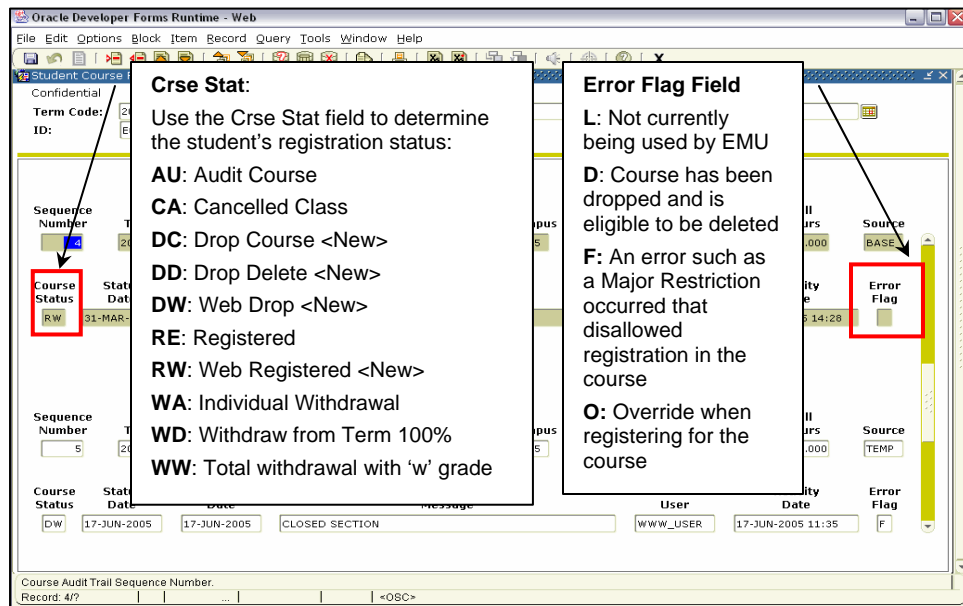


Viewing a List of Registration Activity for a Student Using SFASTCA

Student Course Registration Audit Form:

Use the Student Course Registration Audit form (SFASTCA) to view a list or audit trail of registration activity including who registered the student, when the student was registered, and whether registration was in baseline Banner or via the web.

1. Open the Student Course Registration Audit form by typing **SFASTCA** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard.
2. Type the term code in the **Term** field. If the student's name is already displayed, skip to step 5.
3. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
4. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.



5. Click the **Next Block** icon on the toolbar to populate the first information block.
6. Use the **Vertical** scroll bar to navigate through all the registration activity
7. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.