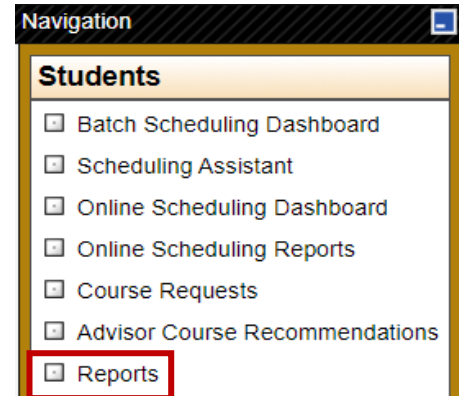
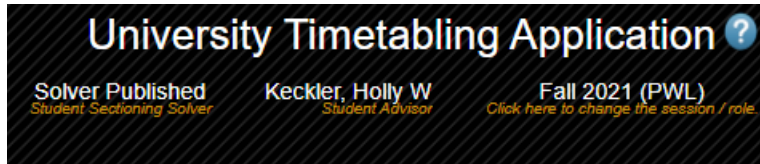


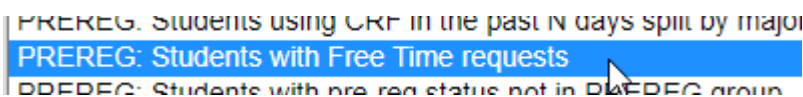
Reports: Students with Free Time Requests

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.

Filter Execute Print Export CSV Export XLS

Report:

Description: This report lists all pre-reg students¹ that have at least one Free Time request on their Student Course Requests page.

- **Priority** ... priority of the highest Free Time request
- **High** ... Yes when there is a Free Time with a higher priority than a course, No otherwise

1) Students with a pre-registration related status (e.g., Requests Enabled, or STAR Today) are considered. So, the reports shows both continuing and STAR students.

Advisor:

Results Showing all 8 lines.

PUID	Student Name	Student Email	Area	Clasf	Degree	Major	Conc	Priority	High	Status	Advised	Advisor
			PI	06	BS	AUET	2	No	No	Requests Enabled	2021-03-23 08:46:56.289	
			PI	05	BS	METC	6	No	No	Requests Enabled	2021-04-09 15:24:28.574	
			PI	04	BS	ROET	1	Yes	Yes	Requests Enabled	2021-03-19 13:37:00.928	
			PI	07	BS	ROET	9	No	No	Requests Enabled	2021-03-01 14:53:51.115	
			PI	04	BS	EETC	3	No	No	Requests Enabled	2021-04-06 13:26:04.325	
			PI	05	BS	EETC	3	No	No	Requests Enabled	2021-04-02 09:28:43.357	
			PI	05	BS	EETC	6	No	No	Requests Enabled	2021-03-02 14:28:17.932	
			PI	07	BS	EETC	7	No	No	Requests Enabled	2021-04-06 11:27:24.409	

Execute Print Export CSV Export XLS