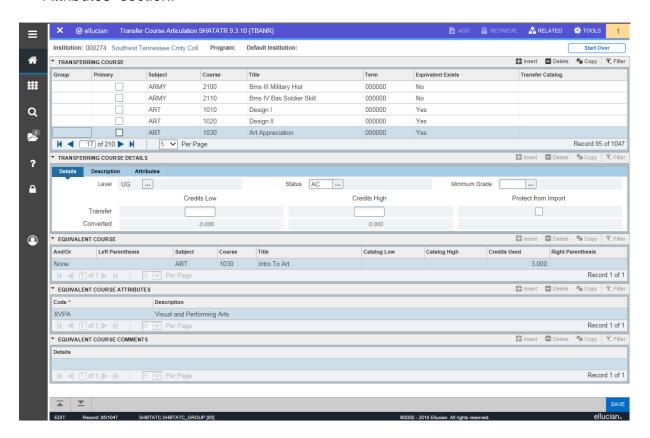**View Transfer Institution Equivalency Tables (SHATATR)**

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.

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)**".