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.

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 (registered/dropped from web) or DW (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, proceeded by the “greater than” symbol *(>07-JUN-2018)*