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**.

   ![Navigation Menu]

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*

   ![Filter: My Students Not Set Not Assigned]

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.

   ![Missing 3 critical course(s) and 1 other primary course(s)]
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**