

Service Indicator – Advisor Hold

Purpose

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

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.

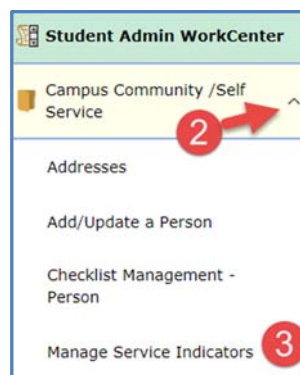
This hold would need to be removed manually for each student by the department or Academic Advising for the student to have access to register.

How to Remove a Service Indicator

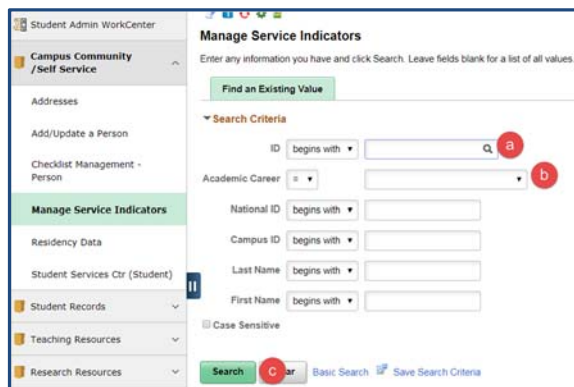
1. Click on your **Student Admin WorkCenter**
2. Select the **Campus Community/Self Service** drop-down menu
3. Click on the **Manage Service Indicators** link



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



Service Indicator – Advisor Hold

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

Manage Service Indicators

Charles Smith 713337347

Display: Effect All Institution UNC-Chapel Hill Refresh

+ Add Service Indicator

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

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

Edit Service Indicator

Release

*Institution: UNCCH UNC-Chapel Hill

*Service Indicator Code: XAA Advisor Approval Required

*Service Ind Reason Code: 1ST First Year Student

Description: First year students in their second semester may not register for 3rd semester classes until they have met with an Advisor.

Effect: Negative

- Click the **OK** button to confirm your selection.

Are you sure you want to release this Service Indicator?

OK Cancel

The student should now be eligible to enroll.