

VIEWING A STUDENT’S REGISTRATION AUDIT

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REVISION HISTORY

Version	Date	Name	Description
	08/29/18	Wendy Yu	Banner 9 Upgrade

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.

Page	Page Name	Description
SFASTCA	Student Course Registration Audit	Shows the results of course requests saved to the database through the Student Course Registration Form (SFAREGS), the Registration Mass Entry Form (SFAMREG), and through Web registration. All registration transactions are captured, including fatal errors and overrides.

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.

Student Course Registration Audit SFASSTCA 9.3 (PPRDXE)

ID: [REDACTED] Term Code: 201830 [REDACTED] Go

Registration From: [REDACTED] Registration To Date: [REDACTED]

Date

Get Started: Fill out the fields above and press Go.

READING THE REGISTRATION AUDIT

Student Course Registration Audit SFASSTCA 9.3.6 (PPRDXE)

ID: 861271224 Ramos, Christopher D. Term Code: 201830 Registration From Date: Registration To Date: Start Over

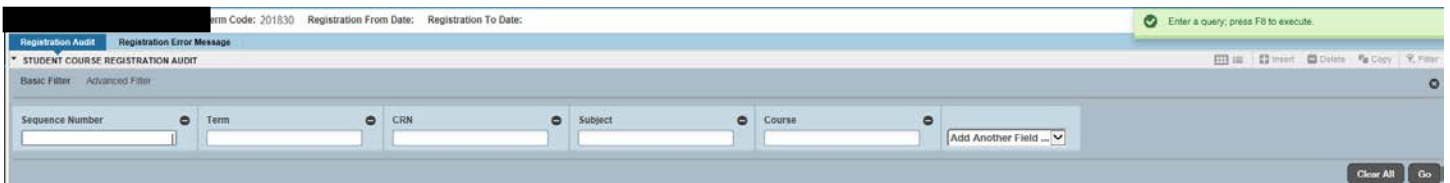
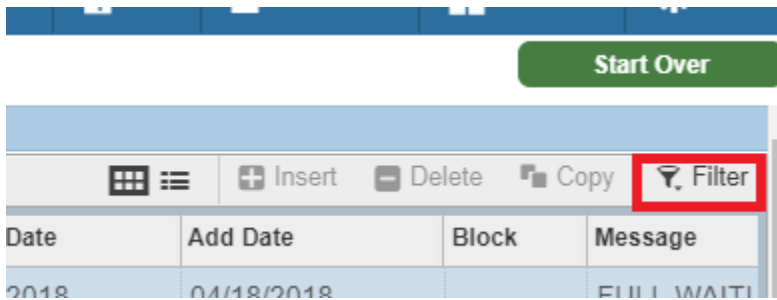
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message	Error
1	201830	70236	BPSC	011	A01	C	U	L	4,000	4,000	4,000	TEMP	RE	06/21/2018	06/21/2018		ADDITIONAL ACTIVITY NEEDED - T...	F

- 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.

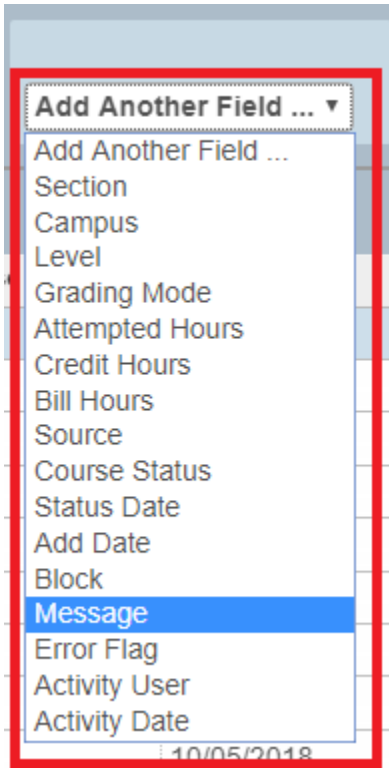
COURSE INFORMATION STATUSES (RSTS) - CAMPUS AND STUDENT USE						
	Code	First Day of Registration	Continuing Student Registration	1st Day of Instruction	Drop/Add	"W" Grade is Assigned for Withdrawals through Week 6
Staff Codes for Registration	RE		Registered		Registered	
	DD		With Record Remove - Only used by staff if they tried to enroll a student and then got an error they DON'T plan to override. This code should only be used to drop the student if an enrollment is not successful or is an error		With Record Remove - Only used by staff if they tried to enroll a student and then got an error they DON'T plan to override. This code should only be used to drop the student if an enrollment is not successful or is an error	
	DC		Drop - Student was successfully enrolled or waitlisted and now you are dropping student		Drop - Student was successfully enrolled or waitlisted and now you are dropping student	
	WL		Waitlist		Waitlist	
	WC					Withdrawal
REGISTRAR ONLY						
Student Self-Service Codes	RW		Registered		Registered	
	DR		Drop		Drop	
	WL		Waitlist		Waitlist	

FILTER

- 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.



- 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.

Registration Audit Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Basic Filter **Advanced Filter**

Sequence Number Equals

Term Equals

CRN Equals

Subject Equals PSYC

Course Equals

Message Contains Max

Add Another Field ...

5. Execute the query by pressing **F8** or **Go**.
6. Your results appear below.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
8	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RE	04/19/2018	04/19/2018		MAXIMUM
9	201840	18792	PSYC	012	001	C	U	L	6.000	6.000	6.000	TEMP	RE	04/19/2018	04/19/2018		MAXIMUM
10	201840	18792	PSYC	012	001	C	U	L	0.000	0.000	0.000	BASE	DD	04/19/2018	04/19/2018		
11	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	DD	04/19/2018	04/19/2018		
12	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RE	04/19/2018	04/19/2018		RESERVE
13	201840	18792	PSYC	012	001	C	U	L	0.000	0.000	6.000	BASE	DC	04/19/2018	04/19/2018		
14	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	WL	04/19/2018	04/19/2018		
15	201840	18792	PSYC	012	001	C	U	L	0.000	6.000	6.000	TEMP	RW	04/19/2018	04/19/2018		
16	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RW	04/19/2018	04/19/2018		
17	201840	18792	PSYC	012	001	C	U	L	6.000	6.000	6.000	BASE	RW	04/19/2018	04/19/2018		
18	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	RW	04/19/2018	04/19/2018		
23	201840	18792	PSYC	012	001	C	U	L	0.000	0.000	0.000	BASE	DD	05/02/2018	04/19/2018		
24	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	DD	05/02/2018	04/19/2018		
25	201840	18792	PSYC	012	001	C	U	L	6.000	6.000	6.000	BASE	RE	05/02/2018	04/19/2018		
26	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	RE	05/02/2018	04/19/2018		

7. Results are sortable by column headers. Click on the column heading to sort by date or alphabetically.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
14	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	WL	04/19/2018	04/19/2018		
32	201840	18792	PSYC	012	001	C	U	L	0.000	0.000	0.000	BASE	WL	05/14/2018	04/19/2018		
2	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	WL	04/18/2018	04/18/2018		
17	201840	18792	PSYC	012	001	C	U	L	6.000	6.000	6.000	BASE	RW	04/19/2018	04/19/2018		
18	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	RW	04/19/2018	04/19/2018		
15	201840	18792	PSYC	012	001	C	U	L	0.000	6.000	6.000	TEMP	RW	04/19/2018	04/19/2018		
16	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RW	04/19/2018	04/19/2018		
42	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	RW	10/05/2018	10/05/2018		

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.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
14	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	WL	04/19/2018	04/19/2018		
32	201840	18792	PSYC	012	001	C	U	L	0.000	0.000	0.000	BASE	WL	05/14/2018	04/19/2018		
2	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	WL	04/18/2018	04/18/2018		FULL WAIT
17	201840	18792	PSYC	012	001	C	U	L	6.000	6.000	6.000	BASE	RW	04/19/2018	04/19/2018		
18	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	BASE	RW	04/19/2018	04/19/2018		
15	201840	18792	PSYC	012	001	C	U	L	0.000	6.000	6.000	TEMP	RW	04/19/2018	04/19/2018		
16	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RW	04/19/2018	04/19/2018		
42	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	RW	10/05/2018	10/05/2018		
43	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	RW	10/05/2018	10/05/2018		FULL COU

9. This view shows the same detailed course information.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
15	201840	18792	PSYC	012	001	C	U	L	0.000	6.000	6.000	TEMP	RW	04/19/2018	04/19/2018		
16	201840	18796	PSYC	012	024	C	U	L	0.000	0.000	0.000	TEMP	RW	04/19/2018	04/19/2018		
42	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	RW	10/05/2018	10/05/2018		
43	201840	15109	ETST	012	021	C	U	L	0.000	0.000	0.000	TEMP	RW	10/05/2018	10/05/2018		FULL COU

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.

Registration Audit		Registration Error Message		
STUDENT COURSE REGISTRATION ERROR MESSAGE				
Registration Date *	Session ID *	CRN	Message Type *	Message *
10/05/2018	5090586050	15109	WAIT	FULL COURSE WAITLIST OPEN - This course is full. A waitlist with 0 students is av
10/05/2018	5090586050	15109	LINK	ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multiple secti

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FINAL QUIZ

- The transactions on the audit appear in reverse chronological order. TRUE
- 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
- 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
 - 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.