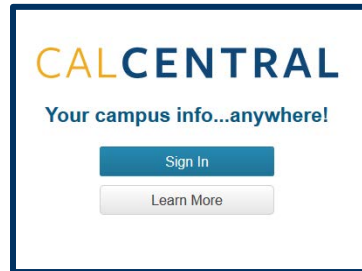


How to View Student Swaps

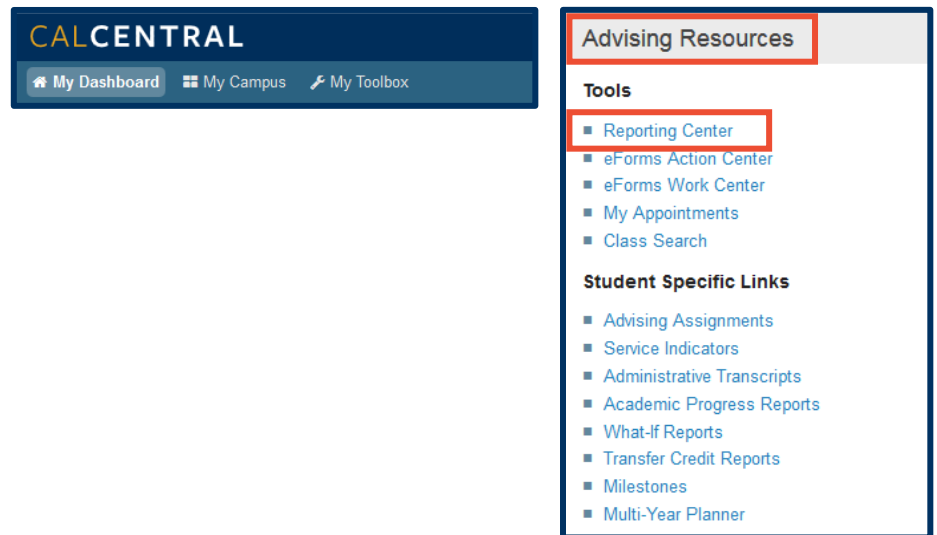
Students can initiate swaps through Cal Central. You can utilize enrollment audit reports through CalCentral or Campus Solutions to view which students are trying to swap into your class and which class they intend to have dropped if they are able to get in.

Sign into CalCentral with your CalNet ID.

calcentral.berkeley.edu

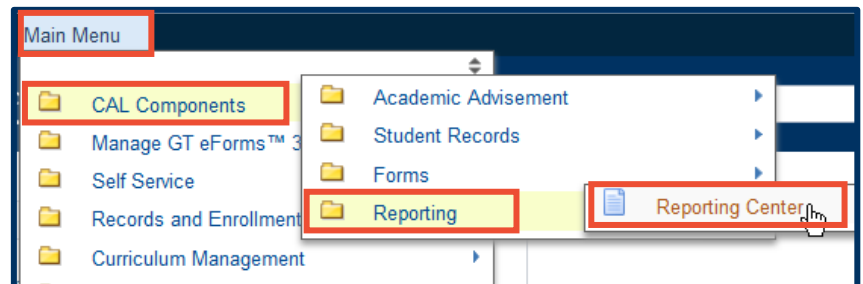


On the right side of your dashboard in CalCentral, you will find the **Advising Resources** card. Click the link for **Administrative Transcripts**.



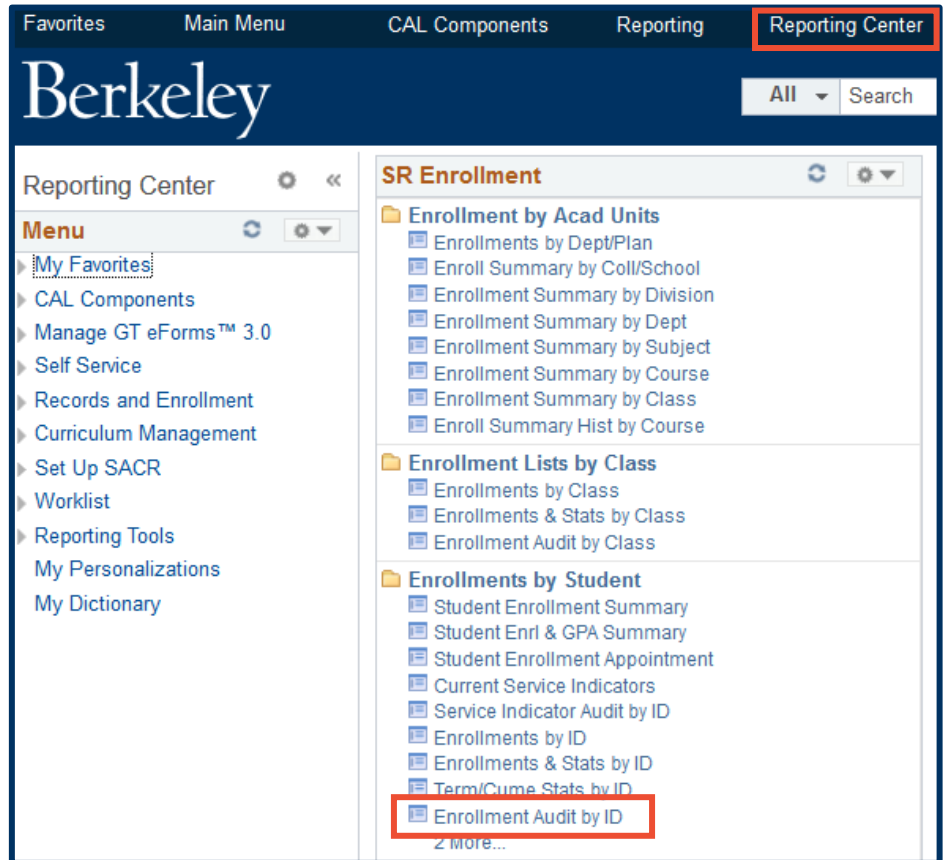
Or, from the **Main Menu**, in Campus Solutions, navigate to:

CAL Components >
Reporting >
Reporting Center.

