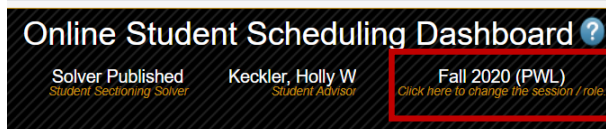
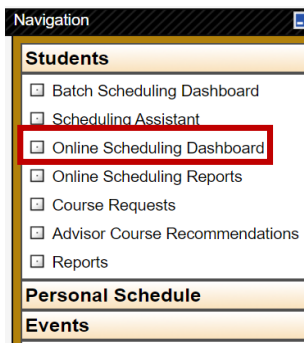
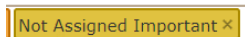


How to Check on your Time Ticket (non Pre-reg) Students in the Online Scheduling Dashboard

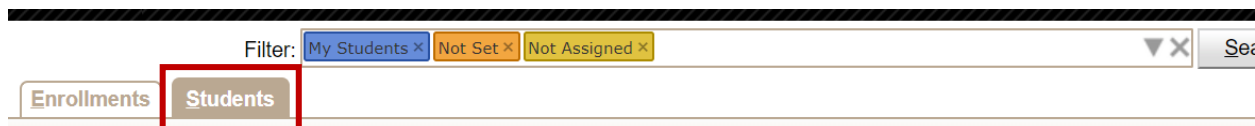
1. Login to UniTime and Select **Online Scheduling Dashboard**. Ensure you are in the correct **term** and **role**.



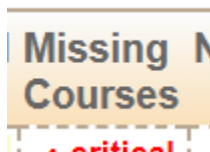
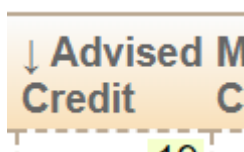
2. In the filter select **My Students**, **Not Set**, and **Not Assigned**. You can also select the down triangle to search for additional or different criteria. ***EXPL Advisors should choose Not Assigned Important***



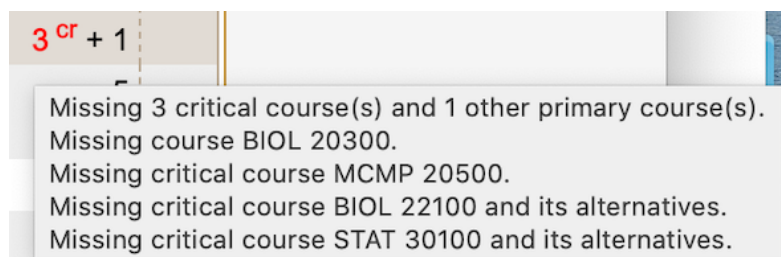
3. Select the **Students** tab.



4. Sort by **Advised Credit**. You can also sort by **Missing Courses**.



5. Hover over the **Advised Credit** and the **Missing Courses** boxes for individual students to learn more about missing critical courses and how you can help your students get their schedule maximized.



Advisors can quickly identify time ticket students (non-pre reg) who have not yet registered.

In the filter type **My Students, Not Set, credit:0**

The screenshot shows the 'Online Student Scheduling Dashboard' interface. On the left is a 'Navigation' sidebar with a 'Students' section containing several menu items: 'Batch Scheduling Dashboard', 'Scheduling Assistant', 'Online Scheduling Dashboard' (highlighted with a red box), 'Online Scheduling Reports', 'Course Requests', 'Advisor Course Recommendations', and 'Reports'. The main header area includes the 'UNITIME' logo, the title 'Online Student Scheduling Dashboard', and user information: 'Solver Published Student Sectioning Solver' and 'Keckler, Holly W Student Advisor'. A session selector shows 'Fall 2020 (PWL)' with a red box around it and a link to 'Click here to change the session / role'. Below the header is a filter bar with 'Filter: My Students x Not Set x 0 credit x' and 'Search' and 'Export' buttons. The footer contains version information: 'Version 4.5.48 (Purdue) built on Thu, 26 Mar 2020 © 2008 - 2020 The Apereo Foundation, distributed under the Apache License, Version 2. This production instance is registered to Purdue University, USA.' and a disclaimer: 'Purdue University is an equal access/equal opportunity university. If you have trouble accessing this page because of a disability, please contact the ITaP Customer Service Center at 1-765-494-4000 or itap@purdue.edu.'