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.

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.

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.

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

4. Return to your homepage by clicking the "Home" button at the top right of the screen.
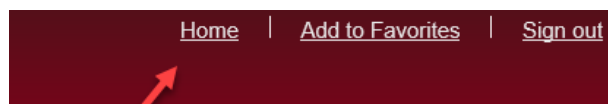
TO DO LIST (also called CHECKLIST)

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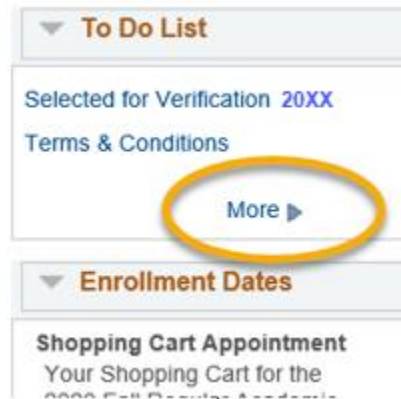
5. Click on "**more**" to see more details.

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

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

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.