

# 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 number in the category marked **Empl ID:** and indicate the term you wish to view. Click **Search**.

### Registration Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼ 12345678

Academic Institution: begins with ▼ 🔍

Term: begins with ▼ 1138 🔍

First Name: begins with ▼

Last Name: begins with ▼

Search
Clear
Basic Search
Save Search Criteria

Empl ID: Institution: NEUNL Term: 1138

Name: \_\_\_\_\_

Filters

Sorting

Subject Area:  🔍

Catalog Nbr:  🔍

Class Section:  🔍

Status: ▼

Sort By: ▼ Asc ▼ Search

Refresh Previous Search Result:

Registration Audit Trail

Find | View All First 1-3 of 3 Last

Course	Units	Bas	Ca	Re	Per	From Course	Related #'s
POLS- 920-001	3.00	GRD	GRAD				
<b>Action</b>	<b>Status</b>	<b>Reason</b>	<b>Action Dt</b>	<b>Source</b>	<b>User</b>	<b>DateTime</b>	
Enroll	Success			SS Enroll		04/22/2013 11:44:24AM	
Course	Units	Bas	Career	Repeat	Grade	Perm #	From Course
PSYC- 858-001	3.00	GRD	GRAD				
<b>Action</b>	<b>Status</b>	<b>Reason</b>	<b>Action Dt</b>	<b>Source</b>	<b>User</b>	<b>DateTime</b>	
Enroll	Success			SS Enroll		04/22/2013	

May 31, 2013 1

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

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

To see a particular course, enter the Subject Area and/or Catalog Nbr into the Filter and click **Search**.

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

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**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.

Course	Units	Bas	Career	Repeat	Grade	Perm #	From Course	Related #'s
PSYC- 858-001	3.00	GRD	GRAD					

  

Action	Status	Reason	Action Dt	Source	User	DateTime
Enroll	Success			SS Enroll		04/22/2013 11:44:24AM

If a student receives an error message, it is indicated under **Status**.

**User** indicates the ID number of the person performing the action.

The following may be indicated under **Action**:

- Enroll
- Drop
- Normal Maintenance = i.e. change in credit hours
- Grade Change
- Swap

**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.

Course	Units	Bas	Career	Repeat	Grade	Perm #	From Course	Related #'s
AGRI- 103-010	3.00	GRD	UGRD		***			

  

Action	Status	Reason	Action Dt	Source	User	DateTime
Enroll	Success			SS Enroll	12345678	10/27/2010 2:15:59PM

**Overrides:** CL,GD,CU,UL,CK,CP,RQ,TC,CR,AD,RD,SI,AP  
**Msg:**

**Override Codes**

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

When the **Overrides** field is populated, scroll over the codes to see an Override Code Key to determine the override type.

  

Course	Grade P	Source	User	DateTime
AGRI- 103-		SS Enroll	12345678	02/16/2010 2:15:59PM