



How Do I?

Remove Advising Blocks

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your User ID. 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.

Manage Service Indicators

Student's Name _____ Student's W# _____

Display: Effect All Institution Southeastern LA University Refresh

+ Add Service Indicator

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
DIRP	Student Direct Deposit	Stu Refund via Direct Deposit	SLULA	2083	Sp 2008			02/08/2008	
HON	Honors Societies	Nat Soc of Collegiate Scholars	SLULA	2068	Fa 2006			10/05/2006	
INT	Special Interest Organization	Italian Club	SLULA	2078	Fa 2007			09/11/2007	
KAT	Humana's Kappa Guest Unit	Hurricane Katrina Guest Stndt	SLULA	2050	Fa 2005			10/12/2005	
RGH	Registration Hold	Foreign Language Advising Hold	SLULA	2083	Sp 2008				

5. Click the **Release** button located at the top right-hand side of the page.

Edit Service Indicator

Student's Name _____ Student's W# _____

Release

*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: _____

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 will now see that the student's hold has been removed. Click on **Return to Search** to remove another student's service indicator.
7. Remember to Sign Out of PeopleSoft when you have finished your session.