How to Look up –OL courses and

How to Identify Students Not Cleared to Return to Campus

As we approach the start of the semester, some –OL learners are looking to add additional credits to their fall semester. You can easily identify –OL only courses and check space availability.

In UniTime, select Online Scheduling Dashboard, ensuring the correct term and role.

In the filter type in ONLINE and select Online Learners Courses and any specific subject areas you’d like to investigate. Or, you can search all online courses.

Click on the Enrollments tab.

Review the Available column. If there is a 0 in the numerator, no space remains.
You can identify your ~OL learners by two cohorts:

**SCONTONL**: Fall 2020 Continuing Students.

You can email any students from UniTime and choose to send via BoilerConnect for documentation. Select the students you wish to contact and then click the basketball.

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**Identify Students Not Cleared to Return to Campus**

**Sicmpclear** is a new cohort to help you identify which students have completed the activities necessary to return to campus. Students get the cohort code once the activities are completed. Search students who have not completed tasks by using My Students and not group: sicmpclear. (Hint: the “not group” filter will not be color-coded.)

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