How to put add or remove an Advising Hold in WINGS

**REMOVE**

1. Go to Self-Service > **Advisor Center** > My Advisees and find the hold button in the "Remove Hold" column.

   ![Image showing the Advisor Center interface with the hold button highlighted.]

2. Click on the **"remove hold"** button
3. Click "OK" in the pop up window. Then hold should then be removed.
ADD

1. Go to your Self-Service > Advisor Center in WINGS
2. Pull up the student you are working with by clicking on View Student Details
3. Go to the General Info tab
4. Scroll down to Service Indicators section
5. Click on “edit service indicators”
6. Click on Add Service Indicator

Manage Service Indicators

No Service Indicators exist for selected criteria.

7. Enter in D01 for the Service Indicator Code.
9. Enter next semester as the Start Term. So if this is fall, you would enter the next spring as the start term.
   a. Do not use Winter or Summer terms.
   b. Do not put in an end term.
10. The Start Date should be today’s date.
    a. Do not enter an End Date.

Add Service Indicator

Effective Period

Start Term: Fall 2020
Start Date: 03/30/2020
End Term: 
End Date: 

Assignment Details

*Department: UWLAC
Reference: 
Amount: 0.00
Currency: USD

Contact Information

Contact ID: 
Contact Person: 
Placed Person ID: 200061146
Placed By: Rahn, Victoria H

Comments: 

11. Click **Apply** at the bottom of the page. Your name will show up as the person who placed the hold when the next person looks at the details of the hold.

12. Click **OK**, and you’ll be taken back to the **Manage Service Indicator** page where the hold should now show up. Click **Cancel** to get back to your **Advisor Center**. This student will now have the "remove hold" button in your advisee list.