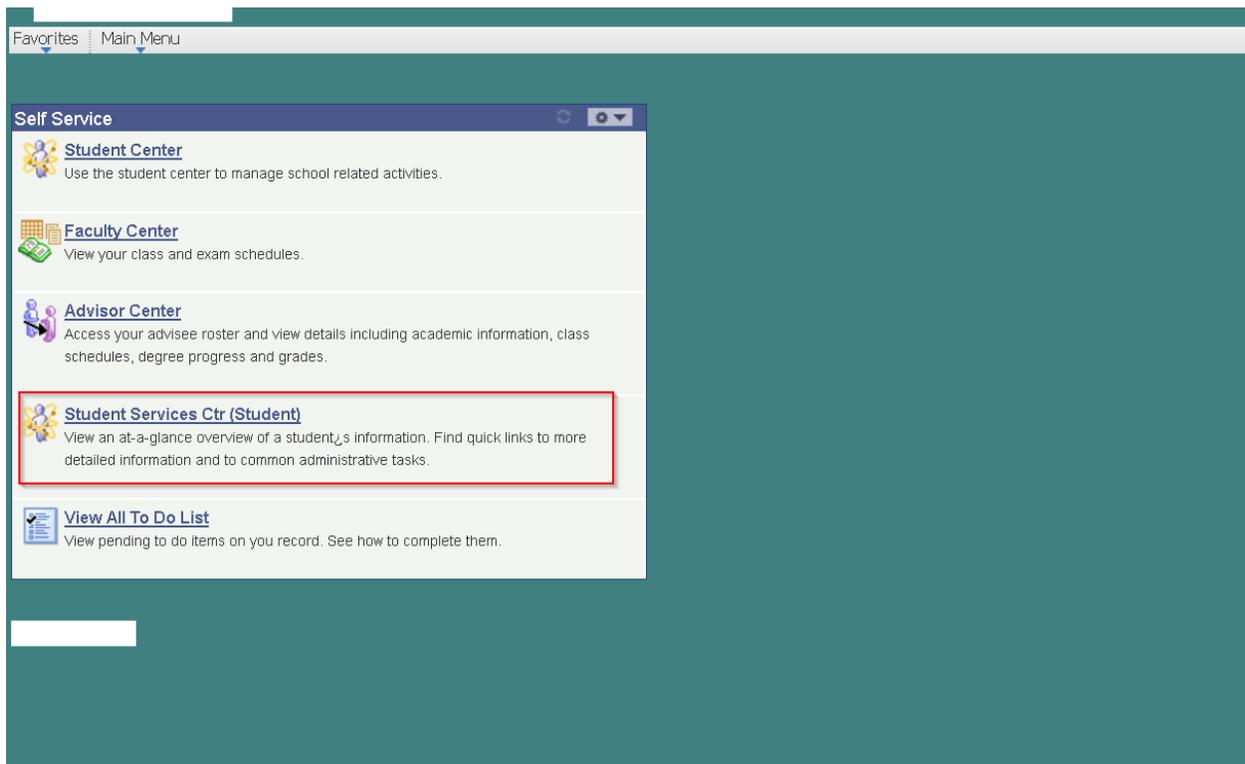


How to Release a Hold/service Indicator for a student who is on a Leave of Absence.

Since the student is currently on a leave, the student will not be on your advisee list and you will not be listed as the Advisor in the student's PAWS Student Center.

1. You will need to log into PAWS and select the link "Student Services Ctr (Student)"



2. Enter the student's PAWS ID or the student's Last and First Name and click Search.

Student Services 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 ▾ 778064

Campus ID: begins with ▾

National ID: begins with ▾

Last Name: begins with ▾

First Name: begins with ▾

Case Sensitive

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



3. Click on the "General Info" Tab.

██████████ ID: ██████████

student center **general info** advising tools admissions transfer credit and test results academics

██████████ Student Center

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)

other academic... >>

Finances

My Account
[Semester Verification](#)

Personal Information

SEARCH FOR CLASSES

Holds

NU Advising - Nursing
details ▶

To Do List

No To Do's.

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the 2018 Fall Regular Academic Session session is available for use beginning March 5, 2018.

