



UNIVERSITY
OF MANITOBA

Registrar's Office

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.

The screenshot shows the SFASTCA form interface. At the top is a blue header bar with the text "Student Course Registration Audit SFASTCA 9.3.6 (BANDVL1)" and several icons (close, add, print, settings). Below the header, there are four input fields: "ID:", "Term Code:", "Registration From: Date", and "Registration To: Date". The "ID:" and "Term Code:" fields are highlighted with red boxes. To the right of these fields is a green "Go" button, with a red arrow pointing up to it.

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.

ID: [redacted] **Term Code: 201510** Registration From Date: [redacted] Registration To Date: [redacted]

Registration Audit | Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Campus
1	201510	20800	PSYC	2440	D01	DE
2	201510	20800	PSYC	2440	D01	DE
3	201510	21729	PSYC	3160	A01	M
4	201510	21729	PSYC	3160	A01	M
5	201510	21729	PSYC	3160	A01	M
6	201510	21729	PSYC	3160	A01	M
7	201510	23250	PSYC	2390	A01	M
8	201510	23250	PSYC	2390	A01	M
9	201510	23251	PSYC	2480	A01	M
10	201510	23251	PSYC	2480	A01	M
11	201510	23250	PSYC	2390	A01	M
12	201510	23250	PSYC	2390	A01	M
13	201510	23251	PSYC	2480	A01	M
14	201510	23251	PSYC	2480	A01	M
15	201510	23250	PSYC	2390	A01	M
16	201510	23250	PSYC	2390	A01	M
17	201510	23251	PSYC	2480	A01	M
18	201510	23251	PSYC	2480	A01	M
19	201510	23250	PSYC	2390	A01	M
20	201510	23250	PSYC	2390	A01	M

Term Code: Indicates which term is being looked at for registration.

Term, CRN, Subject, Course and Section: Indicates information relating to that specific course.

ID:

Term Code: 201510

Registration From Date:

Registration To Date:

Registration Audit

Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status
UG	S		3.000	3.000	TEMP	RW
UG	S	3.000	3.000	3.000	BASE	RW
UG	S		3.000	3.000	TEMP	RW
UG	S		3.000	3.000	TEMP	RW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW
UG	S	0.000	3.000	3.000	TEMP	DW

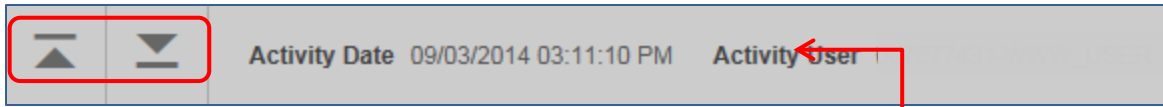
Source: TEMP represents a registration/withdrawal attempt. BASE represents the completed action.

Course Status: represents the type of action being performed (e.g., RW indicates Registered Web, DW indicates Dropped Web, VW indicates Voluntary Withdrawal).

Start Over				
+ Insert - Delete Copy Filter				
Status Date	Add Date	Block	Message	Error Flag
08/05/2014	08/05/2014			
08/05/2014	08/05/2014			
08/05/2014	08/05/2014			
08/05/2014	08/05/2014		Prerequisite Error - You do not appear...	F
08/05/2014	08/05/2014		Prerequisite Error - You do not appear...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Closed Section - This course section i...	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F
08/05/2014	08/05/2014		Record deleted on 05-AUG-2014	F

Message: Displays any message the user received while performing the action (typically a registration add error messages).

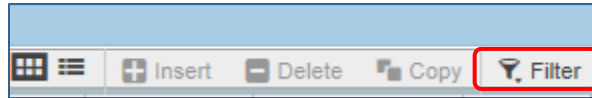
Start Over: Can be used if you have entered incorrect information. It is similar to the ROLLBACK feature.



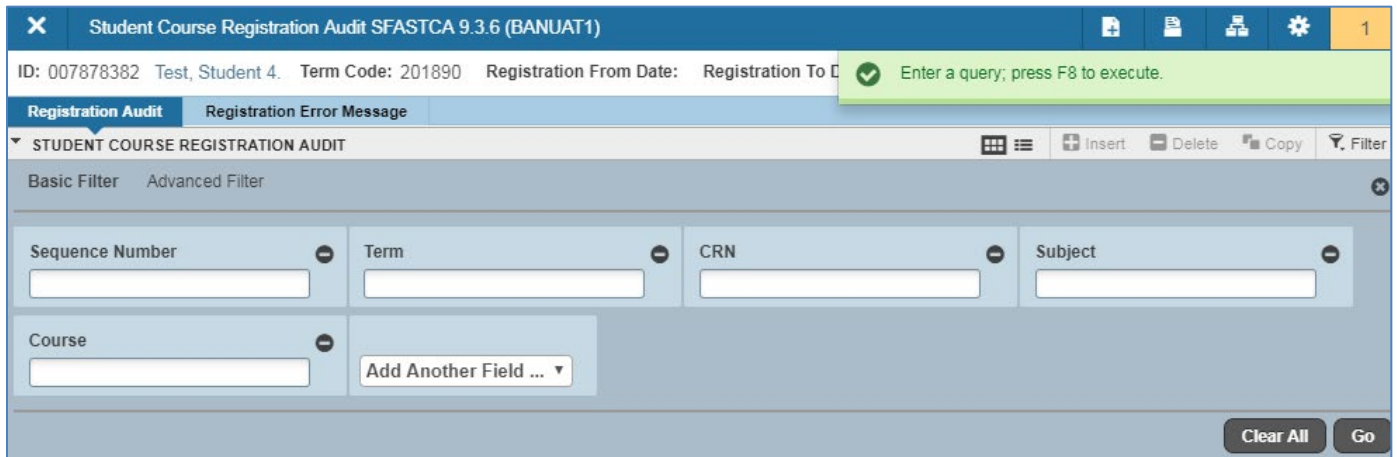
Previous Section/Next Section: Use these arrows to get into different sections on the page.

Activity Date/Activity by User: This will be located at the very bottom of the page in gray. When you click on a sequence number, it will update the information accordingly on the bottom.

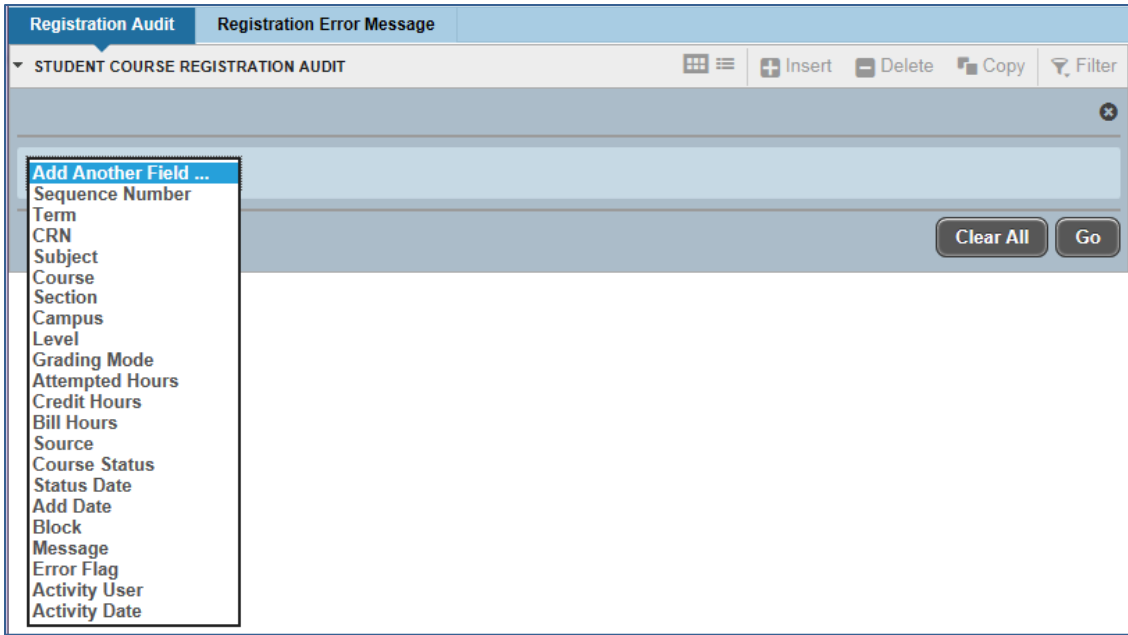
3. This form can be queried (or filtered) for information pertaining to a specific source, or a specific section of the course. To perform a query, you can either click FILTER or press F7.



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.

The screenshot shows the 'Registration Audit' interface with the results of a query displayed in a table. The table has the following columns: Sequence Number, Term, CRN, Subject, Course, Section, Campus, Level, Grading Mode, and Attempted Hours. The data is as follows:

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours
11	201890	11177	NATV	1220	A01	M	UG	S	3.000
14	201890	11177	NATV	1220	A01	M	UG	S	3.000

The interface also shows 'Active filters: Course : 1220' and a 'Filter Again' button. The bottom of the interface includes a pagination bar showing '1 of 1' and '10 Per Page'.