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 You will not be able to see previous holds that are no longer active or holds that will become effective in the future.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

   Student Records

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

3. All holds currently on your record should appear.

   Administrative Holds
   Hold Type  From Date  To Date  Amount Reason Originator  Processes Affected
   Fiscal Responsibility  Feb 04, 2014  Dec 31, 2019  Registration

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

2. Then choose the Registration Status link.
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