View TRANSFER INSTITUTION equivalency tables (SHATATR)

Use SHATATR to view all courses from a specific institution and their UM equivalencies.

From the myMemphis Portal, select “Faculty” or “Advising” tab. Then select “Banner INB.”

1. In the “Go To” box, type in SHATATR (Transfer Course Articulation), and press “Enter.”

2. On SHATATR, enter the institution number if known (or use the pull-down arrow to query). From the Option List box, select Source Background Form (SOISBG1). If the first part of the institution name is known, tab to NAME field. Type the beginning of the institution name with a “%” sign (this field is case sensitive). (Example: Southwest%, not southwest%). Execute Query by selecting Query from the toolbar, and select “Execute,” or click on “Execute Query” icon, or press F8. Highlight the desired institution by using the keyboard up and down arrows. To select the institution you want to view, double click in the “Type” box beside the institution. Or highlight the institution and click the Select icon. (Select icon is located to the right of the Rollback icon 🔄). This will return you to SHATATR.

3. On SHATATR, leave “Program” field blank.

4. Next Block to go into the “Transferring Course” block.

5. Use the scroll bar on the right side of the “Transferring Course” block to view all courses loaded for this institution. (Click the up and down arrows to scroll through the courses).

6. UM equivalent appears in the “Equivalent Course” block.

7. Any course attributes assigned to the course will appear in the “Attributes” block.
<table>
<thead>
<tr>
<th>Transferring Course</th>
<th>Equivalent Course</th>
<th>Attributes</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Code</td>
<td>Primary Indicator</td>
<td>Subject</td>
<td>Course</td>
</tr>
<tr>
<td>ART</td>
<td>HRD</td>
<td>1030</td>
<td>Intro To Art</td>
</tr>
</tbody>
</table>
8. To view all courses from a particular institution in a list by level, from Options, select “Transfer Institution Catalog” (SHATATC).