Enrollment Appointment
You may begin enrolling for the 2018 Fall Regular Academic Session session on April 6, 2018.
details ▶

Contact Information

4. Click on the "Edit Service Indicator" button.

██████████ ID: ██████████

[student center](#) [general info](#) [advising tools](#) [admissions](#) [transfer credit and test results](#) [academics](#)

[Service Indicators](#) [Initiated Checklists](#)
[Student Groups](#) [Personal Data](#)
[National ID](#) [Names](#) [COLLAPSE ALL](#)
[Addresses](#) [Phones](#) [EXPAND ALL](#)
[Email Addresses](#)

Service Indicators [edit service indicators](#)

★ Positive ❌ Negative

Service Indicators							Personalize	View All	First	1 of 1	Last
Type	Details	Start Term	End Term	Start Date	End Date	Department					
❌	NU Advising - Nursing	2018 Fall		02/23/2018		SA-The College of New Jersey					

[Go to top](#)

Initiated Checklists

5. Click on the Service Indicator Code Link.

Manage Service Indicators

██████████

Display: **Effect** All Institution: The College of New Jersey [Refresh](#)

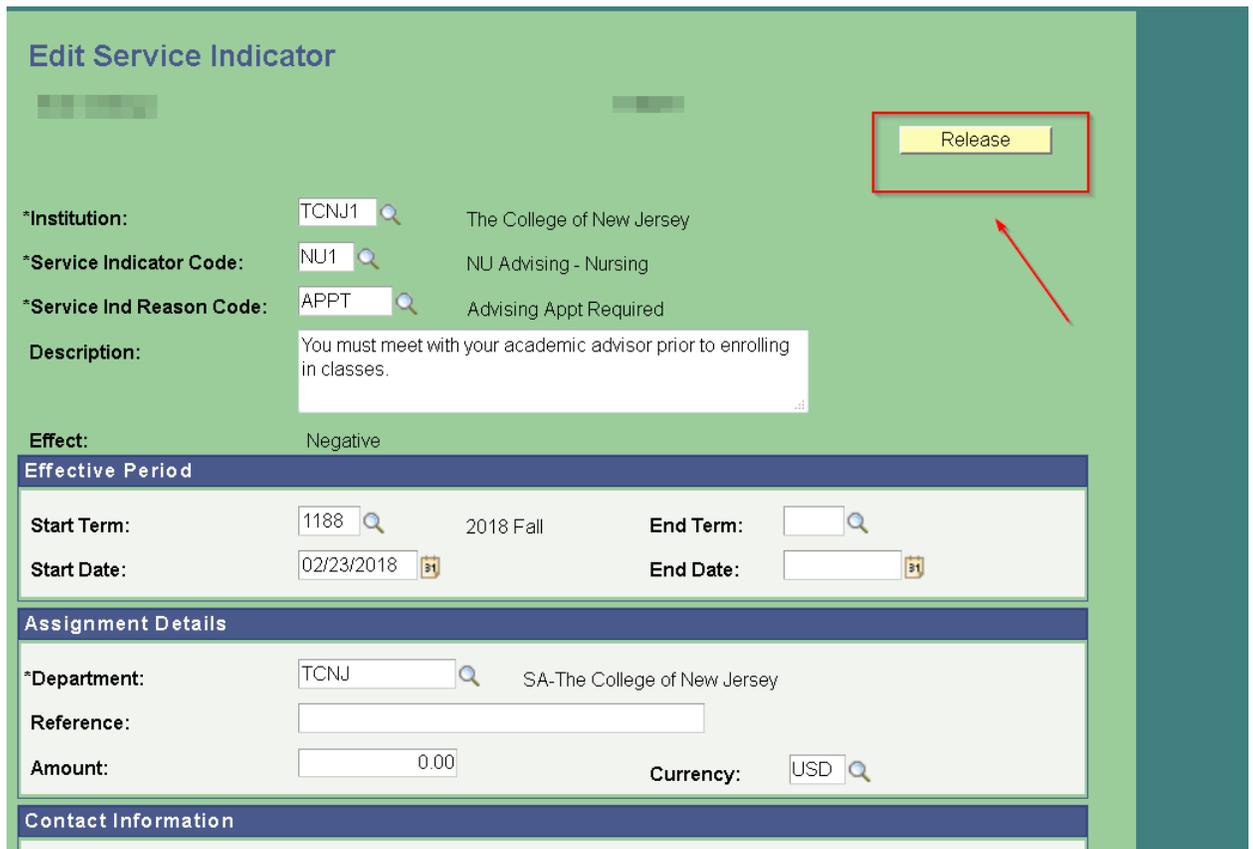
[+ Add Service Indicator](#)

Service Indicator Summary										Personalize	Find	View All	First	1 of 1	Last	
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date							
NU1	NU Advising - Nursing	Advising Appt Required	TCNJ1	1188	2018 Fall			02/23/2018								

[+ Add Service Indicator](#)

[Cancel](#)

