

# Entering a Service Indicator

## Basic Navigation

Home > Campus Community > Student Services Ctr (Student)

1. Enter the student's ID number.
2. Click on the **Search** button.

### Student Services Center

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

Find an Existing Value

1 → ID:  123456

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

2 → **Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

3. Click on the **general info** tab.
4. Click on the **edit service indicators** button.

student center admissions academics transfer credit finances financial aid **general info**

**Service Indicators** **Initiated Checklists**

**Student Groups** **Names**

**Addresses** **Phones**

**Email Addresses**

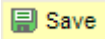
COLLAPSE ALL

EXPAND ALL

Service Indicators **edit service indicators**

★ Positive ☒ Negative

Service Indicators				
Type	Details	Active Term	Active Date	Department
☒	<a href="#">Block Next Term Enrollment</a>	Spring 2008-2009	02/20/2009	Health Services Center

5. Service Ind Active Term: Optional. You may enter a term code if you only want the service indicator for THAT particular term.
6. Service Indicator Code: Enter the code for the service indicator that you are noting.
7. Service Ind Reason Code: Enter the code for the reason for the service indicator.
8. Comments: Optional. Used to give more information about the indicator, the reason for a service indicator, what must be done to have the indicator removed, etc. **KEEP IT PROFESSIONAL!!!**
9. Click on the  button.

### Service Indicator Data

Student Name 123456

Service Indicator Data Find | View All First 1 of 1 Last

DateTime:	02/20/2009 2:03:56PM		*Institution:	USM01 <input type="text" value="USM"/>
5 → Service Ind Active Term:	4095 <input type="text" value="Spring 2008-2009"/>	*Active Date: 02/20/2009 <input type="text" value="31"/>		
6 → *Service Indicator Code:	BNT <input type="text" value="Block Next Term Enrollment"/>			
7 → *Service Ind Reason Code:	IMM <input type="text" value="Immunization"/>			
Reference:	<input type="text"/>			
Amount:	<input type="text" value="0.000"/>	Currency:	USD <input type="text" value="Dollar"/>	
Contact ID:	<input type="text"/>	Contact Person:	<input type="text"/>	
Placed Person ID:	654321 <input type="text"/>	Placed By:	Staff, NameOf <input type="text"/>	
*Department:	H960005001 <input type="text"/>	Health Services Center		
8 → Comments:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;">                     Student must submit immunization record before enrolling for summer 08-09 or fall 09-10.                 </div>			
Placed Method:	Manual	Placed Process:	Release Proc:	
User ID:	W654321	Staff, NameOf		

9 →