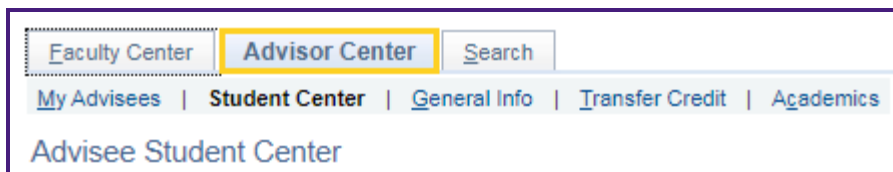


View Service Indicators (Holds)

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



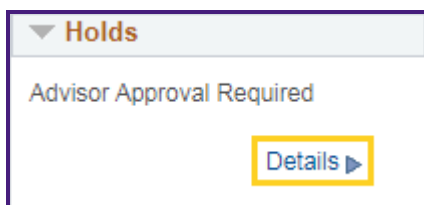
1. Click the **Faculty Center** tile.



2. Click **Advisor Center**.

	Notify	Photo	Name	ID	View Student Details
1	<input type="checkbox"/>				View Student Details
2	<input type="checkbox"/>				View Student Details
3	<input type="checkbox"/>				View Student Details
4	<input type="checkbox"/>				View Student Details

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**.

Job Aid

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

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

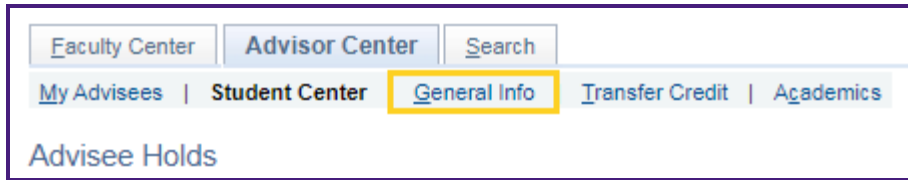
Instructions

All enrollment must be approved by Advisor.

[Return](#)

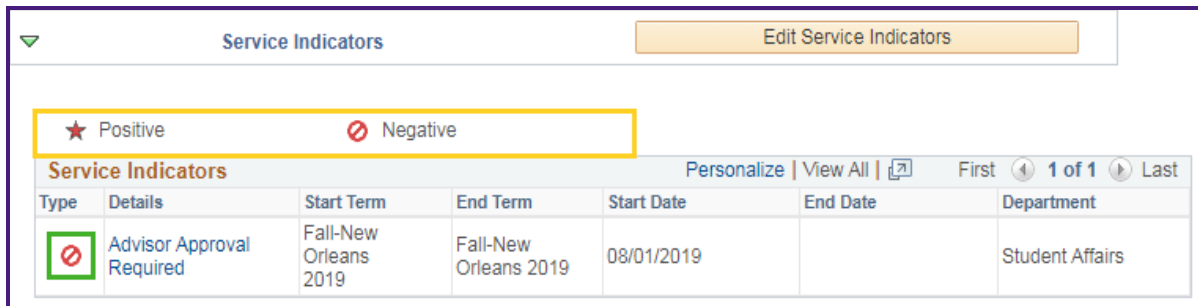
6. Hold Reason and Contact information displays as well as action required.

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



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

Click the **General Info** tab.

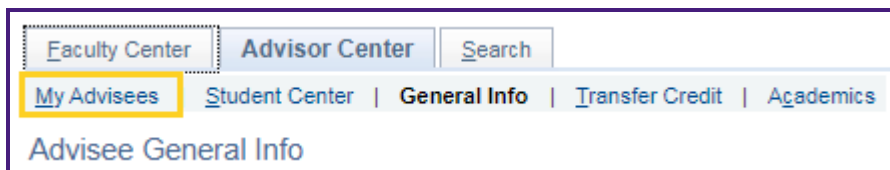


- A **Negative Service Indicator** icon appears on a page when a negative service indicator is assigned to the advisee. In this example, the negative indicator is assigned because the advisee requires advisor approval.

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.



- 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.



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