

Self-Service Transfer Articulation

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.0

**Office of Information and
Instructional Technology**

March 2010

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Self-Service Transfer Articulation

Introduction

Purpose

Self-Service Transfer Articulation provides transfer, transient, and prospective students with a tool to compare class equivalents and details between institutions through Self-Service Banner. After an institution's WebTailor Administrator completes a few modifications, students will be able to access this new feature.

Self-Service Transfer Articulation is designed to be placed inside the secure area of Banner Self-Service and/or outside in the Main, Non-Secured Menu. OIIT advises testing both areas.

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced Self-Service Transfer Articulation process.

This chapter includes the following topics:

- Self-Service Transfer Articulation Flow
- Implementing Self-Service Transfer Articulation
- Executing Self-Service Transfer Articulation

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

References



For information about the baseline product, see *Using SGHE Banner User Manual for Accounts Receivable, Financial Aid, and Student*.

Support



For additional OIIT resources and support, contact the OIIT Helpdesk:

- Web support request self-service:
http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the OIIT Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

Transfer Articulation Flow

Description Self-Service Transfer Articulation provides transfer, transient, and prospective students with a tool to compare class equivalents between institutions through Self-Service Banner. The class equivalent reports are pulled into Self-Service from the Transfer Course Articulation form (SHATATR).

The software requires set up within the Banner application and through WebTailor Administration. This document provides the information and instructions for implementing Self-Service Transfer Articulation.

Overview

I. Administering WebTailor

Log into the secure area of Banner Self Service as a Web Tailor Administrator. Select New Web Tailor Administration Select procedures to modify Select associated roles to modify Modify Information Text Add Header Text (optional)
Exit WebTailor Administration Menu



II. Executing Self-Service Transfer Articulation (Student Instructions)

1. Log on to Banner Self-Service
2. Select Transfer Articulation from the main menu
3. Select state
4. Select school
5. Select report type and view Disclaimer
6. View report
7. Exit Banner Self-Service

Implementing Self-Service Transfer Articulation

I. Administering WebTailor

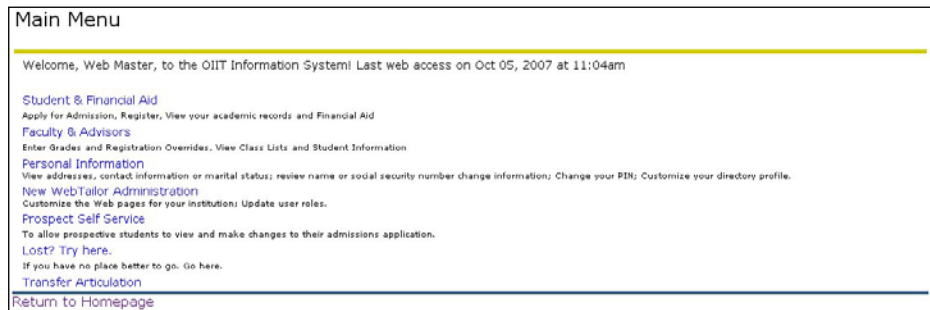
- 1. Log on to Banner Self-Service Secure Area** Select **ENTER SECURE AREA** from the Banner Self-Service menu.



Enter the User ID and PIN for the institutional WebTailor Administrator and click the **LOGIN** button.

The screenshot shows a login form with the following text: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login." Below this is a note: "Please Note: ID is Case Sensitive" and another note: "To protect your privacy, please Exit and close your browser when you are finished." There are two input fields: "User ID:" followed by a field with 10 dots, and "PIN:" followed by a field with 6 dots. At the bottom, there are two buttons: "Login" and "Forgot PIN?".

Select **NEW WEBTAILOR ADMINISTRATION** from the **MAIN MENU**.



- 2. Select procedures to modify**

Select **WEB MENUS AND PROCEDURES** from the **WEBTAILOR MENU**.



