

View Your Holds and To Do List

HOLDS

The **Holds** section displays restrictions that have been put on your record. These restrictions sometimes block university services (such as registration and official transcripts) until the hold is resolved. If you have a hold, a **details** link will appear.

1. On your WINGS Student Center Homepage, the **Holds** and the **To Do List** sections are listed in the right-hand column.

The screenshot shows the WINGS Student Center Homepage. On the left, there is a navigation menu under the 'Academics' header, including links for Search, Plan, Enroll, My Academics, and Schedule Planner. Below this is a search box for 'other academic...' and a 'Deadlines' section with a 'URL' icon. The main content area features a 'Fall 2020 Schedule' table with columns for 'Class' and 'Schedule'. The table lists five classes: ANT 362-01 LEC (4782), FIN 370-413 LEC (3581), FIN 380-413 LEC (4959), MGT 308-415 LEC (1760), and MGT 393-414 LEC (1765). Below the table are links for 'Weekly Schedule' and 'enrollment shopping cart'. On the right side, there is a 'Search for Classes' box, followed by a 'Holds' section listing 'Advising-Block Enrollment' and 'Cashiers-Balance Due Severe' with a 'Details' link. Below that is a 'To Do List' section listing 'Selected for Verification 2021' with 'Terms & Conditions' and a 'More' link. At the bottom right, there is an 'Enrollment Dates' section and a 'Shopping Cart Appointment' section.

	Class	Schedule
	ANT 362-01 LEC (4782)	MoWe 2:15PM - 3:40PM Wimberly 211
	FIN 370-413 LEC (3581)	TuTh 11:00AM - 12:25PM Internet
	FIN 380-413 LEC (4959)	Mo 6:00PM - 8:45PM Internet
	MGT 308-415 LEC (1760)	TuTh 12:40PM - 2:05PM Internet
	MGT 393-414 LEC (1765)	MoWe 3:55PM - 5:20PM Internet

2. Click on **details** find out more about the hold. Restrictions can be for a variety of reasons. The most common ones are advising holds and financial obligations. These restrictions may prevent you from registering or from obtaining an official transcript until you have cleared them up.

This is a close-up screenshot of the 'Holds' section. It shows a 'Search for Classes' box at the top. Below it is the 'Holds' section header, followed by a list of holds: 'Advising-Block Enrollment' and 'Cashiers-Balance Due Severe'. A 'Details' link with a right-pointing arrow is circled in orange. Below the 'Holds' section is the 'To Do List' section header.

The details page displays basic information about the hold, including the day it was put on and the department or office that put on the hold.

Your Holds

The following is a list of current Holds on your records. To filter your list of Holds, change the options on the following and select the Go button.

View your Holds by

Institution	<input type="text"/>	▼
Term	<input type="text"/>	▼
Department	<input type="text"/>	▼

Item List

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Advising-Block Enrollment	USD	UW-La Crosse	2021 Spring		08/27/2020		UW - La Crosse
Cashiers-Balance Due Severe	USD	UW-La Crosse	2020 Summer		06/15/2020		Budget & Finance

3. Click on the name of the hold for instructions on how to get it removed.

Your Holds

Hold Item

Stryker Eagle

Advising-Block Enrollment

Reason and Contact

Description UW-La Crosse

Start Term 2021 Spring

Start Date 08/27/2020

Reason Advising Required

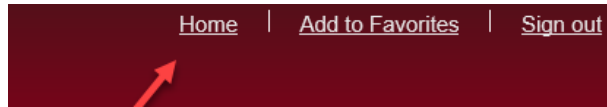
Department UW - La Crosse

Contact

Instructions

Academic advising is required. Contact your academic advisor for an appointment.

- Return to your homepage by clicking the "Home" button at the top right of the screen.



TO DO LIST (also called CHECKLIST)

Your To Do List tracks actions you need to take to complete as part of your admission to UWL, financial obligations, and actions needed to qualify for financial aid. Failure to complete certain tasks can result in a hold being placed on your account until that task is completed.

- Click on "**more**" to see more details.

▼ **To Do List**

Selected for Verification 2021
Terms & Conditions

More ▶

▼ **Enrollment Dates**

Shopping Cart Appointment
Your Shopping Cart for the
2020 Fall Semester Academic

- Note the due date for when the task must be completed.

To Do List

The following list is your current To Do items. To sort or filter your To Do items, change the options and select the Go button.

View your To Do Items by

Due Date 🔍

Institution ▼

Function ▼

To Do List				
To Do Item	Due Date	Status	Institution	Administrative Function
Selected for Verification 2021	01/18/2020	Initiated	UW-La Crosse	Financial Aid
Terms & Conditions	08/26/2020	Initiated	UW-La Crosse	General

7. Click on the name of the **To Do** Item to find out what you have to do to complete the task. There will be a contact person to whom you should submit your paperwork or proof that you have completed the task.

[To Do List](#)

To Do Item Detail

Stryker Eagle

Selected for Verification 2021

Aid Year 2021

Contact

UW-La Crosse

Administrative Function Financial Aid

Due Date 01/18/2020

Financial Aid Office

ESTEST@uwlax.edu

Description

You've been selected for verification. Please go out to [VerifymyFAFSA](#) and create an account to see the tasks that you still need to complete. Once these tasks are completed (be sure you're clicking SUBMIT & FINISH), the Financial Aid staff will review the documents. You'll receive an email to your campus email when your award has been posted to WINGS.

[Return](#)

8. If you have already completed the task, contact that person or office and let them know it is completed.