A Hold or To Do List item on your academic record could prevent you from enrolling in classes or requesting a transcript. There are a number of holds you may see regularly, e.g., signing your PPA (see Common Holds for more information), but new requirements that you have not seen before sometimes come up.

*MyBlugold CampS* has your To Do List and also a list of your Holds. It explains the details of how to get them lifted. Simply check your Holds from *Student Center* and make sure you take care of everything on the list prior to registration.

**Contents:**

- Accessing Your Student Center
- Common Holds
- Checking and Lifting Your Holds
- Checking Your To Do List

**Accessing Your Student Center**

1. Begin at the *MyBlugold CampS* website.
2. Click *Main Menu*.
3. Click *Self Service*.
4. Click *Student Center*.

   *NOTE: The sidebar on the right will resemble the image below.*
Common Holds

There are several common holds you will encounter, some of which need to be addressed every semester.

- **Personal Advising Code (PAC)**–Approximately three weeks before the registration period starts, faculty advisors are able to view their advisees’ PAC on MyBlugold CampS. PACs are used to indicate that a student has met with his or her advisor. Students that will see this hold include:
  - Students who have completed less than 60 credits
  - Students in academic difficulty
  - All College of Business students
  - All new transfer students pursuing their first degree

- **Payment Plan Agreement (PPA) Not Signed**–Students must read and electronically sign this agreement each semester. This agreement includes
Checking and Lifting Your Holds

Holds is one of the sections on the sidebar.

1. Access your Student Center.
2. From the Holds section, select Details.
   The page refreshes to show a table containing information about your Holds.

3. To get a more specific explanation and instructions on how to lift a Hold, from the Hold Item column, click its name.

   EXAMPLE: Click Business OFC PPA/REG Deposit.

   Business Ofc PPA/Reg Deposit
   Reason and Contact

<table>
<thead>
<tr>
<th>Description</th>
<th>UW-Eau Claire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Term</td>
<td>2010-11 Fall Semester</td>
</tr>
<tr>
<td>Start Date</td>
<td>03/16/2010</td>
</tr>
<tr>
<td>Reason</td>
<td>Fall Signed PPA not on File</td>
</tr>
<tr>
<td>Department</td>
<td>Business Office</td>
</tr>
<tr>
<td>Contact</td>
<td></td>
</tr>
</tbody>
</table>

   Instructions

   Refer to the “Payment Plan Agreement” link under Self-Service on the left menu bar for information on completing this requirement. This Payment Plan Agreement applies to this term only.

   NOTE: The previous example shows a Hold that ALL students will need to take care of each semester. Notice that the instructions tell you to access the Payment Plan Agreement link on the Self-Service menu and complete that document.

4. Follow the Instructions in order to lift the Hold.
NOTE: It may take several days to process and lift Holds. To be safe, you should address your Holds at least a week before you register.

5. Click Return.

The page refreshes to again show the table of your Holds.

6. Repeat steps 2-5 until all of your Holds are addressed or lifted.

Checking Your To Do List

The To Do List is also located on the Student Center sidebar. It will display items needed by specific departments in order to complete an application or another similar process. Check your To Do List periodically, especially prior to registration and the beginning of a semester. Financial Aid in particular uses the To Do List extensively in notifying students of required actions and paperwork for applications.

1. Access your Student Center.

2. From the To Do List section, select Details.

<table>
<thead>
<tr>
<th>Item List</th>
<th>Due Date</th>
<th>Status</th>
<th>Institution</th>
<th>Administrative Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10 Verification Form D</td>
<td>02/07/2010</td>
<td>Initiated</td>
<td>UW-Eau Claire</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>2008 Parent Federal Tax Form</td>
<td>02/07/2010</td>
<td>Initiated</td>
<td>UW-Eau Claire</td>
<td>Financial Aid</td>
</tr>
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<td>02/07/2010</td>
<td>Initiated</td>
<td>UW-Eau Claire</td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>

3. To get a more specific explanation and instructions on how to address To Do List items, from the To Do Item column, click its name.

The page refreshes to show information about the specific To Do List item.

EXAMPLE: Click 2008 Parent Federal Tax Form.
4. In the Description section, follow the instructions in order to address the To Do List item.

   NOTE: It may take several days to process To Do List items. To be safe, you should address them at least a week before you register.

5. Click Return.

6. Repeat steps 2-5 until all of your To Do List items are addressed or lifted.