Release a Service Indicator

**Navigation:** Home > Campus Community > Student Services Ctr (Student) > General Info tab

1. Enter the student's ID number.

2. Click the **Search** button.

   - **Student Services Center**
   - Enter any information you have and click Search. Leave it.

   - Find an **Existing Value**

     - **ID:** begins with ▼ 76954*
     - **Campus ID:** begins with ▼
     - **National ID:** begins with ▼
     - **Last Name:** begins with ▼
     - **First Name:** begins with ▼

   - **Case Sensitive**

     - **Search** ▼ **Clear** ▼ **Basic Search** ▼ **Save Search**

3. Click the **general info** link.

4. Click the **edit service indicators** link.
5. Click the link of the service indicator you wish to release.

**Service Indicator Summary**

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Description</th>
<th>Reason Description</th>
<th>Institution</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DND</td>
<td>Do Not Drop</td>
<td>No Prior Balance</td>
<td>USM01</td>
<td>0000</td>
</tr>
<tr>
<td>MPD</td>
<td>Minimum Paid</td>
<td>Minimum Amount</td>
<td>USM01</td>
<td>0000</td>
</tr>
<tr>
<td>PRC</td>
<td>Academic Probation Continued</td>
<td>Academic Probation Continued</td>
<td>USM01</td>
<td>0000</td>
</tr>
</tbody>
</table>

6. Click the **Release** button.

**Edit Service Indicator**

Danny Duck

<table>
<thead>
<tr>
<th>Institution:</th>
<th>USM01</th>
<th>Univ of Southern Mississippi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Indicator Code:</td>
<td>PRC</td>
<td>Academic Probation Continued</td>
</tr>
</tbody>
</table>

7. Click the **OK** button.

Are you sure you want to release this Service Indicator?

- **OK**
- **Cancel**

8. Click the **Cancel** button.

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[Add Service Indicator]

9. To see the service indicator "disappear" from the list, you will need to click the "Return to Search" button and re-enter the student's ID number.