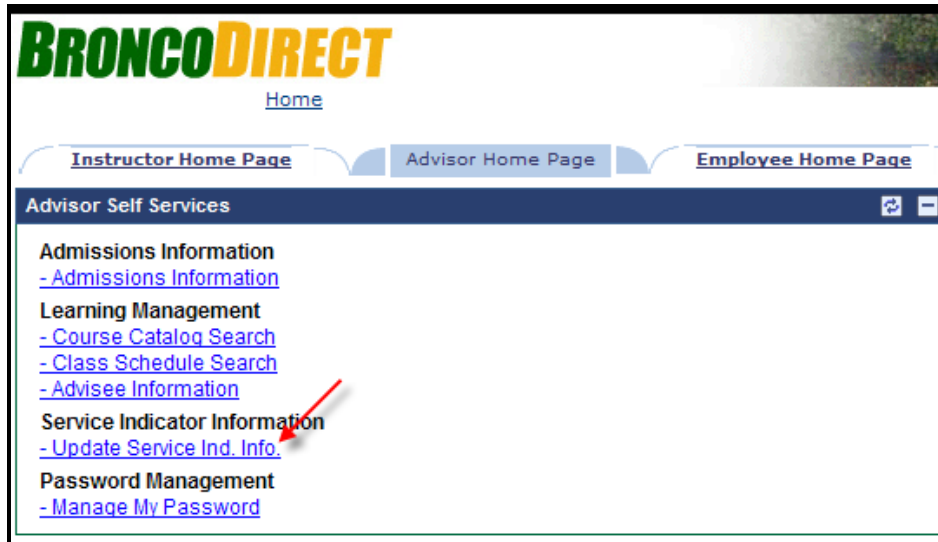


HOW TO UPDATE A STUDENT'S REGISTRATION HOLD

Step 1: Go to the Advisor Home Page and click on the *Update Service Ind. Info* link .



Step 2: Enter the student's BroncoNumber. If not available, enter Last/First Names. Then click on the *Search* button.

The screenshot shows the 'Service Indicator Data' search form. It includes a title 'Service Indicator Data' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a section titled 'Find an Existing Value' with several search criteria: 'EmplID:', 'Academic Career:', 'National ID:', 'Campus ID:', 'Local Campus ID:', 'Last Name:', and 'First Name:'. Each criterion has a dropdown menu and a text input field. A red arrow points to the search button at the bottom left of the form.

Step 3: Change the value in the *Service Indicator Data* field with the term code corresponding to the quarter that the registration hold will affect.

Once the *Service Ind Active Term* field has been updated with the correct term, click on the *Save* button at the bottom of the screen.

Service Indicator Data
Mary Everlasting Student 007891234

Service Indicator Data Find | View All First 3 of 3 Last

DateTime: 01/28/2010 6:09:48PM *Institution: POCMP CPP
Service Ind Active Term: 2103 Spring Quarter 2010 *Active Date: 01/28/2010
*Service Indicator Code: RSS Over 135% Advising Hold
*Service Ind Reason Code: HRM Hotel and Restaurant Mgmt
Reference:
Amount: 0.000 Currency: USD Dollar
Contact ID: Contact Person:
Placed Person ID: Placed By:
*Department: CPP Cal Poly Pomona
Comments:
Placed Method: Manual Placed Process: Release Proc:
User ID:

Save Return to Search Notify

To view the numeric codes for the terms, click on the magnifying glass. Click on the term you wish to use.

Look Up Service Ind Active Term

Term: begins with
Description: begins with
Short Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results
View All First 1-100 of 258 Last

Term	Description	Short Description
9999	End Term - Srvc Indicator Use	End Term
2137	Fall Quarter 2013	F 2013
2135	Summer Quarter 2013	SU 2013
2133	Spring Quarter 2013	SP 2013
2131	Winter Quarter 2013	W 2013
2127	Fall Quarter 2012	F 2012
2125	Summer Quarter 2012	SU 2012
2123	Spring Quarter 2012	SP 2012
2121	Winter Quarter 2012	W 2012
2117	Fall Quarter 2011	F 2011
2115	Summer Quarter 2011	SU 2011
2113	Spring Quarter 2011	SP 2011
2111	Winter Quarter 2011	W 2011
2107	Fall Quarter 2010	F 2010
2105	Summer Quarter 2010	SU 2010
2103	Spring Quarter 2010	SP 2010