



# Transfer Articulation Using Banner 7

## Job Aid: Defining Transfer Courses

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### Purpose

The sending institution's courses may be entered on either the Transfer Institution Catalog Entry Form (SHATATC) or the Transfer Course Articulation Form (SHATATR).

The Transfer Institution Catalog Entry Form (SHATATC) is used to enter and maintain a transfer institution's catalog information. SHATATC allows for the display and maintenance of the sending institution's course catalog that will be used when articulating courses. Because some courses articulate differently for different degree programs, a program code has been provided in the Key Information. Transfer course work may be articulated under a specific program or without a program code. If a program code is used, then the specific course equivalencies associated with the program code will be used in articulation. This allows a course to be articulated differently under different programs. A null (blank) program code indicates this is the default or standard program code that should be used.

If more than one transfer course is required to equate to one or more courses at the institution, a group code is required. One course in the group must be flagged as the primary course of the group.

### Banner form

Transfer Institution Catalog Entry SHATATC 7.1

Institution: 10866 Carpe Diem University Program:

Group Code	Primary	Effective		Level	Subject	Course	Status	Title	Equivalencies Exist	Credits		Minimum Grade	Catalog
		Term	Level							Low	High		
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Comments

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## Transfer Articulation Using Banner 7

### Job Aid: Defining Transfer Courses (Continued)

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#### Procedure

Follow these steps to enter courses that will be transferred to your institution.

Step	Action
1	Access the Transfer Institution Catalog Entry Form (SHATATC).
2	Enter the name of the institution courses will be transferred from in the <b>Institution</b> field.
3	Enter a program code only if you will accept different transfer work based on the program that the student is enrolled in at your institution in the <b>Program</b> field.
4	Select the term an equivalent exists for in the <b>Effective Term</b> field.  <u>Example:</u> 200710
5	Enter an appropriate level in the <b>Level</b> field.
6	Enter a subject in the <b>Subject</b> field.  <u>Note:</u> This should be the same code as reflected on the transfer institution's transcript.
7	Enter the course number in the <b>Course</b> field.
8	Enter a status code in the <b>Course Status</b> field to indicate if this course is active or inactive.
9	Enter a title for the course in the <b>Title</b> field.
10	The <b>Equivalencies Exist</b> field will default when course equivalencies are added.
11	Enter the lowest and highest (lowest only hours set) hours that will be accepted for the course in the <b>Credits Low</b> and <b>High</b> fields.
12	Enter the minimum grade that will be transferred in the <b>Minimum Grade</b> field.  <u>Note:</u> This grade must be defined on SHATGRD.
13	Enter a catalog reference for the institution in the <b>Catalog</b> field.
14	Enter a comment in the <b>Comments</b> field.
15	Click the <b>Save</b> icon.
16	Perform a <b>Rollback</b> function.  <u>Note:</u> Repeat these steps to enter 2 or 3 more courses.
17	Click the <b>Save</b> icon.
18	Click the <b>Exit</b> icon.