


# one.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. Using Internet Explorer is recommended.

1. From a Bellarmine network computer (on campus or over VPN), go to **one.bellarmino.edu**, click the “**One Login**” button in the upper right hand corner of the page and login using your Bellarmine email (ex. jdoe@bellarmine.edu) and password. You will land on your **One Bellarmine Dashboard** page.
2. In the far upper left corner on your Dashboard page is the ≡ **Menu** (aka the hamburger menu). Hover over it to reveal the list of Info Sites. Click Academics > Registrar > Restricted to get to the Reports Page.
3. Once on the Restricted page, 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 three items circled in red in the screenshot:
  - a. To export the report click the export icon found on the toolbar near the top left. It looks like this. . Most people find it easiest to download as a PDF to view and navigate quickly (the excel download has formatting inconsistencies).
  - b. 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.

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## Fall 2019 Semester Class Offerings

Note: Textbook information can be found by clicking on the link under "Req'd Mats."

### Undergraduate Courses

Course No. / Section	Title	Credit Hours	Status	Max Cap	Seats Avail	Instructor	Estimated Fee	Req'd Mats	Sub-Sess
	Instructional Method	Dates		Location	Times			Notes	
ADCT-101-01	Prin of Financial Accounting	3	Open	45	2	Richardson		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 276	MWF 12:00-12:50 PM				
ADCT-101-02	Prin of Financial Accounting	3	Open	45	19	Richardson		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 276	MWF 1:00-1:50 PM				
ADCT-102-01	Prin of Managerial Accounting	3	Open	45	19	Burge		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 170	TTh 12:15-1:30 PM				
ADCT-102-02	Prin of Managerial Accounting	3	Open	45	26	Burge		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 170	MW 1:30-2:45 PM				
ADCT-102-03	Prin of Managerial Accounting	3	Open	45	40	Selvy		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 276	MW 4:30-5:45 PM				
ADCT-211-01	Financial Accounting I	3	Open	40	24	Richardson		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 276	MW 6:00-7:15 PM				
ADCT-212-01	Financial Accounting II	3	Open	40	19	Burge		<a href="#">Book Link</a>	
	Lecture	8/22/2019 - 12/04/2019		CNMH 170	MW 12:00-1:15 PM				

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Questions? Contact the Registrar's Office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu)