

Students by Program Enrollment Report

This report allows you to obtain lists of registered students for a given semester. You may limit your list to certain majors, minors, concentrations, or various other options and/or combinations of the options. This report can only be run by Bellarmine faculty or staff members and only from an on-campus location. Using Internet Explorer is recommended.

1. Open an Internet Explorer browser and paste in this URL. It will take you directly to the SSRS report server:
<http://sqlrps.bellarmino.edu/Reports/Pages/Folder.aspx?ItemPath=%2fRegistrar%2fPublic+Registrar+Reports&ViewMode=List>
2. You'll be presented with a logon prompt. Enter your regular username but prefaced with *BELLARMINE*. For example, *BELLARMINE\aolesen* and then your regular password.
3. Select the Students by Program Enrollment report by clicking on it. You'll be presented with a *Terms & Conditions* page. Read it, click the *I Agree* button, and the report's parameters will be displayed.
4. Make a selection in the Detail Level pull down box; you'll need to do this before you're allowed to access the rest of the pull down boxes.

Here's how the screen will look at that point (the *Business Administration* major has been selected below):

The screenshot shows the myBellarmine website interface. At the top, it says "Welcome back D. Carol Huff (Logout)". Below that is a navigation bar with links for Home, Help, Community, Faculty, Employee, and My Pages. The main content area is titled "Registrar's Office" and "SSRS Reports". The breadcrumb trail is "Home > Registrar > Registrar Staff Reports > BU Students by Program Enrollment". The page contains several dropdown menus for filtering the report: Registered Session (Fall), Registered Year (2010), Program (Any Program), Detail Level (Codes), Degree (Any Degree), Pre-Professional Program (Any Pre-Professional Program), Major (Business Administration (BA)), Subprogram (Any Subprogram), Minor (Any Minor), Classification (Any Classification), and Concentration (Any Concentration). There is also a radio button for "Display Student Photos?" set to "False". A "View Report" button is located on the right side of the form.

5. Make your selections in as many of the pull down boxes as you wish. Then click the View Report button on the far right (you may have to scroll over to see it). Note: If you make a selection in more than one pull down, the report will give you results that are true for all the conditions you choose. For example, if you select Business Administration in the major box and also Economics in the minor box, the results will only be students with both a Business major and an Economics minor.
6. If you have any questions about this report, contact Ann Olsen, Registrar, at aolsen@bellarmine.edu or 272-8230.