

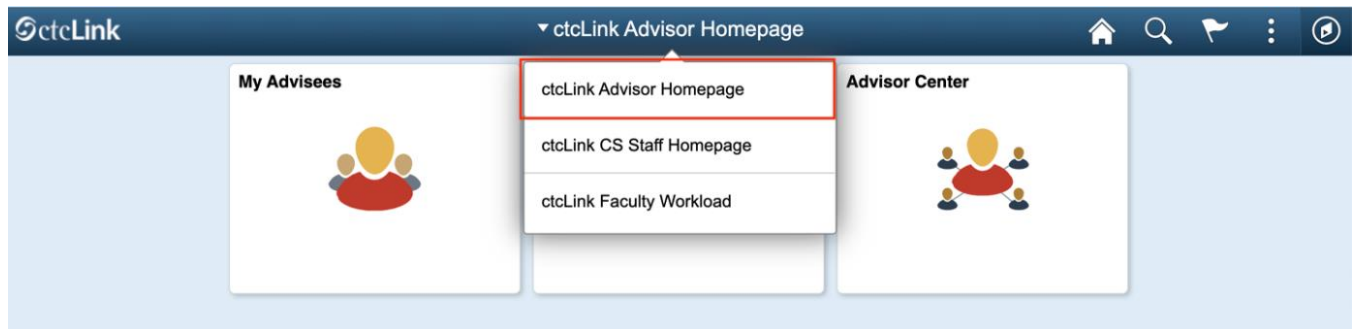
ctcLink Tutorial

How to View a Student Hold

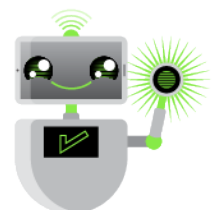
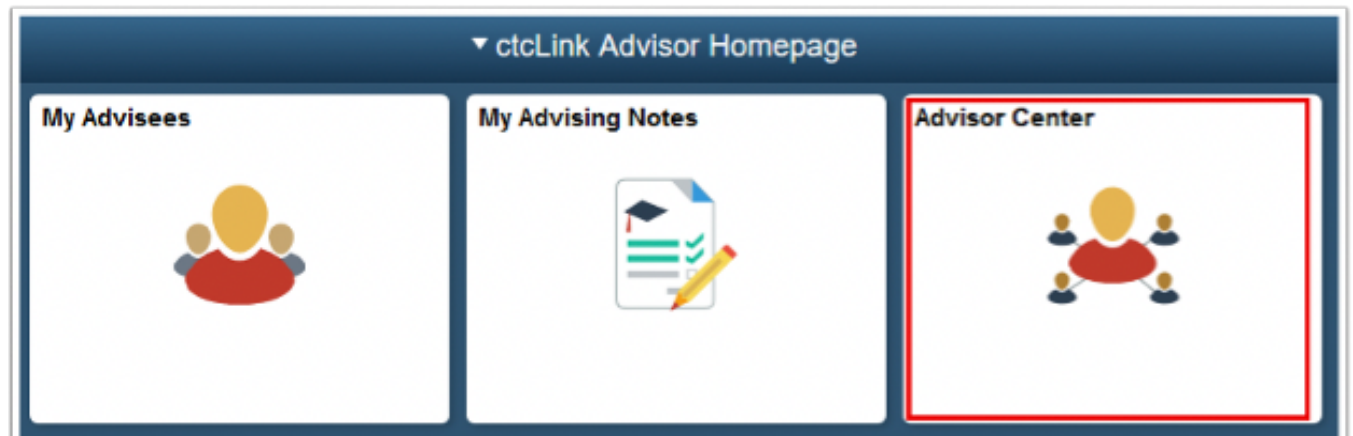
This guide will show you how to view a student's Service Indicator holds, also known as registration blocks.

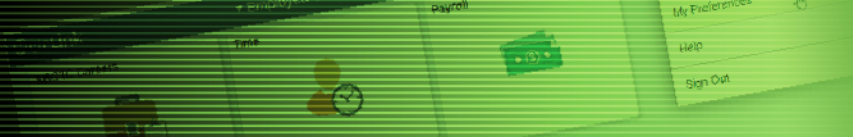
Directions

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



2. Click the **Advisor Center** tile.





3. The **My Advisees** page will display.
4. **Select View Data for Other Students.**

Advisor Center

My Advisees

Select display option

Link to Photos Include photos in list

Notify	Name	ID	View Student Details	Advising Notes
<input type="checkbox"/>	Deanne L	3008	View Student Details	

Buttons: Notify Selected Advisees, Notify All Advisees, My Advising Notes, **View data for other students**

