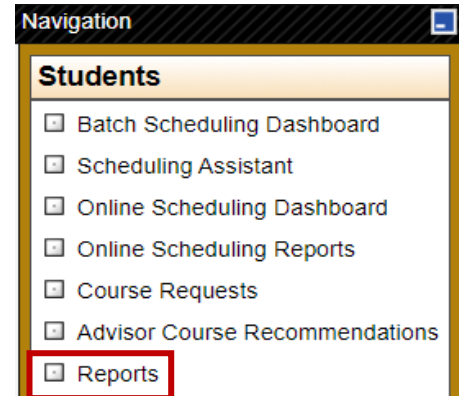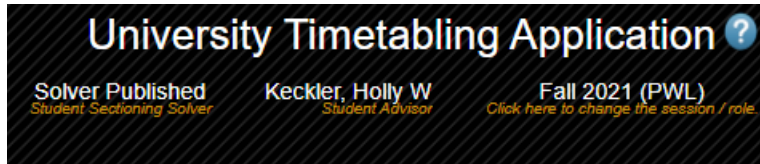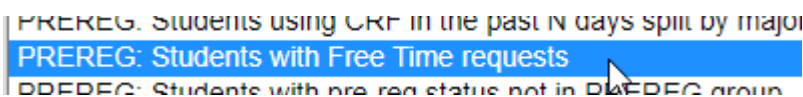# Reports: Students with Free Time Requests

Advisors can now search for students who have requested free time on their CRF. The **Priority** column indicates the highest priority the student has requested free time. The **High** column indicates when free time is requested above a course. The report is clickable- advisors can click on a line to show more details about the student.

Log into UniTime, ensure you are in the correct term and role, click on **Students** and then click on **Reports**.

Select **PREREG: Students with Free Time requests**.

Enter the advisor name and click **Execute**. You will have the option to export your results to Excel.