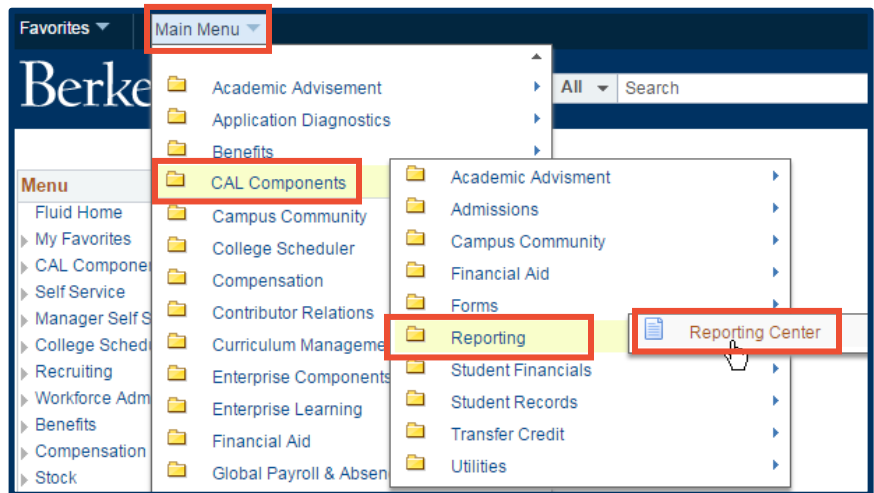


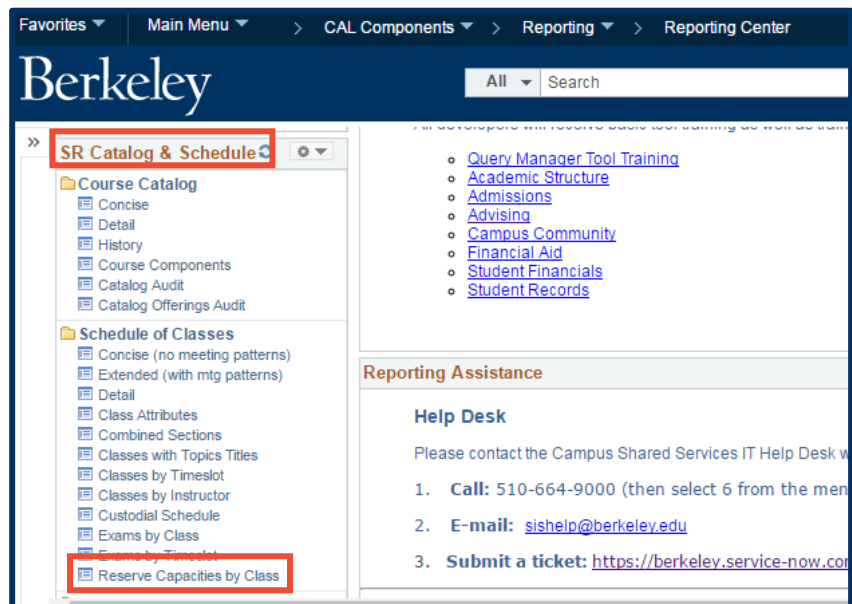
How to Run a Reserve Capacity Report for a Class

This job aid describes how to search for reserve capacities by subject, section, and catalog number, using *Campus Solutions'* Reporting Center.

1. From the **Main Menu**, navigate to: **CAL Components > Reporting > Reporting Center**.



2. Under the **SR Catalog & Schedule** section, click the **Reserve Capacities by Class** link.



- Enter the criteria to run the report. (In this instance we are searching for reserve capacity data 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

Term	Subject	Catalog Nbr	Section	Component	Class Nbr	Reserve Cap Effective Date	Reserve Cap Seats	Requirement Group
------	---------	-------------	---------	-----------	-----------	----------------------------	-------------------	-------------------

- Click the **View Results** button.

UCCS_R_SCHD_RESERVE_CAP - Schedule: Reserve Capacities

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

View Results

Term	Subject	Catalog Nbr	Section	Component	Class Nbr	Reserve Cap Effective Date	Reserve Cap Seats	Requirement Group
------	---------	-------------	---------	-----------	-----------	----------------------------	-------------------	-------------------

- The resultant report shows that there are *two* reserve capacity groups established for **Physics 24, section 001**

- The first (**freshmen only**) goes into effect on **4/18/16** and terminates on **7/17/16**. It can accommodate **9** out of a **15-student total Enrollment Cap**.
- The other (**1–2 terms in attendance**) has an effective date of **7/18/16** and terminates on **8/12/16**. It accommodates **6** out of the **15-student total Enrollment Cap**.

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	3390	04/18/2016	8 0 0003	Freshmen Only	15	0	5	0	0024
2	2168	PHYSICS	24	001	SEM	3390	07/17/2016	1 0 0003	Freshmen Only	15	0	5	0	0024
3	2168	PHYSICS	24	001	SEM	3390	07/18/2016	6 0 0004	1-2 Terms in Attendance	15	0	5	0	0024
4	2168	PHYSICS	24	001	SEM	3390	08/12/2016	0 0 0004	1-2 Terms in Attendance	15	0	5	0	0024

*Note that the **Waitlist Cap** is set to **5** for the class, and that no one is yet on the waitlist.*

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

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