

## RSTR: Academic Roster Inquiry

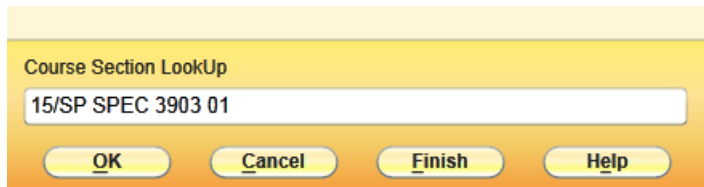
### Introduction

Access a course roster which is dynamic from the first day of late registration onward.

Course drops or withdrawals which take place from the first day of late registration forward will be reflected on this roster view.

### Instructions

1. Access mnemonic RSTR
2. Look up course using this format: YY/TM DEPT COURSE SECTION (Example: 15/SP SPEC 3903 01)  
\*Beginning 2021 Spring and forward, the term information should be entered YYYYTM  
example: 2021SP

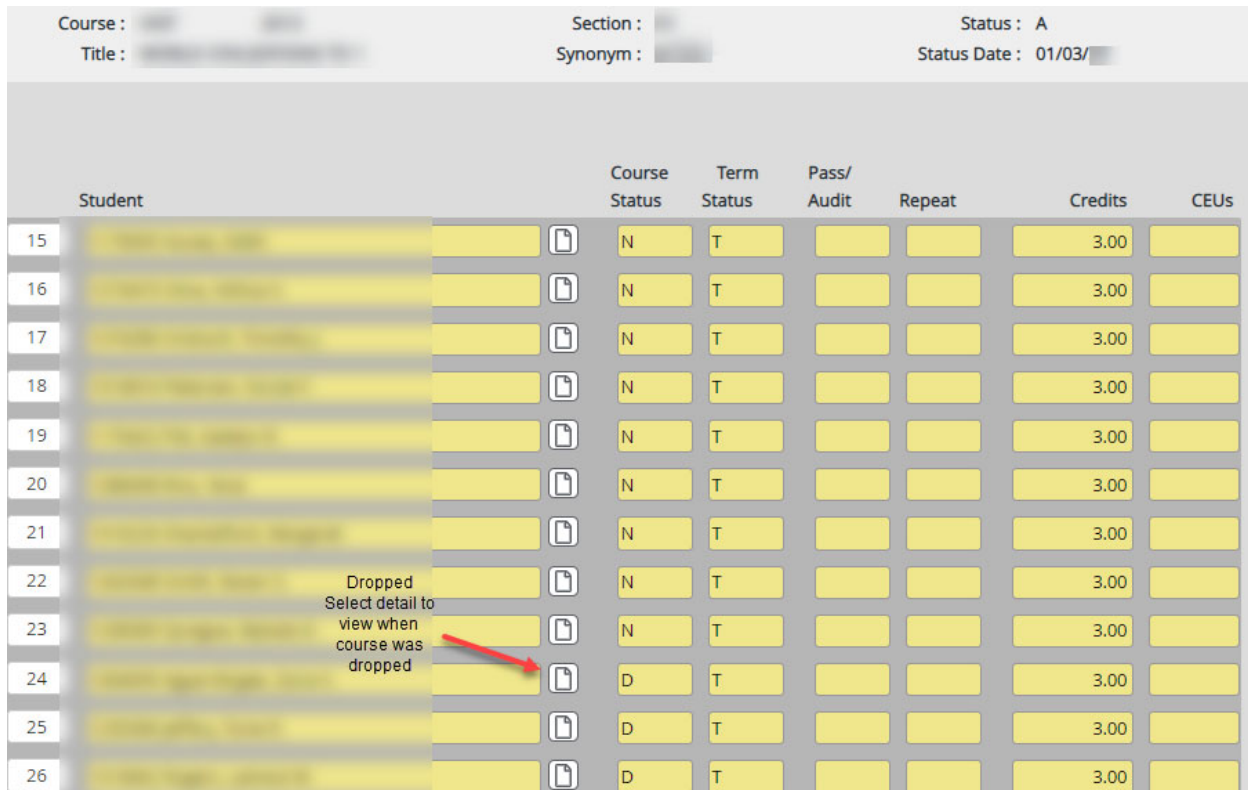


Course Section LookUp

15/SP SPEC 3903 01

OK Cancel Finish Help

1. Review roster information.
  - a. \*Drops and withdrawals from the first day of late registration onward will appear at the end of the list.
    - i. Please remember the RSTR roster view will not reflect drop actions prior to the start of late registration.
  - b. Details of when the student dropped can be viewed by selecting the detail button



Course : [redacted] Section : [redacted] Status : A  
Title : [redacted] Synonym : [redacted] Status Date : 01/03/[redacted]

Student	Course Status	Term Status	Pass/Audit	Repeat	Credits	CEUs
15	N	T			3.00	
16	N	T			3.00	
17	N	T			3.00	
18	N	T			3.00	
19	N	T			3.00	
20	N	T			3.00	
21	N	T			3.00	
22	N	T			3.00	
23	N	T			3.00	
24	D	T			3.00	
25	D	T			3.00	
26	D	T			3.00	

Dropped  
Select detail to view when course was dropped

c. Select SACD – Student Acad Credit Detail

Select Item
SPRO - Student Profile
<b>SACD - Student Acad Credit Detail</b> ←
STRP - Student Course Repeat

Selected Item

OK Cancel Help

d. View Status/Dt/Time line for drop date & time of action

Course ID/Name/Sec			
Title			
Subject			
Acad Lvl/Course Lvl			
Departments			
Credit Type			
Start/End Dt	C		
Term/Reporting Term	20/FA Fall 2020		
Status/Dt/Time/Reason	1	D	10/05/20 09:02AM
Grade Scheme/Grade	STAND Standard Grade Scheme		W

i. Status may be

1. N New registration
2. A Add (1<sup>st</sup> day of late registration on)
3. D Drop (1<sup>st</sup> day of late registration on)
4. W Withdrawn (1<sup>st</sup> day of late registration on)