



How to View Holds and To Do List

The screenshot shows the UT Tyler Student Homepage. The top navigation bar includes the UT Tyler logo, a search icon, and a user profile icon. The main content area is divided into several tiles: Admissions, Financial Aid, Tasks (with a warning icon and '2 To Do's 1 Holds'), Course Evaluations (with '0 Evaluations to Complete'), Academic Records, Manage Classes, My Profile, My Finances (with 'Payment Due - \$1468.26'), Important Links, and Academic Progress. A left-hand menu is visible, with 'To Do List' selected, showing a count of 3 items. Below the menu, a table lists the tasks.

Task	Due Date	Status
V1 2017 Student Tax Transcript		Initiated
V1 2019-20 Ind Household Verif		Initiated
Stu Entrance Loan Counseling		Initiated

You can see Holds and To Do list items from the Task tile on your homepage.

On the left-hand menu you can switch between your to do list and holds as well as review financial agreements from previous semesters.

To view the instructions/details on a specific to do item or hold, select the item from your list.

The Task Details page will open to display information, instructions, and contact information for more questions regarding the specific to do item selected.

The Holds Details page will also give information over how the hold impacts your account and how to clear the item.

The image shows two side-by-side screenshots of the UT Tyler system. The left screenshot is titled 'Task Details' and shows instructions for the 'V1 2017 Student Tax Transcript' task. The right screenshot is titled 'Hold Details' and shows information about 'Academic Probation'.

Task Details

V1 2017 Student Tax Transcript

If you have not already done so, please follow the instructions you received in your Missing Information email pertaining to how to create your account for your Inceptia Verification Gateway online portal.

Please upload your (and your spouse, if married) IRS Tax Return Transcript for 2017 to your Inceptia Verification Gateway online portal.

You may obtain a copy by following these instructions on www.irs.gov:

Select "Get Transcript by Mail" (may take 5-10 days for processing)

****You must select the "Return Transcript"**

You may also call 800-908-9946 to request a federal income tax return transcript.

For questions, email enroll@uttyler.edu.

Hold Details

Academic Probation

Reason Academic Probation

The policy at The University of Texas at Tyler requires students to maintain a minimum cumulative grade point average. For undergraduate students the minimum cumulative GPA is 2.00 and for graduate students the minimum is 3.00. Grades have been recorded and your grade point average is below the minimum to remain in satisfactory academic standing. You have been placed on Academic Probation. The complete policy can be reviewed at <http://www.uttyler.edu/catalog/>. You can review your grades on-line at <http://my.uttyler.edu>. If you plan to enroll or have already enrolled at UT Tyler in the upcoming semester or after, you must complete the probation petition for readmission form and get approval from your academic advisor or department chair. Failure to submit an approved petition could result in your enrollment being cancelled. Students should not register for more than 12 semester credit hours (6 semester credit hours for graduate students).