

## Do Not Contact Service Indicator Label

A “Do Not Contact” label, similar to that of a “Deceased” student would be applied to students the university wishes to limit communication. It was determined that if the student is still “Active”, then the contact information would not be altered. However, if the student becomes “inactive”, then the primary contact information would be moved to the other address or other email field and the primary would be replaced with a [nocontact@depaul.edu](mailto:nocontact@depaul.edu) email address or a NO Contact home address.

The Dean of Students office would make the determination of who will get the indicator and that the request would be sent to the Registrar for application. The indicator would need to be set up so that it may be hidden from the student’s view.

Other areas would have to be trained and/ or made aware of this new indicator so that they may fit it into their practices of contacting students. In some cases it may be necessary and other cases not and each department should be responsible for adjusting their student communication lists accordingly.

Attribute added to allow a Do Not Contact Label to be applied.

Service Indicator Codes | Service Indicator Reasons

Academic Institution: DPAUL DePaul University

Service Indicator Code: DOS Copy

**Service Indicator Details** Find | View All First 1 of 1 Last

\*Effective Date: 03/16/2009 [B] \*Status: Active + -

\*Description: Dean of students Hold

Short Description: DOS

Default Reason:  Set No Default

**Attributes**

Use with:  Person  Organization  Positive Service Indicator  Default Start Term (0000)

Display Do Not Contact Label  Display Deceased Label  Display in Self-Service  Default Start Date

**Service Indicator Impact** Find | View All First 1 of 4 Last

\*Service Impact: CENR [Q] Prevents All Enrollment + -

Term Category: [v]

Description:

Save Return to Search Notify Add Update/Display Include History Correct History

Apply Do Not Contact Service Indicator screen:

## Edit Service Indicator

\*Institution:  DePaul University  
\*Service Indicator Code:  Do Not Contact Student  
\*Service Ind Reason Code:  DO NOT CONTACT\_DOS  
Description: 

Student has been placed on the DO NOT CONTACT list. Please refer to the Dean of Students Office for instructions.

Effect: Positive

Effective Period  
Start Term:  Begin Term      End Term:   
Start Date:       End Date:

Assignment Details  
\*Department:  Dean of Students  
Reference:   
Amount:       Currency:

Contact Information  
Contact ID:       Contact Person:   
Placed Person ID:       Placed By:   
Placed Method: Manual  
Placed Process:      Release Process:

Comments

Services Impacted Personalize | Find | View All | First 1 of 1 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 NONE1	No restrictions on services.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Service Indicator Date Time: 06/14/2017 2:29:54PM

User ID:

Label will appear similarly to the Deceased Label shown on all pages in Campus Connect for the student.

### Manage Service Indicators

[+ 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
<a href="#">DNC</a>	Do Not Contact Student	DO NOT CONTACT_DOS	DPAUL	0000	Begin Term			06/14/2017	