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.
3. Enter the criteria to run the report. (In this instance we are searching for reserve capacity data for **Physics 24, section 001**.)

4. Click the **View Results** button.

5. 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**.

   **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