

Quick Reference for SFASTCA

The Student Course Registration Audit Form (SFASTCA) is used to view an audit trail of registration activity.

To display the audit trail of a student, enter the following data into the key block of SFASTCA:

- Term or Registration Date range
- Student Id

Student Course Registration Audit SFASTCA 8.4.0.1 (TEST)

Term Code: 201408 Registration From Date: Registration To Date: ID: 810

Next block to see the student's registration activity.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
1	201408	84714	SPAN	3020	0	ATH	UG	S		3.000	3.000	TEMP
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
RW	11-APR-2014	11-APR-2014						W:810	11-APR-2014 13:04:15			
2	201408	84714	SPAN	3020	0	ATH	UG	S	3.000	3.000	3.000	BASE
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
RW	11-APR-2014	11-APR-2014						W:810	11-APR-2014 13:04:16			
3	201408	84846	CBIO	2200	0	ATH	UG	S		4.000	4.000	TEMP
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
RW	11-APR-2014	11-APR-2014						W:810	11-APR-2014 13:05:25			

Course Audit Trail Sequence Number.
Record: 1/? <OSC>

Audit information includes all registration activity, including adds, drops, withdrawals, and audits. The *User* field identifies the person who initiated the activity. An 81X number will be the identifier for activity initiated through Athena. A MyId will be the identifier for activity initiated through Banner.

Each activity will have an identifying registration status in the *Course Status* field.

Types of Activities/Course Statuses			
Activity	Student Initiated course statuses	Instructor Initiated	UGA Initiated course statuses
Registered courses	AU – Audit RW – Web Registered		AU – Audit RE – Registered RL – Late Add RN – Re-Registered
Dropped courses	DW – Web Drop		DA – Drop Dismissal DD – Drop/Delete DH – Drop Non-Housing DN – Drop Non-Payment DP – Departmental Drop
Withdrawn courses	WD – Withdrawal		HW – Hardship Withdrawal MW – Military Withdrawal WI – Withdrawal
Waitlisted courses	WL – Waitlisted		WL – Waitlisted
Final Grades		The <i>Message</i> field is updated with the final grade for the course	

The *Source* field indicates whether or not the registration activity was successful.

- **Base** in the *Source* field indicates that the activity was successful.
- **Temp** in the *Source* field indicates that the activity was attempted (temporary), but not successful.

The *Error* field will display any errors that were encountered during the registration activity. Error codes are:

- D – Course was dropped
- F – An error was encountered that prevented registration
- L – Course is waitlisted
- O – An override was used for registering into the course

You may perform a query to narrow down the scope of the audit:

- Display the student's list of courses
- Click the Enter Query icon (or click Query > Enter)
- Type search criteria into one or more fields
- Click the Execute Query icon (or click Query > Execute)
- Click the Enter Query icon again to perform another query
- To refresh the form and display all courses again, Roll back and reenter form