View a Student’s Registration Audit Trail in INB
Banner 9

April 20, 2018
SFASTCA (Student Course Registration Audit) form is used to view the history of a student’s registration by term.

1. Go to SFASTCA
2. Enter in the student ID in the ID field and term in the TERM CODE field; click GO.

Please note: The next three screenshots have been broken up to fit in this protocol. In INB, they will all be listed in a row and you may need to expand your webpage to see everything or use the scroll bar.
Term Code: Indicates which term is being looked at for registration.

Term, CRN, Subject, Course and Section: Indicates information relating to that specific course.
### Source: TEMP represents a registration/withdrawal attempt. BASE represents the completed action.

### Course Status: represents the type of action being performed (e.g., RW indicates Registered Web, DW indicates Dropped Web, VW indicates Voluntary Withdrawal).
**Message**: Displays any message the user received while performing the action (typically a registration add error messages).

**Start Over**: Can be used if you have entered incorrect information. It is similar to the ROLLBACK feature.
3. This form can be queried (or filtered) for information pertaining to a specific source, or a specific section of the course. To perform a query, you can either click FILTER or press F7.

a. This will bring you to the FILTER page.

b. Enter values into the pre-set filter fields.

c. If a filter field is needed but not one of the pre-sets, select the ADD ANOTHER FIELD drop down menu and make the appropriate selection.
d. Once you have filled your parameters, click Go.
   i. If you have decided you do not need to execute a query, click the black X.
   ii. If you have made an error or want to change the selections, click the – to remove.

e. Your executed query should look similar to the screenshot below.