

## 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. Look for the "**Banner Self Service**" portlet.

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

<b>Repeat Value</b>	<b>Description of Value</b>
E	1 <sup>st</sup> Attempt/Excluded from GPA
A	2 <sup>nd</sup> and subsequent attempt/Averaged in GPA
I	Final attempt/Included - averaged in GPA and counted in earned hours (if passing grade)

10. Transcript Totals displays: Total Institution (UofM) 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 (UofM credit with DS credit), Transfer Combined (Transfer credit including DS credit), and Overall Combined (all UofM and Transfer credit including DS).

TRANSCRIPT TOTALS (DSP ONLY) -Top-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Total Transfer:</b>	27.000	16.000	16.000	17.000	39.00	2.29
<b>Overall:</b>	27.000	16.000	16.000	17.000	39.00	2.29

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	58.000	33.000	33.000	46.000	82.53	1.79
<b>Total Transfer:</b>	80.000	60.000	60.000	61.000	189.00	3.09
<b>Overall:</b>	138.000	93.000	93.000	107.000	271.53	2.53
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Institution Combined:</b>	58.000	33.000	33.000	46.000	82.53	1.79
<b>Transfer Combined:</b>	107.000	76.000	76.000	78.000	228.00	2.92
<b>Overall Combined:</b>	165.000	109.000	109.000	124.000	310.53	2.50

Unofficial Transcript

- To view another student's Academic Transcript, click on "Return to Menu" in upper right corner. Choose "ID Selection."