



Transfer Articulation Using Banner 7

Job Aid: Creating Equivalency Information

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Purpose

Equivalent courses are added and maintained on the Transfer Course Articulation Form (SHATATR). The Transfer Institution Catalog Entry Form (SHATATR) is used to allow for the creation and maintenance of both the transfer course information and the equivalent course data for a transfer institution.

Equivalent courses may be singular, such as ACCT 101 is equivalent to ACCT 51, or multiple, such as ENGL 100 is equivalent to ENGL 100 and ENGL 102. An OR condition is also available so that PSYC 101 may be equivalent to PSYC 110 or BIOL 101. In an OR condition, upon saving the articulation a pop up window will appear displaying and allowing a choice of which course to populate as the equivalency when performing the articulation process. Parenthesis may also be used when creating course equivalencies to group together the appropriate course equivalencies.

Equivalent course comments may be added and maintained for each course in the Institution Course Comments window for any equivalent course on SHATATR. Use a List function from the Subject field in the Equivalent Course section of SHATATR to see the valid subjects and a Count Query Hits function to see existing courses that are in the catalog for the effective term.

Banner form

Transfer Course Articulation SHATATR 7.1

Institution: Carpe Diem University Program:

Transferring Course

Group Equivalence	Primary Code	Indicator	Subject	Course	Title	Effective Term	Level	Status	Minimum Grade	Transferred Low	Credits High
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
										Transfer Catalog:	<input type="text"/>
										Converted:	<input type="text"/>

Equivalent Course

And/Or	Left Parenthesis	Subject	Course	Title	Catalog Low	Catalog High	Credits Used	Right Parenthesis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Attributes Code	Description	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



Transfer Articulation Using Banner 7

Job Aid: Creating Equivalency Information (Continued)

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Procedure

Follow these steps to assign equivalency courses to those courses created in the previous procedure.

Step	Action
1	Access the Transfer Course Articulation Form (SHATATR).
2	Enter the institution you have been working with in the Institution field.
3	Perform a Next Block function. <u>Note:</u> The courses you added in the Transfer Institution Catalog Entry Form (SHATATC) should display once the organization is selected and a Next Block function is performed. <u>Note:</u> The Transferring Course block displays the courses entered in the previous procedure. Use the scroll bar to view all of them.
4	Perform a Next Block function.
5	Select an equivalent course from your catalog for each of the courses in the Course field.
6	Click the Save icon.
7	Perform a Previous Block function.
8	Perform a Next Record function to access the next transferring course. Now repeat steps 5, 6, and 7 above until all equivalencies have been entered and saved.
9	Click the Exit icon.