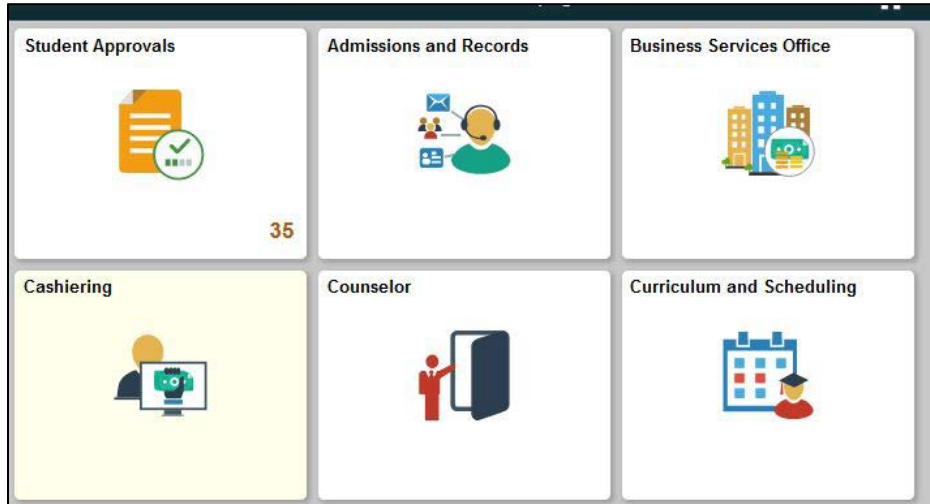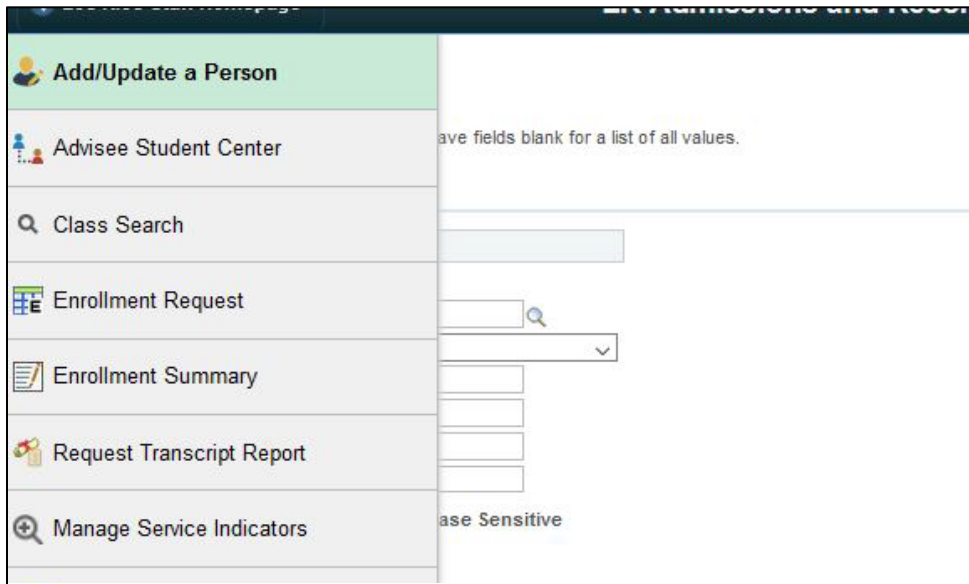# Service Indicators in PeopleSoft

From the home screen click Admissions and Records. If you do not have an Admissions and Records tile, use the Search feature to find Manage Service Indicators.

Click Manage Service Indicators.

Enter the students ID number and click search.

Manage Service Indicators

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 ⌄	[ ] 🔍
Academic Career	= ⌄	SCC ⌄
National ID	begins with ⌄	[ ]
Campus ID	begins with ⌄	[ ]
Last Name	begins with ⌄	[ ]
First Name	begins with ⌄	[ ]

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search   Clear   Basic Search ⌨ Save Search Criteria

Click on the DSM or PRB hyperlink you wish to remove.

Display   Effect All ⌄   Institution Los Rios Comm College District ⌄   Refresh ↻

➕ Add Service Indicator

Service Indicator Summary   Personalize | Find | View All | 🔁 | 🔢   First ◀ 1-6 of 6 ▶ Last

Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
DAU	Degree Applicable Unit Max	Over 90 Degree Applic Units	LRCCD	1139	FA 2013			01/10/2014	
DSM	Dismissal	Academic/Progress Dismissal	LRCCD	1209	FA 2020			01/25/2021	
EMP	Student is Los Rios Employee	Student is Los Rios Employee	LRCCD	1153	SP 2015			12/05/2014	
ONB	External transript on ONBASE	External College Transcript	LRCCD	0000	Begin Term			01/15/2008	
SSM	Student Success Matriculation	Matriculation Grandfathered	LRCCD	1143	SP 2014			01/30/2014	
SUP	Supplemental Form Needed	Supplemental Form Needed	LRCCD	1213	SP 2021			10/26/2020	

➕ Add Service Indicator

Click Release and then confirm that you want to release the hold.

Edit Service Indicator

Laura Wong   0001822   [Release]

*Institution LRCCD [Q]   Los Rios Comm College District

*Service Indicator Code DSM [Q]   Dismissal

*Reason ACPR [Q]   Academic/Progress Dismissal

Description
You must contact the counseling office to have this
hold removed:
American River College (916) 484-8572

Effect Negative Service Indicator

Effective Period

Start Term 1209 [Q]   FA 2020   End Term [   ] [Q]

Start Date 01/25/2021 [31]   End Date [   ] [31]

Assignment Details

*Department LRD [   ] [Q]   Los Rios CC District

Reference [   ]

Amount [0.000]   Currency USD [Q]

Contact Information

Contact ID [   ] [Q]   Contact Person [   ]

Placed Person ID 0002245 [Q]   Placed By Goff,Kimberly M.

Placed Method Manual

Are you sure you want to release this Service Indicator?

[OK]   [Cancel]

Click Add Service Indicator to add the positive indicator Readmit.

Click RAD (you can also type in RAD).

Under Reason choose PETN if the student is petitioning or AUTO if the student is doing well but is still on DSM because of cumulative GPA/progress.

Make sure to enter the Start Term and click OK.

You can now see the RAD service indicator and that the DSM indicator is gone.