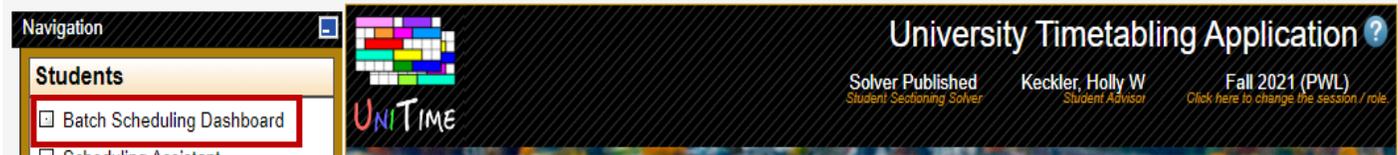


Batch Scheduling Dashboard Top 3

Once nightly batch simulations begin running, advisors should be checking the dashboard regularly to identify problems prior to the CRF closing. Refer to [calendars and important dates](#) each semester. Resolving conflicts, low credit hours, and no alternatives during simulations will help ensure students receive a full schedule during the final batch run. Below are the top three things to look for during this time.

Log into [UniTime](#) and ensure you are in the correct term and role. Select **Batch Scheduling Dashboard**.



1. Filter: **My Students with Not Assigned Critical and Not Assigned**

This allows the advisor to identify students not getting into courses and not getting into critical courses.

Filter: My Students x	Not Assigned x	Filter: My Students x	Not Assigned Critical x					
Major	COHORT	PreReg	Priority	Status	Enrollment	Not-Enrolled	Enrollment Request Credit	Request Credit
BS	SCOV19	PREREG	CR100+	Requests Enabled	0 / 3	2	0 / 9	6 / 15

(Exploratory Studies advisors should use **Not Assigned Important**.)

2. **Low Credit Hours**

Ensure students are going to be at full time status. Compare the **Advised Credit** column against **Request Credit** column against **Enrollment Credit** column. The Enrollment Credit column suggests what the student will enroll in based on the previous night's simulation. The Advised Credit column will be viewable only if the advisor has used the Advisor CRF.

Filter: My Students x	<15 x		
Enrollment Credit	Request Credit	Requested Advisor	Advised Credit
9 (B/H: 6)	15	10/07/2020	15
12 (DO: 2)	12 - 13	11/03/2020	10

B/H=Blended/Hybrid; **DO**=Distance Online.

What are the four main causes for low credit hours?

a. Zero Space Remaining

Help your Schedule Deputy by keeping an eye on your department/college-owned courses. To assist UniTime in tracking demand, it's acceptable for a student to request a course with zero space remaining, but it's imperative that at least one alternative is also listed.

Enrollments	Students						
Subject Course Type	Title	Consent Time Date Room	Available	Projection Snapshot Enrollment Limit	Enrollment	Not-Enrolled	
			0 / 126	96	126	126	3

b. No Alternatives

Listing alternatives, where possible, is crucial for UniTime to optimize course schedules for all students. Build this in as part of your advising conversation as well as confirm this after students have submitted their CRF.

Priority	Course	Title	Credit	Preferences	Status	Critical
1. Priority	EPCS 12100		1	16584-001* and 16634-059*	Enrolled	✓
2. Priority	COM 21700		3		Submitted	✓
	COM 11400		3		Enrolled	
	SCLA 10200		2		Submitted	
	EDPS 31500		2		Submitted	
3. Priority	MA 26200		3		Enrolled	
	MA 26600		3		Submitted	
	MA 26500		3		Submitted	
4. Priority	PHYS 24100		3		Enrolled	
	PHYS 27200		4		Submitted	
5. Priority	STAT 35000		3		Enrolled	
6. Priority	ENGL 26400DIST		3		Submitted	
	AD 11300		3		Enrolled	

c. Course Time Conflicts

Courses that are in direct conflict with each other will never resolve on their own. Work with your student to identify alternative course selections.

Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Credit
PHYS	30600	Lec	56698-001	86 / 99	TR	10:30a	11:45a	08/24 - 12/09	PHYS 223			3
PHYS	34000	Lab	48327-008	8 / 10	R	1:30p	3:20p	08/26 - 12/09	PHYS 346			1
PHYS	34400	Lec	27130-001	79 / 99	MWF	2:30p	3:20p	08/23 - 12/10	PHYS 203	K P Ritchie		4
		Rec	22325-005	26 / 33	T	5:30p	6:20p	08/24 - 12/07	PHYS 234			
HIST	33700	Conflicts with PHYS 34400 Lec.										
SOC	10000	Lec	24256-054	65 / 100	MWF	10:30a	11:20a	08/23 - 12/10	MTHW 210	K Tong		3
PHYS	32300	Lec	12027-SC1	56 / 58	M	4:30p	5:20p	08/23 - 12/06	SYNC ONLINE			3
		Lab	12020-SC2	24 / 25	M	5:30p	6:20p	08/23 - 12/06	SYNC ONLINE			
		Lab	12020-SC2	24 / 25							12020-SC2	
Total Credit: 14												

d. Course Not Available

When a course is listed as 'Not Available', it is most likely due to a reservation. Students must have a designated College, major, classification, etc. in order to enroll; otherwise wait until open registration. Click on the course to drill down to the student level.

Instructional Offering	Reservation Type	Owner	Available	Reserved Space	Current Enrollment
SLHS 40100	Curriculum	HH - HH	13 / 15	2	15
PSY 40100		BBS - BBS	0 / 18	0	0
CSR 32300		PSYS - PSYS	0 / 20	1	0
SLHS 40100	Curriculum	HH - HH	0 / 23	2	15
PSY 40100		SLHP - SLHP	0 / 28	1	0
PHYS 45000		SLHU - SLHU	0 / 28	1	0

Lock	Subject	Course	Type	CRN-SectionId	Avail	Days	Start	End	Date	Room	Instructor	Requires	Note	Credit	
	COM	21700	Lec	69680-022	9 / 20	MWF	8:30a	9:20a	08/23 - 12/10	BRNG 2275				3	
	SLHS	40100	Not available												
	CS	17700	Dist (Hybrid)	15494-D01	223 / 270		Arrange Hours								4
			Lec (Hybrid)	15483-LE2	89 / 108	M	4:30p	5:20p	08/23 - 12/06	WALC 1087	G T Mcfall	15494-D01		4	
			Rec (Hybrid)	23801-R04	44 / 54	T	4:30p	5:20p	08/24 - 12/07	WALC 2124		15483-LE2		4	
			Lab (Hybrid)	23880-L07	22 / 27	W	1:30p	3:20p	08/25 - 12/08	SC 246		23801-R04		4	
	PHYS	31000	Lec	68899-001	41 / 70	MW	11:30a	1:20p	08/23 - 12/08	WALC 2088	G A Csathy			4	
	PHYS	33000	Lec	68661-001	31 / 55	TR	10:30a	11:45a	08/24 - 12/09	PHYS 203	T M Jones			3	

3. Learn the Statement Formula

Interpreting the data when the results come back as a fraction requires a statement formula. The denominator is associated with the column header; the numerator is associated with the filter.

Sort by **Not Enrolled** ↑.

This student did not get two courses, one of which was critical. The student requested 19 credits; did not three critical credits.

Out of the **19 Requested Credits**, 3 credits were **Not Assigned Critical**.

Out of the **2 Not Enrolled Courses**, 1 course was **Not Assigned Critical**.

Filter: My Students × Not Assigned Critical ×

Enrollments **Students**

Enrollment	Not-Enrolled	Reservation	Enrollment Credit	Request Credit	Requested Advisor	Advised Credit	Missing Courses	Not-Enrolled Courses
0 / 6	1 / 2	-	0 / 13	3 / 19	10/21/2020	19		2

Statement Formula

Out of the DENOMINATOR COLUMN TITLE,
NUMERATOR was FILTER.

Click on the student line to investigate further. HDFS 33100 is the critical course not enrolled. EDCI 36000 is the non-critical course not enrolled.

Priority	Course	Title	Credit	Status	Critical	Requested
1. Priority	EDPS 23500		3	🔒 Enrolled	✔️	10/21/2020
2. Priority	HTM 29101		2	🔒 Enrolled	✔️	10/21/2020
3. Priority	HTM 29102		3	🔒 Enrolled	✔️	10/21/2020
4. Priority	HDFS 33100		3	✔️ Submitted	✔️	10/21/2020
5. Priority	HDFS 34100		3	🔒 Enrolled	✔️	10/21/2020
6. Priority	EDCI 36000		3	✔️ Submitted		10/21/2020
7. Priority	EDCI 25000		1	🔒 Enrolled		10/21/2020
8. Priority	EDST 20010A		1	🔒 Enrolled		10/21/2020

Requested Credit: 19

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