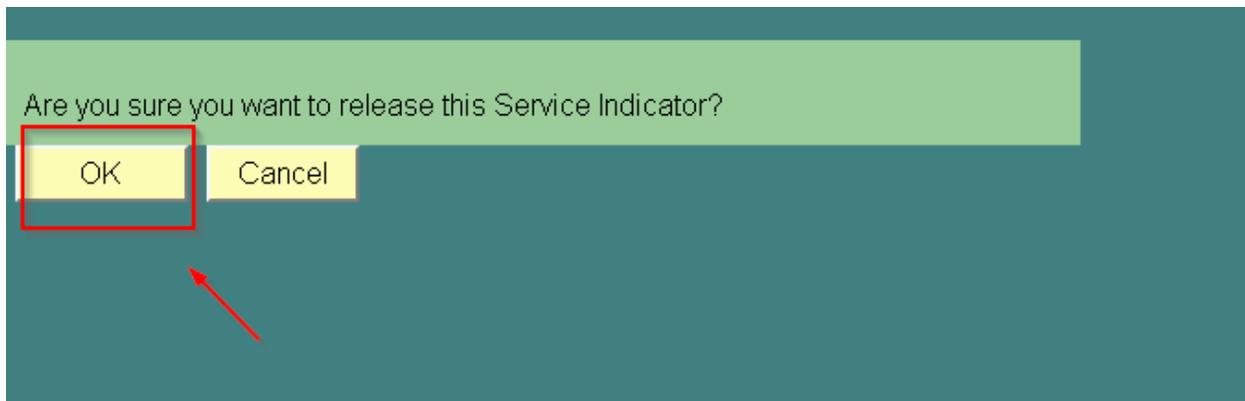
6. Click the "Release" button.



The screenshot shows the 'Edit Service Indicator' form. The 'Release' button is highlighted with a red box and a red arrow. The form contains the following information:

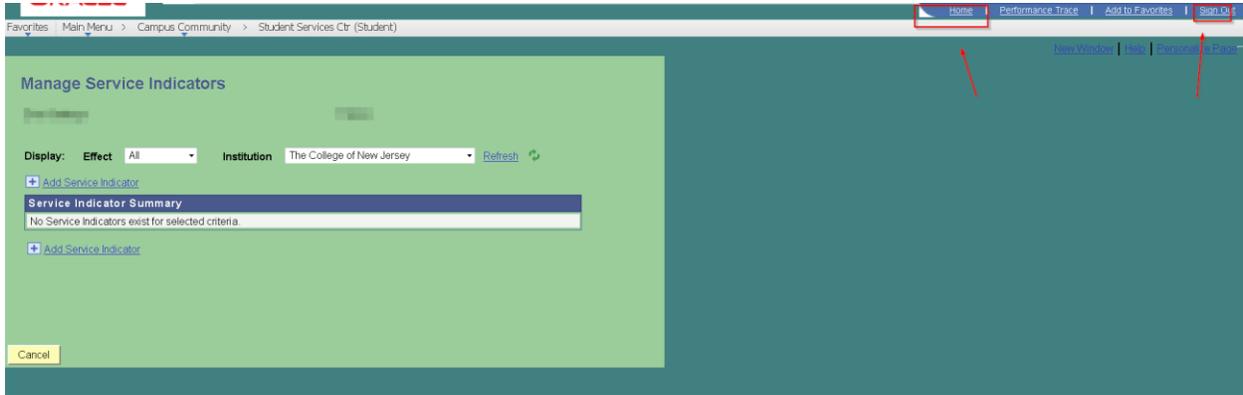
- Institution:** TCNJ1 (The College of New Jersey)
- Service Indicator Code:** NU1 (NU Advising - Nursing)
- Service Ind Reason Code:** APPT (Advising Appt Required)
- Description:** You must meet with your academic advisor prior to enrolling in classes.
- Effect:** Negative
- Effective Period:**
 - Start Term: 1188 (2018 Fall)
 - End Term: [Empty]
 - Start Date: 02/23/2018
 - End Date: [Empty]
- Assignment Details:**
 - Department: TCNJ (SA-The College of New Jersey)
 - Reference: [Empty]
 - Amount: 0.00
 - Currency: USD
- Contact Information:** [Empty]

7. Click the "OK" button.



The screenshot shows a confirmation dialog box with the text: "Are you sure you want to release this Service Indicator?". The "OK" button is highlighted with a red box and a red arrow.

8. Click the “Home” button and repeat process if you need to release the hold for another student; or, click “Sign Out” if you are done in PAWS.



If you have any questions, or need assistance with this process, please call Records and Registration, 609-771-2142.