





SHATERM: Transfer Sequence Course History Form

General Information

This form will only populate after a student has been admitted to ODU. This form will list every course taken by the student by semester, and will display grades and Term GPA for Institutional Courses. It will also show curricula and field of study as with other Student Module Forms. This is another tabbed form and its purpose is to provide a tool to be used by advisors to determine a student's progress on a term-by-term basis. This is only an informational form, not a research page. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View Course Information in Banner by Term:

Actions and Steps	Helpful Tips & Tricks
1. Access the Transfer Sequence Course History [SHATERM] Form .	Type SHATERM into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. This form requires 3 search criteria in the key information area: <ul style="list-style-type: none"> ◆ ID – Student's UIN Number ◆ Course Level – required! <i>UG, G, or NC</i> ◆ Start Term Code – may be left blank to view a complete list of all terms attempted. <p>Use the Go Button to load.</p>	<p>*Student Level: <i>UG = Undergraduate</i> <i>G = Graduate</i> <i>NC = NonCredit</i></p> <p>Go Button or Down Arrow</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
3. There are 2 tabs that display information in this form: <ul style="list-style-type: none"> ◆ Current Standing <i>NOTE: This tab is IDENTICAL to the Current Standing Tab you view within the SHASUBJ Form!</i> <ul style="list-style-type: none"> ➤ First/Last Term Attended ➤ Academic Standing ➤ Institution, Transfer, and Overall: Hours and GPA ◆ Term GPA & Course Detail Information – this is the meat of the form, and contains detail BY TERM!* <ul style="list-style-type: none"> ➤ Term ➤ Transfer or Institutional Hours/GPA (depending on selected record) ➤ IF AVAILABLE: Transfer or Institutional Course Details 	<p>*TIPS & TRICKS: <i>Note the number of records, as each record indicates a new Term! Depending on the selected record, the subsequent displayed information will change to reflect the selected Term.</i></p> <p>REMEMBER – <i>only Institutional GPA will be displayed on this Form. To view Transfer GPA, you must go to the Prior College [SOAPCOL] Form.</i></p>
4. When you have finished reviewing, you may clear your search criteria within the form and search for another individual. Hit on the Start Over button on the toolbar [or choose Tools > Refresh].	Start Over Button: 
5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	ODU Home Icon: 

Helpful Tips & Tricks:

- ◆ Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- ◆ Remember – Transfer Institution GPA will only be found on the **Prior College [SOAPCOL] Form!**

SHATERM Sample Screenshot:

The screenshot displays the 'Term GPA and Course Detail Information' tab of the SHATERM system. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the 'TERM GPA' section contains input fields for 'Term' (199420), 'Transfer Number' (1), and 'Attendance Period' (1). A summary table shows 'Attempted Hours', 'Passed Hours', 'Earned Hours', 'GPA Hours', 'Quality Points', and 'GPA' for both 'Transfer' and 'Cumulative' categories. The 'TRANSFER COURSES' table lists three transfer courses: ENGL 110C, HIST 130H, and PHIL 110P, each with 3.000 hours and a 'Count in GPA' checkbox checked. Two callout boxes provide helpful tips: one points to the 'Term GPA and Course Detail Information' tab, and another points to the 'GPA' field in the summary table.

HELPFUL TIPS & TRICKS:
 Note the tabs! The Term GPA & Course Detail Tab contains the detailed information within this Form.

HELPFUL TIPS & TRICKS:
 Don't forget - no Transfer GPA will be displayed on this form! You must go to the Prior College [SOAPCOL] Form!

At the bottom of the screen, the status bar shows 'QUERY Record: 1/14 SHRTGPA.SHRTGPA_TERM_CODE [1]' and the 'ellucian' logo.