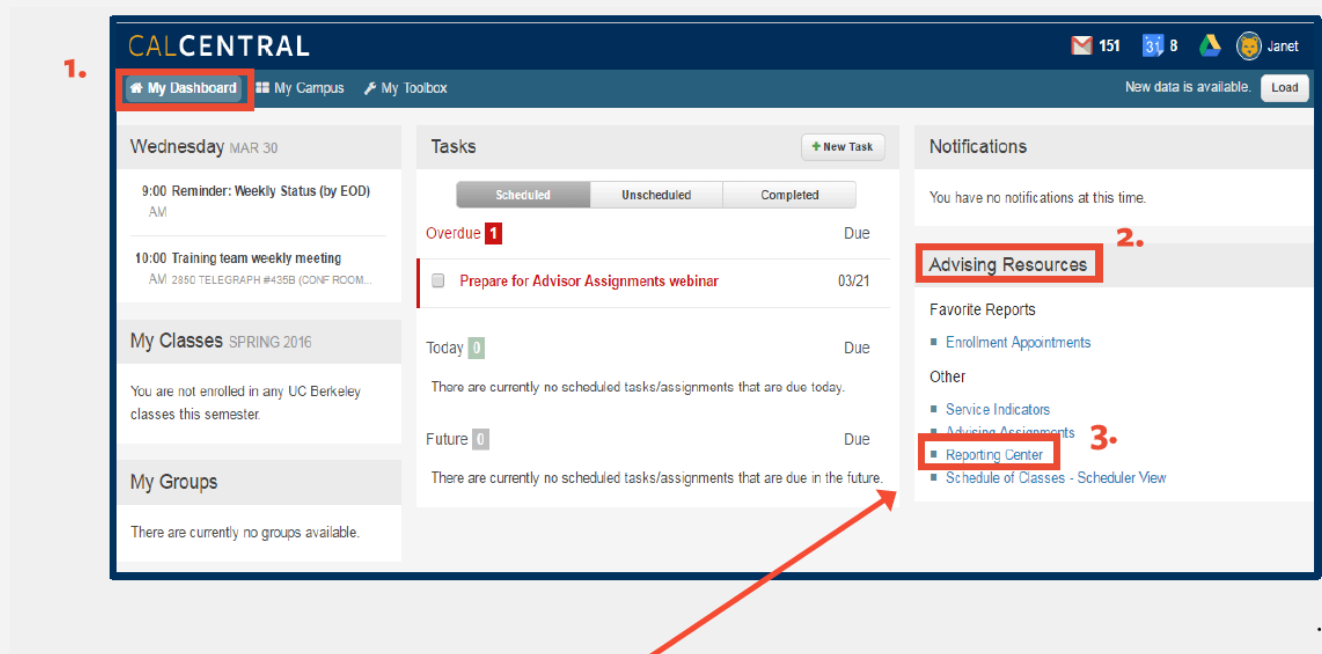


SIS Job Aids #1150

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.

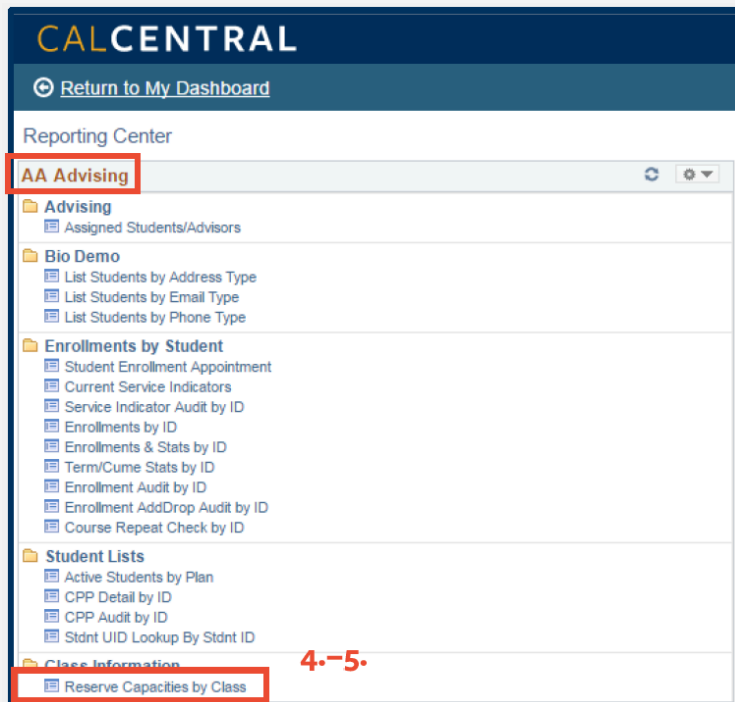


2. Observe the **Advising Resources** section.
3. Click the "**Reporting Center**" link in the **Advising Resources** section.
4. You are taken to the **Reporting Center** page, where you can run reports, search for queries, and make queries **Favorites**.

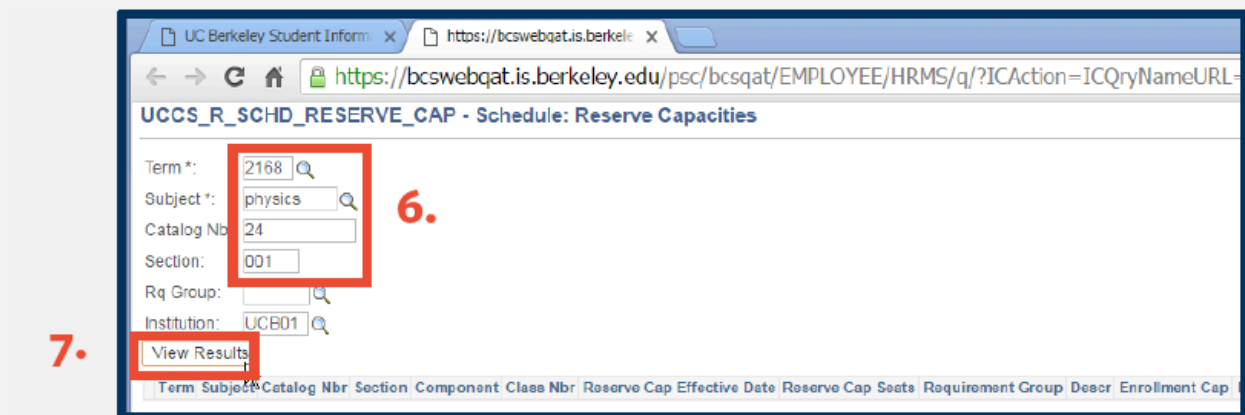
There you find the **Reserve Capacities by Class** query, under the **AA Advising** section at the top, left-hand of the page.

5. Click on the query name to run it.

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- 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 **Physics 24** class section **001**.
- Click the **View Results** button.



- The resulting report displays twenty-seven closed sections for **Physics 24**, section **001**.

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- 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**, **CV**, or **XML file**.

UC Berkeley Student Inform: x https://bcswebqat.is.berkele: x

https://bcswebqat.is.berkeley.edu/psc/bcsqat/EMPLOYEE/HRMS/q/?ICAction=ICQryNameURL=PUBLIC.UCCS_F

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	Ctig Nbr Sort
1	2168	PHYSICS	24	001	SEM	33909	04/18/2016	8	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