Report Guide for Advisors
(from top to bottom in the Reporting Center)

Below you see a list of reports that are available to advisors. They can be found in the advisors’ Reporting Center, which is accessed through the Advising Resources section of your CalCentral My Dashboard. Wherever an equivalent report appears in the BearFacts menu, it is highlighted in yellow.

There are three things to note about reports:

- Some prompts, such as “Term” or “Institution” are required or a report won’t run—required prompts are typically designated with an asterisk.
- Generally speaking, the more prompts you fill in or check off, the fewer the rows of returned data, and the fewer prompts you complete, the larger the resulting data set. For example, if you leave the class number empty for a department, you will get data on all classes in that department. If you supply a class number, you will only get data for that one class.
- Mousing over a report name in the Reporting Center will tell you what the report does.

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Academic Advising

Looks up enrollments by student.
**Student Enr & GPA Summary**

Looks up enrollments by student, and shows current GPA.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Email</th>
<th>Term</th>
<th>Career</th>
<th>Acad Plan Descr</th>
<th>Term Enrolled Classes</th>
<th>Term Enrolled Units</th>
<th>Term Waitlist Classes</th>
<th>Term Waitlist Units</th>
<th>Total Cumulative Units</th>
<th>Cumulative GPA</th>
<th>Reg Status</th>
<th>Registration Hold</th>
<th>Goal Filing Fee Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>2168</td>
<td>UGRD</td>
<td>Political Economy BA</td>
<td>5</td>
<td>17.0</td>
<td>0</td>
<td>0</td>
<td>115.200</td>
<td>3.532</td>
<td>Registered</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Looks up advisors assigned to a student, or look up students assigned to an advisor.
Looks up a student's address. (Address types are “bill”, “chk”, “dip”, “dorm”, “home”, “loc”, “mail”, and “perm”)

(also by Email Type and Phone Type)
Student Enrollment Appointments

Shows students' enrollment phases and max units, or an enrollment phase and max units for a single student.
Looks up students who are above max units or below min units.
Looks up current service indicators for a student or group of students, by indicator type.
Looks up a student’s audit trail (history) of service indicators.

Looks up a student’s enrollment data for a single term.
Looks up a student's enrollment data for a single term, but note the additional fields.

Looks up a student's enrollment data for a range of terms.
Enrollment Audit by ID

Looks up a student's enrollment audit trail (history) for a single term.
Enrollment Add/Drop Audit by ID

Looks up a student's enrollment data for a specified term, noting the Adds and Drops.
Course Repeat Checks by ID

Looks up a student's course repeats.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Career</th>
<th>Term</th>
<th>Class Nbr</th>
<th>Subject</th>
<th>Unit Taken</th>
<th>Grade</th>
<th>Repeat</th>
<th>12 Credit Limit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2158</td>
<td>10551</td>
<td>ARABIC</td>
<td>1A</td>
<td>15.00</td>
<td>B+</td>
<td>Under Limit</td>
</tr>
<tr>
<td>2</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2168</td>
<td>12415</td>
<td>AFRICAM</td>
<td>19BC</td>
<td>1.00</td>
<td></td>
<td>Under Limit</td>
</tr>
<tr>
<td>3</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2168</td>
<td>13572</td>
<td>BIOLOGY</td>
<td>1A</td>
<td>3.00</td>
<td></td>
<td>Under Limit</td>
</tr>
<tr>
<td>4</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2168</td>
<td>21810</td>
<td>COMPSCI</td>
<td>61B</td>
<td>4.00</td>
<td></td>
<td>Under Limit</td>
</tr>
<tr>
<td>5</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2168</td>
<td>17769</td>
<td>PHILOS</td>
<td>3</td>
<td>4.00</td>
<td></td>
<td>Under Limit</td>
</tr>
<tr>
<td>6</td>
<td>Bear.Oski</td>
<td>UGRD</td>
<td>2168</td>
<td>30966</td>
<td>SOCHEL</td>
<td>197</td>
<td>2.00</td>
<td></td>
<td>Under Limit</td>
</tr>
</tbody>
</table>
This image shows a detailed student record from the Berkeley Student Information Systems (Berkeley SIS) project. The record is titled "UCS_R_CPP_AUDIT_BY_ID - Active CPP Data" and contains information about a student's academic progress and plans.

The record includes columns such as ID, Name, Career, Effective Date, Effective Sequence, Status, Program Action, Action Date, Action Reason, Career, Academic Plan, Plan Seq, Academic Plan Name, Acct Plan Descr, Academic Plan Type, Degree, Degree Device, Degree Device, Admit Term, Requirement Term, Expected Graduation Term, Degree Checklist Status, Completion Term, and Application No.

The record further includes details about the student's program and degree information, such as Major, Regular, and Academic Program status. Each row represents a different program or degree the student is enrolled in, including information like the program name, the student's academic status (Active, Program, etc.), and the expected graduation term.

Overall, the record provides a comprehensive view of the student's academic history, current status, and future plans, which is particularly useful for academic advising and planning.

