Viewing Academic Transfer Information in Banner

In Banner, academic history is divided into institutional work and transfer work, and is stored on separate tables. All the work is combined together on the table SHATERM. In addition, each “level” is separate for GPAs and course work. So if a student has academic history for both undergraduate and law, for example, two queries (one for each level) will need to be performed.

To use SHATERM, you will need to enter the student (ID/SSN or name) and the level (UG, GR or LW). Leave “Start Term” blank and perform a Next Block.

You will see the first term they attended, the last term they attended, their current academic standing, and their cumulative GPA by Institutional work (Washburn), Transfer, and combined.

By performing a Next Block, you will be able to see course detail:
In the example above, you can see for Fall of 1979, this student had Institutional work and took one class for three credit hours and received an A.

For the example above, Spring of 1995, the work was done at a different institution and 7 hours transferred. There are actually 8 hours of work displayed below, but the second course with the grade of NC was not given credit at Washburn.

SHATERM is the “first” place to look for an overall view of the student’s academic career. If you need further information then you may want to look at other specific forms.

SHACRSE: On this form view all institutional work (work at Washburn). Leave term code blank in the key block to see ALL terms; if you enter a term only institutional work for that term will be returned. Can also query on this form if looking only for a specific subject, course, etc.

Select the blue icon on the far left to see detail about that specific course.
Exit this form to return to SHACRSE.

Transfer Work Detail:

To see detailed information about transfer work, go to form SHATRNS:

ID:  
Transfer Institution Number:  
Attendance Period Number:  

Transfer Institution

Institution:  
Transcript Receipt Date:  
Official

Transfer Attendance Period

Attendance Period:  
Acceptance Date:  
Effective Term:  
Term Type:  
Apply to Level:  
Transfer Degree:  
Attendance Begin Date:  
Attendance End Date:  
In the Key Block, enter the ID/SSN or Name. In addition, the Transfer Institution Number and Attendance Period Number are REQUIRED. Select the drop-down icons to see valid options. Or, this information is also available from SHATERM:

Entered on SHATRNS (next block to see data):

So, for this particular student, we know that the institution was Allen County Community College. Next block twice more to see additional detail:
In the above example, we learn that Allen County's BU 111 transferred in as Washburn's AC 224.

On the Academic Transcript in MyWashburn, the "Washburn" class equivalent of any transfer work is displayed. However, go to Banner form SHATRNS to see how the course was originally taken at the transfer institution.