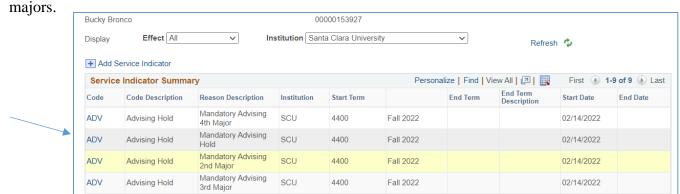
## MANDATORY MAY ADVISING

## 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.



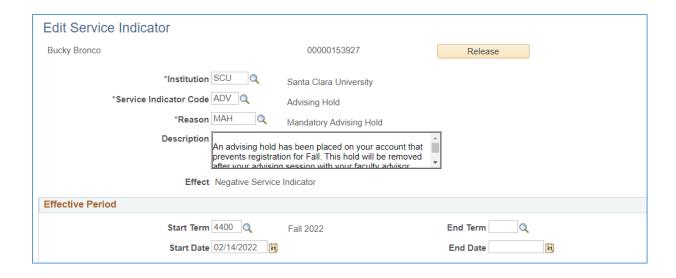
2. On the 'Manage Service Indicators' page click on ADV next to the hold that you will be removing. Note that a student could have up to four holds. They represent the student's first, second, third and fourth



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

(Ensure that you remove the CORRECT ADV Advising Hold. Should you accidently delete the wrong hold please send an email to the Registrar's office (<u>registrar@scu.edu</u>) 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.



4. The system asks:



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.