The following procedures are part of the Self-Service Transfer Articulation package:

- zwsctrna.P_display_report (Display report)
- zwsctrna.P_find_all_classes *
- zwsctrna.P_find_report (Choose report type)
- zwsctrna.P_find_school (Choose school)
- zwsctrna.P_find_state (Choose state)
- zwsctrna.P_find_subj *
- zwsctrna.P_find_subj_classes (Display class comparisons for specific subject)
- zwsctrna.P_list_attr_desc **

* The user will modify the procedure, but will not work directly with it while executing Self-Service Transfer Articulation.

** The procedure should appear with the other procedures in the package; however the user should not modify it and will not encounter it directly while executing Self-Service Transfer Articulation.

Select any procedure except zwsctrna.P_list_attr_desc from the **CUSTOMIZE A WEB MENU OR PROCEDURE** menu.

Customize a Web Menu or Procedure

Select Create to add a new Web Menu or Procedure.

Or search for a Web Menu or Procedure to customize.

1) Search text is not case sensitive.
2) If text is entered in 'Name' then the text in 'Description' is ignored.
3) You may use wildcards for searching. i.e. %=match any number of characters _=match 1 character.
4) If no % is entered then a match will be found if the text is located anywhere in the field. i.e. if you enter car, matches will be found on Carolina, macaroni, and boxcar

Search by Name: OR Search by Description:

Select one of the available procedures

Procedure Name	Procedure Description	Enabled Source	
zwsctrna.P_display_report	Transfer Articulation -- Display Report Information	Y	L
zwsctrna.P_find_all_classes	Transfer Articulation -- Find all Classes	Y	L
zwsctrna.P_find_report	Transfer Articulation -- Find Report	Y	L
zwsctrna.P_find_school	Transfer Articulation -- Find School	Y	L
zwsctrna.P_find_state	Transfer Articulation -- Find State	Y	L
zwsctrna.P_find_subj	Transfer Articulation -- Find Subject	Y	L
zwsctrna.P_find_subj_classes	Transfer Articulation -- Find Classes by Subject	Y	L
zwsctrna.P_list_attr_desc	Transfer Articulation -- List Attributes	Y	B

End of List

3. Modify Associated Roles

Caution



Modify the Associated Roles for each of the procedures listed in Step 2.

Check appropriate Associated Roles. OIIT recommends that all Web users are given access to these procedures.

Customize a Web Menu or Procedure

Please update the information and Submit Changes.

* - indicates a required field.

	Local	Baseline
Page Name:	zwsktrna.P_find_state	zwsktrna.P_find_state
Description:	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Module:	Web General	Web General
Comments:		
Enabled Indicators:	<input checked="" type="checkbox"/>	Yes
Non Secured Access Allowed:	<input checked="" type="checkbox"/>	Yes
Web Page Caching Override:	Use System Setting	Use System Setting
Page Title:	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Header Text:		
Header Graphic:	Select	Preview Image
Page CSS URL:		
Map Title:		
Help Link URL:		
Help CSS URL:		
Back Link URL:	bmenu.P_MainMnu	bmenu.P_MainMnu
Back Link Text:	Return to Menu	Return to Menu
Back Link Image:	Select	Preview Image
Back Link Menu Indicator:	<input checked="" type="checkbox"/>	Yes
Admin Secured:	<input type="checkbox"/>	No

Associated Roles

Baseline Local Role

All Web Users

No Alumni

No Employee

No Executive

Yes Faculty

Yes Student

Yes Web Tailor Administrator

No Web for Executives Administrator

Customize Menu Items Customize Information Text **Submit Changes** Reset All Fields

** You cannot delete this web menu or procedure because child records exist. Menu Items and/or Information Text must be deleted first. Select another Web Menu or Procedure to customize

Click the **SUBMIT CHANGES** button to save the changes. A message should appear in the **CUSTOMIZE A WEB MENU OR PROCEDURE** window indicating changes have been successfully saved.

Customize a Web Menu or Procedure

Your changes were saved successfully.

Select Create to add a new Web Menu or Procedure.

