. Holds can be viewed from the View Students Details link. Click the **View Student Details** link.

6. The Holds for the current term are listed in the Holds message block. Click the **Details** link to view information about the Holds.
7. The Advisee Holds information includes: Hold Item, Start Term, Start and End Date, and the Department initiating the hold.

8. Click the **Provisional Admission** link to view the hold instructions.

9. The Hold Instructions displays as well as the Reason and Contact information.

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

11. Additional Service Indicators (Holds) information can be found by accessing the **general info** link.

12. Click the **general info** link at the top of the screen.
13. 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 has provisional admission.

14. 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.

15. If you wish to select another Advisee, click the drop-down to display the list of Advisees, and then click the **change** button.

16. Click the **my advisees** link to return to the my advisees main page.