

# STUDENT INSTRUCTIONS—CHECKING FOR HOLDS

As part of the advising/registration process, you need to check your account to see if you have any holds that would prohibit you from registering. That can be accessed in the following manner.

- Log onto portal via the following URL: <https://wcportal.wilmington.edu>. Enter your NETWORK login and password (this is the login and password used when your computer boots up)
- Click PERSONAL INFO located in the parenthesis next to your name.



The MY INFO portlet will then be displayed. Click ACADEMIC INFO tab.

If your account is clear, your Academic Info will appear as follows indicating “No holds information is available”.

Wilmington College logo and navigation menu (HOME, FINANCIAL AID, MY ACADEMICS, STUDENT LIFE, WC CINCINNATI, HELP, MY PAGES). Welcome back **Cody Tester** (Personal Info | Logout). You are here: Home.

**My Info - Advisee Details**

Account Info | Communication Preferences | Photo | Custom Info | Biographical Info | **Academic Info** | Privacy Settings

**No holds information is available.**

**No test score data is available.**

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**Cody Tester**

**Undergrad Program**

<b>ID:</b> 00000138979	<b>Classification:</b> Consortium	<b>Advisor(s):</b> J. Wynn Alexander (i) (x)
<b>Benefits</b>	<b>Academic Status:</b> Academic Good Standing	-Primary Advisor
Social Sec: N	<b>Enrolled Date:</b>	<b>Degree:</b> Bachelor of Science
Veterans: N	<b>Planned Grad:</b>	<b>First Major:</b> Sport Management
	<b>Max Credits:</b> 20	<b>First Concentration:</b> Allied Health
		<b>SubProgram:</b> Main Campus

If “No holds information is available” does not appear at the top of your Academic Info portlet, then you will need to scroll down the screen to show the HOLDS on your account (as shown below).

Account Info | Photo | Custom Info | Biographical Info | **Academic Info** | Privacy Settings

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**Cody Tester**

**Undergrad Program**

<b>ID:</b> 00000138979	<b>Classification:</b> Junior	<b>Advisor(s):</b> Jennifer L. Walker (i) (x)
<b>Benefits</b>	<b>Academic Status:</b> Academic Good Standing	-Primary Advisor
Social Sec: N	<b>Enrolled Date:</b>	Jennifer L. Walker (i) (x)
Veterans: N	<b>Planned Grad:</b>	-Primary Advisor
	<b>Max Credits:</b> 20	<b>Degree:</b> Bachelor of Science
		<b>First Major:</b> Sport Management
		<b>Second Major:</b>
		<b>First Minor:</b> Coaching
		<b>Second Minor:</b>
		<b>First Concentration:</b> Wellness
		<b>SubProgram:</b> Main Campus

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**Holds**

Code	Type	Begin Date
COLL	Collections Hold -- Absolute Hold Registration	10/02/2012

Description: Collections Hold (COLL) -- Absolute Hold Registration.

You will then need to follow up with the appropriate party/parties to clear the holds from your account before you will be able to register.

If you run into any problems or have any questions, please contact [records@wilmington.edu](mailto:records@wilmington.edu) or call Debbie Arneson in the Academic Records office ext. 464.

For security reasons, please be sure to LOGOUT of the site before leaving your computer.