

MANDATORY MAY ADVISING

Releasing Advising Holds

1. In eCampus, after clicking on the 'Academic Records' tile, locate 'Manage Service Indicators' under Campus Community on the left sided menu. Enter student ID and click on Search.

Manage Service Indicators

Enter any information you have and click Search. Leave fields blank for a list of results

Find an Existing Value

Search Criteria

ID **begins with** 00000153927

Academic Career =

National ID **begins with**

Campus ID **begins with**

Last Name **begins with**

First Name **begins with**

☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

2. On the 'Manage Service Indicators' page click on ADV next to the hold that you will be removing. Note that a student could have up to four holds. They represent the student's first, second, third and fourth majors.

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Display **Effect** All **Institution** Santa Clara University **Refresh**

+ Add Service Indicator

Service Indicator Summary **Personalize** **Find** **View All** **First** 1-9 of 9 **Last**

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
ADV	Advising Hold	Mandatory Advising 4th Major	SCU	4400	Fall 2022		02/14/2022	
ADV	Advising Hold	Mandatory Advising Hold	SCU	4400	Fall 2022		02/14/2022	
ADV	Advising Hold	Mandatory Advising 2nd Major	SCU	4400	Fall 2022		02/14/2022	
ADV	Advising Hold	Mandatory Advising 3rd Major	SCU	4400	Fall 2022		02/14/2022	

- ADV Advising Hold Mandatory Advising Hold (this is for their 1st Major)
- ADV Advising Hold Mandatory Advising 2nd Major
- ADV Advising Hold Mandatory Advising 3rd Major
- ADV Advising Hold Mandatory Advising 4th Major

(Ensure that you remove the CORRECT ADV Advising Hold. Should you accidentally delete the wrong hold please send an email to the Registrar's office (registrar@scu.edu) and let us know student's id and which hold you removed. We will replace it.)

3.

- You will be taken to the Edit Service Indicator page. (In this example we are clicking on the student's first major: ADV Advising Hold Mandatory Advising Hold) Click on the Release button.

Edit Service Indicator

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Release

*Institution SCU Santa Clara University

*Service Indicator Code ADV Advising Hold

*Reason MAH Mandatory Advising Hold

Description

An advising hold has been placed on your account that prevents registration for Fall. This hold will be removed after your advising session with your faculty advisor.

Effect Negative Service Indicator

Effective Period

Start Term 4400 Fall 2022 End Term

Start Date 02/14/2022 End Date

- The system asks:

Are you sure you want to release this Service Indicator?

OK
Cancel

Click on “OK” or “Cancel” to return to the previous page.

The system returns you back to the ‘Manage Service Indicators’ page and you will notice the hold that you released is gone.

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Display

Effect

All

Institution

Santa Clara University

Refresh

+

Add Service Indicator

Service Indicator Summary										Personalize	Find	View All			First	1-8 of 8	Last
Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date								
ADV	Advising Hold	Mandatory Advising 3rd Major	SCU	4400	Fall 2022			02/14/2022									
ADV	Advising Hold	Mandatory Advising 2nd Major	SCU	4400	Fall 2022			02/14/2022									
ADV	Advising Hold	Mandatory Advising 4th Major	SCU	4400	Fall 2022			02/14/2022									