The image also highlights a feature called "CPP Audit by ID," which looks up extended career, program, and plan information for a specified student, over a range of terms.
Looks up truncated career, program, and plan information for a given student.

Withdrawal by Term

Looks up details by term for a student who has withdrawn.
Looks up details for given course(s) as of a specified date, also active vs. inactive.

| Course ID | Offer Nbr | Eff Date | Career | Academic Group | Academic Organization | Cluster | Subject | Catalog Nbr | Catalog Prefix | Catalog Nbr Root | Catalog Nbr Suffix 1 | Catalog Nbr Suffix 2 | Long Title | Primary Component | Status | Min Units | Max Units | Grading Basis | Contact Hours | Course Approved | Schedule Range | Catalog Print | CIP Code | Requirement Designation | Requirement Group |
|-----------|-----------|----------|--------|----------------|-----------------------|---------|---------|-------------|---------------|-----------------|-------------------|-------------------|-----------------|---------------|----------------|--------|-----------|-----------|----------------|--------------|----------------|----------------|-------------|----------|-----------------------|-------------------|
| 1         | 191341    | 08/24/2004 | UGRO  | CNR           | ARESEC                | CL19    |         | 84          | 84            |                 |                   |                  | Sophomore Seminar | SEM       | Active     | 1.90      | 2.00          | Start Opt     | Start Opt       | 999.99         | Approved   | Y        | N                      | 000004            |
| 2         | 196537    | 08/21/2001 | UGRO  | CNR           | ENERES                | CL19    |         | 24          | 24            |                 |                   |                  | Freshman Seminar | SEM       | Active     | 1.90      | 1.00          | Start Opt     | Start Opt       | 999.99         | Approved   | Y        | N                      | 000004            |
Reserve Capacities by Class

Looks up the reserve capacities for a given section or for all sections in a given subject area.
Looks up details for given classes/courses for a specified term.
(This is an extremely wide report.)

(cont. on next page)
### Class Schedule with Topics

Looks up details of classes for classes that have free-form topics defined.

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**Table**

| Topic ID | Print | Acad Org | Next Pos | ID Campus | Location | Event ID | Mode | Equity | Grs | Override | Req Bln | Cap | Start Date | End Date | Cancel Ed | Prm Sect | Comb Sect | Hol Sched | Exam Smpng | Include | Min Units | Max Units | Progrs Ud | FA Units |
|----------|-------|----------|----------|-----------|----------|----------|------|--------|-----|----------|--------|-----|------------|----------|-----------|----------|-----------|-----------|---------|----------|----------|----------|---------|
| 0 N      | BIOENG 820 BERK MAIN 00013609 P | N | 141 29/24/2016 12/30/2016 | 061 | UCB01 | 1 N | 4.00 | 4.00 | 4.00 | 4.00 |
| 0 N      | BIOENG 90 BERK MAIN 000104654 P | N | 25 | 29/24/2016 12/30/2016 | 101 | UCB01 | 1 N |
| 0 N      | BIOENG 280 BERK MAIN 000104665 P | N | 25 | 29/24/2016 12/30/2016 | 102 | UCB01 | 1 N |
Looks up classes in a given department by their attributes.
Looks up an exam schedule for a specific class or for classes in a specific department.
Counts by Plan

Looks up the number of students enrolled in a specified plan.
Looks up a list of students enrolled in a class by waitlist only, with waitlist, or excluding combined sections.
Looks up a list of classes a student is enrolled in.
### FPF Enrl in Non-FPF Classes

Looks up the Fall Program for Freshmen students enrolled in non-FPF classes.

### Law Enrl in Non-Law Classes

Looks up the Law students enrolled in non-Law classes.
### Degree List

Looks up students who are graduating, by term.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Email</th>
<th>Career</th>
<th>Expected Graduation Term</th>
<th>Degree Checkout Status</th>
<th>Academic Plan(s)</th>
<th>Plan Count</th>
<th>Last CPP Update Date</th>
<th>Last Enrolled Term</th>
<th>Term Enrolled Units</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>UORD 2168</td>
<td>Eligible for Graduation</td>
<td></td>
<td>Chemical Engineering BS</td>
<td>1</td>
<td>07/15/2016</td>
<td>2168</td>
<td>145.6</td>
<td>2.554</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>UORD 2168</td>
<td>Eligible for Graduation</td>
<td></td>
<td>Chemical Biology BS, Computer Science BA</td>
<td>2</td>
<td>10/15/2016</td>
<td>2168</td>
<td>140.0</td>
<td>3.233</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>UORD 2168</td>
<td>Eligible for Graduation</td>
<td></td>
<td>Chemistry BS</td>
<td>1</td>
<td>09/07/2016</td>
<td>2168</td>
<td>116.6</td>
<td>3.065</td>
</tr>
</tbody>
</table>
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

For job aids and videos, visit the SIS website:

http://sisberkeley.edu/training

Looks up students who are graduating, by term and enrollment.