SFASTCA

Student Course Registration Audit Form --- SFASTCA

Use this form to view a list or audit trail of registration activity including who registered the student, when the student was registered, and whether registration was on INB or via the Web.


1. Enter the term code, i.e. 200780 for Fall 2007.

2. Enter the student's ID. If you do not know the student's ID, click the drop down menu on the ID field and choose Person Search (SOAIDEN) where you will perform a search for the student's ID. After the search has been executed, double-click the ID number of the student. You will auto-matically return to SFASTCA with the student's ID number in the ID field.

3. Next block to display a log of registration transactions.
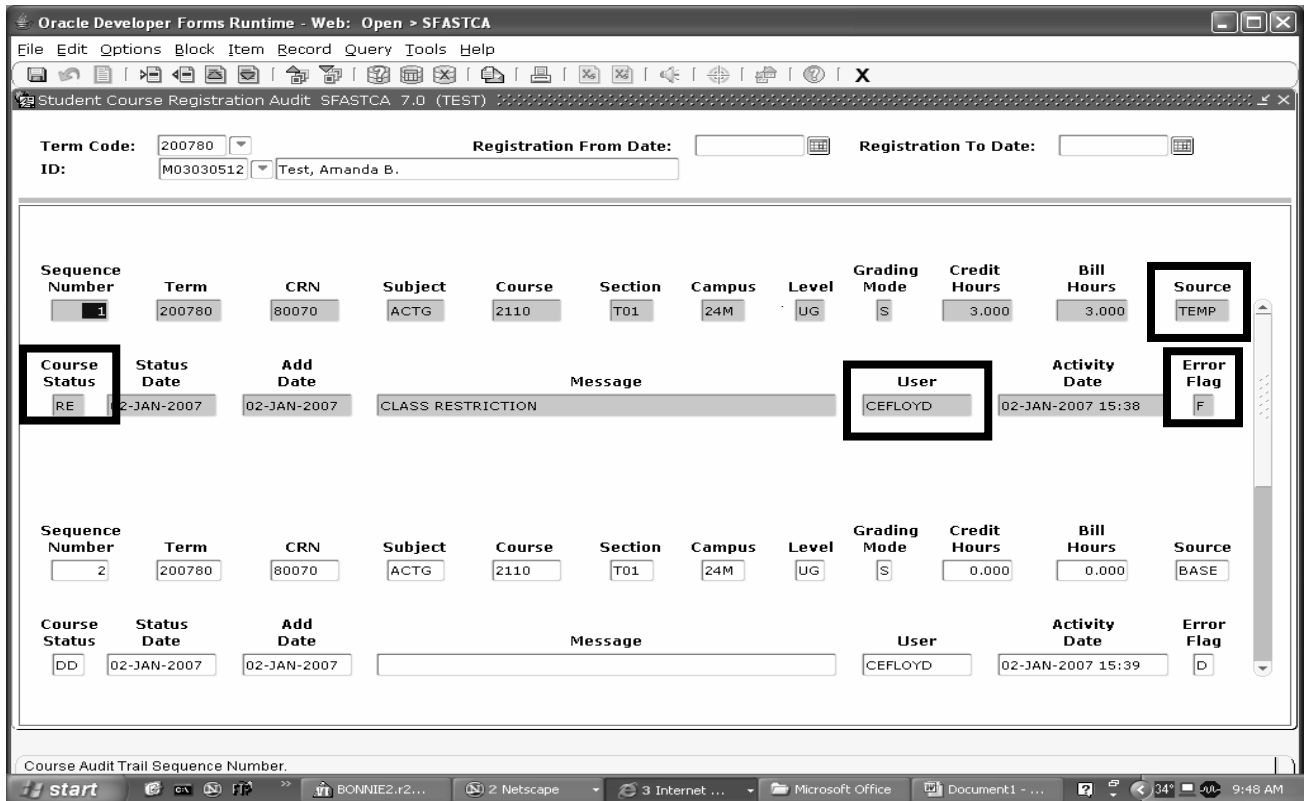
A list of transactions is displayed in sequential order. The course status field tells you if the course was an attempt to register or drop. The "user" field tells who performed the action. The "Source" field tells if the attempt was successful (Base) or not (Temp). Note: WWW2_USER means the action was performed on RaiderNet.

The Error Flag field indicates if any errors were encountered in the registration and when/if these errors were overridden and by whom.

       D = course has been dropped and is eligible to be deleted
       O = and override was used in the registration of the course either on SFASRPO or
             SFAREGS
       F = a fatal error occurred which did not permit registration for the course

When a student's registration audit record consists of several transactions, you may choose to narrow your search by performing a query.

