

How to Assign a Pre-Registration Status Window

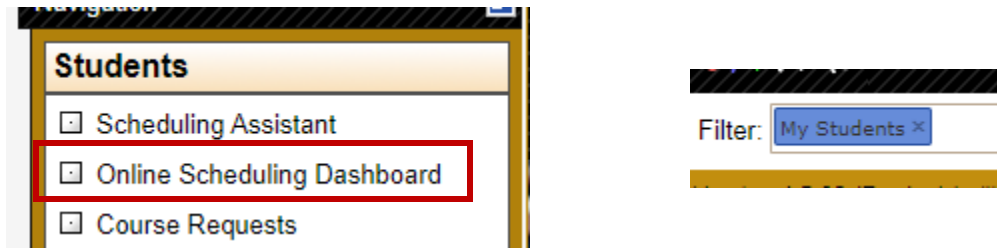
Advisors will need to assign undergraduate students a status window in order to submit course requests via UniTime. There are two routes to assign a window, and windows can be assigned individually or in bulk.

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



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

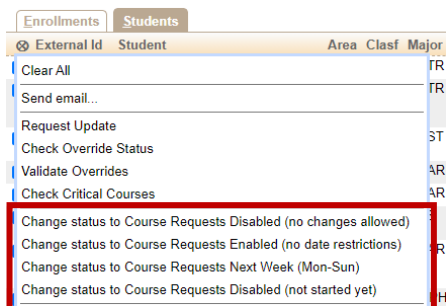
Option 1:



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

External Id	Student	Area	Clasf	Major	COHORT	Status
<input type="checkbox"/>		DP	P3	DPTR	SCOV19	Disabled
<input type="checkbox"/>		DP	P4	DPTR	SCOV19 SLCPPHPRES SPURDUEPRM	Disabled
<input type="checkbox"/>		GR	GR	EDST	SCOV19	Disabled

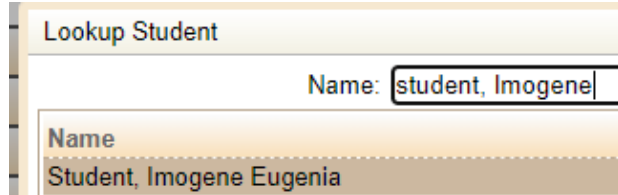
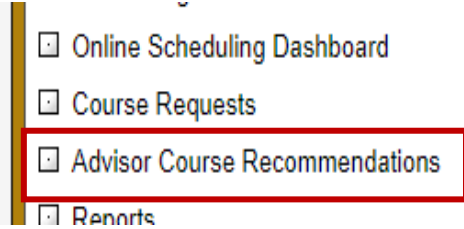
Select individual students and then click the basketball, or for bulk assigning, click the basketball 2X.



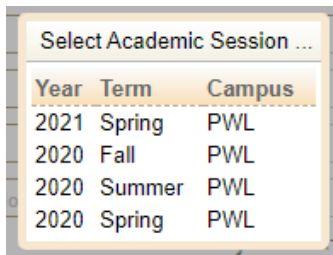
Select the appropriate status window.

Option 2:

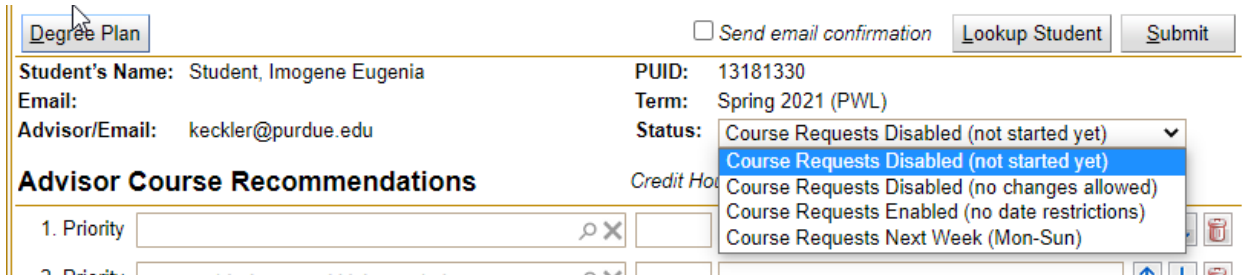
This option allows advisors to assign status windows individually only.



Click on Advisor Course Recommendations and enter your student.



Select the appropriate term.



Select the student's appropriate status window and continue [filling out the Advisor CRF](#).