How to Clear Holds

Once admitted, your account will have holds applied that will need to be cleared prior to being able to register. Please note, some holds will clear automatically once cleared, while others will take at least 24 hours. We recommend you begin clearing holds as soon as you see them applied.

1) Login to myWings.

2) Click the Holds tile.
   • If you see a number in the top right corner, you have holds that need to be cleared.

3) Review holds.
   • Please note: The holds used in the creation of this guide may not accurately reflect the holds that you find on your account.

   ![Holds](image_url)

- **09/24/2018 - 12/31/2099**
  - **Need Immunization - Meng/Hep B**
  - **Originator:** Med. Compliance 904-620-2175
  - **Affected:** Registration

- **09/24/2018 - 12/31/2099**
  - **Informational - Financial Info**
  - **Originator:** One Stop 904-620-5555
  - **Affected:** Registration

- **09/24/2018 - 12/31/2099**
  - **Campus Clarity**
  - **Originator:** E. O. D. 904-620-2607
  - **Affected:** Registration

Learn How to Remove Holds

Updated 9/24/2018
4) **Click on Learn How to Remove Holds at the bottom.**

- For additional information on the removal of the hold, please contact the Originator of each hold.

**View Holds**

These are the holds on your record. If you have a registration hold you will not be allowed to register. A transcript hold will prevent you from viewing your transcript.

Please note: If you have a financial hold you are advised to pay your outstanding balance well before your registration time ticket. Financial holds are not removed immediately upon payment and having a financial hold because of a past-due balance will result in your registration being delayed.

Please contact the Originator of each Hold Type for specific questions.

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount</th>
<th>Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need Immunization - Meng/Hep B</td>
<td>Sep 24, 2018</td>
<td>Dec 31, 2099</td>
<td></td>
<td>Med. Compliance</td>
<td>904-620-2175</td>
<td>Registration</td>
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<tr>
<td>Informational - Financial Info</td>
<td>Sep 24, 2018</td>
<td>Dec 31, 2099</td>
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<td>One Stop</td>
<td>904-620-5555</td>
<td>Registration</td>
</tr>
<tr>
<td>Campus Clarity</td>
<td>Sep 24, 2018</td>
<td>Dec 31, 2099</td>
<td></td>
<td>E. O. D.</td>
<td>2507</td>
<td>Registration</td>
</tr>
</tbody>
</table>

If you have any questions or concerns, please contact the Graduate School at graduateschool@unf.edu or (904) 620-1360.