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:

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.