

Report Tips – Open/Closed Classes by Subject

Description: Displays course information for each class section (by subject and term), with enrollment stats such as Enrollment Status, Enrollment Capacity, Enrollment Total, Available Seats, Waitlist Capacity, and Waitlist Total.


Note: This report displays real-time data.

Accessing the Report: Log into **My UNiverse**, select the **Reporting** tab. Click **Open/Closed Classes by Subject** in the Data for Deans and Dept Heads pagelet.

Example:

ID	Institution	Course	Section	Status	Enrollment	Capacity	Waitlist	Meeting	Term
000996	1 POSTSEC	1050 02	50270 Career Decision Making	2.00 2.00 Tudor,Angela K Closed	20	22	-2	0 0	TR 02:00PM 02:50PM
000997	1 POSTSEC	1055 01	50272 Strategic Academic Success	2.00 2.00 Peters,Kathleen M Open	25	5	20	0 0	TR 09:30AM 10:20AM

Tips

- The Institution is always UNICS
- If you are unsure of which term code to use, click the **Look up** button  next to the Term field
- To download results to Excel, click the Excel Spreadsheet link at the top of the report
- To view all rows, click the View All option

Troubleshooting

- If you experience internet browser issues, try reloading the page (**F5** or **Refresh/Reload** button on the browser toolbar). You may also clear your internet cache (SHIFT+CONTROL+DELETE or Tools, Options).
- If you receive a message stating *Access is Restricted*, contact Institutional Research.
- My UNiverse times out after 20 minutes, it may be necessary to click back on the **Reporting** tab to avoid the time out.