

VIEWING A STUDENT’S REGISTRATION AUDIT

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REVISION HISTORY

| Version | Date | Name | Description |
|---------|------|------|-------------|
| | | | |
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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, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

| Form | Form 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

STEPS

1. Go to **SFASTCA**.
2. Enter the **Term** field.
3. Enter the **SID** 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. **Next Block**.
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* block of SFAREGS, this form can be accessed from the Options menu.

Student Course Registration Audit SFASTCA 8.4.0.1 (BANSBXE)

Term Code: 201610 Registration From Date: Registration To Date:

ID: A00010356 student, secret B.

| Sequence Number | Term | CRN | Subject | Course | Section | Campus | Level | Grading Mode | Attempted Hours | Credit Hours | Bill Hours | Source |
|-----------------|-------------|-------------|--|--------|---------|--------|-------|--------------|----------------------|--------------|------------|--------|
| 1 | 201610 | 15929 | HIST | 010 | 001 | C | U | L | 4.000 | 4.000 | 4.000 | TEMP |
| Course Status | Status Date | Add Date | Message | | | | | User | Activity Date | Error Flag | | |
| RE | 18-NOV-2015 | 18-NOV-2015 | MAXIMUM ATTEMPTS - You cannot enroll in this course again because you have taken it the maximum number of times allowed, | | | | | DAVIDGI | 18-NOV-2015 15:05:09 | F | | |
| 2 | 201610 | 15930 | HIST | 010 | 021 | C | U | L | 0.000 | 0.000 | 0.000 | TEMP |
| Course Status | Status Date | Add Date | Message | | | | | User | Activity Date | Error Flag | | |
| RE | 18-NOV-2015 | 18-NOV-2015 | MAXIMUM ATTEMPTS - You cannot enroll in this course again because you have taken it the maximum number of times allowed, | | | | | DAVIDGI | 18-NOV-2015 15:05:09 | F | | |
| 3 | 201610 | 13049 | CS | 008 | 001 | C | U | L | 4.000 | 4.000 | 4.000 | TEMP |
| Course Status | Status Date | Add Date | Message | | | | | User | Activity Date | Error Flag | | |
| RE | 18-FEB-2016 | 18-FEB-2016 | ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or | | | | | DAVIDGI | 18-NOV-2015 16:27:28 | F | | |

READING THE REGISTRATION AUDIT

| Sequence Number | Term | CRN | Subject | Course | Section | Campus | Level | Grading Mode | Attempted Hours | Credit Hours | Bill Hours | Source |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
| Course Status | Status Date | Add Date | Message | | | | | User | Activity Date | Error Flag | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

- 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. **Message** Details if the student/user received an error message when registration was attempted.
- G. **User Field** Details who completed the registration action.
- **wwwuser** - performed through R'web
 - **NetID** - performed by UCR staff or system
- H. **Activity Date** The time stamp the action took place.
- I. **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 | |
| REGISTRAR ONLY | WC | | | | | Withdrawal |
| Student Self-Service Codes | RW | | Registered | | Registered | |
| | DR | | Drop | | Drop | |
| | WL | | Waitlist | | Waitlist | |

