Quick Reference for SFASTCA

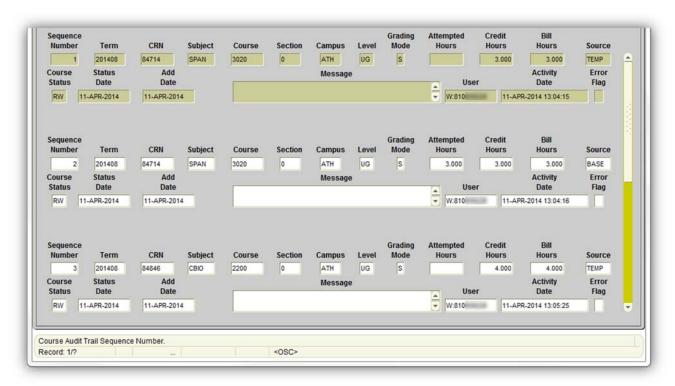
The Student Course Registration Audit Form (SFASTCA) is used to view an audit trail of registration activity.

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



Next block to see the student's registration activity.



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 initialed through Athena. A Myld will be the identifier for activity initiate through Banner.

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

Types of Activities/Course Statuses			
Activity	Student Initiated	Instructor Initiated	UGA Initiated
	course statuses		course statuses
Registered courses	AU – Audit		AU – Audit
	RW – Web Registered		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Withdrawn courses	WD – Withdrawal		HW – Hardship Withdrawal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