Running a Report of Total Enrollment, Consent, Requirement Group(s), and Open/Closed/Waitlist Status

The following steps show how to the concise class report via the Reporting Center, by way of CalCentral.

1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the My Dashboard page.

2. Observe the Advising Resources section.

3. Click the “Reporting Center” link in the Advising Resources section.
4. You are taken to the Reporting Center page, where you can run reports, search for queries, and make queries Favorites.

There you find the Concise (no meeting patterns) query, under the SR Catalog and Schedule section at the middle, left-hand of the page.

5. Click on the query name to run it.

6. Search for reserve capacities in effect for a specific class, by entering the Subject, Catalog Nbr and Section. In the example to the right, we are searching for a Fall 2016 Physics 7A closed sections.

7. Click the View Results button.
8. The resulting report displays twenty-seven closed sections for **Physics 24**, including lectures, labs, and discussion sections.

- Note that this report also can be exported to an **Excel, CSV, or XML** file.

9. To exit the report, click the **Close icon** on the report tab.
Support:

For questions or assistance, please contact the SIS Project:

- Call 510-664-9000 (press option 6)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it