

experience.bellarmino.edu

Proofing the Class Schedule for an Upcoming Semester (aka – the Class Schedule Proofing Report - CROA)

This Colleague CROA report allows you to obtain access to class schedule for an upcoming semester before it is released to the rest of the campus community and the public. Its intended use is for department chairs and/or their designees to review the schedule during the proofing process.

This report can only be run by Bellarmine faculty or staff members and only from an on-campus (or VPN) location.

1. From a Bellarmine network computer (on campus or over VPN), log in to experience.bellarmino.edu
2. If you have not done so already, pin the Registrar Resources card to your home by clicking on the **≡ Menu** (aka the hamburger menu) in the upper lefthand corner of the screen and selecting “Discover”. In the search bar, type Registrar Resources to find the aforementioned card. Click on the flag in the upper righthand corner of the card. This will save it to your dashboard.
3. Click on Registrar Reports and choose the **Class Schedule Proofing Report (CROA)** by clicking it. If prompted for your credentials, enter your network username and password.
4. This report is set to default to the upcoming semester. The results will display on your screen. Below is a screenshot showing an example of the report. Note the four items circled in red in the screenshot:
 - a. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this. 
 - b. The arrows to the left of the courses allow you to collapse – if you only want to see graduate level courses, just click the arrow next to Undergraduate Courses to collapse them. Click it again to expand them.
 - c. The two different sets of arrows in the bottom right of the screen allow you to scroll page by page or directly to the end of the report.

Web Intelligence | Input Controls | Export Document As | PDF | Excel 2007 | Excel | CSV Archive | Text

BELLARMINI UNIVERSITY
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Summer 2017 Semester Class Offerings

Note: Textbook information can be found by clicking on the link under "Required Materials."

Undergraduate Courses

Course No. / Section	Title	Credit Hours	Status	Max Cap	Seats Avail	Instructor	Est Fee	Required Materials	Summ Sess
ACCT-101-01	Prin of Financial Accounting	3	Open	30	30	Richardson, K		Book Link	SU4
	Lecture	6/05/2017 - 8/08/2017		CNH 075	MTWTh	10:00--1:15 AM			
ACCT-102-01	Prin of Managerial Accounting	3	Open	25	25	Selvy, P		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017		MIL 145	TTh	9:00-11:00 AM			
ACCT-211-01	Financial Accounting I	3	Open	25	25	Richardson, K		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017		CNH 075	MW	12:00-2:00 PM			
ACCT-313-01	Financial Accounting III	3	Open	25	25	Richardson, K		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017		CNH 075	TTh	12:00-2:00 PM			
ACCT-317-01	Taxation I	3	Open	25	25	Harper, A		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017		MIL 145	TTh	6:00-8:00 PM			
ACCT-414-01	Financial Accounting IV	3	Open	25	25	Collins, D		Book Link	SU4
	Lecture	5/30/2017 - 8/08/2017		CNH 105	MW	6:00-8:00 PM			

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Questions? Contact the Registrar's Office at registrar@bellarmine.edu