

# Viewing a Student's Registration Audit Record

# URSA

1. Log on to Ursa at <http://ursa.unco.edu> using your network user name and password.
2. Access **Banner Production** via the link under your **Employee** tab.
3. Go to **SFASTCA** using the **Go To** field or choose **Student Course Registration Audit** from the **Student Menu**.
4. Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** drop down menu to select the term you want.
5. Enter the student's Bear Number in the **ID** field.
6. The registration **From Date** and **To Date** are optional and will usually be left blank.
7. Perform a **Next Block** using the **Block** icon or the **Block** drop-down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.

All of a student's registration activity will be listed on the audit including adds, drops, withdrawals and faculty releases. If **wwwuser** is listed in the **User** field, it means that the transaction occurred on self-service. Any transaction occurring in Banner Production will list the name of the person who completed the transaction. Faculty releases can also be tracked on this form. If a course was released it will have an "F" in the **Error Flag** field, meaning that the student could not register for the course without being released. Any attempt to add courses is also shown.

Course status (left side, second line) identifies courses added, dropped, etc. The codes are:

AU	Audit
DC	Course dropped by Registrar's Office
DD	Course dropped and deleted from schedule
DW	Course dropped via self-service
NR	No report
RE	Course added by the Registrar's Office
RW	Course added via self-service
WC	Course withdrawn via self-service
WR	Course withdrawn by the Registrar's Office
WW	Complete withdrawal from the semester

***This and other Ursa help sheets are available at [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa) or in the Help Sheets channel of the Help tab in Ursa.***