

How to View a Student Hold

This guide will show you how to view a student's Service Indicator holds, also known as registration blocks.

Directions

1. If you are not already on the **Advisor Homepage**, use the drop-down menu to navigate there.



2. Click the Advisor Center tile.

▼ ctcLink Advisor Homepage						
My Advisees	My Advising Notes	Advisor Center				
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- 3. The **My Advisees** page will display.
- 4. Select View Data for Other Students.

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Student Center	Wy Artvisoos			
General Info	ing humoteo		Hew FERPA Statement	
Advisee Transfer Credit	Salast Garley and an			
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Academics Search V	Clink to Photos	O Include photos in list		1-48 cf 48
Academics	RLink to Photos Q Notly Name	O Inslude photos in list	View Student Details	1-48 of 48 Advising Notes
Academics	RLink to Photos R Link to Phot	O Include photos in list	View Student Details	1-41 of 40 Advising Notes

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Sign Out

- 5. The Advisee's Student Center search page will display.
- 6. Enter student ID.
- 7. Click Search.

ctcLink Advisor Homepage	Advisor Center
My Advisees	Advisee's Student Center
Student Center	Enter any information you have and click Search. Leave fields blank for a list of all values.
General Info	Find an Existing Value
	▼ Search Criteria
Advisee Transfer Gredit	D begins with v 7826 Q,
Academics	Campus ID begins with v
Search ~	National ID begins with y
	Last Name begins with v
	First Name begins with 🗸
	Case Sensitive
	Search Clear Basic Search 🖉 Save Search Criteria



8. The Advisee Student Center page will display.

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9. Click General Info in the left panel.

C ctcLink Advisor Homepage	Advisor Center				
My Advisees	Kenneth Advisee Student Center				
E Student Center	Timothy				
General Info Advisee Transfer Credit	*Change Advisee				
E Academics	- Student Communication Center Message Center				
	Academics My Class Schedule Shopping Cart My Flanner You are not enrolled in classes.				
	other academic				

Sign Out

- 10. The **Advisee General Info** page will display.
- 11. Click the Service Indicators link to go to the Service Indicators section.
- 12. To view a specific negative Service Indicator, click the link in the **Details** column. In this example, the negative Service Indicator is **Library Hold**.

		Advisor	Center			<u>ନ</u> ସ୍
Kenneth						
Advisee General Info						
Timothy						
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Service Indicators Student Groups		nitiated Checki Personal Data	ists	_		
NationalID		lames		Collapse All		
Addresses Email Addresses	F	hones		E.u.		
Y Serv	rice Indicators			Ede	Service Indicators	
* Positive	Neg	ative				
rvice Indicators					b	e e 11-11 al 11
pe Oetails	Amount	Currency	Start Term	End Term	Start Date	End Date
of Library Hold	62.42	USD	WINTER 2018		01/03/2018	





13. The View Service Indicator page will display. Review it. **14.** Click OK.

	Adv	visor Center			
View Service Indicator					
view service indicator					
Timothy "Institution	WADDO	7826			
*Service Indicator Code	P13	Pignine College			
"Reason	140.010	Library Hold			
Description	MSING	Missing Items	1.1		
Description	Highline College Please return its	em to the Highline Library to avo			
Effect	Negative Servi	ce Indicator			
Effective Period					
Start Term	2181	2018 WINTR	End Terr		
Start Date	01/03/2018		End Dat	•	
Assignment Details					
*Department	98790	Library			
Reference					
Amount	62.42	Curre	ncy USD		
Contact Information					
Contact ID		Contact Perso	bin .		
Placed Person ID	7272	Placed 8	By Ji	R	
Placed Method	Manual				
Placed Process		Release Proces	55		
Comments					
2000 characters remaining					
Services Impacted		Personalize Find	View All	Fi	ist is
Impact Descriptio	n	Basis - Date	Bas	is - Term	Te
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