

Removing and Adding Advising Holds

Academic advisors are responsible for removing **D01** holds with the reasons **ADV (regular advising)**, **PRB (Probation advising)**, and **WARN (Warning advising)** service indicators on their own advisees. They may also add **D01** ADV (regular advising) service indicators to their advisees if needed. If only certain individuals need the hold, it is best for the advisor to add it. If all of the students on your advisee list need the ADV hold, contact Records and Registration for assistance.

Important: Advising offices that use other advising holds (i.e. I01 or MCN) must remove their holds for each student individually using the General Info tab of the student's details (second method below) or the Manage Service Indicators under the Campus Community menu (administrative way).

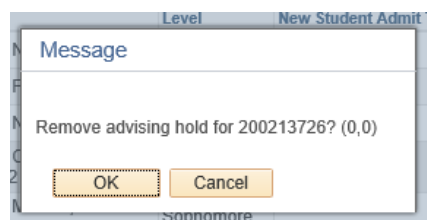
Removing advising holds can be done in several ways.

Removing a D01 advising hold from the My Advisee list

1. **Remove holds one student at a time on the My Advisee List in your Advisor Center** - this list will have a column labeled **Remove Hold** and a button with the same name next to each student that has a hold. Click on the button next to the student to remove hold.
 - a. ***This only works for D01 holds.***

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore		Remove Hold
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M, PA.PRE2...	Sophomore		
6	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Senior		
7	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		

A message will pop up asking you to confirm. Click **OK** to continue.



Now the advising hold has been removed from that student. For students that have both an ADV hold and a WARN or PRB hold, this button will remove both of them at the same time.

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore		
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M, PA.PRE2 ...	Sophomore		
6	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Senior		
7	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		

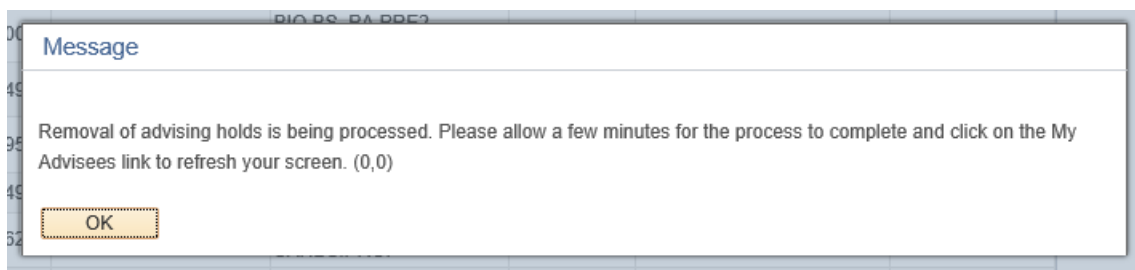
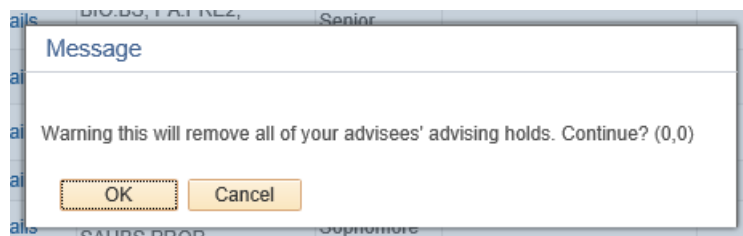
Tip: The Remove Hold column appears if even a single advisee on your list has an advising hold. The column disappears if none of your advisees have one of those holds.

- Remove all advising holds from all of your advisees at the same time in the My Advisee List.** Scroll to the bottom of the advisee list and click on **Remove All Advisee Holds**.

142	<input type="checkbox"/>			View Student Details	BIO.BS, ERS.M, PA.PRE2	Senior		
143	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Senior		
144	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Senior		
145	<input type="checkbox"/>			View Student Details	BIOBMD.BS, PA.PRE2, PSY.M	Junior		
146	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, SAHBS.PROP	Freshman		

[View data for other students](#)

A message will pop up asking you to confirm. Click **OK** to continue. Click **OK** again on the second message and then click **My Advisees** at the top to refresh list.



You will know it worked because the **Remove Hold** column will be gone.

Faculty Center | Advisor Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees [Click to refresh](#)

Select display option

Link to Photos Include photos in list

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior	
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior	
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore	
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M, PA.PRE2	Sophomore	
5	<input type="checkbox"/>			View Student Details	BIO.BS, MTH.M,	Sophomore	

Personalize | Find |

Column is now gone

Removing hold using General Info under Student Details:

1. From the **My Advisee** list in your Advisor Center, click on **View Student Details** next the student who will be updated.

Faculty Center | Advisor Center | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics

My Advisees

Select display option

Link to Photos Include photos in list

Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type
1	<input type="checkbox"/>			View Student Details	EDSECE.BS	Junior	New Student - Undergraduate

Personalize | Find |

Notify Selected Advisees | Notify All Advisees | Remove All Advisee Holds

[View data for other students](#)

2. Go to the **General Info** tab of your advisee's Student Center and find the Service Indicator section at the top. Click on **Edit Service Indicators**.

Faculty Center | **Advisor Center** | Search

My Advisees | Student Center | **General Info** | Transfer Credit | Academics

Advisee General Info

Service Indicators
National ID
Addresses
Email Addresses

Initiated Checklists
Personal Data
Names
Phones

Service Indicators Edit Service Indicators

★ Positive ⓧ Negative

Service Indicators Personalize | View All | First 1-2 of 2 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	<1/2 Tm FA Auth/Disb Hold Rels	2022 Summer	2022 Summer			Financial Aid Office
ⓧ	Internat'l Ed-Block Enrollment	2024 Fall		04/02/2024		UW - La Crosse

On the Manage Service Indicators page, click on the linked code.

