

Eligible to Enroll for Staff

Navigation: Home > Campus Community > Student Services Ctr (Student)

1.	Enter the student's ID number.																														
2.	<p>Click the Search button.</p> <p>Student Services Center Enter any information you have and click Search. Leave fields blank if you do not know the information.</p> <p>Find an Existing Value <input type="text"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text" value="551523"/> <input type="text" value="1"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search"/></p>																														
3.	<p>Click the general info tab.</p> <p>Seymour Eagle ID: 551523 <input type="button" value="Close"/> <input type="button" value="Star"/></p> <p><input type="button" value="student center"/> <input type="button" value="admissions"/> <input type="button" value="academics"/> <input type="button" value="transfer credit"/> <input type="button" value="finances"/> <input type="button" value="financial aid"/> <input type="button" value="general info"/></p>																														
4.	<p>Click on the NEE – MUST BE ADVISED link.</p> <p>Service Indicators</p> <p><input type="checkbox"/> Positive <input checked="" type="checkbox"/> Negative</p> <table border="1"> <thead> <tr> <th colspan="2">Service Indicators</th> <th colspan="3">Customize View</th> </tr> <tr> <th>Type</th> <th>Details</th> <th>Start Term</th> <th>End Term</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Do Not Bill</td> <td>Begin Term - Srvc Indicatr Use</td> <td></td> <td>01/06/2011</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Minimum Paid</td> <td>Begin Term - Srvc Indicatr Use</td> <td></td> <td>01/31/2011</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Do Not Drop</td> <td>Begin Term - Srvc Indicatr Use</td> <td></td> <td>02/01/2011</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>NEE - MUST BE ADVISED</td> <td>Begin Term - Srvc Indicatr Use</td> <td></td> <td>03/11/2011</td> </tr> </tbody> </table>	Service Indicators		Customize View			Type	Details	Start Term	End Term	Start Date	<input checked="" type="checkbox"/>	Do Not Bill	Begin Term - Srvc Indicatr Use		01/06/2011	<input checked="" type="checkbox"/>	Minimum Paid	Begin Term - Srvc Indicatr Use		01/31/2011	<input checked="" type="checkbox"/>	Do Not Drop	Begin Term - Srvc Indicatr Use		02/01/2011	<input checked="" type="checkbox"/>	NEE - MUST BE ADVISED	Begin Term - Srvc Indicatr Use		03/11/2011
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5. Click the **Release** button.

Edit Service Indicator

Seymour Eagle 551523

Release

*Institution: Univ of Southern Mississippi




*Service Indicator Code: Must be Advised by Major

6. Click the **OK** button.

Are you sure you want to release this Service Indicator?

OK Cancel

7. Note the **NEE – MUST BE ADVISED** service indicator has disappeared from the list.

Service Indicators		Customize View		
Type	Details	Start Term	End Term	Start Date
	Do Not Bill	Begin Term - Srv		01/06/2011
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