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How to Assign a Pre-Registration Status Window

Advisors will need to assign undergraduate students a status window in order to submit course requests via UniTime. There are two routes to assign a window, and windows can be assigned individually or in bulk.

https://timetable.mypurdue.purdue.edu/



Choose the term for which you are assigning a status window. Ensure you are in the correct role.

Option 1:



Click on Online Scheduling Dashboard and then select My Students in the filter.

En	rollments <u>S</u> tudents					
8	External Id Student	Area	Clasf	Major	COHORT	Status
		DP	P3	DPTR	SCOVID19	Disabled
		DP	P4	DPTR	SCOVID19 SLCPPHPRES SPURDUEPRM	Disabled
		GR	GR	EDST	SCOVID19	Disabled

Select individual students and then click the basketball, or for bulk assigning, click the basketball 2X.



Select the appropriate status window.

September 10, 2020

Option 2:

This option allows advisors to assign status windows individually only.

	Online Scheduling Dashboard	Lookup Student		
	Course Requests	Name: student, Imogene		
	Advisor Course Recommendations	Name Student, Imogene Eugenia		
	Reports			

Click on Advisor Course Recommendations and enter your student.

I	Select Academic Session .			
l	Year	Term	Campus	
	2021	Spring	PWL	
Į.	2020	Fall	PWL	
_	2020	Summer	PWL	
-	2020	Spring	PWL	
	_			

Select the appropriate term.

	Degree Plan		Send email confirmation Lookup Student Submit		
	Student's Name: Student, Imogene Eugenia	PUID:	13181330		
	Email:	Term:	Spring 2021 (PWL)		
	Advisor/Email: keckler@purdue.edu	Status:	Course Requests Disabled (not started yet)		
	Advisor Course Recommendations	Credit Ho	Course Requests Disabled (not started yet) Course Requests Disabled (no changes allowed)		
	1. Priority		Course Requests Enabled (no date restrictions) Course Requests Next Week (Mon-Sun)		
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Select the student's appropriate status window and continue <u>filling out the Advisor CRF</u>.