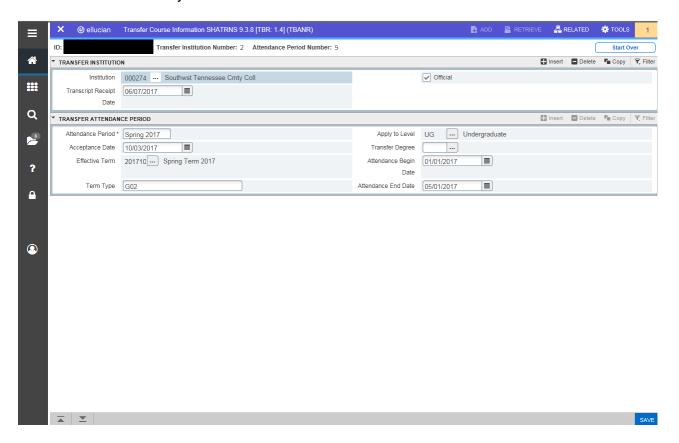
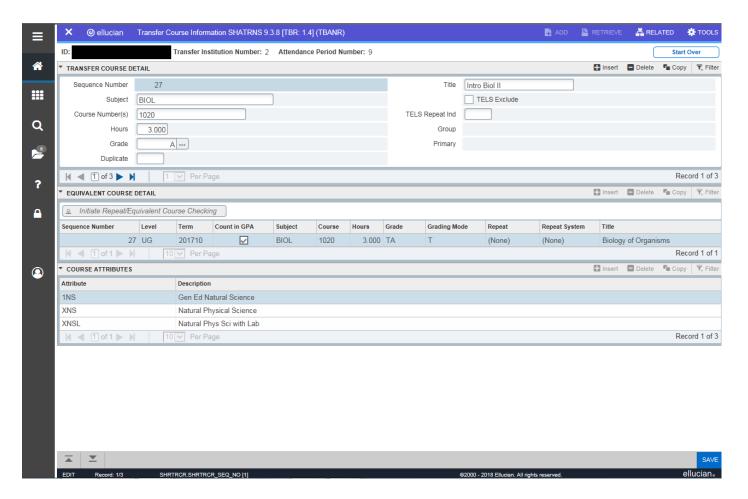
View Completed Transfer Credit (SHATRNS)

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.
- 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.



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.).



- 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
Е	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".

