

View Completed Transfer Credit (SHATRNS)

Use SHATRNS to view the original course title and number from the transfer institution.

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 on the landing page, type “**SHATRNS**” and press “**Enter**”.
3. On SHATRNS, type in the student ID in the “ID” field.
4. Click the “Transfer Institution Number” lookup button to view all transfer institutions that a student has attended. Double click in the “Sequence Number” field to choose the institution you wish to view.
5. Click the “Attendance Period Number” lookup button. This shows each term by course level to be evaluated: DS (Developmental Studies) or UG (Undergraduate Course). Double click in the “Attendance Period Number” field to select the attendance period.
6. You are back in the key block of SHATRNS. Click **Go**.

The screenshot displays the SHATRNS web application interface. The browser title is "Transfer Course Information SHATRNS 9.3.8 [TBR: 1.4] (TBANR)". The user is logged in as "ellucian". The interface shows the following fields and values:

- ID:** [Redacted]
- Transfer Institution Number:** 2
- Attendance Period Number:** 9
- Start Over** button
- TRANSFER INSTITUTION** section:
 - Institution:** 000274 ... Southwst Tennessee Cmty Coll
 - Transcript Receipt Date:** 06/07/2017
 - Official
- TRANSFER ATTENDANCE PERIOD** section:
 - Attendance Period:** Spring 2017
 - Apply to Level:** UG ... Undergraduate
 - Acceptance Date:** 10/03/2017
 - Transfer Degree:** [Redacted]
 - Effective Term:** 201710 ... Spring Term 2017
 - Attendance Begin Date:** 01/01/2017
 - Term Type:** G02
 - Attendance End Date:** 05/01/2017

The interface includes a sidebar with navigation icons (home, search, help, lock, user) and a bottom right "SAVE" button.

7. Next Section two 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.).

The screenshot displays the SHATRNS 9.3.8 [TBR: 1.4] (TBANR) interface. The top navigation bar includes a home icon, a search icon, and a user profile icon. The main content area is divided into three sections:

- TRANSFER COURSE DETAIL:** This section contains a form with the following fields: Sequence Number (27), Subject (BIOL), Course Number(s) (1020), Hours (3.000), Grade (A ...), Duplicate (), Title (Intro Biol II), TELS Exclude (checkbox), TELS Repeat Ind (), Group (), and Primary ().
- EQUIVALENT COURSE DETAIL:** This section features a table with the following columns: Sequence Number, Level, Term, Count in GPA, Subject, Course, Hours, Grade, Grading Mode, Repeat, Repeat System, and Title. The table contains one record: Sequence Number 27, Level UG, Term 201710, Count in GPA checked, Subject BIOL, Course 1020, Hours 3.000, Grade TA, Grading Mode T, Repeat (None), Repeat System (None), and Title Biology of Organisms.
- COURSE ATTRIBUTES:** This section displays a table with the following columns: Attribute and Description. The table contains three records: Attribute 1NS, Description Gen Ed Natural Science; Attribute XNS, Description Natural Physical Science; and Attribute XNSL, Description Natural Phys Sci with Lab.

The interface also includes a sidebar on the left with navigation icons, a top bar with a "Start Over" button, and a bottom bar with "EDIT", "Record: 1/3", "SHRTRCR.SHRTRCR_SEQ_NO [1]", "©2000 - 2018 Ellucian. All rights reserved.", and "SAVE" buttons.

8. Use the record navigation arrows at the bottom of the section to scroll through all courses taken during the specified attendance period at the specified institution.
9. The “Equivalent Course Detail” section shows UofM equivalent course information (course, hours, grade, repeats, title, etc.).
10. Any attributes associated with the course will appear in the “Course Attributes” section. 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 Start Over to return to the “Attendance Period Number” field in the key block. Either enter the next attendance period number, or use the lookup button to select an attendance period.
- To view another institution, click Start Over to return to the “Transfer Institution Number” field in the key block. Either enter the next transfer institution number, or use the lookup button to select another institution.
- Transfer repeats can be viewed from SHATRNS or on **SHATERM**. (To view all Term GPA and Course Detail Information on SHATERM, do not enter a Term in the key block.)
- Repeat values are displayed in the “Repeat” column as values:

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

11. To view the GPA for a specific attendance period, select “Tools” from the page header, and choose “Attendance Period GPA Calc”.

The screenshot shows the SHATRNS interface with the following details:

- Browser tabs: ellucian, Transfer Course Information SHATRNS 9.3.8 [TBR: 1.4] (TBANR)
- Page header: ADD, RETRIEVE, RELATED, TOOLS
- Key block: ID: [redacted], Transfer Institution Number: 2, Attendance Period Number: 9, Start Over button
- Table: ATTENDANCE PERIOD GPA

Attendance Period	Term	Level	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
	201710	UG	7.000	7.000	7.000	0.000	0.00	0.00

Navigation: 1 of 1, Per Page, Record 1 of 1