How to Run the Reserve Capacities Report for a Class

The following steps show how to search for reserve capacities, but not change their configurations.

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 Reserve Capacities by Class query, under the AA Advising section at the top, 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 24 class section 001.

7. Click the View Results button.
8. The resulting report displays two reserve capacity requirement groups set for **Physics 24, section 001**.

![Image of the report](https://bcwebcat.is.berkeley.edu)

- The first (**Freshmen Only**) goes into effect on **4/18/16** and terminates on **7/17/16**. It can accommodate **9** out of the **15** students total **Enrollment Cap**.
- The second (**1–2 Terms in Attendance**) goes into effect on **7/18/16** and terminates on **8/12/16**. It can accommodate **6** out of the **15** students total **Enrollment Cap**.
- The **Waitlist Cap** is set at **5** students, and no one is yet on the waitlist.
- Note that this report also can be exported to an **Excel, CSV**, or **XML** file.

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**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**