

# Germanna Community College SIS Documentation

## Remove a Service Indicator

**Description:** Service Indicators should be removed as appropriate. An audit trail is created on each service indicator that is added and removed so there is always a log.

### Important Information:

- *A Service Indicator can be removed once debt has been paid.*

### STEPS

**NAVIGATION:** Campus Community > Service Indicators > Service Indicator Data

### Enter Student ID

Click 

**Service Indicator Data**

Kathryn Christopher 5746879

Service Indicator Data Find | View As: First 1 of 1 Last

DateTime: 09/11/2006 10:01:05AM \*Institution: GC297 Germanna C

Service Ind Active Term: 2064 2006 Fall \*Active Date: 09/11/2006

\*Service Indicator Code: DND Do Not Drop From Classes Positive Service Indicator

\*Service Ind Reason Code: MIT Mitigating Circumstances

Reference: FINANCIAL AID

Amount: 0.00 Currency: USD Dollar

Contact ID: 3409799 Contact Person: Gallahan, Marlene J


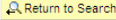

Placed Person ID: 3371263 Placed By: Breeden, Maggie D

\*Department: ALL DEPTS All College Departments


Comments: Anticipated financial Aid

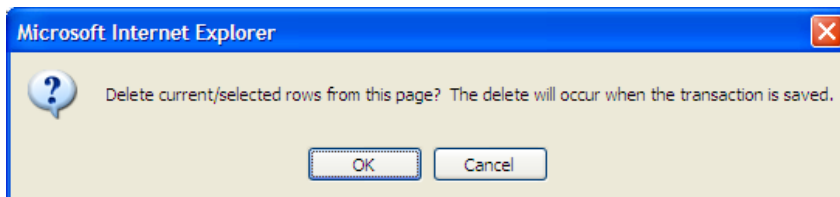
Placed Method: Manual Placed Process: Release Proc:

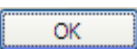
User ID: 3371263 Breeden, Maggie D

Scroll to the Service Indicator you would like to remove using the navigational arrows if the student has more than one indicator

Once you have located the Indicator to be removed Click the Delete Row button 



Click 

Click 