

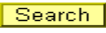








## Releasing Holds (Negative Service Indicators)

A Hold or Negative Service Indicator  prevents an individual from continuing through a process, such as registration or admissions, until it is removed. From the Services Indicator Data page, you can remove negative service indicators (Holds) using the  button.

1)	<p>Navigate to the Services Indicator Data page by following one of the following navigational paths:</p> <p style="padding-left: 40px;">Campus Community&gt;Service Indicators (Student)&gt;Service Indicator Data</p> <p style="padding-left: 40px;">Campus Community&gt;Service Indicators&gt;Service Indicator Data</p> <p style="padding-left: 40px;">Records and Enrollment&gt;Student Background Information&gt;Service Indicators</p>
2)	<p>On the Find An Existing Value page, enter the information you have (ID, student name, etc.) and click  to retrieve the appropriate student record.</p>
3)	<p>On the Service Indicator Data page, click on the  link to view all of the Service Indicators placed on the student if necessary. Then perform the following steps:</p> <ol style="list-style-type: none"> <li>a. Scroll to the Service Indicator you wish to release.</li> <li>b. Click on the  button to delete the row.</li> <li>c. A message asking to delete the row will appear. Click .</li> <li>d. Click  to save the page.</li> </ol>
4)	<p>If there is more than one Service Indicator to be released, repeat the process saving after each deletion. Also the Service Indicator icons,  , will disappear after you tab out of this page provided, if all the Service Indicators were removed.</p>