

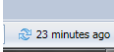


# experience.bellarmino.edu

## Report of Students by Pre-Professional Program

This Colleague CROA report allows you to obtain lists of currently enrolled students who have declared an interest in a pre-professional program.

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 dashboard 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 **Students by Pre-Professional Program (CROA)** link 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 are enrolled for the current semester. 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: 
  - c. To refresh the report to make sure that you getting the most current students for the most current term, click on the refresh icon in the lower right corner of the screen that looks like this:  (Each time you refresh, you will be prompted to enter the term. You can choose from the list or enter the term as YYYY followed by either FA (fall), SP (spring) or SU (Summer). For example, to see spring 2017 students, you would enter 2017SP.

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