experience.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.

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 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 2023, you would enter 2023FA. 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 8 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:

Low-Enrolled Sections in Summer 2017

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	Instructor	Instr Method	# of Reg'd	Max Cap	Global Cap	Xlist Pri Flag	Sub-Session
Bellarmine College	BIOL-114-01	Human Biol: Health & Disease	M. Kaelin	Lecture	3	16			SU2
Bellarmine College	BIOL-114L-01	Hum Biol: Health & Disease Lab	M. Kaelin	Lab	3	16			SU2
Bellarmine College	BU-ISA-01	Study Abroad	To be Announced		7	0			SUFT
Bellarmine College	CHEM-103L-02	General College Chem I Lab	J. Sinski	Lab	7	15			SU2
Bellarmine College	CHEM-104-02	General College Chemistry II	J. Sinski	Lecture	0	16			
Bellarmine College	CHEM-104L-03	General College Chem II Lab	T. Hahn	Lab	0	16			
Bellarmine College	CHEM-205L-02	Organic Chemistry I Lab	K. Hobbing	Lab	5	15			SU2
Bellarmine College	CHEM-206-01	Organic Chemistry II	F. Barrios	Lecture	5	30			SU3
Bellarmine College	CHEM-206L-01	Organic Chemistry II Lab	K. Hobbing	Lab	5	15			SU3
Bellarmine College	CHEM-206R-01	Organic Chemistry II Pre-Lab	F. Barrios	Lecture	5	30			SU3
Bellarmine College	CJS-444-SI	Internships in Crim Justice I	K. Eigelbach	Internship	3	0			SUFT
Bellarmine College	CS-116-01	Computer Applications Software	B. Staff	Lecture	2	20			SU2
Bellarmine College	CS-117-01	Website Development	B. Staff	Lecture	0	20			SU1
Bellarmine College	CS-117-02	Website Development	B. Staff	Lecture	1	20			SU3
Bellarmine College	CS-130-01	Programming Fundamentals	M. Ali	Lecture	2	20			SU2
Bellarmine College	CS-131-01	The Object-Oriented Paradigm	M. Ali	Lecture	3	20			SU3
Bellarmine College	ENGL-101-01	Expository Writing	M. Culver	Lecture	7	16			SU3
Bellarmine College	ENGL-200-02	Reading Literature	J. Blandford	Lecture	6	18			SU2
Bellarmine College	HIST-116-01	Western World I, 1450 to 1870	T. Welliver	Lecture	2	25			SU2
Bellarmine College	HIST-117-01	Western World II 1870 to Pres	D. Wagner	Lecture	4	25			SU3
Bellarmine College	HIST-421-01	Nazi Germany	T. Welliver	Lecture	4	25			SU1
Bellarmine College	IDC-200-01	Homelessness and Nation's Hlth	C. Franz	Lecture	8	20			SU1

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