NAVIGATING TRANSFER HISTORY

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REVISION HISTORY

Version	Date	Name	Description
1.0	1/10/16	Emily	Version with Training Committee Approval/Feedback

INTRODUCTION AND PURPOSE

The Navigating Transfer History Training provides guidance regarding how to view and understand transferable coursework that has been applied to an individual student's record from transferring institutions for each term. Undergraduate Admissions should be contacted, If questions arise regarding coursework that is entered (or not entered) for individual students.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. The Academic Senate via the Board of Admissions and Relations with schools has delegated the authority to the office of Undergraduate Admissions to determine the acceptability (transferability) of courses taken at an institution other than the university. The faculty of the particular school or college in which the student plans to enroll, determines the applicability (articulation) of such coursework in satisfaction of degree requirements. This policy can be found in the UCR catalog under the header "Credits, Transcripts and Test Scores".
2. RVW placed in the "Course Number" field is an indication that the posted course is in need of review by the college office for course/breadth determination. The RVW allows for the units to post to the student's record, while serving as a flag to the advisor that the course is in need of review.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Athletics
2. College Offices
3. Financial Aid
4. Graduate Division
5. Highlander One Stop Shop (HOSS)
6. Institutional Reporting
7. Registrar's Office
8. Undergraduate Admissions

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SHATRNS	Transfer Course Information	The purpose of this form is to capture and maintain information relating to transfer work. The attendance periods entered, pertain to a specific student level (undergraduate, graduate, etc

PROCEDURES

VIEWING INSTITUTIONS AND TRANSFERABLE COURSES

Follow the process below to view transferable courses applied to student's records from transferring institutions for each term. Once transferable courses have been applied to student record in the form SHATAEQ, coursework will be viewable to academic advisors and college offices.

STEPS

1. From the Banner Main Menu, go to: **SHATRNS.**

2. Type in SID number (student's record will automatically generate)

3. Using the Transfer Institution Number, select the search icon to view the students schools of attendance.

4. Place cursor in sequnce number institution for the school you wish to view and double-click

Sequence Number	Institution	Description
1	004839	Uc Riverside
2	006503	Norco College
3	006512	Moreno Valley College

5. Using the Attendance Period Number, select the search icon to view the attendance period(s) that the student attended the specific institution.

6. Place cursor in attendance period number for the course(s) you wish to view and double-click.

| Sequence Number: 2 | Institution: 006503 | Description: Norco College |

Transfer Attendance Period

Attendance Period Number	Applied to Level	Description	Attendance Period
1	U	Undergraduate	09/13-12/13
2	U	Undergraduate	01/14-03/14

7. Next Block [icon] three times.

8. The first information block will contain information (course department, number, title, and grade received from the transferring institution). The second information block (Equivalent Course Detail) will contain the articulated UCR course.

9. Cursor must be placed in the first information block in the Sequence Number cell to navigate.

10. Use ↑ and ↓ arrows on your keyboard to navigate through the transferable courses from the institution for a specific term applied to their record.

11. To view another Attendance Period Number (for the same institution) roll back [icon] and select another attendance period number from the search list; Repeat steps above

12. To view coursework from another institution select school from the Transfer Institution number search and complete steps outlined above

FINAL QUIZ

1. **What office has been delegated the authority to determine the transferability of course work from an institution other than the university?**
   a. Registrar's Office
   b. College Office
   c. Undergraduate Admissions
   d. Vice Provost of Undergraduate Education

   The correct answer is c. Undergraduate Admissions. Undergraduate Admissions is responsible for determining the transferability of coursework from institutions other than the university. The faculty have been given the responsibility of determining the applicability (articulation) of such coursework in satisfaction of degree requirements.

2. **What does the designation RVW mean if placed in the "Course Number" field?**
   a. Ignore the Course
   b. Call Undergraduate Admissions
   c. Remove the course
   d. Course requires college office review

   The correct answer is d. Course requires college office review. The RVW allows for the units to post to the student's record, while serving as a flag to the advisor that the course is in need of review.

3. **What must be entered in order to fully navigate into the form?**
   a. Name, SID, DOB
   b. SID, attendance period number, transfer institution number
   c. SID
   d. Nothing

   The correct answer is b. SID, attendance period number and transfer institution number. Banner will not allow you to navigate into the form until all 3 of these values are populated in the key block.