



Transfer Articulation Using Banner 7

Job Aid: Defining Transfer Institutions

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Purpose

The Transfer Articulation Institution Form (SOABGTA) is used to capture and maintain information pertaining to the transfer institution and its articulation practices, calendar type, transfer levels, and any comment information. The key to the form is the institution code and the effective term associated with the transfer information.

Banner form

Transfer Articulation Institution - SOABGTA 7.0 (s4b70)

Institution: Term:

General Information

From Term: Maintenance To Term:

Highest Degree Level Offered:

Acceptance Practice:

Calendar Type and Multiplier:

Acceptance Authority:

Reported By:

Transfer Levels

From Term: Maintenance To Term:

Level	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Transfer Articulation Institution Form (SOABGTA).
2	Select an institution in the Institution field.
3	Enter the beginning of time (000000) for the term in the Term field.
4	Perform a Next Block function.
	<u>Result:</u> The From Term and To Terms will default.

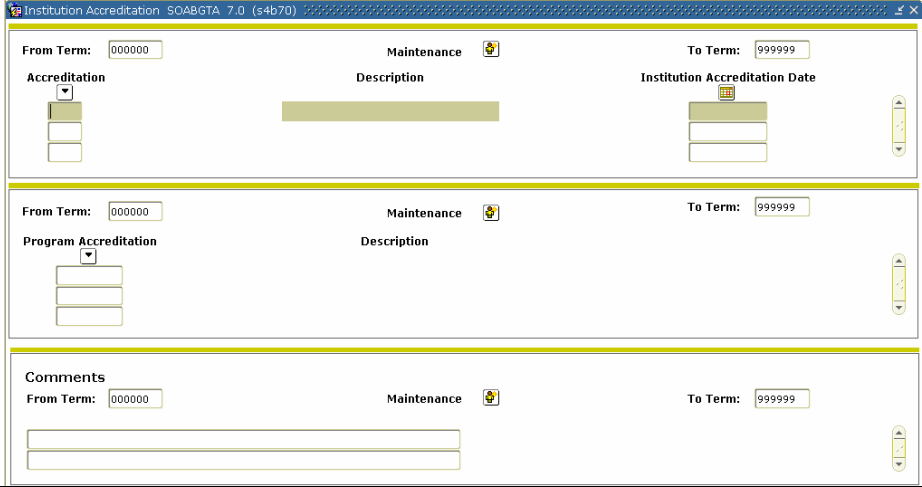


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Job Aid: Defining Transfer Institutions (Continued)

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Procedure, continued

Step	Action
5	Select a value in the Highest Degree Offered field.
6	Select a value in the Acceptance Practice field.
7	Select a value in the Calendar Type and Multiplier field.
8	Select a value in the Acceptance Authority field.
9	Select a value in the Level field.
10	Repeat step 11 as needed to enter all levels of work your institution will accept.
11	<p>Perform a Next Block function.</p> <p><u>Result:</u> The Institution Accreditation window opens.</p> 
12	Select a value in the Accreditation field.
13	Enter a date in the Institution Accreditation Date field.
14	Repeat steps 14 and 15 to enter all accreditations for your institution.
15	Select a value in the Program Accreditation field.
16	Repeat step 17 as needed to identify all accredited programs.
17	Enter any comments regarding the institution in the Comments field.
18	Click the Save icon.
19	Click the Exit icon.