Or search for a Web Menu or Procedure to customize.

1) Search text is not case sensitive.
2) If text is entered in 'Name' then the text in 'Description' is ignored.
3) You may use wildcards for searching. i.e. %=match any number of characters _=match 1 character.
4) If no % is entered then a match will be found if the text is located anywhere in the field. i.e. if you enter car, matches will be found on Carolina, macaroni, and boxcar

Search by Name: OR Search by Description:

Select one of the available procedures

Procedure Name	Procedure Description	Enabled	Source
zwsktrna.P_display_report	Transfer Articulation -- Display Report information	Y	L
zwsktrna.P_find_all_classes	Transfer Articulation -- Find all Classes	Y	L
zwsktrna.P_find_report	Transfer Articulation -- Find Report	Y	L
zwsktrna.P_find_school	Transfer Articulation -- Find School	Y	L
zwsktrna.P_find_state	Transfer Articulation -- Find State	Y	L
zwsktrna.P_find_subj	Transfer Articulation -- Find Subject	Y	L
zwsktrna.P_find_subj_classes	Transfer Articulation -- Find Classes by Subject	Y	L
zwsktrna.P_list_attr_desc	Transfer Articulation -- List Attributes	Y	B

End of List

If the local Associated Roles are not available for a procedure, select **COPY BASELINE TO LOCAL**.



Repeat this step to modify Associated Roles for each procedure (except zwsktrna.P_list_attr_desc).

4. Modify local procedures

Modify informational text for the following local procedures:

- zwsctrna.P_find_state
- zwsctrna.P_find_report
- zwsctrna.P_find_subj_classes
- zwsctrna.P_display_report

Select one of these four procedures from the **CUSTOMIZE WEB MENU OR PROCEDURE** menu.

Customize a Web Menu or Procedure

Select Create to add a new Web Menu or Procedure.

Or search for a Web Menu or Procedure to customize.

1) Search text is not case sensitive.
2) If text is entered in 'Name' then the text in 'Description' is ignored.
3) You may use wildcards for searching, i.e. %=match any number of characters _=match 1 character.
4) If no % is entered then a match will be found if the text is located anywhere in the field. i.e. if you enter car, matches will be found on **Carolina**, **macaroni**, and **boxcar**

Search by Name: OR Search by Description:

Select one of the available procedures

Procedure Name	Procedure Description	Enabled	Source
zwsctrna.P_display_report	Transfer Articulation -- Display Report Information	Y	L
zwsctrna.P_find_all_classes	Transfer Articulation -- Find all Classes	Y	L
zwsctrna.P_find_report	Transfer Articulation -- Find Report	Y	L
zwsctrna.P_find_school	Transfer Articulation -- Find School	Y	L
zwsctrna.P_find_state	Transfer Articulation -- Find State	Y	L
zwsctrna.P_find_subj	Transfer Articulation -- Find Subject	Y	L
zwsctrna.P_find_subj_classes	Transfer Articulation -- Find Classes by Subject	Y	L
zwsctrna.P_list_attr_desc	Transfer Articulation -- List Attributes	Y	B

End of List

Select **CUSTOMIZE INFORMATION TEXT**.

Customize a Web Menu or Procedure

Please update the information and Submit Changes.

* - indicates a required field.

	Local	Baseline
Page Name: *	zwsctrna.P_find_state	zwsctrna.P_find_state
Description: *	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Module: *	Web General	Web General
Comments:	<input type="text"/>	<input type="text"/>
Enabled Indicators:	<input checked="" type="checkbox"/>	Yes
Non Secured Access Allowed:	<input checked="" type="checkbox"/>	Yes
Web Page Caching Overrides:	Use System Setting	Use System Setting
Page Title:	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Header Text:	<input type="text"/>	<input type="text"/>
Header Graphic:	Select	Preview Image
Page CSS URL:	<input type="text"/>	<input type="text"/>
Map Title:	<input type="text"/>	<input type="text"/>
Help Link URL:	<input type="text"/>	<input type="text"/>
Help CSS URL:	<input type="text"/>	<input type="text"/>
Back Link URL:	bmenu.P_MainMenu	bmenu.P_MainMenu
Back Link Text:	Return to Menu	Return to Menu
Back Link Images:	Select	Preview Image
Back Link Menu Indicators:	<input checked="" type="checkbox"/>	Yes
Admin Secured:	<input type="checkbox"/>	No

