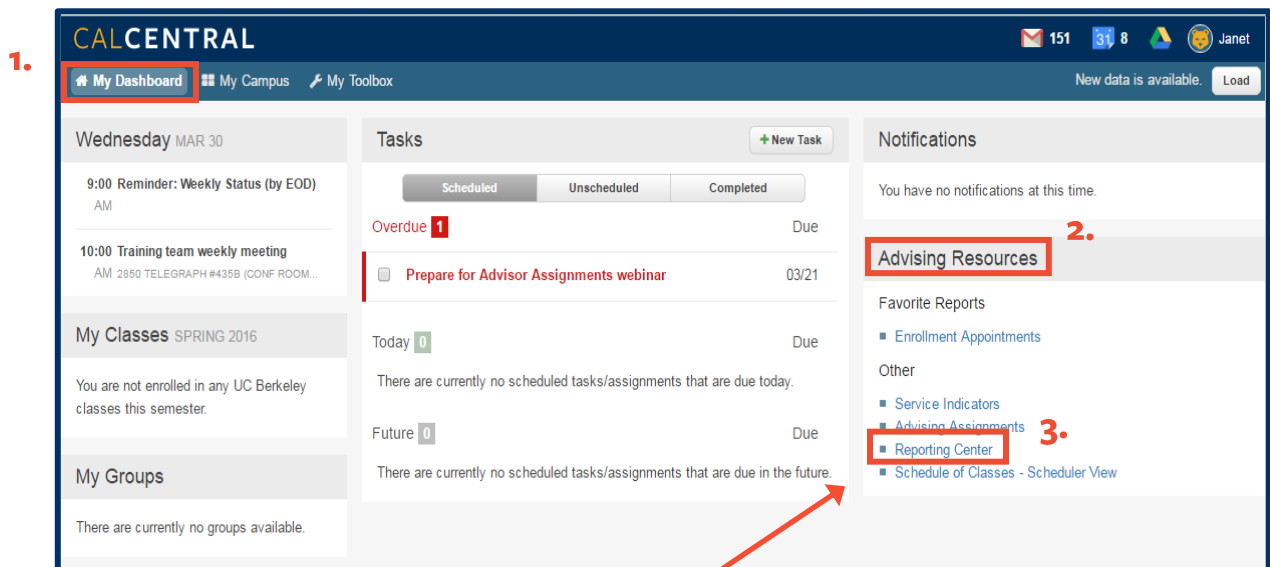


Running a Report of Total Enrollment, Consent, Requirement Group(s), and Open/Closed/Waitlist Status

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

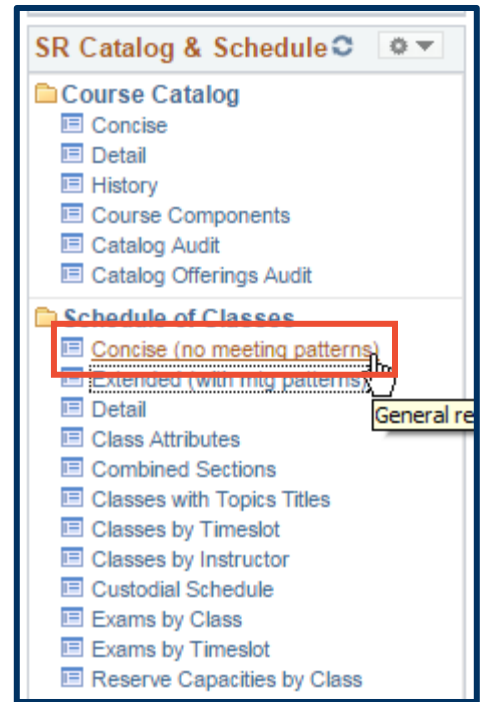
1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the **My Dashboard** page.



2. Observe the **Advising Resources** section.
3. Click the “**Reporting Center**” link in the **Advising Resources** section.

