

Service Indicator – Advisor Hold

Purpose

This document will explain the process of removing advisor hold service indicators in ConnectCarolina.

Audience

Department Advisors

Background

For departments/schools who would like to require their students to see an advisor prior to registration, we are able to provide that block in the activation process by setting an advising hold.

This hold would need to be removed manually for each student by the department or Academic Advising for the student to have access to register.

Navigation

Campus community >> Service Indicators (Student) >> Manage Service Indicators

How to Remove a Service Indicator

1. Locate the student record using the search page
 - a. Enter the Student's PID in the EMPL ID field
 - b. Select the correct Academic Career by using the drop down button.
 - c. Click the **Search** button

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with [text input]

Academic Career: = [dropdown: Undergraduate]

National ID: begins with [text input]

Campus ID: begins with [text input]

Last Name: begins with [text input]

First Name: begins with [text input]


Case Sensitive


Search Clear Basic Search Save Search Criteria

2. Click on the link for the service indicator **XAA – Advisor Approval Required**.

Service Indicator – Advisor Hold

Manage Service Indicators

Charles Smith 713337347 

Display: Effect Institution [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
RFE	FERPA	Student invoked FERPA rights	UNCCH	0000	Begin Term			09/08/2011	
XAA	Advisor Approval Required	First Year Student	UNCCH	2119	2011 Fall	2119	2011 Fall	09/08/2011	09/21/2011

[+ Add Service Indicator](#)

3. Click on the **Release** button to unblock the XAA – Advisor Approval Required service indicator

Edit Service Indicator

[Release](#)

*Institution: UNC-Chapel Hill

*Service Indicator Code: Advisor Approval Required

*Service Ind Reason Code: First Year Student

Description:

Effect:

4. Click the OK button to confirm your selection.
5. The student should now be eligible to enroll.

Are you sure you want to release this Service Indicator?

[OK](#) [Cancel](#)