Associated Roles

Baseline	Local Role
No	<input checked="" type="checkbox"/> All Web Users
No	<input type="checkbox"/> Alumni
No	<input type="checkbox"/> Employee
No	<input type="checkbox"/> Executive
Yes	<input type="checkbox"/> Faculty
Yes	<input type="checkbox"/> Student
Yes	<input type="checkbox"/> Web Tailor Administrator
No	<input type="checkbox"/> Web for Executives Administrator

** You cannot delete this web menu or procedure because child records exist. Menu Items and/or Information Text must be deleted first. Select another Web Menu or Procedure to customize

Two labels will display: one represents Baseline and the other represents the Local menu created with this release. Click the **DEFAULT** Local hyperlink to insert your institution's name.

Reorder or Customize Information Text

Select the associated label to update individual information text entry.

Information text for: zwsktrna.P_find_state

Seq #	Label	Source	Information Text
1	DEFAULT	Baseline Transfer Articulation	- displays previously established equivalent courses from the {your school name here} transfer catalogs.
1	DEFAULT Local	Transfer Articulation	- displays previously established equivalent courses from the {your school name here} transfer catalogs.

Copy Baseline entries to Local

Add a New Information Text Entry

Customize the Associated Web Menu or Procedure

Select another set of Information Text to customize

Note: If two labels are not available, select the **COPY BASELINE ENTRIES TO LOCAL** to generate the second, local label.

5. Modify Information Text

Enter institution-specific information in the **INFORMATION TEXT** box. In the Information Text box for zwsktrna.P_find_state, replace **{your school name here}** with your institution's name.

Customize the selected Information Text Entry

Please update the information and Submit Changes.

* - indicates a required field.

Associated Web Page: Local

zwsktrna.P_find_state

Sequence Number: 1

Label: * DEFAULT

Information Text: Transfer Articulation - displays previously established equivalent courses from the {your school name here}

Image: Info Preview Image

Comment:

Submit Changes Reset All Fields

Delete this Entry

Click the **SUBMIT CHANGES** button to save the changes. A message should appear in the **REORDER OR CUSTOMIZE INFORMATION TEXT** window indicating changes have been successfully saved.

Reorder or Customize Information Text

Your changes were successfully saved.

Select the associated label to update individual information text entry.

Information text for: zwsktrna.P_find_state

Seq #	Label	Source	Information Text
1	DEFAULT	Baseline Transfer Articulation	- displays previously established equivalent courses from the {your school name here} transfer catalogs.
1	DEFAULT Local	Transfer Articulation	- displays previously established equivalent courses from the OIIT transfer catalogs.

Copy Baseline entries to Local

Add a New Information Text Entry

Customize the Associated Web Menu or Procedure

Select another set of Information Text to customize

Warning



Repeat steps 4 and 5 for the remaining procedures listed at the beginning of step 4.

Other references to the home institution's name and abbreviation appear on the Student display side of Self-Service Transfer Articulation. Most of this information pulls from the Institution Code/Name Validation form (ZTVINST).

6. Add Header Text (optional)

Users may choose to modify Header Text for the following procedures:

- zwsctrna.P_find_all_classes
- zwsctrna.P_find_report
- zwsctrna.P_find_school
- zwsctrna.P_find_state
- zwsctrna.P_find_subj
- zwsctrna.P_find_subj_classes

Select one of these procedures from the **CUSTOMIZE WEB MENU OR PROCEDURE** menu.

Customize a Web Menu or Procedure

Select Create to add a new Web Menu or Procedure.

