experience.bellarmine.edu
Report of Students Who've Applied for Graduation
(aka – the Graduation Candidates List - CROA)

This Colleague CROA report allows you to obtain lists of students who have applied for graduation for a future term(s). The existence of students' names on this report does not verify that they are on track for graduation.

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.bellarmine.edu

2. If you have not done so already, pin the Registrar Resources card to your home by 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, then choose the Graduation Candidates List (CROA) by clicking it. If prompted for your credentials, enter your network username and password.

4. This report is set to default to display all the students who have applied for any upcoming semester's graduation. The results will display on your screen. The following steps will allow you to better customize the report to your needs:

    a. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this.
    b. The Input Controls box along the left allows you to filter the results.

    If the Input Controls box is not expanded simply click the icon on the left that looks like this:

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