Manage Service Indicators

Display Effect Institution Refresh

[+ Add Service Indicator](#)

Service Indicator Summary Personalize | Find | View All | First 1-2 of 2 Last

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
F05	<1/2 Tm FA Auth/Disb Hold Rels	<1/2 Tm FA Auth/Disb Hold Rels	UWLAC	2231	Sum 2022	2231	Sum 2022		
I01	Internat'l Ed-Block Enrollment	IEE Advising Required	UWLAC	2254	Fall 2024			04/02/2024	

[+ Add Service Indicator](#)

Click the Release button at the top. (If you don't see a release button, you don't have permissions to remove that hold.)

Edit Service Indicator

[Release](#)

*Institution UW-La Crosse

*Service Indicator Code Internat'l Ed-Block Enrollment

*Reason IEE Advising Required

Description

Effect Negative Service Indicator

Effective Period

Click OK to the confirmation question.

Are you sure you want to release this Service Indicator?

You will be returned to the Manage Service Indicators page and the hold will be gone. Click Cancel to get back to the Advisor Center.

Manage Service Indicators

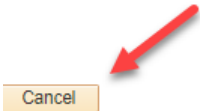
Display Effect Institution

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
F05	<1/2 Tm FA Auth/Disb Hold Rels	<1/2 Tm FA Auth/Disb Hold Rels	UWLAC	2231	Sum 2022	2231	Sum 2022		

[+ Add Service Indicator](#)



Note: You will only be able to remove holds you are authorized to remove, which the exception of D01 holds. All advisors can remove D01 holds but should only remove the D01 hold for their own advisee and if they are the first major advisor for that student.

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Adding a service indicator

Sometimes advisors accidentally remove a hold and need to put it back on. Or you have a particular advisee that you think needs more encouragement to meet with you.

1. Go to the **General Info** tab of your advisee's Student Center and find the Service Indicator section. Click on **Edit Service Indicators**.

*Change Advisee

[Service Indicators](#) [Initiated Checklists](#)
[National ID](#) [Personal Data](#)
[Addresses](#) [Names](#)
[Email Addresses](#) [Phones](#)

No service indicators found.

2. On the **Manage Service Indicators** page, click on **Add Service Indicator**.

Manage Service Indicators

Display Effect: Institution:

Service Indicator Summary

No Service Indicators exist for selected criteria.

3. Complete the Service Indicator page with the following information:

- **Service Indicator Code:** **D01** (*The International Education & Engagement uses the I01 code; McNair Program using MCN.*)
- **Reason:** **ADV** (*Do not put on the PRB or WARN holds unless you accidently removed them and need them back. Not all advisors have access to do this. These holds are normally put on by the Records and Registration office.*)
- **Start Term:** **the term code for the next semester.** Do not use the current term, winter, or summer. For example, if putting the hold on during Fall, use the Spring term code.
- **Start Date:** this will fill in with **today's date.**

Your name will fill in as the person who placed the hold, and the time and date the hold was created are listed at the bottom.

4. Click **Apply** at the bottom to save. Click **Ok** when done.

Add Service Indicator

*Institution UW-La Crosse
 *Service Indicator Code Advising-Block Enrollment
 *Reason Advising Required
 Description
 Effect Negative Service Indicator

Effective Period

Start Term Spr 2021 End Term
 Start Date End Date

Assignment Details

*Department UW - La Crosse
 Reference
 Amount Currency

Contact Information

Contact ID
 Contact Person
 Placed Person ID Placed By

Comments

2000 characters remaining

Services Impacted Personalize | Find | View All | First 1 of 1 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 CENR	Block All Enrollment Activity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time
 User ID Flottmeyer,Erin Bowditch

- You will be returned to the Manage Service Indicators page and will see the hold listed. Click **Cancel** to return to the **General Info** page where you will see the hold again with the red circle icon.

Manage Service Indicators

Display Effect Institution Refresh

[+ Add Service Indicator](#)

Service Indicator Summary Personalize | Find | View All | First 1

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date
D01	Advising-Block Enrollment	Advising Required	UWLAC	2217	Spr 2021		12/10/2020

[+ Add Service Indicator](#)

Service Indicators Edit Service Indicators

★ Positive ⊘ Negative

Service Indicators							Personalize View All ? First 1 of 1 Last
Type	Details	Start Term	End Term	Start Date	End Date	Department	
⊘	Advising-Block Enrollment	2021 Spring		12/10/2020		UW - La Crosse	



If it is a D01 hold, it will also now be showing on your My Advisee list & in the Holds section.

Personalize Find ?								
Notify	Photo	Name	ID	View Student Details	Plans	Level	New Student Admit Type	Remove Hold
1	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Junior		Remove Hold
2	<input type="checkbox"/>			View Student Details	BIO.BS, PA.PRE2, PSY.M	Junior		Remove Hold
3	<input type="checkbox"/>			View Student Details	BIO.BS, NUT.M, PA.PRE2	Sophomore		
4	<input type="checkbox"/>			View Student Details	BIO.BS, CHM.M,	Sophomore		

Your advisee will see it in their own WINGS under the Holds section.

Schedule

M -

V -

▼ **Holds**

Advising-Block Enrollment

[Details ▶](#)

▼ **To Do List**

No To Do's.