The Process for Articulating Transfer Information

1. **Institution receives transcript**

2. Define the transfer institution using SOABGTA
   - **Yes**
   - **No**
     - **Is the transfer institution’s information in the system?**
       - Use SOABGTA to check.
   - **Yes**
   - **No**
     - **Is the transfer institution’s grading system defined?**
       - Use STATGRD to check.
   - **Yes**
   - **No**
     - **Define the transfer courses using SHATATC**
     - **Yes**
     - **No**
       - **Are the transfer institution’s courses defined?**
         - Use SHATATC to check.
     - **Yes**
     - **No**
       - **Create equivalency information using SHATATR**
         - **Yes**
         - **No**
           - **Are equivalent courses created in the system?**
             - Use SHATATR to check.
         - **Yes**
         - **No**
           - **Associate a transfer institution to a student using SHATRNS**
             - **Associate courses with a student record using STATAEQ**
               - **Roll information to Academic History**