View Service Indicators (Holds)

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

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

2. Click **Advisor Center**.

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.

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

Click the **Return** button to return to the **Advisee Holds** page.
7. Additional **Service Indicators (Holds)** information can be found by accessing the **General Info** tab.

Click the **General Info** tab.

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.