Viewing the Class Section Report

Path: UC Student Records > UC Establish Courses > UC Establish Courses Reports > Class Section Report

1. Required: Enter the **Term**.

2. Optional: Enter the **Career, Campus, Subject Area** and **Location**.

3. Click **Run**

4. From the **Server Name** drop-down field, select **PSNT** (this is a crystal report).

5. Click **OK**

6. Click **Report Manager**

7. Click **Refresh** until **Details** appears.

8. Click **UCMSRPS1** to view and print the report in Adobe Reader.