Viewing Holds

Overview

Here you will find instructions on how to view active holds on your account. You will not be able to see previous holds that are no longer active or holds that will become effective in the future. You will only see live, current information.

For information on how to remove the Financial Responsibility hold, please click here.

Instructions

Viewing Holds:

1. Search for, then select the Student Academic Records Menu app in MyUWF (if you search for Holds, this is the app you will choose).
2. From the Student tab, choose the View Holds link.
   - You may be asked to select the term for which you want to view holds. In this case, select the current term and click submit.
3. All holds currently on your record should appear.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Faculty Services</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| View Holds           |         |                 |          |
| Final Grades         |         |                 |          |
| Academic Transcript  |         |                 |          |
| Course Catalog       |         |                 |          |
| Course Search        |         |                 |          |
| View Student Information |     |                 |          |
| Apply to Graduate    |         |                 |          |
| View Application To Graduate | |                 |          |

Administrative Holds

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason Originator Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Responsibility</td>
<td>Feb 04, 2014</td>
<td>Dec 31, 2019</td>
<td>Registration</td>
</tr>
</tbody>
</table>
If you have no holds, the following message should appear:

⚠️ No holds exist on your record.

OR

1. Select the Student tab, then click the Registration link.
   - You may be asked to select the term for which you want to view holds. In this case, select the current term and click submit.

   ![Student Tab]

   **Student**

   - **Registration**
     - Check your registration status, class schedule and add or drop classes
   - **Student Records**
     - View your holds, grades and transcripts
   - **Student Account**
     - View your account summaries, statement/payment history and tax information

2. Then choose the Registration Status link.

   ![Registration Tab]

   **Registration**

   - **Select Term**
   - **Registration Status**
     - Look up classes (view only)
     - Add or Drop Classes
     - Change Grade Mode or Credit Hours
     - Student Detail Schedule
     - Concise Student Schedule
     - Registration History
     - Enrollment Certification
3. If you have holds, the following message will appear:

**Registration Status**

*You may register during the following times*

<table>
<thead>
<tr>
<th>From</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 17, 2013</td>
<td>12:01 am</td>
<td>Feb 03, 2014</td>
<td>10:59 pm</td>
</tr>
</tbody>
</table>

**⚠️ You have holds which will prevent registration.**

- Your Academic Standing permits registration.
- Your Student Status permits registration.
- Your Class for registration purposes is Freshman.

4. To view what the specific holds are, click the View Holds link at the bottom of the page.

- Any holds you have will be listed.

5. If you do not have holds, the following message will appear:

- **✅ You have no holds which prevent registration.**

**Financial Responsibility Hold**

Every semester a Financial Responsibility hold will be placed on your account. You will receive an "Agree to Pay" message via MyMessages in MyUWF.

To remove the Financial Responsibility hold:

1. Go to MyMessages in MyUWF and read the "Agree to Pay" message.
2. Check the Confirm Acknowledgement box, then click "I Agree".

From: UWF Accounts Receivable
Subject: University of West Florida Financial Responsibility Agreement

I agree to pay all UWF debts and charges pursuant to UWF policies. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay the costs of tuition, fees, and other charges. I understand that it is my responsibility to view my charges on my Account Balance in MyUWF and make payment by the published deadline. As billings statements are only available online, failure to receive a billing statement does not constitute a valid reason for not paying a bill on time. I acknowledge that if I have not paid my fees or made payment arrangements prior to the tuition deadline, I will be charged a $100 late payment fee.

I acknowledge non-attendance does not constitute an official drop of classes. My failure to officially drop class(es) during the University's add/drop period will not relieve me of the financial obligation for those class(es).

I understand that if my account becomes delinquent, I will not be allowed to register, or receive transcripts, grades or diplomas until the debt is paid in full. Delinquent debts may be reported to a credit bureau and referred to collection agencies, or litigated. I agree to pay costs of collecting unpaid charges, including attorney fees and court costs. This Agreement is governed by the laws of the State of Florida. Any suit, action or proceeding arising in connection with the Agreement must be brought in the appropriate court sitting in Escambia County, Florida regardless of my domicile at the time of bringing such suit.

3. Confirm that the hold has been removed by Viewing Holds.

Previous/Next Steps

Previous Steps
Viewing Student Registration Information

Next Steps
Viewing your Advising PIN in MyUWF
Viewing a Degree Audit
Searching for Course Offerings
Registering for Courses
Dropping Courses
Withdrawing After Drop/Add
Viewing a Student Schedule