How to Assign a VSTAR Status Window

- Log into Unitime (in the Banner tab of myPurdue)

- At the top right of the screen, check term (Fall 2018) and role (student advisor)

- On the left side, Click on Scheduling Dashboard

- In the filter box, enter the student(s) name or PUID(s) *no zero’s* (might experience slow response time)
  - If multiple students need to be changed, you can open up the filter box and select “my students”

- Select Search

- Select Students tab

- Click the box to the left of the student(s) name you wish to assign a window

- Click on the ☒, which provides a drop down list and select the appropriate VSTAR window

- Review the status column to ensure appropriate window was selected