MyRED – Registration Audit Trail

Registration Audit Trail

**Navigation:** NeSIS Student Administration > Student Records > Report > Registration Audit

Use the **Registration Audit Trail** to review a summary of enrollment actions on a student’s registration trail. One can determine what action was taken, when, and other course details pertaining to a student’s registration history.

Once you’ve navigated to the Registration Audit page (see “**Navigation:**”), enter the student’s NU ID in the category marked **EmpID** and indicate the term you wish to view. Click **Search**.

![Diagram of the Registration Audit Trail interface]

- **Find an Existing Value**
  - Maximum number of rows to return (up to 300): 300
  - **EmpID:** begins with 12345678
  - **Academic Institution:** begins with N
  - **Term:** begins with 1111
  - **First Name:** begins with S
  - **Last Name:** begins with S

- **Search**, **Clear**, **Basic Search**, **Save Search Criteria**

If you don’t indicate the term before you click **Search**, a list of applicable terms to select from will appear below.

- **Registration Audit**
  - **Subject Area**: ASCI
  - **Catalog Nbr**: 485
  - **Class Section**: [Blank]
  - **Status**: [Blank]

The viewer will show courses in the order their action was taken. For a different order, select a **Sort By** category.

- **Filters**
  - **Subject Area**: ASCI
  - **Catalog Nbr**: 485
  - **Class Section**: [Blank]
  - **Status**: [Blank]

- **Sorting**
  - **Sort By**: Asc

The viewer will initially show up to 10 results. To see more, click **View All**.

- **Registration Audit Trail**
  - **Course**: ASCI-485-150
  - **Units**: 3.00
  - **Bas**: 000
  - **Career**: UG
  - **Repeat**: 1
  - **Grade**: [Blank]
  - **Perm #**: [Blank]
  - **From Course**: 1845
  - **Related #’s**: [Blank]

- **Action**: Enroll
- **Status**: Errors
- **Reason Action Dt**: SS Enroll
- **Source**: 12345678
- **User**: 12345678
- **DateTime**: 10/27/2010 12:34:20PM

**Overrides:**
- **Msg**: You cannot add this class due to a time conflict with class 1487 (ALEC 368-001).

September 15, 2011
### MyRED – Registration Audit Trail

#### Course Information
- **Course**: ASCI-485-150
- **Units**: 3.00
- **Bas**: GRD
- **Career**: UGRD
- **Repeat**: 654321
- **From Course**: 1845
- **Related #’s**: Indicates the class numbers of required course components.

#### Action Status
- **Action**: Enroll, Drop
- **Status**: Errors
- **Reason**: ActionDt
- **Source**: SS Enroll
- **User**: 23062742
- **DateTime**: 10/27/2010 12:34:20PM

#### Overrides
- **Msg**: You cannot add this class due to a time conflict with class 1487 (ALEC 388-001).

#### Notes
- **Bas** refers to Grading Basis. In this case the course is taken for a grade.
- **If a student uses a permission code, it will appear under Perm #.**
- **Related #’s** indicates the class numbers of required course components.
- **User** indicates the ID number of the person performing the action.
- **Status** will reflect the action status as a “Success”, an “Error”, or a “Message”.
- **Source** indicates an action taken using a student’s Self Service (SS Enroll), or a staff member’s Quick Enroll.

#### Override Codes
- **AD** - Action Date
- **AP** - Appointment
- **CC** - Closed Class
- **CL** - Class Limits
- **CP** - Class Permission
- **CR** - Career
- **CU** - Class Units
- **GD** - Grading Basis
- **RD** - Requirement Designation
- **RQ** - Requires
- **SI** - Service Indicator
- **SS** - Student Specific Perm
- **TC** - Time Conflict
- **UL** - Unit Load
- **WL** - Wait List Okay

---

September 15, 2011