

# View Students Holds

On this job aid:

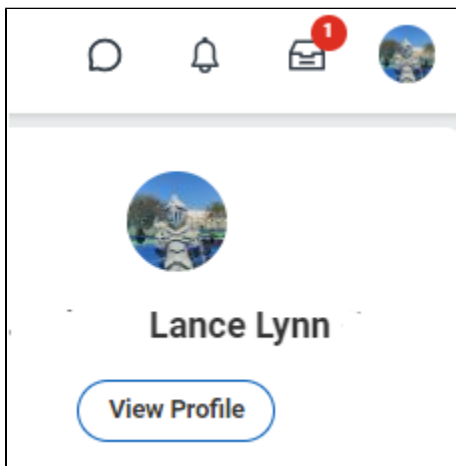
- [Where to View a Student Hold in Workday](#)
- [Student Profile Page](#)
  - [Where to View Holds that have been Resolved](#)
- [Academic Application Dashboard](#)


**i** Students holds will prevent one or more process from occurring in Workday. Issues causing a hold can consist of incomplete transcripts, balance due, financial aid required documents that may prevent students from registering and receiving aid.

## Where to View a Student Hold in Workday Student Profile Page

Select Profile icon at the top right corner to view students profile.

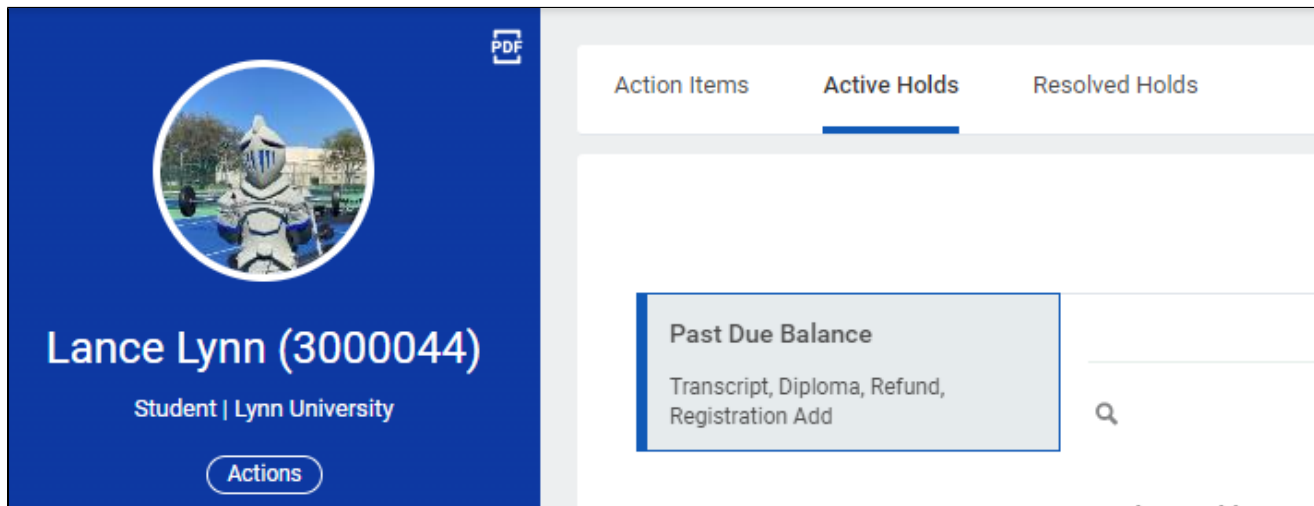
Select View Profile



On the Student Profile, select  **Action Items and Holds** **Action Items and Holds** category.

Press the **Active Holds tab** to display student hold(s).





