

## Report Explanation

The **Section Tally Report** identifies course section details for a specified term. This report can be used in the review of processed CSM forms. Not: This report does not include the following section information – comments, course restrictions, reserved seats enrollment, section attributes or course fees. The **Section Tally Extraction** provides the data in an Excel format.

## Report Pathway

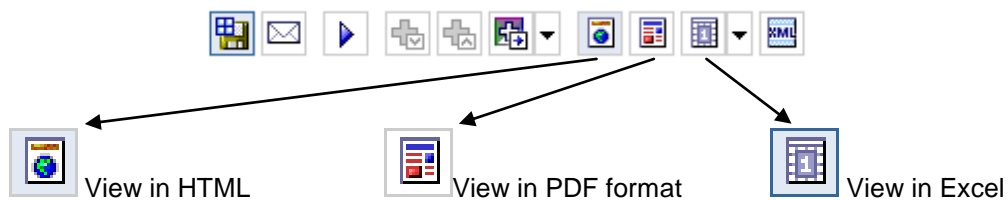
[Report Library](#)>[ODS](#)>[Schedule Offering](#)>[Section Tally – Report OR Section Tally - Extract](#)

## Parameter Sets

Required Parameters	Optional Parameters
<p>Select an Academic Period. This parameter selects a particular term (i.e. Fall 2008).</p> <p>Select an Academic Period   ACADEMIC_PERIOD</p>	<p><u>Select a Subject (Optional)</u>. This parameter is used to narrow your search to specific subjects. By default, all are selected.</p> <p><u>Select a Campus Code(Optional)</u>. This parameter is used to narrow your search to specific campus code. By default, all are selected.</p> <p><u>Select a Schedule Type (Optional)</u>. This parameter is used to narrow your search. By default, all are selected.</p> <p><u>Select a Building (Optional)</u>. This parameter is used to narrow your search to specific building codes. By default, all are selected.</p> <p><u>Select a Section (Optional)</u>. This parameter is used to narrow your search to specific course sections. By default, all are selected.</p>
<p>Select an Academic Year. The Academic Year follows the fiscal year (i.e. Fall 2008 is the 2009 Academic Year).</p> <p>Select an Academic Year   ACADEMIC_YEAR</p>	
<p>Select a Course Effective Date. This parameter selects the term code for when the course is effective (should match the Academic Period).</p> <p>Select a Course Effective Date   ACADEMIC_YEAR</p>	

## Display Options

When the report is displayed you may view and print in several formats by selecting one of the icons from the icon bar at the upper right of the report.



Note: If View in Excel is chosen, you may select to have your output in Excel 2000, Excel 2002 or CSV formats.