Or search for a Web Menu or Procedure to customize.

1) Search text is not case sensitive.
 2) If text is entered in 'Name' then the text in 'Description' is ignored.
 3) You may use wildcards for searching. i.e. %match any number of characters _=match 1 character.
 4) If no % is entered then a match will be found if the text is located anywhere in the field. i.e. if you enter car, matches will be found on Carolina, macaroni, and boicar

Search by Name: OR Search by Description:

Select one of the available procedures

Procedure Name	Procedure Description	Enabled	Source
zwsctrna.P_display_report	Transfer Articulation -- Display Report Information	Y	B
zwsctrna.P_find_all_classes	Transfer Articulation -- Find all Classes	Y	L
zwsctrna.P_find_report	Transfer Articulation -- Find Report	Y	L
zwsctrna.P_find_school	Transfer Articulation -- Find School	Y	L
zwsctrna.P_find_state	Transfer Articulation -- Find State	Y	L
zwsctrna.P_find_subj	Transfer Articulation -- Find Subject	Y	L
zwsctrna.P_find_subj_classes	Transfer Articulation -- Find Classes by Subject	Y	L
zwsctrna.P_list_attr_desc	Transfer Articulation -- List Attributes	Y	B
End of List			

Enter institution-specific information in the Header Text field.

Customize a Web Menu or Procedure

Please update the information and Submit Changes.

* - indicates a required field.

	Local	Baseline
Page Name:	zwsktma_P_find_state	zwsktma_P_find_state
Descriptions:	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Module:	Web General	Web General
Comments:		
Enabled Indicator:	<input checked="" type="checkbox"/>	Yes
Non Secured Access Allowed:	<input checked="" type="checkbox"/>	Yes
Web Page Caching Overrides:	Use System Setting	Use System Setting
Page Title:	Transfer Articulation -- Find State	Transfer Articulation -- Find State
Header Text:		
Header Graphic:	Select	Preview Image
Page CSS URL:		
Map Title:		
Help Link URL:		
Help CSS URL:		
Back Link URL:	bmenu_P_MainMnu	bmenu_P_MainMnu
Back Link Text:	Return to Menu	Return to Menu
Back Link Image:	Select	Preview Image
Back Link Menu Indicator:	<input checked="" type="checkbox"/>	Yes
Admin Secured:	<input type="checkbox"/>	No

Associated Roles

Baseline	Local Role
No	<input checked="" type="checkbox"/> All Web Users
No	<input type="checkbox"/> Alumni
No	<input type="checkbox"/> Employee
No	<input type="checkbox"/> Executive
Yes	<input type="checkbox"/> Faculty
Yes	<input type="checkbox"/> Student
Yes	<input type="checkbox"/> Web Tailor Administrator
No	<input type="checkbox"/> Web for Executives Administrator

Customize Menu Items Customize Information Text **Submit Changes** Reset All Fields

** You cannot delete this web menu or procedure because child records exist. Menu Items and/or Information Text must be deleted first. Select another Web Menu or Procedure to customize.

Click the **SUBMIT CHANGES** button to save the changes. A message should appear in the **CUSTOMIZE A WEB MENU OR PROCEDURE** window indicating changes have been successfully saved.

Customize a Web Menu or Procedure

Your changes were saved successfully.

Select Create to add a new Web Menu or Procedure.

Create

Or search for a Web Menu or Procedure to customize.

