

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:

UNI_SR_CLASS_AVAIL_SUBJ - Open/Closed Classes by Subject

Institution: UNICS
 Subject: POSTSEC
 Term: 2123
 View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (12 kb)

View All First 1-21 of 21 Last

Term	Session	Course ID	Offer Nbr	Subject	Catalog	Section	Class Nbr	Descr	Min Units	Max Units	Instructor Name	Enrollment Status	Enrollment Capacity	Total Enrollment	Available Seats	Waitlist Capacity	Waitlist Total	Start Date 1	End Date 1	Meeting Days 1	Meeting Start Time 1	Meeting End Time 1	Start Date 2	End Date 2	Meeting Days 2	Meeting Start Time 2	Meeting End Time 2	
1	2123	01	000996	1	POSTSEC	1050	01	50269	Career Decision Making	2.00	2.00	Rhodes,Lindsey Nicole	Closed	16	16	0	0	0			MW	02:00PM	02:50PM					
2	2123	01	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					
3	2123	01	000996	1	POSTSEC	1050	03	50271	Career Decision Making	2.00	2.00	Sullivan,Nicholas D	Open	20	16	4	0	0			MW	03:00PM	03:50PM					
4	2123	01	000997	1	POSTSEC	1055	01	50272	Strategie 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.