

Viewing a Student's Registration Audit

- Log on to Ursa at <https://ursa.unco.edu> using your network user name and password.
- Access **Production Banner (INB)** via the link under your **Employee** tab.
 - Go to **SFASTCA** using the **Go To** field or choose **Student Course Registration Audit** from the **Student Menu**.
 - Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** drop-down menu to select the term.
 - Enter the student's Bear Number in the **ID** field.
 - The **Registration From Date** and **Registration To Date** are optional and will usually be left blank.
 - 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**.

ID: ██████████ Term Code: 202030 Registration From Date: Registration To Date: Start Over

Registration Audit Registration Error Message

* STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Compu	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message	Error
1	202030	24453	ECON	475	002	M	UG	S			3.000	3.000	TEMP	RW	11/12/2019	11/12/2019		
2	202030	24453	ECON	475	002	M	UG	S	3.000	3.000	3.000	BASE	RW	11/12/2019	11/12/2019			
3	202030	22434	ECON	360	001	M	UG	S		3.000	3.000	TEMP	RW	11/12/2019	11/12/2019			
4	202030	22434	ECON	360	001	M	UG	S	3.000	3.000	3.000	BASE	RW	11/12/2019	11/12/2019			
5	202030	24450	ECON	325	001	M	UG	S		3.000	3.000	TEMP	RW	11/12/2019	11/12/2019			
6	202030	24450	ECON	325	001	M	UG	S	3.000	3.000	3.000	BASE	RW	11/12/2019	11/12/2019			
7	202030	24453	ECON	475	002	M	UG	S	0.000	0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			D
8	202030	24453	ECON	475	002	M	UG	S	0.000	0.000	0.000	BASE	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
9	202030	24453	ECON	475	002	M	UG	S	0.000	0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
10	202030	24452	ECON	475	001	M	UG	S		3.000	3.000	TEMP	RW	11/12/2019	11/12/2019			
11	202030	24452	ECON	475	001	M	UG	S	3.000	3.000	3.000	BASE	RW	11/12/2019	11/12/2019			
12	202030	25163	PSCI	319	001	M	UG	S		3.000	3.000	TEMP	RW	11/12/2019	11/12/2019			
13	202030	25163	PSCI	319	001	M	UG	S	3.000	3.000	3.000	BASE	RW	11/12/2019	11/12/2019			
14	202030	24452	ECON	475	001	M	UG	S		0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			D
15	202030	25163	PSCI	319	001	M	UG	S	0.000	0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			D
16	202030	24452	ECON	475	001	M	UG	S	0.000	0.000	0.000	BASE	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
17	202030	25163	PSCI	319	001	M	UG	S	0.000	0.000	0.000	BASE	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
18	202030	24452	ECON	475	001	M	UG	S	0.000	0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
19	202030	25163	PSCI	319	001	M	UG	S	0.000	0.000	0.000	TEMP	DW	11/12/2019	11/12/2019			Record deleted on 12-NOV-2019
20	202030	24453	ECON	475	002	M	UG	S		3.000	3.000	TEMP	RW	11/12/2019	11/12/2019			

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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