- Search text is not case sensitive.
- If text is entered in 'Name' then the text in 'Description' is ignored.
- You may use wildcards for searching. i.e. %=match any number of characters _=match 1 character.
- If no % is entered then a match will be found if the text is located anywhere in the field. i.e. if you enter car, matches will be found on Carolina, macaroni, and boxcar

Search by Name: OR Search by Description:

Search

Select one of the available procedures

Procedure Name	Procedure Description	Enabled	Source
zwsktma_P_display_report	Transfer Articulation -- Display Report Information	Y	L
zwsktma_P_find_all_classes	Transfer Articulation -- Find all Classes	Y	L
zwsktma_P_find_report	Transfer Articulation -- Find Report	Y	L
zwsktma_P_find_school	Transfer Articulation -- Find School	Y	L
zwsktma_P_find_state	Transfer Articulation -- Find State	Y	L
zwsktma_P_find_subj	Transfer Articulation -- Find Subject	Y	L
zwsktma_P_find_subj_classes	Transfer Articulation -- Find Classes by Subject	Y	L
zwsktma_P_list_attr_desc	Transfer Articulation -- List Attributes	Y	B

End of List

Repeat step 6 for each procedure to which you wish to add Header Text.

7. Exit Web Tailor Administration Menu

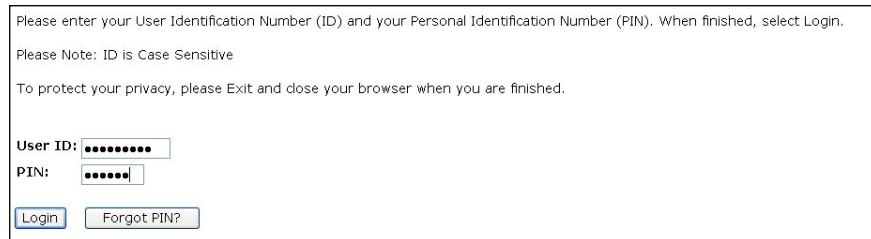
Exit the **WEB TAILOR ADMINISTRATION MENU** to return to the **MAIN MENU**.

II. Executing Self-Service Transfer Articulation

1. **Log on to Banner Self-Service** Select **ENTER SECURE AREA** from the Banner Self-Service menu.



Enter the User ID and PIN for a test student and click the **LOGIN** button.

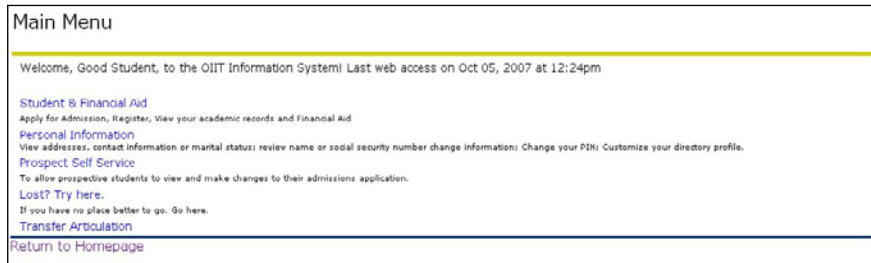
A screenshot of the Banner Self-Service login form. The form contains the following text: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login." Below this is a "Please Note: ID is Case Sensitive" and "To protect your privacy, please Exit and close your browser when you are finished." There are two input fields: "User ID:" with a masked field of 10 dots, and "PIN:" with a masked field of 6 dots. At the bottom, there are two buttons: "Login" and "Forgot PIN?".

OR

Select **Transfer Articulation** from the Banner Self-Service menu to enter through the non-secure area of Self-Service.



2. **Select Transfer Articulation** Select **TRANSFER ARTICULATION** from the **MAIN MENU**.



3. **Select a state** Select the transferring institution's state from the drop-down menu and click **GET STATE**. States are only available if an institution from this state has an entry on the Transfer Course Articulation form (SHATATR).

A screenshot of the Banner Self-Service Transfer Articulation form. The page title is "Transfer Articulation - displays previously established equivalent courses from the OIIT transfer catalogs." Below the title, there is a form with the text "What state are you transferring from?" followed by a drop-down menu showing "Hawaii" and a "Get State" button. At the bottom, there is a footer: "All Rights Reserved By The University System of Georgia".

4. Select a school

Select a school from the drop-down menu and click **GET SCHOOL**.
Institutions are only available if the institution has an entry on SHATATR.

5. Select a report type and view Disclaimer

Select a report type from the drop-down menu and click **I UNDERSTAND**.