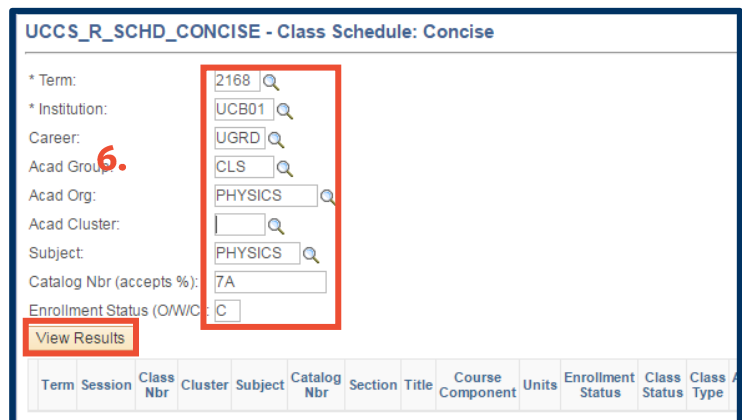
- You are taken to the **Reporting Center** page, where you can run reports, search for queries, and make queries **Favorites**.

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



- Click on the query name to run it.

- 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.



- Click the **View Results** button.

- The resulting report displays *twenty-seven closed* sections for **Physics 24**, including lectures, labs, and discussion sections

UCCS_R_SCHD_CONCISE - Class Schedule: Concise

* Term: 2168
 * Institution: UCB01
 Career: UGRD
 Acad Group: CLS
 Acad Org: PHYSICS
 Acad Cluster:
 Subject: PHYSICS
 Catalog Nbr (accepts %): 7A
 Enrollment Status (OW/C): C

Download results in: Excel Spreadsheet CSV Text File XML File (12 kb)

Term	Session	Class Nbr	Cluster	Subject	Catalog Nbr	Section	Title	Course Component	Units	Enrollment Status	Class Status	Class Type	Associated Class	Schedule Print	Consent Type	Enrollment Capacity	Enrollment Total	Wait List Capacity	Wait List Total	Grading Basis	Requirement Group	Requirement Designation	GA Room Requested	Catalog Nbr Prefix	Catalog Nbr Root
1	2168	1	31913	PHYSICS	PHYSICS	7A	103A	Scient Engin Phys LEC	4.0	Closed	Stop Enrl	Enrollment	103	N	No Consent	0	0	0	0	OPT			N		7
2	2168	1	21463	PHYSICS	PHYSICS	7A	103B	Scient Engin Phys DIS	4.0	Closed	Stop Enrl	Non-Enroll	103	N	No Consent	0	0	0	0	OPT			N		7
3	2168	1	21470	PHYSICS	PHYSICS	7A	103C	Scient Engin Phys LAB	4.0	Closed	Stop Enrl	Non-Enroll	103	N	No Consent	0	0	0	0	OPT			N		7
4	2168	1	31915	PHYSICS	PHYSICS	7A	105A	Scient Engin Phys LEC	4.0	Closed	Stop Enrl	Enrollment	105	N	No Consent	0	0	0	0	OPT			N		7
5	2168	1	21473	PHYSICS	PHYSICS	7A	105B	Scient Engin Phys DIS	4.0	Closed	Stop Enrl	Non-Enroll	105	N	No Consent	0	0	0	0	OPT			N		7
6	2168	1	21474	PHYSICS	PHYSICS	7A	105C	Scient Engin Phys LAB	4.0	Closed	Stop Enrl	Non-Enroll	105	N	No Consent	0	0	0	0	OPT			N		7
7	2168	1	31916	PHYSICS	PHYSICS	7A	106A	Scient Engin Phys LEC	4.0	Closed	Stop Enrl	Enrollment	106	N	No Consent	0	0	0	0	OPT			N		7

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

- To exit the report, click the **Close** icon on the report tab.

9.

Reporting Center x https://bcswebqat.is.berke... x

https://bcswebqat.is.berkeley.edu/psp/bcsqat_5/EMPLOYEE/HRMS/q?ICAction=

UCCS_R_SCHD_CONCISE - Class Schedule: Concise

* Term: 2168
 * Institution: UCB01
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 Acad Group: CLS
 Acad Org: PHYSICS
 Acad Cluster:
 Subject: PHYSICS
 Catalog Nbr (accepts %): 7A
 Enrollment Status (OW/C): C

View Results

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