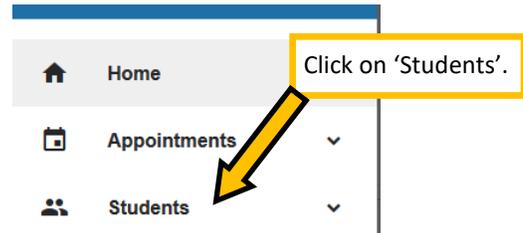


How to filter for students who have not yet registered

1.



2.



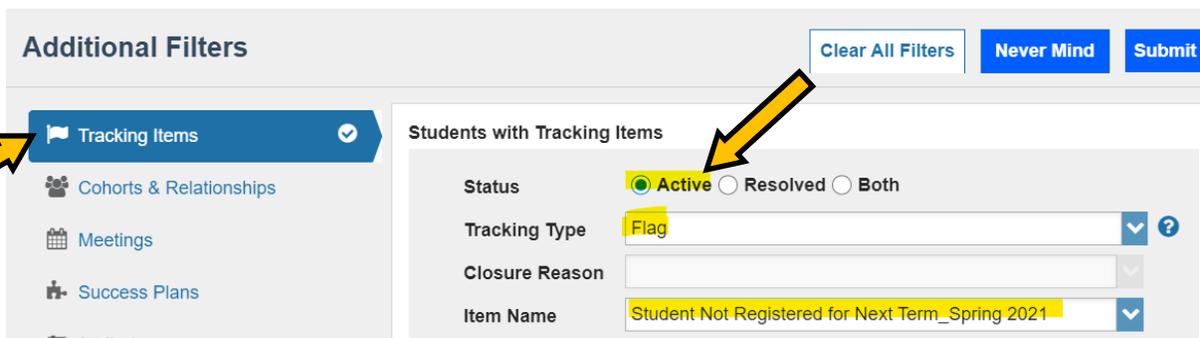
3.



4.

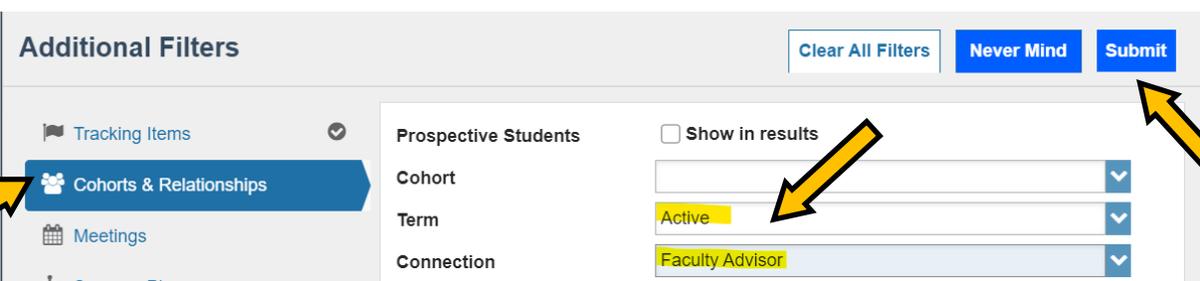


5.



In the 'Tracking Items' tab, set 'Status' to "Active", 'Tracking Type' to "Flag", and 'Item Name' to "Student Not Registered for Next Term_Current Term" NOTE: It will not say "Current Term" but will instead list the current term, for instance, "_Spring 2021". You can leave everything else on this screen on default settings.

6.



In the 'Cohorts & Relationships' tab, set 'Connection' to "Faculty Advisor" (or "Professional Advisor", as appropriate). It should automatically default the 'Term' field to the correct "Active" setting. Click 'Submit'.

Keep in mind:

- This flag is applied to currently enrolled students who have not yet enrolled for the next fall or spring term. It excludes students who have applied to graduate and non-degree-seeking students.
- This flag automatically raises and lowers (clears) based on data from Banner/VandalWeb and will be updated nightly.
- Your advisee caseload shown in VandalStar comes from Banner/VandalWeb. If updates are necessary, please adjust your caseload in VandalWeb and expect to see the changes reflected in VandalStar the next day.