SHATRNS: Transfer Course Information Form

General Information
Sometimes users need to identify all previously attended transfer institutions and specific courses taken at these institutions to determine if there are ODU equivalents and the course credit hours may indeed be transferred. The **SHATRNS Form** is used to do just that. It also allows users to view and verify attendance periods for the previous institutions as necessary. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View Transfer Course Information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Transfer Course Information [SHATRNS] Form**.	Type **SHATRNS** 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: ◈ *ID* – Student's UIN Number ◈ *Transfer Institution Number* – click the **Search Button** in this field to view all available Transfer Institutions ◈ *Attendance Period* – refers to the term(s) a student attended and received credit for Transfer Institution Courses; this information displayed or available will change depending on the *Transfer Institution Number* selected. Use the **Go Button** to load.	_**TIPS & TRICKS:**_ *If a student transfers credits from more than one institution, each will be assigned a Transfer Institution Number.* **Search Button:** ⌷ **Go Button or Down Arrow** Go ⏷
3. You should now be able to view the *Transfer Institution* and *Attendance Period* selected, as well as the following details: ◈ **Institution** ◈ **Transcript Receipt Date** ◈ **Attendance Period and Date** ◈ **Effective Term** ◈ **Level***	_***Student Level:**_ **UG** = *Undergraduate* **G** = *Graduate* **NC** = *NonCredit*
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:** Start Over
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!**

SHATRNS Sample Screenshot: