University of NorthernIowa

Report Tips – Open/Closed Class by Acad Org

Description: Displays the same information as the Open/Closed Classes by Subject report, but can be run by academic org and term.

Note: This report displays real-time data.

Accessing the Report: Log into **My UNIverse,** select the *Reporting* tab. Click **Open/Closed Class by Acad Org** in the Data for Deans and Dept Heads pagelet.

Example:

UNI_SR_CLASS_AVAIL_ORG - Open/Closed Class by Acad Org

Institution: UNICS
Acad Org: 0023800
Term: 2123

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (162 kb)

View All

	Term	Session	Course ID	Offer Nbr	Subject	Catalog	Section	Class Nbr	Descr	Instructor Name	Enrollment Status	Actual Room Capacity	Enrollment Capacity	Total Enrollment	Available Seats	Waitlist Capacity	Waitlist Total	Start Date 1	End Date 1	Room 1	Meeting Days 1	Meeting Start Time 1	Meeting End Time 1
1	2123	01	005682	1	CAP	3106	01	55895	Theatre In Education	Berghammer,Margaret L	Closed		10	10	0	9999	4			SWT117	MWF	10:00AM	10:50AM
2	2123	01	002819	1	THEATRE	1002	01	51497	Theatrical Arts & Society	Grimm,Linda L	Closed		60	60	0	9999	0			CAC108	TR	09:30AM	10:45AM
3	2123	01	002819	1	THEATRE	1002	02	51498	Theatrical Arts & Society	Taft,Stephen W	Open		60	58	2	9999	1			CAC108	MWF	10:00AM	10:50AM
4	2123	01	002819	1	THEATRE	1002	03	51499	Theatrical Arts & Society	Taft,Stephen W	Closed		60	60	0	9999	3			CAC108	MWF	11:00AM	11:50AM
5	2123	01	002819	1	THEATRE	1002	04	51500	Theatrical Arts & Society	Edelnant,Jay A	Open		20	11	9	9999	0			HON1	MWF	01:00PM	01:50PM
6	2123	01	002819	1	THEATRE	1002	04	51500	Theatrical Arts & Society	Edelnant,Jay A	Open		20	11	9	9999	0			HON1	MWF	01:00PM	01:50PM

Tips

- The Institution is always UNICS
- If you are unsure of which Acad Org code to use, click the **Look up** button 🔍 next to the Acad Org field to select by description
- 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.