

# Viewing a List of Evaluated Courses by Transfer Institution Using SHATRNS

## Transfer Course Form:

Use the Transfer Course form (SHATRNS) to view one transfer institution at a time. This form lists only the schools associated with transfer credits that have been evaluated and accepted by EMU. You can also view term GPA and course details using the Term GPA & Crse Detail block.

1. Open the **Transfer Course** form by typing **SHATRNS** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.
2. 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).
3. 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.
4. Press the **[Tab]** key on the keyboard to navigate to the **Transfer Institution Number** field. You can either click on the **Search** icon or if you know the number, type it in the field. A Transfer Institution Number **must** be entered. If you click the **Search** icon, the Transfer Institutions form (SHQTRIT) displays.
5. Double-click in the **Sequence No** field of the institution you want to view to select it and return to the Transfer Course form (SHATRNS). Notice that the **Transfer Institution** field is populated with your selection.

**Transfer Institution Number and Attendance Period Number**  
A student can have multiple transfer institutions and attendance periods. Use the search icon to select the institutions you want to look at.

**Sequence No Field:**  
Double-click in the field of the institution you want to view to select it and return to the Transfer Course form (SHATRNS).

The screenshot shows the SHATRNS form with the following fields and data:

- Transfer Institution:** Institution: 1985, Transcript Receipt Date: , Official:
- Transfer Attendance Period:** Attendance Period: 01/01-12/31, Acceptance Date: 11-FEB-20, Effective Term: 200220, Term Type: U, Apply to Level: UG, Transfer Degree: , Attendance Begin Date: 01-JAN-20, Attendance End Date: 31-DEC-20
- Table:**

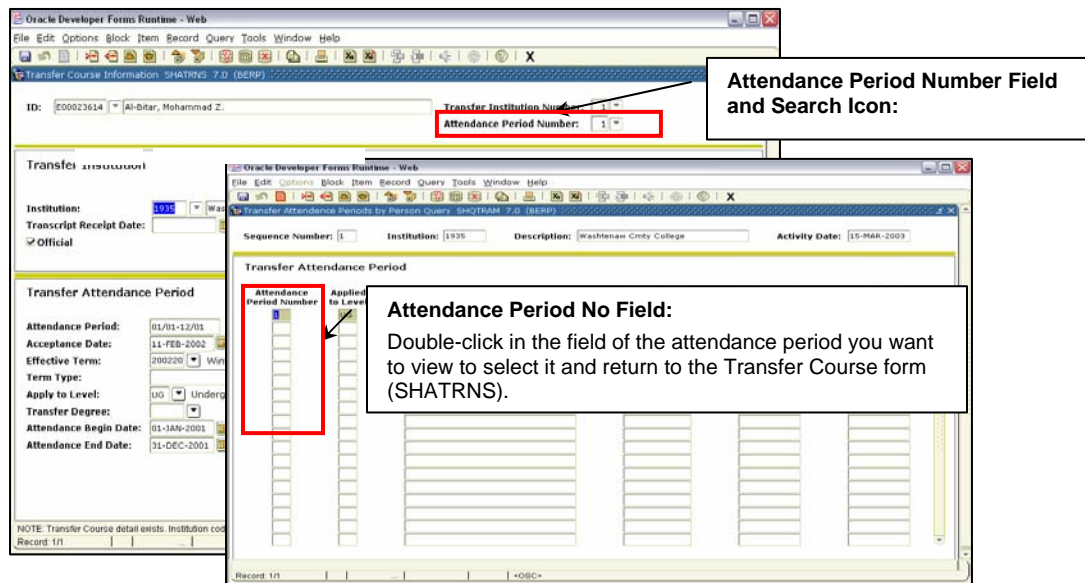
Sequence Number	Institution
1	Washburn Co
2	Univ of Jordan

NOTE: Transfer Course detail exists. Institut  
Record: 1/1

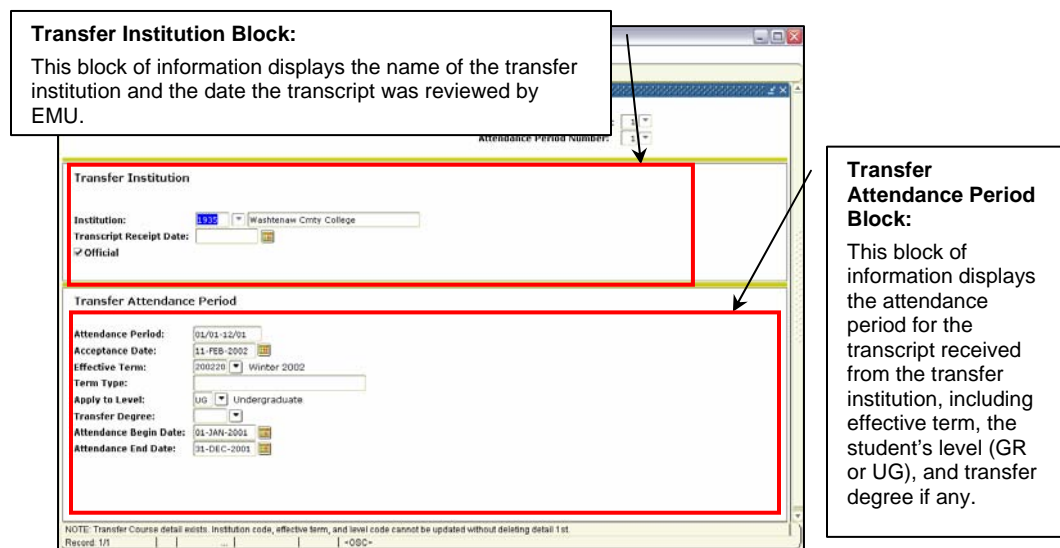
## Viewing a List of Evaluated Courses by Transfer Institution Using SHATRNS (cont.)

### Transfer Course Form (cont.):

- Press the **[Tab]** key on the keyboard to navigate to the **Attendance Period Number** field. You can either click on the **Search** icon or if you know the number, type it in the field. An Attendance Period Number **must** be entered.
- If you click the **Search** icon, the Transfer Attendance Period form (SHQTRAM) displays.



- Double-click in the **Attendance Period No** field of the attendance period you want to view to select it and return to the Transfer Course form (SHATRNS). Notice that the **Attendance Period Number** field is populated with your selection.
- Click the **Next Block** icon on the toolbar to populate the **Transfer Institution** and **Transfer Attendance Period** blocks.



# Viewing a List of Evaluated Courses by Transfer Institution Using SHATRNS (cont.)

## Transfer Course Form (cont.):

10. Click the **Next Block** icon on the toolbar **twice** to display the Transfer Course Detail Block.

The screenshot displays the Oracle Database Transfer Course Form. The **Top Block** contains the following fields:

- Sequence Number: 1
- Subject: ENG
- Course Number(s): 181
- Hours: 3.000
- Duplicate:
- Group:
- Primary:
- Title: African-American Literature

The **Equivalent Course Detail Block** is a table with the following data:

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	UG	200220	<input checked="" type="checkbox"/>	LTR	260	3.000	TCR	T	<input type="checkbox"/>	M	African American Literature

The **Course Attributes** section is currently empty.

**Top Block:**  
This section shows the course the student took at the transfer institution and for the attendance period you selected in the key block. This section displays one course at a time. Use the Vertical scroll bar to view all the available courses.

**Equivalent Course Detail Block:**  
This section shows the EMU equivalent of the course(s) displayed in the top section of this block. Use the Vertical scroll bar on the right to see all the equivalent course detail.

11. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.