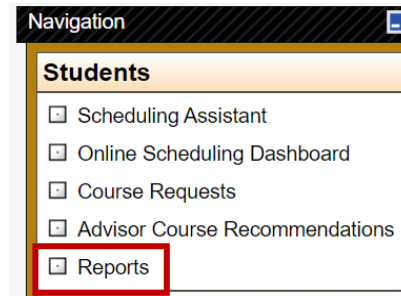
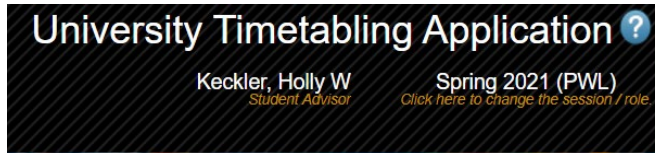


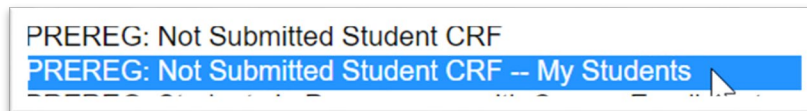
Reports: Checking Pre-Reg Students Who Have Not Submitted a CRF

As more students go through the pre-registration batch process, it's a good idea to ensure the registration loop is completed with students submitting their course requests. This report pulls students with an empty CRF and those with only administratively pre-loaded courses (such as LCs). Advisors can now easily run a report to retrieve these results.

Log into [UniTime](#), ensure you are in the correct term and role, click on **Students**, and then click on **Reports**.



Advisors will have a choice selecting between two reports. 'Not Submitted Student CRF' allows an advisor to search any student, not just their own.



Click **Execute** to run the report. Sort on the **Status** column to organize. You will then be able to export your results to Excel.

Filter						
<input type="button" value="Execute"/> <input type="button" value="Print"/> <input type="button" value="Export CSV"/> <input type="button" value="Export XLS"/>						
Report: PREREG: Not Submitted Student CRF -- My Students						
Description: This report lists all pre-reg students (both continuing and STAR) that did not submit their Course Requests.						
Results						
Showing all lines 1 -- 100. <input type="button" value="Next"/>						
PUID	Student Name	Student Email	Area	Classification	Major	Status
			US	02	UNEX	Requests Disabled
			US	01	UNEX	Requests Enabled
			US	01	UNEX	Requests Enabled
			US	01	UNEX	Requests Enabled
			US	02	UNEX	Requests Enabled
			US	02	UNEX	Requests Enabled
			US	01	UNEX	Requests Enabled
			US	03	UNEX	Requests Enabled
			US	01	UNEX	Requests Enabled
			US	01	UNEX	Requests Enabled
			US	02	UNEX	Requests Enabled
			US	03	UNEX	Requests Not Started
			US	02	UNEX	Requests Not Started