



## How Do I?

### Remove Withdrawal Holds

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.  
*Remember to use CAPS when entering your User ID.*
2. Select Campus Community > Service Indicators (Student) > Manage Service Indicators.
3. Key in the student's ID and click Search
4. Click on the Withdrawal WDR code (Please be sure that you are removing the correct hold for the correct semester.)

Display: Effect **Negative** Institution Southeastern LA University Refresh

+ Add Service Indicator

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
DDP	Student Direct Deposit	Stu Refund via Direct Deposit	SLULA	2068	Fa 2006			08/23/2006	
RGH	Registration Hold	Applied for Graduation	SLULA	2093	Sp 2009				
RH	Registration Hold	Hist/Pol Sci Advising Hold	SLULA	2098	Fa 2009	2098	Fa 2009	02/20/2009	
RH	Registration Hold	Hist/Pol Sci Advising Hold	SLULA	2095	Su 2009	2095	Su 2009	02/20/2009	
WDR	Online Withdrawal Hold	WGAP Applied for Graduation	SLULA	2093	Sp 2009			04/02/2009	

+ Add Service Indicator

5. Click on the Release button located at the top-right of the page.

\*Institution: SLULA Southeastern LA University  
\*Service Indicator Code: WDR Online Withdrawal Hold  
\*Service Ind Reason Code: WGAP WGAP Applied for Graduation  
Description: Student has applied for graduation and must speak with their advisor before withdrawing from a class.  
Effect: Negative  
Effective Period  
Start Term: 2093 Sp 2009 End Term: [ ]  
Start Date: 04/02/2009 End Date: [ ]

After clicking on the Release button, you will be asked for confirmation that you want to remove the hold. Click OK to confirm the removal.

Are you sure you want to release this Service Indicator?

OK Cancel

6. You should now see that the student's hold has been removed. Click on Return to Search to remove another student's service indicator.
7. Once the withdrawal hold is removed, the student may withdraw themselves using their LEONet Account.