View Service Indicators (Holds)

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

PS9CSPRP	WEB1	▼ LSUHSC Homepage		۲	:	ø
	My Favorites	My Advisees	Faculty Center			
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	×	``	``			

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

Eaculty Center	Advisor Center	Search		
My Advisees	Student Center Ge	eneral Info	Transfer Credit	Academics
Advisee Stude	ent Center			

2. Click Advisor Center.

					Personalize Find 🗇 🌉
	Notify	Photo	Name	ID	View Student Details
1		ଛିବ୍			View Student Details
2		<u>8</u> 9			View Student Details
3		<u>8</u> 9			View Student Details
4		<u>8</u> 9			View Student Details

3. Click the View Student Details link.

Holds				
Advisor Approval Required				
Details >				

4. 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

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.

Hold Item Details							
Your Holds	Your Holds						
Hold Item							
Advisor Approval R	equired						
Reason and Contac	t						
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) 568-48	29						
	Registrar@lsuhsc.edu						
Instructions							
All enrollment must be approved by Advisor.							
Return							

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

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

Eaculty Center Advisor Center Search							
My Advisees Student Center	General Info	Transfer Credit Academics					
Advisee Holds							

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

Click the **General Info** lab.

▼	Servic	e Indicators			Edit Service Indicato	rs	
*	Positive	🔗 Nega	tive				
Serv	ice Indicators			Person	alize View All 🗇	First 🕢 1 of 1 🕑 La	ast
Туре	Details	Start Term	End Term	Start Date	End Date	Department	
0	Advisor Approval Required	Fall-New Orleans 2019	Fall-New Orleans 2019	08/01/2019		Student Affairs	

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.

*Change Advisee	 ·	Change

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.