

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 a class schedule table on the left and a navigation menu on the right. The 'Holds' and 'To Do List' sections in the navigation menu are circled in orange.

Class	Schedule
01 2)	MoWe 2:15PM - 3:40PM Wimberly 211
i13 1)	TuTh 11:00AM - 12:25PM Internet
i13 9)	Mo 6:00PM - 8:45PM Internet
-415 0)	TuTh 12:40PM - 2:05PM Internet
-414 5)	MoWe 3:55PM - 5:20PM Internet

Weekly Schedule ▶
enrollment shopping cart ▶

Search for Classes

▼ **Holds**

Advising-Block Enrollment
Cashiers-Balance Due Severe

Details ▶

▼ **To Do List**

Selected for Verification 20XX
Terms & Conditions

More ▶

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the

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.

Search for Classes

▼ **Holds**


Advising-Block Enrollment
Cashiers-Balance Due Severe

Details ▶

▼ **To Do List**

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.

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Go To 

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	2024 Fall		07/15/2024		UW - La Crosse
Cashiers-Balance Due Severe	USD	UW-La Crosse	2024 Summer		07/15/2024		Budget & Finance

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

Your Holds

Hold Item

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Advising-Block Enrollment

Reason and Contact

Description UW-La Crosse

Start Term 2024 Fall

Start Date 07/15/2024

Reason Advising Required

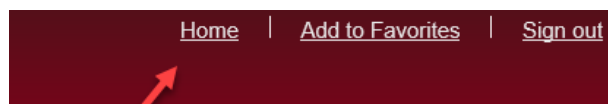
Department UW - La Crosse

Contact

Instructions

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

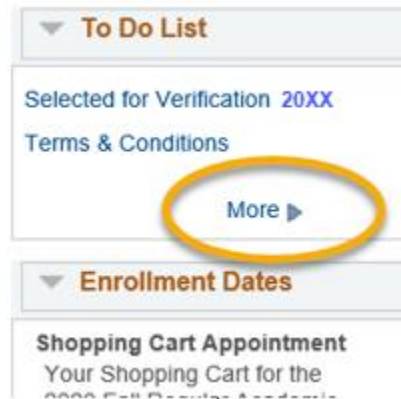
4. Return to your homepage by clicking the "Home" button at the top right of the screen.



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.

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



6. 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 

Go

Item List

To Do Item	Due Date	Status	Institution	Administrative Function
Selected for Verification 20XX	01/18, 	Initiated	UW-La Crosse	Financial Aid
Terms & Conditions	08/26, 	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

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Selected for Verification

Aid Year 20XX

Contact

UW-La Crosse

Administrative Function Financial Aid

Due Date 01/18

Financial Aid Office

finaid@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.

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