How to check on your Pre-Registration students in the Batch Scheduling Dashboard

Because batch scheduling runs nightly simulations, results may change daily. Advisors should check this regularly once simulations begin each semester.

1. Login to UniTime and select **Batch Scheduling Dashboard**. Ensure you are in the proper **term** and **role**.

2. In the filter, type in **My Students, Not Assigned**. You can also select the down triangle to search additional or different criteria. Selecting **Not Assigned Critical** is another good filter search.

3. Select the **Students** tab.

4. Looking at this example, this student requested 14-16 credits, but will only receive 13 credits based on Enrollment Credit 0/13 and also Not Enrolled =1.

5. Click on the student and **List of Classes** to learn more information and where the conflict is.