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 You will not be able to see previous holds that are no longer active or holds that will become effective in the future.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.

   All holds currently on your record should appear.

   Please note that some holds are sensitive and may not display on this page.

   Administrative Holds
   Hold Type From Date To Date Amount Reason Originator Processes Affected
   Fiscal Responsibility Feb 04, 2014 Dec 31, 2099 Registration
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.

   ![Navigation Menu]

   - **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 Menu]

   - **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.

[View Holds](#) [Add or Drop Classes](#)

- 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".

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