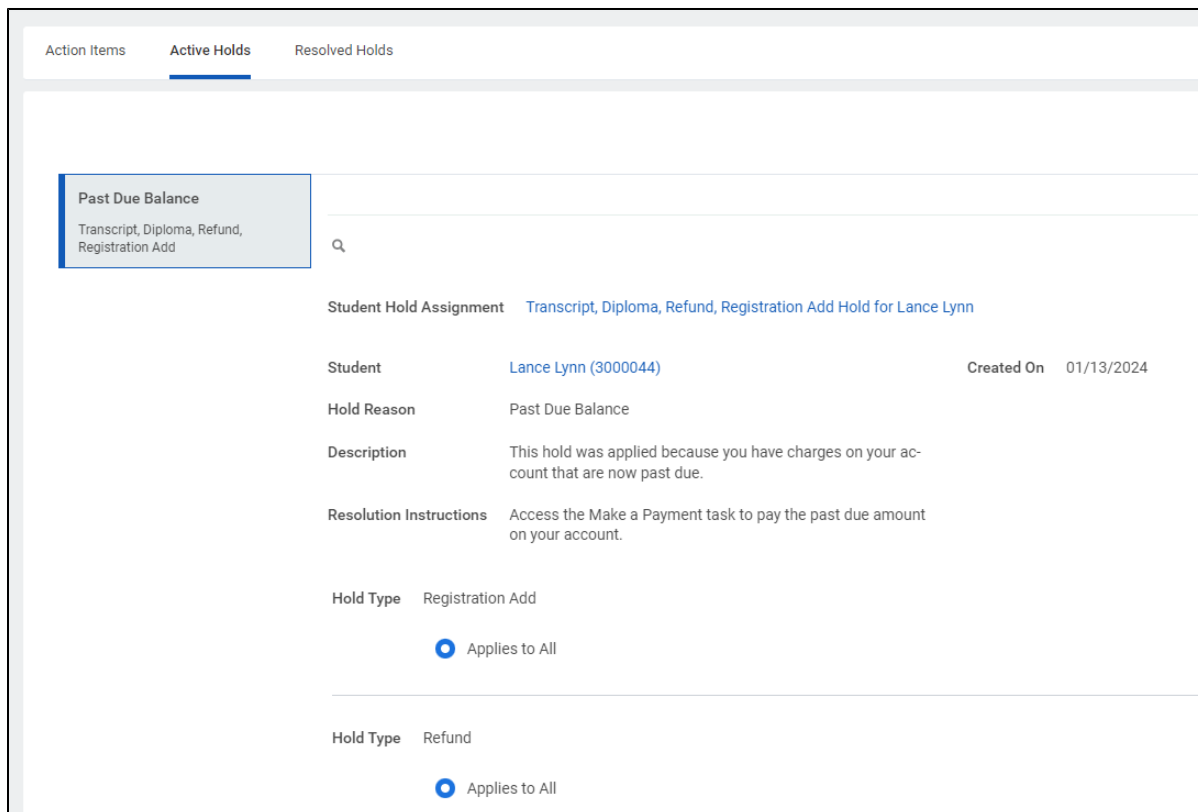
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Action Items **Active Holds** Resolved Holds

**Lance Lynn (3000044)**  
Student | Lynn University  
Actions

**Past Due Balance**  
Transcript, Diploma, Refund,  
Registration Add

Press the **hold name** from the vertical list to display the hold contents.  
Description and Resolution instructions will advise how to remove the hold and may contain links or contact information. Hold types such as Full Registration can prevent a student from participating in registration.



Action Items **Active Holds** Resolved Holds

**Past Due Balance**  
Transcript, Diploma, Refund,  
Registration Add

Student Hold Assignment [Transcript, Diploma, Refund, Registration Add Hold for Lance Lynn](#)

Student [Lance Lynn \(3000044\)](#) Created On 01/13/2024

Hold Reason Past Due Balance

Description This hold was applied because you have charges on your account that are now past due.

Resolution Instructions Access the Make a Payment task to pay the past due amount on your account.

Hold Type Registration Add  
☒ Applies to All

Hold Type Refund  
☒ Applies to All

Where to View Holds that have been Resolved



The hold will no longer appear under Active Holds (only if the hold has been already resolved)

Press the **Resolved Holds** tab to view resolved holds and the date the hold was resolved.

Action Items



Active Holds

Resolved Holds

3 items

	Hold Reason	Description	Resolution Instructions	Hold Types	Date Resolved	Removed By
Q	Past Due Balance - Transcript, Diploma, Refund, Registration Add Hold for Lance Lynn	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Diploma Refund Registration Add Transcript	12/08/2023	
Q	Past Due Balance - Transcript, Diploma, Refund, Registration Add Hold for Lance Lynn	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Diploma Refund Registration Add Transcript	01/11/2024	
Q	Past Due Balance - Transcript, Diploma, Refund, Registration Add Hold for Lance Lynn	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.	Diploma Refund Registration Add Transcript	01/13/2024	

## Academic Application Dashboard

Press the Academic application  **Academics** located on the Menu (also known as Global Navigation) list of apps or from **Your Top Apps** section.  [View All Apps](#)

At the top of the Academic Dashboard, the **Registration Requirements** section will indicate how many Actions To Do, Holds and Actions Completed are required.



Press the **Hold name** blue link to view details or under My Holds section, scroll down to view the same detailed information.

### Registration Requirements

0

Actions To Do

1

Holds

0

Actions Completed

>

Actions To Do

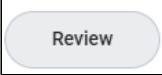
▼

Holds

[Transcript, Diploma, Refund, Registration Add - Past Due Balance](#)


Access the Make a Payment task to pay the past due amount on your account.


If any actions are needed to complete in order to resolve your hold (like submit documentation), press the **Review**

**Button**  to view detailed information for Actions To Do, (Students can press the browser back button to return to the Academics dashboard).

Below, under the My Holds section you can also view a summary of your active holds

### My Holds



Hold Details	Hold Reason	Description	Resolution Instructions
	Past Due Balance	This hold was applied because you have charges on your account that are now past due.	Access the Make a Payment task to pay the past due amount on your account.



