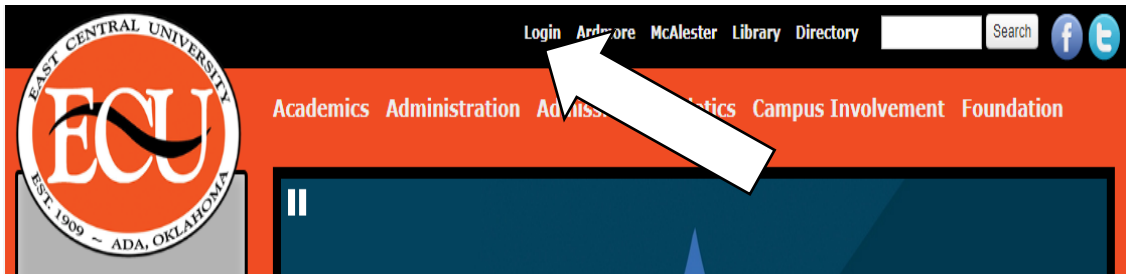


# How do I remove a HOLD?

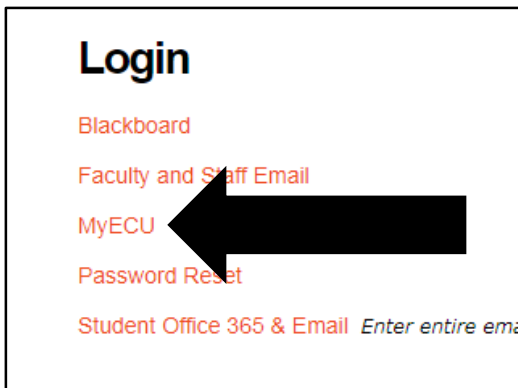
HOLDS are unmet requirements.

To check for HOLDS:

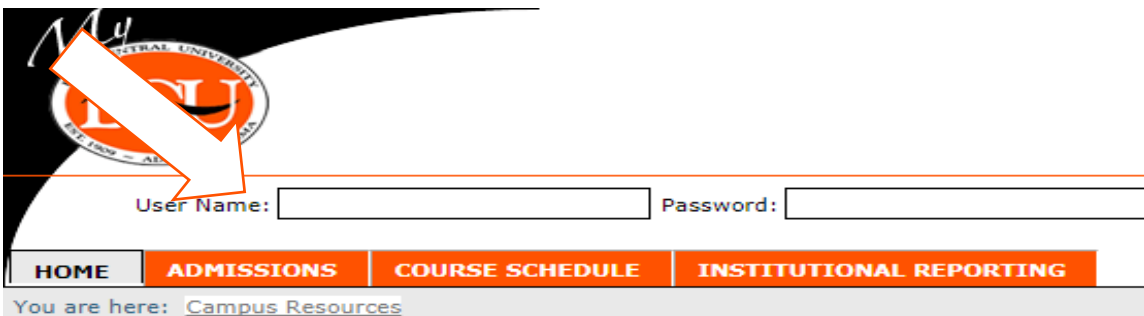
1. To begin click on Login at the top of the [ECU website](#).



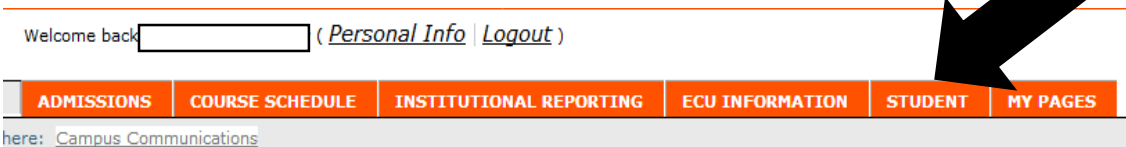
2. Select [MyECU](#).



3. Login into your [MyECU](#) portal by using your User Name and Password.



4. Select the Student Tab.



5. HOLDS will show in the Major Exploration box in on your Student Tab.

Major Exploration			
Holds			
Hold	Type	Begin Date	
⊕ NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Transcripts; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Transcripts	01/27/2016	
⊕ NWAP - Readm App Req-Brk in Att (NWAP) -- Absolute Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Absolute Hold Registration	01/27/2016	
⊕ NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Registration	01/27/2016	
⊕ NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Registration	01/27/2016	

6. Different HOLDS require different actions based on what department the HOLD is with; you will need to make sure to contact that department. Below is some of the most common HOLDS that students have and how to handle them for graduate students.

**a) Graduate GRST: 580.559.5708**

- i. **App Docs/Dept App:** Send in all application documents for your program application. To see what is still missing from your application check you MyECU portal under the Admissions tab. There is a box on the right hand side with this information labeled “Application Progress”. You may find the How do I apply to the Graduate Program sheet for more information on this. If you believe you have submitted all of your documents and they have had enough time to be processed by the department you can call the School of Graduate Studies.

**NOTE:** Your departmental application must be processed by the department in order for the HOLD to be removed. Turn in within the deadline to ensure that no HOLD will be placed before enrollment for the next semester.

- ii. **Needs Testing:** Complete the testing required for your master’s degree. When taking any of the required tests, make sure to mark ECU as one of the recipients for your testing scores to be sent too.

**NOTE:** The preliminary score report from the MAT can be used to remove the HOLD if a score is not required.

- iii. **GSUS/Suspension:** This means that you are currently suspended from your graduate program. Contact Amy Gregg in the School of Graduate Studies to go over the steps to be reinstated to your program at [agregg@ecok.edu](mailto:agregg@ecok.edu) or 580.559.5971.

**b) Records Office: 580.559.5236**

- i. **NWAP/New Application:** Must reapply to the main campus to update all of your information. You are not required to send in transcripts again if no more classes have been taken since your last application.
- ii. **TRAN/Transcripts needed:** Official transcripts must be sent to the records office during the first semester of taking graduate classes. Transcripts can be mailed to:  

East Central University  
Admissions Office  
1100 E. 14<sup>th</sup>  
PMB R-8  
Ada, OK 74820
- iii. **Undeliverable address:** Change your address online through the MyECU portal. Login and click “Personal Info” directly to the right of the message “Welcome Back (your name)” at the top of the page. Call the records office to let them know you have changed your address.
- iv. **GRAD/Grad Fee:** The graduation fee isn’t on any bill and if you have not paid it with the Bursars Office a HOLD will be placed. Make sure to clarify that you are paying the graduation fee. This hold can keep you from getting your diploma and official transcripts after graduation.

**c) Bursar’s Office: 580.559.5225**

- i. **Miscellaneous Business:** Will need to talk to the Bursar’s Office. These are HOLDS that may mean that you owe money. The School of Graduate Studies have no information about what the HOLD is about and you will need to contact the Bursar’s Office for more information.

**d) Health Service Office: 580.559.5713**

- i. **Immunizations:** Will need to send a current copy of your immunization record. They can be submitted by emailing them to [lyoung@ecok.edu](mailto:lyoung@ecok.edu). You may not need to submit them if you are a completely online student, but will need to check with Health Services to verify.

**e) Financial Aid Office: 580.559.5243**

- i. **Financial Aid:** There may be a variety of reasons for a HOLD from the Financial Aid Office and you will need to contact their office.