Removal of Universal Advising Indicator (UAD)

The instructions that follow are from the online system, available from RIConnect on the Navigation Guide for Faculty screen but not accessible from some browsers.

The pages are not interactive in this form – just read through the list.

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Steps:

1. Click the **Self Service** link.  
   [Step 1](#)

2. Click the **View Advisees' Information** link.  
   [Step 2](#)

3. **Click: "View All" option to display remaining list of students.**  
   Point to the **View All** link.  
   [Step 3](#)

4. Click the **Negative Service Indicators** graphic.  
   [Step 4](#)

5. Point to the **DELETE** graphic.  
   [Step 5](#)

6. **Click: 'x' in-order to delete the Universal Advising negative indicator.**  
   Click the **DELETE** graphic.  
   [Step 6](#)

7. **To remove the 'UAD' indicator.**  
   Click the **Yes** button.  
   [Step 7](#)

8. Student's 'UAD' negative indicator has been removed.  
   Point to the cell.  
   [Step 8](#)

Removing the 'Universal Advisor Indicator.'
Click the **Self Service** link.

[Next Step](#)
Click the **View Advisees' Information** link.

[Next Step](#)
Click: "View All" option to display remaining list of students.
Point to the View All link.
Next Step
Click the **Negative Service Indicators** graphic.

[Next Step](#)
Point to the **DELETE** graphic.

**Next Step**
Click: ‘x’ in-order to delete the Universal Advising negative indicator.
Click the DELETE graphic.

Next Step
Student's 'UAD' negative indicator has been removed.
Point to the cell.
Next Step
Removing the 'Universal Advisor Indicator.'