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INTRODUCTION AND PURPOSE

All of a student’s registration activity will be listed on the audit including adds, drops, waitlists, and withdrawals. The purpose of this document is to explain how to read the registration audit trail and utilize the query function to search for specific actions.

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

PROCEDURES

1. Go to SFASTCA.
2. Enter the Term field.
3. Enter the Student ID number in the ID field.
4. To contain a query, use the Registration From Date and To Date. This is optional and will usually be left blank.
5. Press Go.
6. A list of transactions will appear in reverse chronological order.
   a. Tip: If you are making enrollment changes in SFAREGS and your cursor is in the Course Information section of SFAREGS, this page can be accessed from the Related menu.
READING THE REGISTRATION AUDIT

**A. Sequence Number**

Lists the transactions in sequential order.

**B. Source**

Writes two records for every completed action:

- **TEMP**: The requested action
- **BASE**: The completed action

If a record *only* has a **TEMP** record in the source field, the action indicated by the status (i.e. “RE or RW”) was requested by the user but was not completed. This is likely because an error message was received which will display in the **Message** field.

**C. Course Status**

Identifies courses added, dropped, etc. Please review the full *Registration Code Excel* in the resources area for code definitions. **The Course Information statuses are also included below.**

**D. Status Date**

The date the course registration status was entered or last updated.

**E. Add Date**

The date the student was first added to the course.

**F. Block**

If the section registration transaction was through a block registration, this field will indicate the associated cohort the student was in at the time of the transaction. The field will be blank if the registration transaction was not part of a block registration.

**G. Message**

Details if the student/user received an error message when registration was attempted.

**H. Error Flag**

Indicates if any errors were encountered during registration. **F** means a fatal error was encountered that prevented the action attempted and indicated by the course status. **O** means an override was used to enroll in the course.
FILTER

1. When a student’s registration audit record consists of numerous transactions, you may narrow your search by using the filter. Recommended fields are CRN, Subject, Course, Section, Course Status, and Message.

2. You may add additional search fields using the Add Another Field menu.
3. Enter your search value(s).
4. You may also select Advanced Filter for more detailed search options.

5. Execute the query by pressing F8 or Go.
6. Your results appear below.
7. Results are sortable by column headers. Click on the column heading to sort by date or alphabetically.

<table>
<thead>
<tr>
<th>Sequence Number</th>
<th>Term</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Campus</th>
<th>Level</th>
<th>Grading Mode</th>
<th>Attempted Hours</th>
<th>Credit Hours</th>
<th>Bill Hours</th>
<th>Source</th>
<th>Course Status</th>
<th>Status Date</th>
<th>Add Date</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>52019</td>
<td>10796</td>
<td>PSYC</td>
<td>012</td>
<td>024</td>
<td>C</td>
<td>U</td>
<td>L</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>BASE</td>
<td>WL</td>
<td>04/19/2018</td>
<td>04/19/2018</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2018A</td>
<td>10796</td>
<td>PSYC</td>
<td>012</td>
<td>001</td>
<td>C</td>
<td>U</td>
<td>L</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>BASE</td>
<td>WL</td>
<td>04/19/2018</td>
<td>04/19/2018</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2018A</td>
<td>10796</td>
<td>PSYC</td>
<td>012</td>
<td>024</td>
<td>C</td>
<td>U</td>
<td>L</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>BASE</td>
<td>WL</td>
<td>04/19/2018</td>
<td>04/19/2018</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2018A</td>
<td>10796</td>
<td>PSYC</td>
<td>012</td>
<td>001</td>
<td>C</td>
<td>U</td>
<td>L</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>BASE</td>
<td>WL</td>
<td>04/19/2018</td>
<td>04/19/2018</td>
<td></td>
</tr>
</tbody>
</table>

8. You can see individual registration transaction by clicking the row of the transaction to highlight the row. Then select the **Single Record** toggle icon in the upper right corner.

9. This view shows the same detailed course information.

10. Click the **Registration Error Message** tab to view registration transaction error messages the student received while attempting to enroll through R'Web.
a. **Note:** registration transaction errors through R’Web will appear on both the Registration Audit tab and the Registration Error Message tab on SFASTCA.

<table>
<thead>
<tr>
<th>Registration Audit</th>
<th>Registration Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT COURSE REGISTRATION ERROR MESSAGE</strong></td>
<td></td>
</tr>
<tr>
<td>Registration Date</td>
<td>Session ID</td>
</tr>
<tr>
<td>10/05/2018</td>
<td>5090566250</td>
</tr>
<tr>
<td>10/05/2018</td>
<td>5090566250</td>
</tr>
</tbody>
</table>

**FINAL QUIZ**

1. The transactions on the audit appear in reverse chronological order. **TRUE**
2. If a record only has a TEMP record in the source field, the action indicated by the status (i.e. “RE or RW”) was requested by the user but was not completed. This is likely because an error message was received which will display in the Message field. **TRUE**
3. The audit can have a lot of information in it and so you may need to scroll through all the records to find what you want. You cannot query this form. **FALSE**
   a. This form can be queried and can have a lot of information so using the query function may be very beneficial. You can even use the wild card in the message field to find all transactions with the similar error messages. You can also use the query function to find all transactions by a specific user.