Locating and Viewing Service Indicators

The purpose of this guide is to learn how to navigate and view Service Indicators within the Student Services Center.

STUDENT SERVICES CENTER NAVIGATION

Navigate to the Student Services Center page by using the following breadcrumb:

STUDENT SEARCH

- Search for the student by entering their EMPLID into the ID field. If the ID is not available, use the Last Name, First Name, Campus ID (UCID) or National ID (SSN) fields to refine the search.
- Click the Search button. The Student Services Center page will load.
HOLDS (STUDENT CENTER TAB)

Locate the Holds section located on the Student Center Tab of the Student Services Center page. Here you will be able to see if a student currently has any holds (negative service indicators only) on their account.

DETAILS

Click the Details link. A list will display showing all hold items.

Your Holds

<table>
<thead>
<tr>
<th>Hold Item</th>
<th>Amount</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Start Date</th>
<th>End Date</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar Pre-Registration Hold</td>
<td>USD</td>
<td>University of Cincinnati</td>
<td>Fall 2016</td>
<td></td>
<td>05/03/2016</td>
<td></td>
<td>Office of the Bursar</td>
</tr>
</tbody>
</table>

Click on one of the hold item links to display the details of Hold.
Your Holds

Hold Item

Bursar Pre-Registration Hold

Reason and Contact

Description: University of Cincinnati
Start Term: Fall Sem 2016
Start Date: 05/03/2016
Reason: “To Do” Item Outstanding
Department: Office of the Bursar
Contact:

Instructions

This hold is on your account because the Bursar Pre-Registration Agreement is outstanding. Until this is completed you will not be able to register for classes. You can find a link to the agreement in the “To Do” list in the Student Portal (catalyst.uc.edu) on the right-hand side. Once you have completed the agreements this service indicator will automatically be removed.

Should you have questions please contact your respective One Stop Student Service Center:

BLUE ASH CAMPUS:
150 Muntz Hall
(513) 745-5740
onestop@ucblueash.edu

CLERMONT CAMPUS:
100 Student Services Building
(513) 732-5319
clermont_information@uc.edu

MAIN CAMPUS:
2nd Floor University Pavilion
(513) 556-1000
onestop@ucmail.uc.edu

Return
SERVICE INDICATORS (GENERAL INFO TAB)

Both positive and negative service indicators may be viewed on the General Info tab. Users who have the security access to add, edit, or release service indicators may click the **Edit Service Indicators** button to perform a necessary action.

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You have now completed the steps for Locating and Viewing Service Indicators.