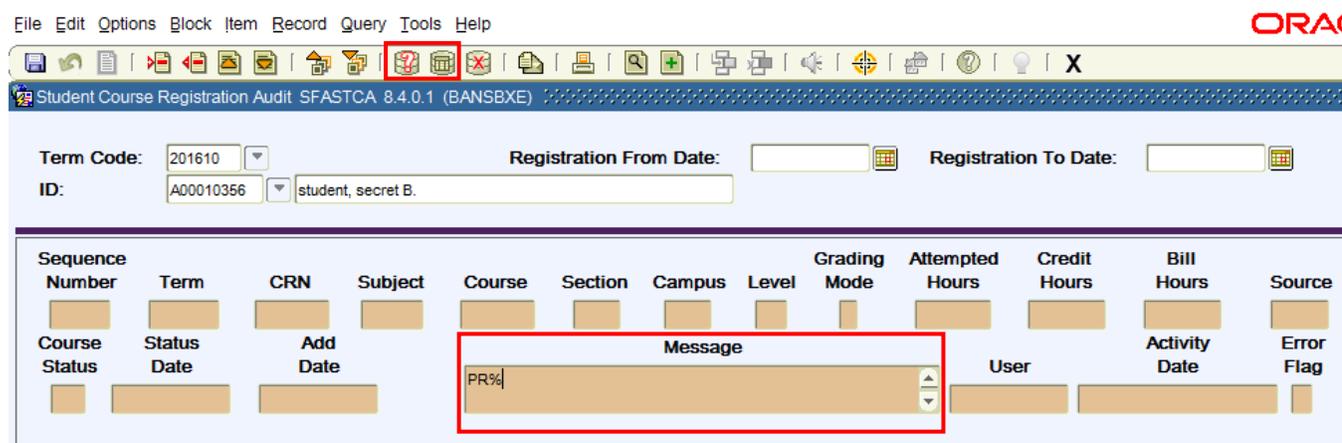
QUERY

When a student's registration audit record consists of numerous transactions, you may narrow your search by performing a query. Recommended fields are CRN, subject, course, section, course status, message, and User.

Example 1: Query by Message

To query by message, press F7 or the query icon . In the **Message** box, type "PR%" to view all messages that have a **prerequisite** error.

Execute the query by pressing F8 or the execute query icon .



All the transactions that received a "PREREQUISITE" message will appear.

| Sequence Number | Term | CRN | Subject | Course | Section | Campus | Level | Grading Mode | Attempted Hours | Credit Hours | Bill Hours | Source | | | | | | | | | | | | | | |
|--|-------------|-------------|---|---------|----------------------|------------|-------|--------------|-----------------|--------------|------------|--------|---------------|-------------|----------|---------|------|---------------|------------|----|-------------|-------------|---|---------|----------------------|---|
| 33 | 201610 | 14224 | ENGL | 001A | 001 | C | U | L | 4.000 | 4.000 | 4.000 | TEMP | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Course Status</th> <th>Status Date</th> <th>Add Date</th> <th>Message</th> <th>User</th> <th>Activity Date</th> <th>Error Flag</th> </tr> </thead> <tbody> <tr> <td>RE</td> <td>18-NOV-2015</td> <td>18-NOV-2015</td> <td>PREREQUISITE REQUIRED - You have not completed the required prerequisite. Please review the course description in the</td> <td>DAVIDGI</td> <td>18-NOV-2015 16:51:12</td> <td>F</td> </tr> </tbody> </table> | | | | | | | | | | | | | Course Status | Status Date | Add Date | Message | User | Activity Date | Error Flag | RE | 18-NOV-2015 | 18-NOV-2015 | PREREQUISITE REQUIRED - You have not completed the required prerequisite. Please review the course description in the | DAVIDGI | 18-NOV-2015 16:51:12 | F |
| Course Status | Status Date | Add Date | Message | User | Activity Date | Error Flag | | | | | | | | | | | | | | | | | | | | |
| RE | 18-NOV-2015 | 18-NOV-2015 | PREREQUISITE REQUIRED - You have not completed the required prerequisite. Please review the course description in the | DAVIDGI | 18-NOV-2015 16:51:12 | F | | | | | | | | | | | | | | | | | | | | |
| 119 | 201610 | 14224 | ENGL | 001A | 001 | C | U | L | 4.000 | 4.000 | 4.000 | TEMP | | | | | | | | | | | | | | |
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| RE | 23-NOV-2015 | 23-NOV-2015 | PREREQUISITE REQUIRED - You have not completed the required prerequisite. Please review the course description in the | DAVIDGI | 23-NOV-2015 08:43:38 | F | | | | | | | | | | | | | | | | | | | | |

In the sample above, you will also notice the absence of records where the **Source** field is **BASE** (and the presence of only **Source** fields with **TEMP**), which means registration for this transaction was not successful.

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.