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...
important information regarding the billing and payment process.

- **Registration Deposit Required**—Before registering for courses their first semester, all degree-seeking students must pay a $100 registration deposit.

## 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**

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

   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>
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<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.