Transfer Equivalencies: SHATATC and SHATATR

Banner Module: Student
Last revised: December 17, 2007

myHelp
How-To Demos, Docs and Guides for WSU Faculty and Staff
<table>
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<tr>
<th>Section A</th>
<th>Get Connected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty/Staff Cube</strong></td>
<td>Searchable knowledgebase to view how to demos, docs and guides.</td>
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<td><strong>Applications Training</strong></td>
<td>Training and Support</td>
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<tr>
<td>Assists faculty and staff with <em>myWSU</em>, Banner, Self Service and Reporting Services</td>
<td>5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
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<td><strong>Help Desk</strong></td>
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</tr>
<tr>
<td>HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Exercise: Searching for Institution Codes

1. Activate either the Transfer Institution Catalog Entry (SHATATC) or the Transfer Course Articulation (SHATATR) form.

2. Click the Search drop down arrow box next to Institution.

3. If prompted, select Source Background Form (SOISBGi).

4. The Registration Section Query displays.

5. Choose one of the following search techniques:
   - Enter the City and/or State.
   - If the institution is international, enter the country’s name in the City column.
   - Use wildcards in the Name column.
     Example: %Friends% will return any institution with the word Friends in the Name column.

   This form is case sensitive. Use proper case when searching for an institution or city. “Wichita” is not the same as “wichita”.

6. Execute the query.

Continued on next page
Exercise: Searching for Institution Codes, Continued

7 The results are displayed. Review the results.

<table>
<thead>
<tr>
<th>Type</th>
<th>Code</th>
<th>Name</th>
<th>City</th>
<th>State or Province</th>
<th>Administration Request Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04294</td>
<td>Wichita State U</td>
<td>Wichita</td>
<td>KS</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>04615</td>
<td>Kansas University</td>
<td>Kansas</td>
<td>KS</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>04618</td>
<td>Shawnee State U</td>
<td>Kansas</td>
<td>KS</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>04620</td>
<td>Ft. Hays State U</td>
<td>Kansas</td>
<td>KS</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>04627</td>
<td>Emporia State U</td>
<td>Kansas</td>
<td>KS</td>
<td>1</td>
</tr>
</tbody>
</table>

8 Review the three ways to select a record and select one method:

- Click on the Select icon located on the Toolbar.
- Double click in the Type box of the desired record.
- Highlight the record, then select File, Select from the Menu bar.

9 The Institution Code and Name are returned to the calling form.
Understanding SHATATC (Multiple)

SHATATC

The Transfer Institution Catalog Entry (SHATATC) form displays the transfer institution’s courses. *Transfer courses are listed first by Group Code, then alphabetically by subject.*

<table>
<thead>
<tr>
<th>Group Code</th>
<th>Primary</th>
<th>Level</th>
<th>Course</th>
<th>Status</th>
<th>Title</th>
<th>Equivalencies</th>
<th>Credits</th>
<th>Minimum Grade</th>
<th>Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Y</td>
<td>UG</td>
<td>FL 103</td>
<td>AC</td>
<td>Begin Spanish I</td>
<td></td>
<td>3.000</td>
<td>3.000</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Y</td>
<td>UG</td>
<td>FL 104</td>
<td>AC</td>
<td>Begin Spanish II</td>
<td></td>
<td>3.000</td>
<td>3.000</td>
<td></td>
</tr>
</tbody>
</table>

**Group Code**

If there is not an exact transfer equivalent for a course, one or more courses may be grouped together with a number in the **Group Code** column.

For example, the following two courses from Butler County Community College:

- FL 103: Beginning Spanish 1; 3 credit hours
- FL 104: Beginning Spanish 2; 3 credit hours

Transfer as the following courses at WSU:

- SPAN 111: Elementary Spanish 1; 5 credit hours
- SPAN 2000: FL 103- Beginning Spanish 1; 1 credit hour

*Any WSU course listed with 2000, 4000, 6000 or 8000 is treated as an elective.*

**Primary**

A ‘Y’ in the **Primary** column indicates that the course is grouped with other classes and contains the transfer equivalent on the SHATATR form.

**Equivalencies Exist**

A checkmark indicates that there is a transfer equivalent for the transfer institution’s course. Refer to SHATATR to view the equivalent course.
Exercise: Using SHATATC (Multiple)

This exercise shows how to look up another institution’s courses.

1. Activate the **Transfer Institution Catalog Entry (SHATATC)** form.

2. ➢ Enter an institution code in the **Institution** box.

   OR

   ➢ Click the **Search** drop down arrow to search for an institution. *Refer to Exercise: Searching for Institution Codes* for additional information.