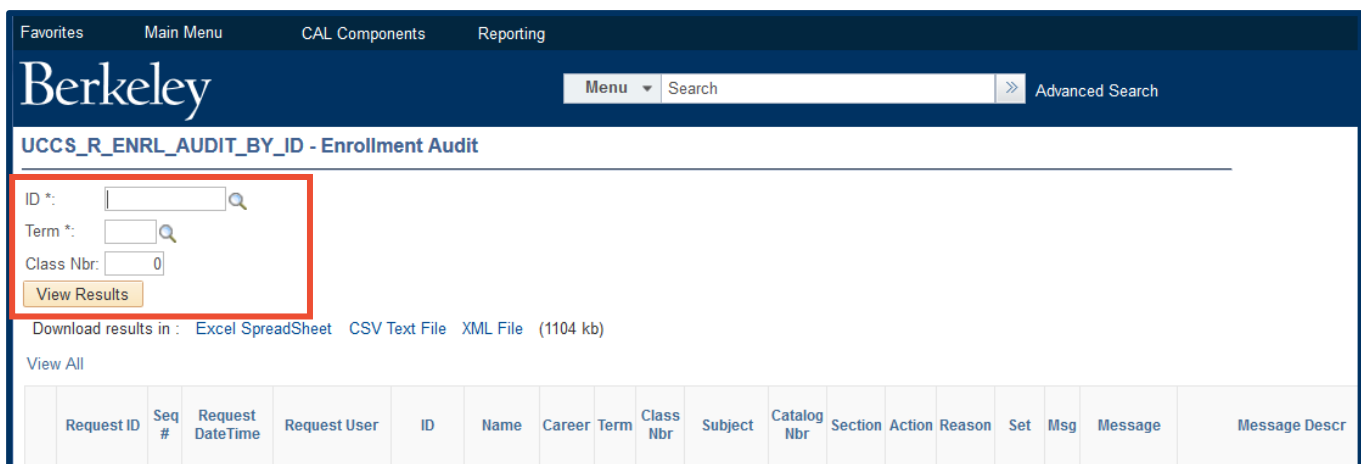


Search by Student

1. Scroll down to the **SR Enrollment** section and click on the **Enrollment Audit by ID** report.



2. Enter the student's **ID** number or click the spyglass icon to look up a student by name. Also enter the **Term**. Entering a **Class Nbr** is optional. Click the View Results button.



- Notice that Oski Bear has a “Swap” in place for ECON 1, Class Nbr 14421. On row 3 of the results, under “Drop if Enrolled,” you can find the class number for the class that Oski wishes to be dropped from, should he get into class number 14421. You can also see which secondary sections are being swapped in the “Related 1” and “Related 2” columns.

Request ID	Seq #	Request DateTime	Request User	ID	Name	Career	Term	Class Nbr	Subject	Catalog Nbr	Section	Action	Related 1	Related 2	
3	0000008096	1	04/17/2016 5:11:59PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Enroll		
4	0000008097	1	04/17/2016 5:13:03PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Swap	14421	0
5	0000008098	1	04/17/2016 5:13:49PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Drop		

Change to Class Nbr	Drop if Enrolled	Change to Wait List Pos	Related 1	Related 2
0	14749	0	14422	0
14421	0	0	14423	0

Search by Class

- Scroll down to the **SR Enrollment** section and click on the **Enrollment Audit by Class** report.

SR Enrollment

- 📁 **Enrollment by Acad Units**
 - 📄 Enrollments by Dept/Plan
 - 📄 Enroll Summary by Coll/School
 - 📄 Enrollment Summary by Division
 - 📄 Enrollment Summary by Dept
 - 📄 Enrollment Summary by Subject
 - 📄 Enrollment Summary by Course
 - 📄 Enrollment Summary by Class
 - 📄 Enroll Summary Hist by Course
- 📁 **Enrollment Lists by Class**
 - 📄 Enrollments by Class
 - 📄 Enrollments & Stats by Class
 - 📄 Enrollment Audit by Class
- 📁 **Enrollments by Student**
 - 📄 Student Enrollment Summary

2. Enter the **Term**, **Subject** and **Catalog Nbr.** Entering a **Section** or **Class Nbr** is optional but very helpful in narrowing your results.

NOTE: If the class or class section is large, it may take a few minutes to display your results.

3. Click the **View Results** button.

4. The same columns show the “Swap” action and the involved class numbers as in the search by ID. A benefit of this report is that you can find all of the students trying to swap into your class by using the “Download results in: Excel Spreadsheet,” located below the **View Results** button, and filter the spreadsheet to find swaps.

	Request ID	Seq #	Request DateTime	Request User	ID	Name	Career	Term	Class Nbr	Subject	Catalog Nbr	Section	Action	Rel
3	0000008096	1	04/17/2016 5:11:59PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Enroll	
4	0000008097	1	04/17/2016 5:13:03PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Swap	
5	0000008098	1	04/17/2016 5:13:49PM	Bear,Oski	11667051	Bear,Oski	UGRD	2168	14421	ECON	1	001	Drop	

Change to Class Nbr	Drop if Enrolled	Change to Wait List Pos	Related 1	Related 2
0	14749	0	14422	0
14421	0	0	14423	0

Support:

For questions or assistance, please contact SIS Production Support:

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

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>