

Service Indicators

Academic Standing Value	What Student Sees on Record	Service Indicator Applied	Service Indicator Implications
Good	Good Standing	N/A	N/A
PRB1 (Probation Level 1)	Probation	PB	Holds Registration
PRB2 (Probation Level 2)	Probation	PB or PC	Holds Registration
DISM (Dismissal/Suspension)	Suspension	P3	Holds Registration

Service Indicator application:

- Service indicators should be applied by a specific term in the Start term field, do not use 0000 or 9999. (Example: a PB hold for Fall 2016 should have a start term of 1169). The start date will be the date you are applying the service indicator.
- The Academic Standing value and the associated service indicator (see grid above) should match. This should be done so that all colleges understand what is happening on a student's record. For help identifying mismatches, run the Academic Standing Mismatch report found in the Reporting Center.
- Service indicators should be applied for the term in which you want to hold the student from registration.
- Academic Standing values DO NOT prevent a student from registering, the service indicators applied to a student's record will prevent registration.

Program/Plan Guidelines:

The student's Program Plan page (Records and Enrollment, Career and Program Information, Student Program Plan) should be updated when a student is suspended and if/when they return. Again, this should be done so that all colleges understand what is happening on a student's record.

Suspension

- Add a row on program page
- Effective date = the day before the 1st day of the term (if student is already enrolled in courses, use the 2nd day of the term and un-check the eligible to enroll box on Term Activation page)
- Program Action = DISC
- Action Reason = SUSP
- Save

Readmit from Suspension

- Add a row on program page
- Effective date = 1st day of the term
- Program Action: RADM
- Save