3. Perform a **Next Block**.

4. The institution’s course work displays. Use the [Up] or [Down] arrow buttons on the keyboard or the scroll bar to review the results.

   Transfer courses are listed first by **Group Code**, then alphabetically by subject. Not all subjects will have courses grouped together.

5. Exit the form.
## Understanding SHATATR (Single)

**SHATATR**

The Transfer Course Articulation (**SHATATR**) form displays a transfer institution’s course and the transfer equivalent for WSU.

<table>
<thead>
<tr>
<th>Transferring Course</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Primary Code</td>
<td>Subject</td>
</tr>
<tr>
<td>Y</td>
<td>FL</td>
</tr>
<tr>
<td>A</td>
<td>2000</td>
</tr>
</tbody>
</table>

### Attributes Block
- **Y**
- **A**

### Transferring Course Block
The **Transferring Course** block contains the transfer course from the institution listed in the Key block.

### Equivalent Course
The **Equivalent Course** block contains the WSU equivalent of the course listed in the Transferring Course block.

If the Transferring Course is grouped with another course(s), only the course with a ‘Y’ in the **Primary Indicator** column will display the Equivalent Course(s).

### Attributes Block
The **Attributes** block contains the attributes that the Transferring Course (or Equivalent course) satisfies.
Exercise: Using SHATATR (Single)

This exercise shows how to look up equivalencies for another institution’s courses.

1. Activate the Transfer Course Articulation (SHATATR) form.

2. 
   ➢ Enter an institution code in the Institution box.
   OR
   ➢ Click the Search drop down arrow to search for an institution. Refer to Exercise: Searching for Institution Codes for additional information.

3. Perform a Next Block.

4. The transfer information displays. Use the [Up] or [Down] arrow buttons on the keyboard or the scroll bar to review the results.

Number in Group Code, ‘Y’ in Primary Indicator:
The equivalent course displays in the Equivalent Course block.

Number in Group Code, Nothing in Primary Indicator:
The equivalent course will not display in the Equivalent Course block. Access the previous record in the Transferring Course using the [Up] or [Down] buttons on the keyboard.

Nothing in Group Code, Nothing in Primary Indicator:
The equivalent course displays in the Equivalent Course block.

5. Exit the form.
Exercise: Searching for Courses

<table>
<thead>
<tr>
<th></th>
<th>This exercise shows how to search for individual subjects on SHATATC or SHATATR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete steps 1 – 4 of the Exercise: Using SHATATC or Exercise: Using SHATATR.</td>
</tr>
<tr>
<td>2</td>
<td>Enter into query mode by using one of the following methods:</td>
</tr>
<tr>
<td></td>
<td>➢ Click on the <strong>Enter Query</strong> icon located on the <strong>Toolbar</strong>.</td>
</tr>
<tr>
<td></td>
<td>➢ Press the <code>[F7]</code> button on the keyboard.</td>
</tr>
<tr>
<td></td>
<td>➢ Select <strong>Query, Enter</strong> from the <strong>Menu</strong> bar.</td>
</tr>
<tr>
<td>3</td>
<td>Enter the subject in the subject box.</td>
</tr>
<tr>
<td></td>
<td>Entering both a subject and a course will only return one course.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Execute</strong> the query.</td>
</tr>
<tr>
<td>5</td>
<td>The results display. Use the [Up] or [Down] arrow buttons on the keyboard or the scroll bar to review the results.</td>
</tr>
</tbody>
</table>
### Exercise: Using SHATATC and SHATATR

**SHATATC and SHATATR can be used separately or interactively.**

**SHATATC**
Displays multiple transfer courses, indicates when there are equivalent courses.

**SHATATR**
Displays transfer courses one at a time and their equivalents and attributes.

1. Complete steps 1 – 4 of the *Exercise: Using SHATATC*.
2. Review the results and find a course to view the transfer equivalents.

   *FL 103 is selected for Butler County Community College in the example below.*

3. Select *Options, View/Add Transfer Course Articulation [SHATATR]* from the **Menu** bar.

4. The **SHATATR** form displays with the previously selected Institution code in the Key block.

5. Perform a **Next Block**.

6. The course selected in step 2 displays in the **Transferring Course** block. Only the course selected in step 2 and any courses grouped with it are viewable on the **SHATATR** form.

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*Continued on next page*
Exercise: Using SHATATC and SHATATR, Continued

<table>
<thead>
<tr>
<th>7</th>
<th>To return to SHATATC, close the form. SHATATC displays with the following error message.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Error Message" /></td>
<td></td>
</tr>
</tbody>
</table>

| 8 | The SHATATC form is now active, **but the cursor is in the Key block**. Perform a [Next Block](image) to continue searching the institution’s course work. |