The University of Texas at Tyler

TYLER

Viewing Holds/To Do List

- You can see Holds and To Do indicators from the Task tile on your homepage. To view those items, select the Tasks tile.

- 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.

- The Holds Details page should also give information over how the hold will impact the account and how to clear the item.

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).

One-Stop
903.566.7180
enroll@uttyler.edu
www.uttyler.edu/enroll