



How Do I?

Remove Advising Blocks

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.
Remember to use CAPS when entering your User ID.
2. Select Campus Community > Service Indicators (Student) > Manage Service Indicators.
3. Key in the student's ID and click Search
4. Click on the RGH code (Please be sure that you are removing the correct hold for the correct semester.)

Manage Service Indicators

Student's Name _____ Student's W# _____

Display: Effect: All Institution: Southeastern LA University 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
DDP	Student Direct Deposit	Stu Refund via Direct Deposit	SLULA	2003	Sp 2008			02/09/2008	
HIS	Honors Societies	Nat Soc of Collegiate Scholars	SLULA	2006	Fa 2006			10/05/2006	
III	Special Interest Organization	Italian Club	SLULA	2078	Fa 2007			09/11/2007	
KAT	Hurricane Katrina Student Ser	Hurricane Katrina Guest Stndt	SLULA	2058	Fa 2005			10/12/2005	
RGH	Registration Hold	Foreign Language Advising Hold	SLULA	2003	Sp 2008				

5. Click on the Release button located at the top-right of the page.

Edit Service Indicator

Student's Name _____ Student's W# _____

Institution: SLULA Southeastern LA University

*Service Indicator Code: RGH Registration Hold

*Service Ind Reason Code: AVFLA Foreign Language Advising Hold

Description: Advising hold. You must see your academic advisor before registering. Contact your department.

Effect: Negative

Effective Period

Start Term: 2083 Sp 2008 End Term: _____

Start Date: _____ End Date: _____

Release

After clicking on the Release button, you will be asked for confirmation that you want to remove the hold. Click OK to confirm the removal.

Are you sure you want to release this Service Indicator?

OK Cancel

6. You should now see that the student's hold has been removed. Click on Return to Search to remove another student's service indicator.