**View TRANSFER CREDIT on Academic Transcript on Self-Service Banner (SSB)**

Use Banner Self-Service to view a student’s academic transcript, including transfer work.

From the myMemphis Portal, select “Faculty” or “Advising” tab. Then select **Banner Self-Service.**

1. Select “Faculty & Advisors.”
2. Choose “Student Information Menu.”
3. Select “Academic Transcript.”
4. Select “Term” and “Submit.”
5. Enter “Student or Advisee” ID or enter Last, First name (Radio Button for All should be selected). Click “Submit.”
6. On Student Verification page, either the specific student will appear, or you will need to select the student from the list.
7. Choose “Display Transcript.”
8. The Academic Transcript will display Transfer Credit, as well as Institution Credit (UM courses), Transcript Totals, and Courses in Progress. There are links at the top of the Academic Transcript to each section.
9. In far right column, the “R” indicates repeated courses with the same values as on SHATRNS:

<table>
<thead>
<tr>
<th>Repeat Value</th>
<th>Description of Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Attempt/Excluded from GPA</td>
</tr>
<tr>
<td>A</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and subsequent attempt/Averaged in GPA</td>
</tr>
<tr>
<td>I</td>
<td>Final attempt/Included - averaged in GPA and counted in earned hours (if passing grade)</td>
</tr>
</tbody>
</table>

10. Transcript Totals displays: Total Institution (UM) credit, Total Transfer credit, and Overall, which is the cumulative GPA without DS (Developmental Studies) credit.
    If a student has taken DS courses as on the transcript below, this section will also display: Institution Combined (UM credit with DS credit), Transfer Combined (Transfer credit including DS credit), and Overall Combined (all UM and Transfer credit including DS).
11. To view another student’s Academic Transcript, click on “Return to Menu” in upper right corner. Choose “ID Selection.”