**View COMPLETED TRANSFER CREDIT (SHATRNS)**

Use SHATRNS in Internet Native Banner (INB) to view the original course title and number from the transfer institution.

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

1. In the “Go To” box, type in **SHATRNS** (Transfer Course Information), and press “Enter.” Type in the student ID if known, or tab to the name field to type Last name, First name.

2. Click on the “Transfer Institution Number” pull-down to view all transfer institutions that a student has attended. Use the keyboard up and down arrows to highlight the institution. Double click in the “Sequence Number” box to choose the institution, or click on the orange “Select” icon (next to the “Rollback” icon) to select the institution you wish to view. You must return to this pull-down when you are ready to view another institution.

3. Click on the “Attendance Period Number” pull-down. This shows each term by course level to be evaluated – DS (Developmental Studies), or UG (Undergraduate Course). Highlight the attendance period to be viewed. Double click in the “Attendance Period Number” box beside the period or click on the orange “Select” icon to select this attendance period. You can either return to this pull-down when you are ready to view another term, or you can key in the attendance period number (ex. 1, 2, 3, etc.).
---

**SHATRNS, 1st page (institution and attendance period information)**

### Transfer Institution

- **Institution:** [Redacted]
- **Transcript Receipt Date:** 05-JAN-2007
- **Official:**

### Transfer Attendance Period

- **Attendance Period:** 09-OCT-2001
- **Acceptance Date:**
- **Effective Term:** 2001FA, Fall Term 2001
- **Term Type:**
- **Apply to Level:** UG, Undergraduate
- **Transfer Degree:**
- **Attendance Begin Date:** 01-SEP-2001
- **Attendance End Date:** 20-DEC-2001

---

*NOTE: Transfer Course detail exists. Institution code, effective term, and level code cannot be updated without deleting detail 1st.*
4. Click on the **Next Block** icon (or choose **Block** and choose **Next**) three times to view the “Transfer Course Detail” for the specific attendance period, which displays the transfer institution’s course information (course, hours, grade, title, etc.).

5. Use the scrollbar on the right side of this top block to scroll through all courses taken during the specified attendance period at the specified institution.

6. The “Equivalent Course Detail” block shows the UM equivalent course information (course, hours, grade, title, repeats, etc.).

7. Any attributes associated with the course will appear in the “Course Attributes” block. Attributes are indications that a course has special features: General Education, A89/DSP courses, transfer lower division (TLD)/transfer upper division (TUD).

   - To view another attendance period, click the **Rollback** icon to return to the “Attendance Period Number” field. Tab or put your cursor in the “Attendance Period Number” field, and either enter the next attendance period number, or use the pull-down arrow to select a period.

   - To view another institution, click the **Rollback** icon to return to the “Transfer Institution Number” field. Tab or put your cursor in the “Transfer Institution Number” field, and either enter the next transfer institution number, or use the pull-down arrow to select another
institution.

- Transfer repeats can be viewed from this form (SHATRNS) or **SHATERM** (do not enter a specific term on SHATERM for viewing all Term GPA and Course Detail Information).

- Repeat values are displayed in the “Repeat” column as values:

<table>
<thead>
<tr>
<th>Repeat Value</th>
<th>Description of Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>1st Attempt/Excluded from GPA</td>
</tr>
<tr>
<td>A</td>
<td>2nd 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>

8. To view the GPA for a specific attendance period, select “Options” from the toolbar, and choose “Attendance Period GPA Calc.”