The Office of the Registrar

How to check if current students have created course requests

Use the inverted caret to select your filters such as College or Area. The **PREREG** filter is towards the bottom listed as **Pre-Registration Continuing.**
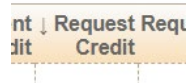
Requests Not Started indicates that an advisor has not opened a student's status window (and probably has not yet had an advising session.)

Again, use the inverted caret to select your filters.

Click on the **Students** tab.

Sort by the **Requested Credit ↓**. Blank means no action taken.

Requests Enabled indicates the advisor has opened the student's status window (and probably had an advising session) but the student has not yet taken any action.