



Transfer Articulation Using Banner 7

Job Aid: Associating Courses to Student Records

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Purpose

Articulation can be processed for a student for a transfer institution that equates to institutional courses. This is entered on the Transfer Articulation Evaluation Form (SHATAEQ). The Transfer Articulation Evaluation Form (SHATAEQ) is used to allow for the creation and maintenance of the student's Transfer Articulation information for a transfer institution.

Transfer courses do not have to exist on the Transfer Course Articulation Form (SHATATR) to be entered on this form. If the course does not exist on SHATATR, then the user must create the course by searching on the subject flashlight and selecting the define courses option. This will take the user back to the SHATATR form where the transfer and equivalent course(s) can be entered and saved.

A grade code is required on all transfer courses. These must be valid grades on the Transfer Grade Code Maintenance Form (SHATGRD). These grades are used to populate the transfer hours and GPA (if defined) line on the student's academic record.

Banner form

Transfer Articulation Evaluation SHATAEQ 7.0 (s4b70)

Confidential Deceased

ID: 210009502 Cuspin, Lorie Institution: 2125 Delaware County Cmty College
Program:

Attendance			Transfer							Articulate Ind	Equivalent			
Period	Term	Level	Group	Ind	Subject	Course	Credit Hours	Grade	Level		Subject	Course	Credit Hours	Grade
1	199510	CR	<input type="checkbox"/>	<input type="checkbox"/>	CS	250	2.000	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	199510	CR	<input type="checkbox"/>	<input type="checkbox"/>	EN	101	4.000	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	199510	CR	<input type="checkbox"/>	<input type="checkbox"/>	SOC	200	3.000	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Transfer Articulation Using Banner 7

Job Aid: Associating Courses to Student Records (Continued)

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Procedure

Follow these steps to associate the courses that will be transferred to a student's record.

Step	Action
1	Access the Transfer Articulation Evaluation Form (SHATAEQ).
2	Enter the student's ID in the ID field, or use the Search icon to search for a transfer student.
3	Select the transfer institution number in the Institution field.
4	Perform a Next Block function.
5	Select a value in the Period field.
6	Select a term in the Term field.
7	Select a level in the Level field.
8	Select a subject code in the Subject field in the Transfer section.
9	Select a course code in the Course field.
10	Enter the number of credit hours in the Credit Hours field.
11	Select a grade code in the Grade field.
12	Click the Save icon.
13	Select <u>Perform Articulation</u> from the Options menu.
14	Click the Save icon.
15	Perform a Next Block function to view data in the Equivalent Course GPA Information block. <u>Note:</u> You should see total hours to be rolled to History.
16	Perform a Next Block function to access the Equivalent Roll block.
17	Enter a Y in the Roll to History field.
18	Click the Save icon to dynamically roll the courses to the SHATRNS form in Academic History.
19	Click the Exit icon.