Viewing a Student’s Holds (Service Indicators)

This guide will cover:

- How to view holds on a student from the Advisor Center

**Step One**

Navigate to the following breadcrumb:

OR

If you are already within the Advisor Center, click *Student Center* tab.

**Step Two**

At the top of the page, select an assigned advisee from the drop down menu to view their student information.

**Step Three**

At the top right of the page is the Holds section. Any service indicators that have been added to a student will be listed.
**Step Four**

Click on **details** to view additional details about the student’s holds that are listed.

![Image of Academic and Hold screen](image)

**Step Five**

Click the **link** in the Hold Item column

![Image of Advising Holds screen](image)

**Important:** Every advising office will have the same hold item “Advising Registration Block”. Additionally, all of the offices will have their department attached to this type of hold item so that the student and other users on campus know whom is the owner of the hold.

**Step Six**

The hold item will display more information and instructions for the student.

Click **Return** to return to the list of Service Indictors.

**You have now completed the steps of viewing a student’s hold items.**