Example 1: To view transactions for one subject only, select Query from the top tool bar and select ENTER (F7) or click on the (? Barrel) icon. Information will be cleared once you hit ENTER (F7). When you enter a CRN or Subject and click Execute query (Query barrel or F8), subjects under that prefix will be displayed.
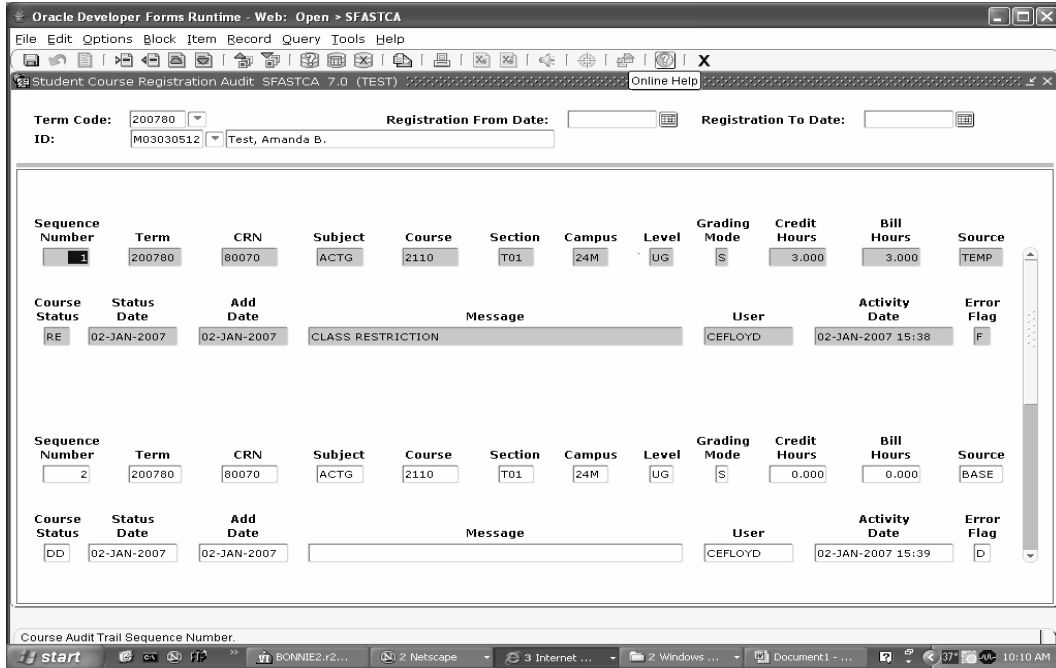
Only the courses that go with that CRN or subject will show up.

Example 2: To see all transactions performed by a certain user, select QUERY and then ENTER (F7). All information will be cleared from view. Enter the username in the USER field and click Execute Query (F8). Only transactions entered by that user will be displayed. Reminder: WWW2_USER indicates action by the student in RaiderNet.
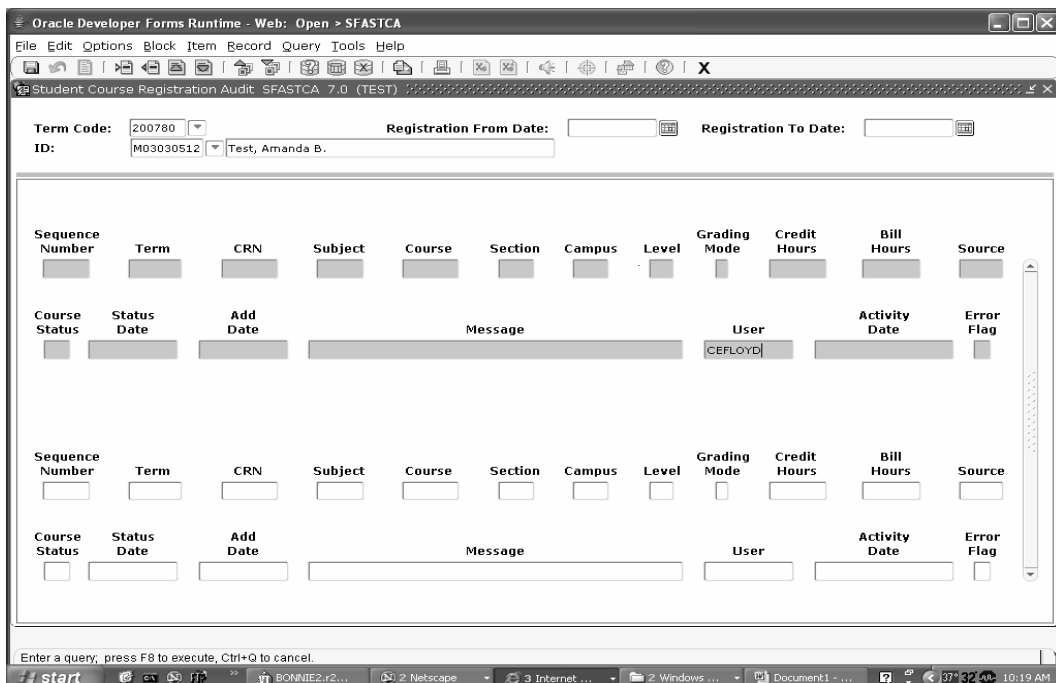
Other examples of queries that may be useful in narrowing your search include:

1. Begin search with a specific Sequence Number (Note that field value must be four digits in order to execute; example : 0013.
2. Search for transactions performed for a specific CRN.
3. Search for transactions for a Course Number; i.e., all transactions for all 1010 courses.
4. Search by Campus.
5. Search by Level.
6. Search by message. You don't have to know the exact message to perform this search. To display all transactions which returned a CLOSED message, enter "CL%" in the message area and execute the query. For transactions that resulted in a Prerequisite error, enter "PR%" in the message area and execute the query. Note that this field is case sensitive; therefore, entering "cl%" will cause no records to be retrieved.
7. To begin your search with a specific date, you may enter the date in either the Status Date or the Add Date field, preceded by the "greater than" (>) symbol.

Examples:

Entering >07-JUN-2007 in the Status Date Field will result in a listing of all
course sections for which the registration status was entered or last updated after June 7, 2007.

Entering >07-JUN-2007 in the Date Field will result in a listing of course sections with an Add Date after June 7, 2007.   These fields may differ, as a course may be added to a student's record on one date with the status of that course being changed on another; i.e., course section added on June 8, 2007, with the status of the section being changed to withdrawn on September 30.