

## View Transfer Institution Equivalency Tables (SHATATR)

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

1. Access Admin Pages through your myMemphis Portal. The link is in the Banner Admin Pages portlet on your “Employee” page.
2. In the Search box, type “SHATATR” and press “Enter”.
3. On SHATATR, enter the institution number if known in the Institution field, or use the Lookup button and select **Source Background Form (SOISBGI)**. If the first part of the institution name is known, tab to the Name field. Type the beginning of the institution name with a “%” sign. This field is case sensitive (for example, type “Southwest%” rather than “southwest%”). Click **Go** to execute the query or press **F8**. Double click in the Code field of the institution you want to view. This will return you to SHATATR.
4. In the key block of **SHATATR**, leave Program field blank. Click **Go**.
5. Use the record navigation arrows and the records per page dropdown at the bottom of the “Transferring Course” section to view all courses loaded for this institution.
6. The UofM equivalent appears in the “Equivalent Course” section.
7. Any course attributes assigned to the course will appear in the “Equivalent Course Attributes” section.

The screenshot displays the SHATATR web application interface. At the top, the browser tab is labeled 'ellucian Transfer Course Articulation SHATATR 9.3.10 (TBANR)'. The main header shows 'Institution: 000274 Southwst Tennessee Cmty Coll' and 'Program: Default Institution:'. A 'Start Over' button is visible on the right.

The 'TRANSFERRING COURSE' section contains a table with the following data:

Group	Primary	Subject	Course	Title	Term	Equivalent Exists	Transfer Catalog
	<input type="checkbox"/>	ARMY	2100	Bms III Military Hist	000000	No	
	<input type="checkbox"/>	ARMY	2110	Bms IV Bas Soldier Skill	000000	No	
	<input type="checkbox"/>	ART	1010	Design I	000000	Yes	
	<input type="checkbox"/>	ART	1020	Design II	000000	Yes	
	<input type="checkbox"/>	ART	1030	Art Appreciation	000000	Yes	

Navigation for this section shows '17 of 210' records and '5 Per Page'. The current record is 'Record 85 of 1047'.

The 'TRANSFERRING COURSE DETAILS' section shows the following information:

- Level: UG
- Status: AC
- Minimum Grade: [ ]
- Credits Low: [ ]
- Credits High: [ ]
- Protect from Import:
- Transfer: [ ]
- Converted: 0.000

The 'EQUIVALENT COURSE' section contains a table with the following data:

And/Or	Left Parenthesis	Subject	Course	Title	Catalog Low	Catalog High	Credits Used	Right Parenthesis
None		ART	1030	Intro To Art			3.000	

Navigation for this section shows '1 of 1' records and '5 Per Page'. The current record is 'Record 1 of 1'.

The 'EQUIVALENT COURSE ATTRIBUTES' section shows the following information:

- Code \*: XVPA
- Description: Visual and Performing Arts

Navigation for this section shows '1 of 1' records and '5 Per Page'. The current record is 'Record 1 of 1'.

The 'EQUIVALENT COURSE COMMENTS' section shows a 'Details' view with navigation for '1 of 1' records and '5 Per Page'. The current record is 'Record 1 of 1'.

At the bottom of the interface, there is a 'SAVE' button and a footer with 'EDIT Record: 85/1047 SHBTATC-SHBTATC\_GROUP [85] ©2000 - 2018 Ellucian. All rights reserved. ellucian.'

8. You may view all courses from a particular institution in a list by level. From Related in the page header, select **“Transfer Institution Catalog (SHATATC)”**.

ellucian Transfer Institution Catalog Entry SHATATC 9.3 (TBANR) ADD RETRIEVE RELATED TOOLS

Institution: 000274 Southwst Tennessee Cmty Coll Program: Default Institution: Start Over

TRANSFERRING COURSE Insert Delete Copy Filter

Group	Primary	Term	Level	Subject	Course	Status	Title
	<input type="checkbox"/>	000000	UG	ACCT	1010	AC	Principles of Acct I
	<input type="checkbox"/>	000000	UG	ACCT	1020	AC	Principles of Acct II
	<input type="checkbox"/>	000000	UG	ACCT	1210	AC	Prin Accounting I
	<input type="checkbox"/>	000000	UG	ACCT	1220	AC	Prin Accounting II
	<input type="checkbox"/>	000000	UG	ACCT	1280	AC	Database Mgmt for Acctng
	<input type="checkbox"/>	000000	UG	ACCT	1290	AC	Spreadsheets for Accountants
	<input type="checkbox"/>	000000	UG	ACCT	1420	AC	Accounting Systems
	<input type="checkbox"/>	000000	UG	ACCT	1510	AC	Lotus 1 2 3
	<input type="checkbox"/>	000000	UG	ACCT	1520	AC	Micro Appls In Acct
	<input type="checkbox"/>	000000	UG	ACCT	1530	AC	Adv Lotus 1 2 3
	<input type="checkbox"/>	000000	UG	ACCT	1540	AC	Computer Acct
	<input type="checkbox"/>	000000	UG	ACCT	1610	AC	Microsoft Excel
	<input type="checkbox"/>	000000	UG	ACCT	1931	AC	Co Op Edu Accounting
	<input type="checkbox"/>	000000	UG	ACCT	2310	AC	Cost Acctg I
	<input type="checkbox"/>	000000	UG	AERO	1010	AC	Usaf Today I
	<input type="checkbox"/>	000000	UG	AERO	1020	AC	Usaf Today II
	<input type="checkbox"/>	000000	UG	AERO	1100	AC	Leadership Lab
	<input type="checkbox"/>	000000	UG	AERO	1101	AC	The Air Force Today I
	<input type="checkbox"/>	000000	UG	AERO	1110	AC	U.S. Today II
	<input type="checkbox"/>	000000	UG	AERO	1111	AC	The Air Force Today

3 of 53 20 Per Page Record 41 of 1047

Protect from Import  Select All  Deselect All  None

Course Details	Course Description	Credits Low	Credits High	Minimum Grade	Catalog	Protect from Import
Equivalent Exists						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

EDIT Record: 41/1047 SHBTATC.SHBTATC\_GROUP [41] ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE