




SOAPCOL: Prior College Form

General Information

This form allows you to verify a student's past Transfer Institution information, and also ensure that official transcripts have been received. It lists all previous colleges attended assuming a transcript was received. *Note: only students who applied for admission in the Summer Semester 1999 and later will have information contained in this form.* Also – majors, minors, and concentrations will never be listed on this form; rather users must request to view the hard-copy transcript to see this information. ***This is also the ONLY form in which you may see a student's Transfer GPA (except for Graduate Admissions/etc., who have Transcript Access within Banner)!*** This is a tabbed form similar to other Student Module Forms. Please direct any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View a Student's Transfer Institution information and Transfer GPA in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Prior College [SOAPCOL] Form .	Type SOAPCOL into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's previous college information.	Go Button or Down Arrow  
3. The SOAPCOL Form is a tabbed form. The following information is contained within each Tab: <ul style="list-style-type: none"> ◆ Prior College & Degree Tab: <ul style="list-style-type: none"> ➤ Prior College ➤ Transcript Received Date ➤ Official Transcript Checkbox (<i>Note: This box MUST be checked to ensure we only have Official Transcripts on file!</i>) ➤ Degree & Degree Date ➤ Number of Transfer Hours ➤ Transfer GPA ◆ Majors, Minors, Concentrations Tab: <ul style="list-style-type: none"> ➤ <i>This tab is not used at this time.</i> ◆ Prior College Address Tab: <ul style="list-style-type: none"> ➤ Reflects the selected Transfer Institution from the Prior College Tab. 	TIPS & TRICKS: <i>note the number of Records available! If there is more than one Record, this means there are multiple colleges/details to review. Depending on the record selected in the Prior College Tab, each subsequent tab will reflect your initial selection.</i>
4. When you have finished your work in this form, click the Old Dominion University Home Icon Button to return to the XE Home Screen.	ODU Home Icon: 

SOAPCOL Sample Screenshot:

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The screenshot displays the SOAPCOL system interface for a student's record. The top navigation bar includes options for ADD, RETRIEVE, RELATED, and TOOLS. The main form is titled "Prior College and Degree" and is divided into two sections: "PRIOR COLLEGE" and "DEGREE DETAILS".

PRIOR COLLEGE Section:

- Prior College: 004011 (dropdown), CALIF ST UNIV EAST BAY
- Transcript Received Date: 10/13/2000
- Admissions: CLT1 (dropdown), College Transcript
- Enrollment Planning Service Code: CA08
- Record 1 of 3

DEGREE DETAILS Section:

- Degree: BA (dropdown), Bachelor of Arts
- Degree Date: 12/09/1994
- Transfer Hours: BLOCKED FOR CONFIDENTIALITY
- GPA: BLOCKED FOR CONFIDENTIALITY
- Record 1 of 1

A red arrow points from the "1 of 3" record indicator in the PRIOR COLLEGE section to a callout box containing the following text:

HELPFUL TIPS & TRICKS:
Be sure to make note of the number of records available each time you search this form. Each additional record indicates another transfer institution!

Helpful Tips & Tricks:

- ◆ Remember – this is the **ONLY** form in Banner in which you may view a student's Transfer Institution GPA!
- ◆ The *Majors, Minors, & Concentrations Tab* is not used because this information would have to be manually typed in for every transcript received. If you need to view this information, you will need to contact the **University Registrar's Office** at 683-4425.
- ◆ Curious about how to decipher Term Codes? See the **Admissions Application [SAAADMS] Form: Helpful Tips & Tricks**
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**