How to Run a Reserve Capacities Report for a Class

The following steps show how to search for reserve capacities by subject, section, and catalog number, using Campus Solutions’ Reporting Center.

1. After logging into Campus Solutions using your CalNet ID and passphrase, click the Main Menu link.

2. Click Cal Components.

3. Click Reporting.

4. Click Reporting Center.

5. Click the Reserve Capacities by Class link.
6. Enter the criteria to run the report. (In this instance we are searching for reserve capacity data for Physics 24, section 001.)

7. Click the **View Results** button.

8. 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 Campus Shared Services IT:

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