




one.bellarmine.edu





Low-Enrolled Sections Report

This Colleague CROA report allows you to run the course listing for a given semester to quickly identify low-enrolled sections.

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.bellarmine.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 listing.
3. Once on the Restricted Page, choose the **Low Enrolled Sections (CROA)** report by clicking it. If prompted for your credentials, enter your network username and password.
4. When the report launches you will be prompted for a term. You can choose the pre-populated term or you can enter a different term using the format YYYY followed by either FA (fall), SP (spring) or SU (Summer). For example, to see fall 2019, you would enter 2019FA. Enter your desired term and click ok.
5. The results will display on your screen. Below is a screenshot showing an example of the report. Note these items highlighted in red in the screenshot:
 - a. The input controls box in the top left allows you to filter the results. Use the slide bar at the top of the input controls to define the minimum enrollment you desire (the default is set to 5 registered students). The report results will only show you sections with that number or less enrolled. If the input controls box is not expanded simply click the icon on the far left that looks like this: 
 - b. To export the report click the export icon pulldown found on the toolbar near the top left. It looks like this. 

- c. To select a different term, click the refresh icon in the lower right corner (each time you refresh you will be prompted to enter a term). The refresh icon looks like this: 

Web Intelligence -    Document Input Controls (0)  Report Input Controls (4)

Number of Reg'd Students <=

5

School

☒ Select (All)

☒ Bellarmine College

☒ School of Business

☒ School of Education

☒ College of Health Professions

☒ Non-Academic Office

Course Level

☒ Select (All)

☒ 100

☒ 200

☒ 300

☒ 400

Subsession

☒ Select (All)

☒ FAH1

☒ FAH2

Enrollment Evaluation Report for Fall 2019

To select a different term, click on the Refresh icon at the bottom right of the browser window and the system will prompt you.

School	Section Name	Section Title	Days/Times	Instructor	Instr Method	# of Reg'd	Max Cap	Open Seats	Global Cap	Xlist Prt Flag	Sub-Session	Reg Restrictions
Bellarmine College	ART-102-01	Drawing II	MW 10:00 AM-12:50 PM	J. Palmer	Lecture	4	4	0				
Bellarmine College	ART-102-02	Drawing II	TTh 9:25 AM-12:05 PM	E. Schuhmann	Lecture	3	3	0				
Bellarmine College	ART-380-01	Painting II	TTh 1:40-4:20 PM	C. Cunningham	Lecture	4	6	2				
Bellarmine College	ART-381-01	Painting III	TTh 1:40-4:20 PM	C. Cunningham	Lecture	5	6	1				
Bellarmine College	ART-411-01	Senior Project		B. Staff	Lecture	0	5	5				Must have Senior standing.
Bellarmine College	ART-423-01	Independent Study		B. Staff	Independent Study	0	5	5				Independent Study form required to register.
Bellarmine College	ART-423-02	Adv Digital Illustration		A. Harder	Independent Study	1	0	-1				Independent Study form required to register.
Bellarmine College	ART-444-01	Internship		B. Staff	Internship	0	5	5				Internship form required to register.
Bellarmine College	ART-444-01	Internship I		C. Cunningham	Internship	0	5	5				Must have Junior standing or higher. Internship form required to register.
Bellarmine College	ART-445-01	Internship II		C. Cunningham	Internship	0	5	5				Must have Junior standing or higher. Internship form required to register.
Bellarmine College	BIOL-300-02	Pathophysiology	TTh 12:15-1:30 PM	J. Walker	Lecture	5	30	25				
Bellarmine College	BIOL-319-01	Biology Research I		B. Staff	Research	0	0	0				Must have Junior standing or higher. Department Chair Permission required to register. Contract Course Form required to register.
Bellarmine College	BIOL-419-01	Senior Research I		B. Staff	Contract Course	0	0	0				Must have Senior standing. Department Chair Permission required to register. Contract Course Form required to register.
Bellarmine College	BIOL-444-01	Internship I		B. Staff	Internship	0	15	15				Must have Junior standing or higher. Reserved for Biology Majors Only. Department Chair Permission required to register. Internship form required to register.
Bellarmine College	BIOL-444-02	Internship I		P. Kiser	Internship	1	0	-1				Must have Junior standing or higher. Reserved for Biology Majors Only. Department Chair Permission required to register. Internship form required to register.
Bellarmine College	BMB-231-01	Sophomore Ind Research Exp		A. Krzystak	Research	1	5	4				Must have Sophomore standing or higher. Program Director Permission required to register.
Bellarmine College	BMB-231-02	Sophomore Ind Research Exp		M. Huff	Research	0	5	5				Program Director Permission required to register. Must have

Enrollment Evaluation

Track changes: Off Page 1 of 1+ 90% 2 minutes ago

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