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

Advisor Center

Advisee's Student Center

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

Find an Existing Value

Search Criteria

ID begins with

Campus ID begins with

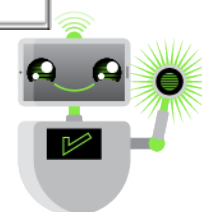
National ID begins with

Last Name begins with

First Name begins with

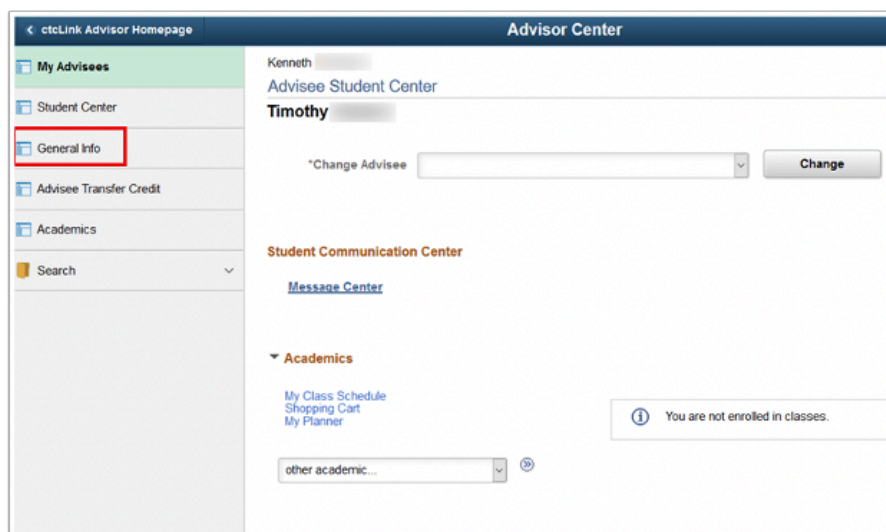
Case Sensitive

Buttons: **Search**, Clear, Basic Search, Save Search Criteria

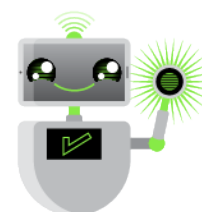
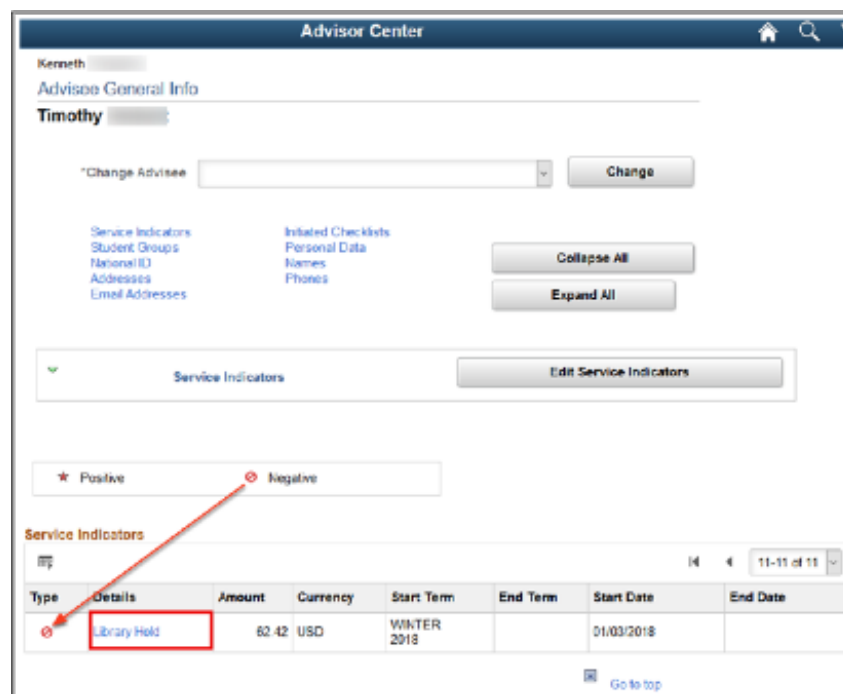


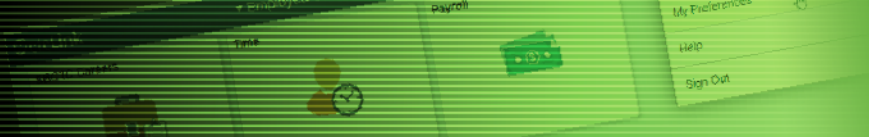


8. The **Advisee Student Center** page will display.
9. Click **General Info** in the left panel.



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**.





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

Advisor Center

View Service Indicator

Timothy 7826

*Institution Highline College

*Service Indicator Code Library Hold

*Reason Missing Items

Description

Effect

Effective Period

Start Term 2018 WNTN End Term

Start Date End Date

Assignment Details

*Department Library

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Placed Method

Placed Process

Comments

2000 characters remaining

Services Impacted

Personalize | Find | View All | First

Impact	Description	Basis - Date	Basis - Term	Ter
1 AENR	Allow drop only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 TRAN	No transcript	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

