**Time Ticket and Clearance Information Report**

The link below takes you to a SSRS web report that will show you:

* The date/time of a student’s time ticket assignment
* Whether he/she has been granted registration clearance, and if so, by whom
* If the student has any holds that will prevent registration

The report is intended to provide you with a quick way to double check clearance and time ticket information without having to login to myBellarmine.

As with all SSRS web reports, please use **Internet Explorer** to open it, and know that it can only be accessed from on campus.   When you click the link, you may be presented with a logon prompt.  Enter your regular username, but prefaced with *BELLARMINE\*.  For example, *BELLARMINE\aolsen*  and then your regular password.  Enter the student’s ID number in the upper left, then click the View Report Button in the upper right.

<https://sqlrps.bellarmine.edu/Reports/Pages/Report.aspx?ItemPath=%2fAcademic+Affairs%2fFaculty%2fTime+Ticket+and+Clearance+Information+Report>

Feel free to contact me directly with any questions regarding this report.

Ann Olsen, Registrar

272-8230 or aolsen@bellarmine.edu

NOTE: when granting registration clearance in myBellarmine, we encourage you to use the **Advisee Status** called “Needs Registration Clearance” and to populate the **Program** with the program code (Undergraduate or Graduate) of the student you are attempting to clear (if the student has been enrolled in more than one program, including continuing education, the system does not know which one to grant the clearance for if you leave Program set to “All”).