

Viewing Previous College Records for a Student Using SOAPCOL

Prior College Form:

The Prior College form (SOAPCOL) allows you to view a student's prior college information. Only the most recent **official** transcript for each college that the student attended will be recorded in Banner. **Unofficial** transcripts and previous official transcripts will be scanned and indexed in the imaging system, WebXtender, and may be queried and viewed there.

1. Open the Prior College form by typing **SOAPCOL** in the **Go** 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.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Prior College form (SOAPCOL 7.1). The student ID is E00008795 and the name is Robertson, Kathryn R. The form displays the following information:

- Vertical Scroll Bar:** Located on the right side of the form, indicating that there is more than one previous college entry for this student.
- Degree Details Section:** Displays posted transcript degree information. If there is no information listed, then no degree was awarded from this institution.
- Transfer Hours Field:** Indicates the number of credit hours received from this institution. The value shown is 119.500.
- GPA Field:** Indicates the GPA on the official degree posted transcript. The value shown is 2.85.

The form also shows the Degree (BA Bachelor of Arts), Attended From (01-SEP-1981), and College fields. The GPA field is labeled as 2.85 and the Transfer Hours field is labeled as 119.500.

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. Click the **Next Block** icon on the toolbar to populate the first information block with the student's prior college information. See the next page for more information.
5. When you are finished, click the **Exit** icon on the toolbar. The Banner Main menu displays.

Viewing Previous College Records for a Student Using SOAPCOL (continued)

Prior College Form – Information Block:

Field	Description
College Address Exists	Checkbox will be checked if a college address exists in Banner. Click on checkbox to view the address.
Review College Address	Ignore this field.
EPS Code	Ignore this field
Admissions Request	For each school attended, a unique code CLT1, CLT2, CLT3 etc. that is used on the Admissions checklist and in the imaging system, WebXtender.
Transcript Received	Displays the most recent date that an official transcript was received for this school. Only the most recent official transcripts will be listed in Banner. Unofficial transcripts and previous official transcripts can be viewed using the imaging system, WebXtender. Converted tabs are blank in this field.
Transcript Reviewed	This field is not being utilized by EMU.
Official	This field is not being utilized by EMU.
Degree, date, attended, Year, Hours, College, Honors, GPA, Goal, and Primary	Displays degree posted information if degree was posted on an official transcript.