- Full Report - shows all classes
- Subject Report - choose a specific subject

Note: For these examples, the abbreviation of the home institution is OIIT. Self-Service Transfer Articulation requires WebTailor modifications to change the institutional references. It also pulls the home institution's abbreviation from the Institution Code/Name Validation form (ZTVINST).

6. View report

Full Report View

This report displays all classes entered on SHATATR. It may be a large report as it contains information for all subjects.

Honolulu Community College				vs.	OIIT		
Class	Title	Credit Hours	Minimum Grade	=>	Class	Title	Credit Hours
ENGL 1101	English Comp I	3.000	C	=>	ENGL 1101	English Composition I	3.000
ENGL 1102	English Comp	3.000	C	=>	ENGL 1102	English Composition II	3.000
HIST 2130	US History	6.000	D	=>	(HIST 2111	The United States to 1877	3.000
					And HIST 2112	The United States Since 1877	3.000)
					Or (HIST 1131	World Civilization & Soc I	3.000
					And HIST 1132	World Civilization & Soc II	3.000)
HIST 3000	History of HI	3.000	D	=>	HIST 4050	World War II	3.000
MATH 1111	College Algebra	17.000	D	=>	MATH 1101	Intro to Mathematical Modeling	21.000
(MATH 2000	Intro to Math	6.000	C	=>	(MATH 1101	Intro to Mathematical Modeling	3.000
And MATH 2000L	Math lab	1.000)	C	And	MATH 1113	Precalculus	4.000)
SPA 101	Elem Span I	5.000	D	=>	SPAN 1001	Elem Spanish I	3.333
SPAN 2000	Advanced Spanish	3.000	D	=>	(SPAN 2001	Elementary Spanish III	3.000
					Or SPAN 2002	Intermediate Spanish Readings	3.000)
WELL 4000	Wellness	3.000	D	=>	WELL 2910	Adapted Activities	3.000

Subject Report View

Select a subject from the drop-down menu. Subjects are only available on the list if the selected institution has an entry on SHATATR for the specific subject code.

Please choose the subject you wish displayed: ENGL

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All classes for the specified subject entered on the SHATATR for the selected institution will be displayed.

DISCLAIMER: Transfer Articulation is for reference only. OIIT course equivalents are subject to change upon official evaluation by the OIIT's Office of Admissions. The listing or exclusion of courses from this program does not reflect on the acceptability of the courses to OIIT. If credit hours are listed, the credit hours reflect the maximum possible credits. Individually awarded credit may vary. If minimum grades are listed, they reflect the minimum grade generally allowed for the course. Please consult the catalog for additional information.

Honolulu Community College				vs.	OIIT		
Class	Title	Credit Hours	Minimum Grade	=>	Class	Title	Credit Hours
ENGL 1101	English Comp I	3.000	C	=>	ENGL 1101	English Composition I	3.000
ENGL 1102	English Comp	3.000	C	=>	ENGL 1102	English Composition II	3.000

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Both reports list the Class, Title, Credit Hours, and Minimum Grade for the selected institution. The equivalent course lists Class, Title, and Credit Hours. All information is pulled directly from SHATATR. As noted in the Disclaimer, Credit Hours are the maximum possible credits.

Warning



The reports are only as accurate as the information on SHATATR. Each report lists courses with an “Active” code in the Status field. If multiple active entries for the same transferring course exist, only the course with the most current code in the Effective Term field of SHATATR will display. Grouped course equivalents appear with parenthetical logic only if left and right parentheses are entered in the Equivalent Course block on SHATATR.

It is extremely important to edit entries in SHATATR to avoid displaying misspelled words, incorrect titles, or incorrect equivalencies.

7. Exit

Exit Banner Self-Service.

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 7.9.1, November 1, 2007	NA	All	Original
Georgia Enhancements 8.0, March 31, 2010	NA	ALL	Updated screenshots for 8.0

Appendix B: Process Flow

Transfer Articulation

