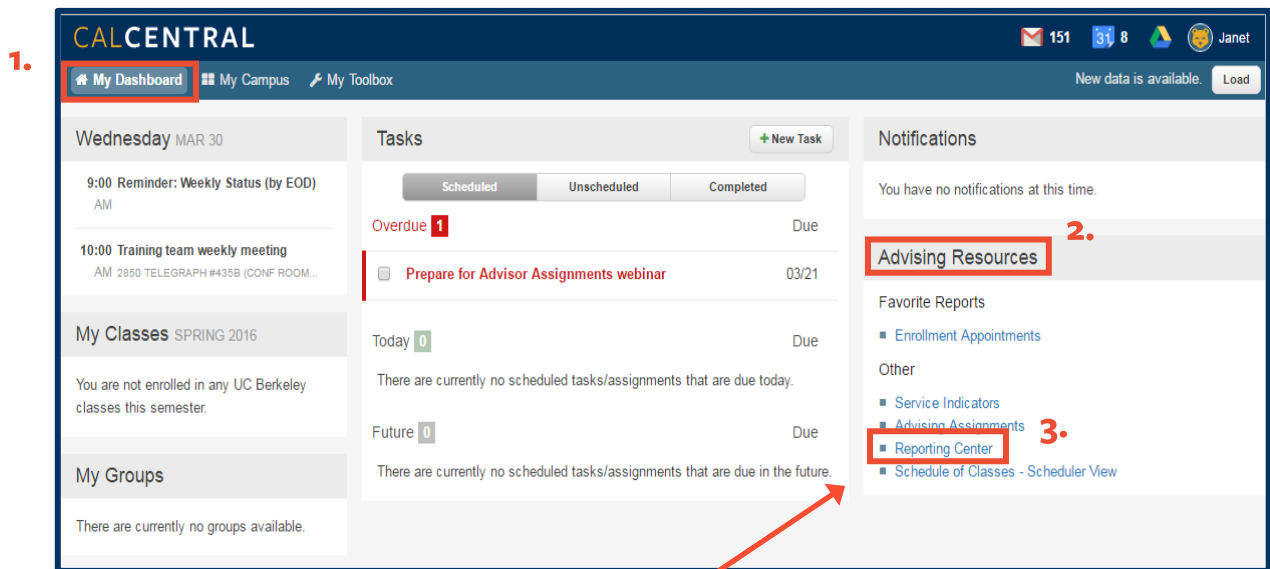


# How to Run the Reserve Capacities Report for a Class

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

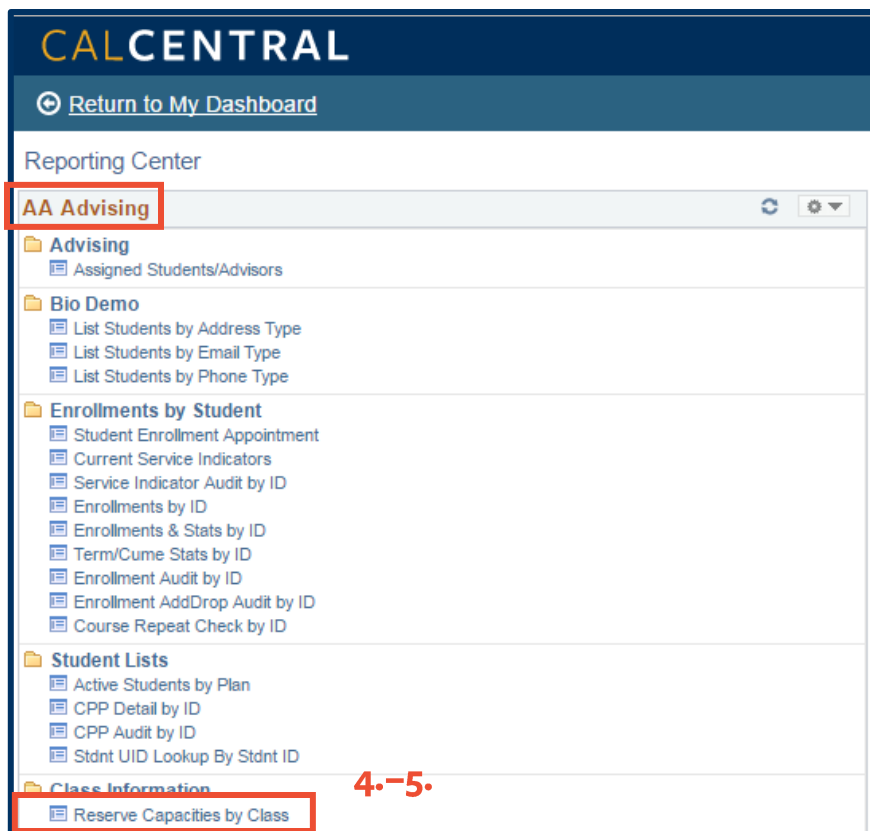
1. Log into CalCentral using your CalNet ID and passphrase. You arrive at the **My Dashboard** page.



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

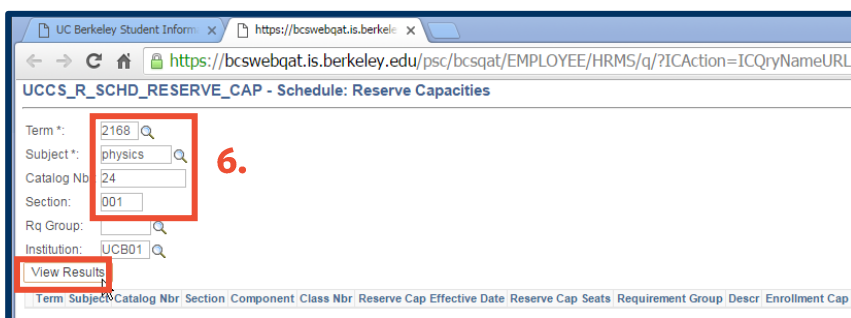
- You are taken to the **Reporting Center** page, where you can run reports, search for queries, and make queries **Favorites**.

There you find the **Reserve Capacities by Class** query, under the **AA Advising** section at the top, left-hand of the page.



- 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 24** class section **001**.



- Click the **View Results** button.

8. The resulting report displays two reserve capacity requirement groups set for **Physics 24, section 001**.

UCCS\_R\_SCHD\_RESERVE\_CAP - Schedule: Reserve Capacities

Term \*: 2168  
 Subject \*: PHYSICS  
 Catalog Nbr: 24  
 Section: 001  
 Rq Group:  
 Institution: UCB01

View Results

Download results in [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-4 of 4 Last

Term	Subject	Catalog Nbr	Section	Component	Class Nbr	Reserve Cap Effective Date	Reserve Cap Seats	Requirement Group	Descr	Enrollment Cap	Enrollment Total	Wait Cap	Waitlist Total	Ctg Nbr Sort
1 2168	PHYSICS 24	001	SEM	33909	04/18/2016	9	000003	Freshmen Only		15	0	5	0	0024
2 2168	PHYSICS 24	001	SEM	33909	07/17/2016	1	000003	Freshmen Only		15	0	5	0	0024
3 2168	PHYSICS 24	001	SEM	33909	07/18/2016	6	000004	1-2 Terms in Attendance		15	0	5	0	0024
4 2168	PHYSICS 24	001	SEM	33909	08/12/2016	0	000004	1-2 Terms in Attendance		15	0	5	0	0024

- 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.

### Support:

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)