

## Student Course Registration Audit Form – SFASTCA

SFASTCA allows you to view all registration transactions performed on a student's record for a specific term. Please note that only saved transactions will appear on the SFASTCA form.

1. Enter Student ID. Query students using **SOAIDEN** (the ... button to the right) and select student. You will be redirected to **SFASTCA** again.
2. Enter **Term Code** and **Go**.

sequence number	term	UN	subject	course	section	campus	level	grouping mode	attempted hours	credit hours	min hours	source	course status	status date	end date
21	201850	20006	COMM	230	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	09/26/2018	09/26/2018
22	201850	20026	COMM	460	W01	I	UG	U	0.000	0.000	0.000	TEMP	DW	09/26/2018	09/26/2018
23	201850	21232	JRNL	120	W01	I	UG	U	0.000	0.000	0.000	TEMP	DW	09/26/2018	09/26/2018
24	201850	21239	JRNL	126	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	09/26/2018	09/26/2018
25	201850	22442	SOC	151	002	I	UG	U	0.000	0.000	0.000	TEMP	DW	09/26/2018	09/26/2018
26	201850	21238	JRNL	215	001	I	UG	U	3.000	3.000	3.000	TEMP	RW	10/05/2018	10/05/2018
27	201850	22309	ARHI	101	001	I	UG	U	3.000	3.000	3.000	TEMP	RW	10/05/2018	10/05/2018
28	201850	20002	COMM	101	001	I	UG	U	3.000	3.000	3.000	TEMP	RW	10/05/2018	10/05/2018
29	201850	20002	COMM	101	001	I	UG	U	3.000	3.000	3.000	TEMP	RW	10/05/2018	10/05/2018
30	201850	20002	COMM	101	001	I	UG	U	3.000	3.000	3.000	TEMP	RW	10/05/2018	10/05/2018
31	201850	22309	ARHI	101	001	I	UG	U	3.000	3.000	3.000	BASE	RW	10/05/2018	10/05/2018
32	201850	21238	JRNL	215	001	I	UG	U	3.000	3.000	3.000	BASE	RW	10/05/2018	10/05/2018
33	201850	22309	ARHI	101	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	10/05/2018	10/05/2018
34	201850	21238	JRNL	215	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	10/05/2018	10/05/2018
35	201850	21238	JRNL	215	001	I	UG	U	0.000	0.000	0.000	BASE	DW	10/05/2018	10/05/2018
36	201850	22309	ARHI	101	001	I	UG	U	0.000	0.000	0.000	BASE	DW	10/05/2018	10/05/2018
37	201850	21238	JRNL	215	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	10/05/2018	10/05/2018
38	201850	22309	ARHI	101	001	I	UG	U	0.000	0.000	0.000	TEMP	DW	10/05/2018	10/05/2018

3. An activity list will appear. For high traffic cases, you can toggle between pages (*bottom left*) **OR** use the toggle sort next to the specific field you want to sort.
4. To determine user activity, take note of the highlighted areas. The status section is coded with **RW** or **DW** (*registered/dropped from web*) or **WW** (*web withdrawal*). To identify the user for that transaction, see the bottom for **Activity User**.
5. You can narrow your search by using the **Filter** button (*top right*). See Examples below.

**1 View Subject Only:** Click the Filter button.

1. Enter subject abbreviation code (*ANTH*) in the **Subject** field.
2. Click **Go**.

*Only ANTH sections will appear.*

**2 View Specific Viewer:** Click the Filter button.

1. Enter a username (*WWW\_User*) in the **User** field.
2. Click **Go**.

*Only transactions performed via Web registration will appear.*

**Other useful filter examples:**

1. Begin search with a specific 4-digit *Sequence Number*
2. Search for transactions performed for a specific CRN
3. Search for transactions for a *Course* number
4. Search by *Campus* or *Level*
5. Search by *Message*. Use % if you don't know the whole message.
  - a. CLOSED = *CL%* Prerequisite= *PR%*
  - b. This field is case sensitive, therefore *cl%* will cause no records to be retrieved
6. Search with a specific date: enter date in either the *Status Date* or *Add Date* field, preceded by the "greater than" symbol (**>07-JUN-2018**)