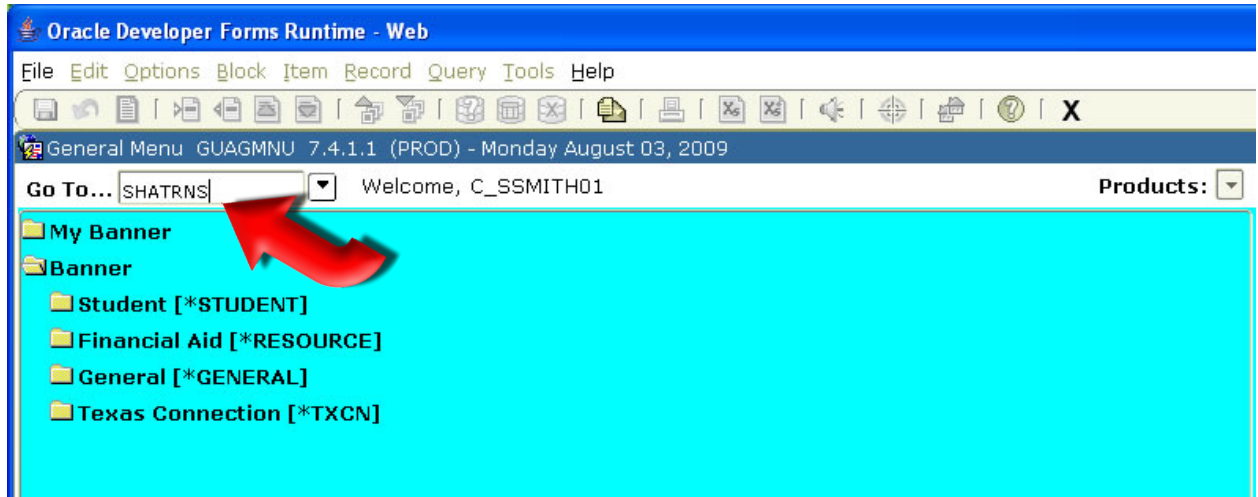


SHATRNS

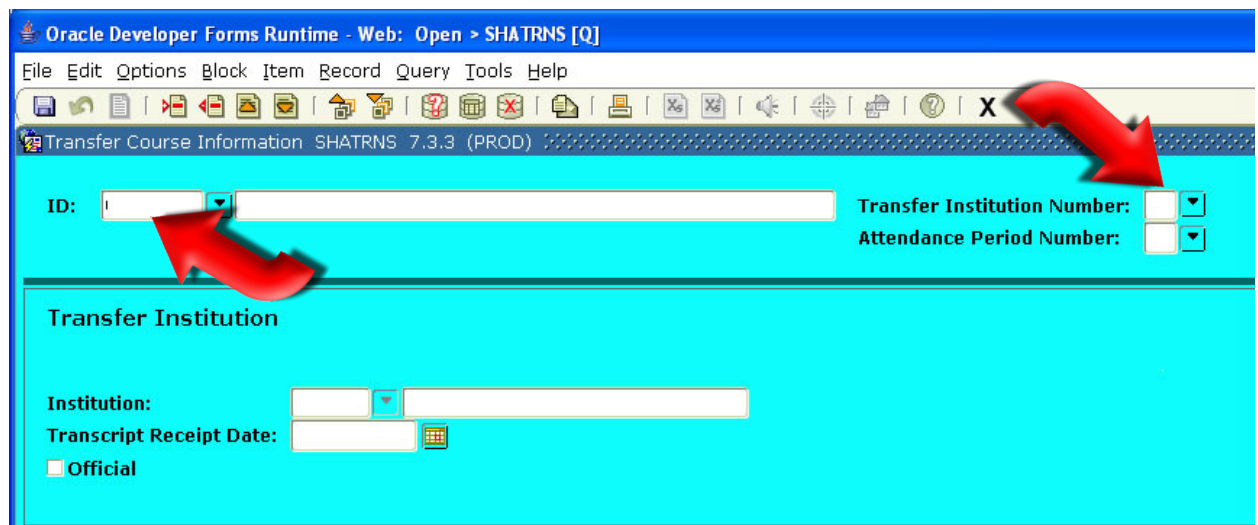
SHATRNS contains a student's transfer work

Step 1: Type SHATRNS in the "Go To" field and press Enter.

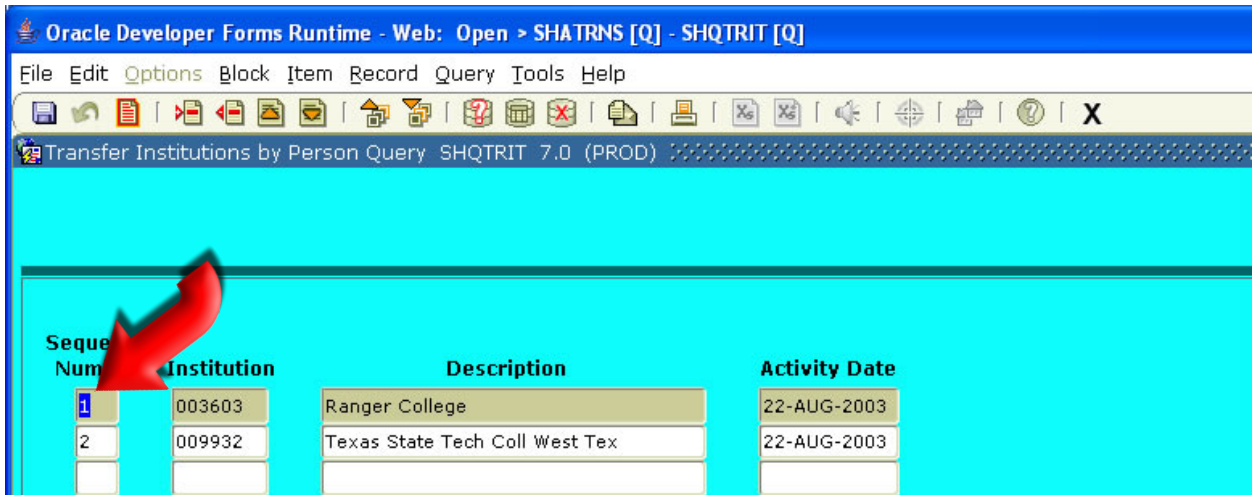


Step 2: Enter the student's ID or SSN in the "ID" field and then click on the down arrow next to the "Transfer Institution Number" field.

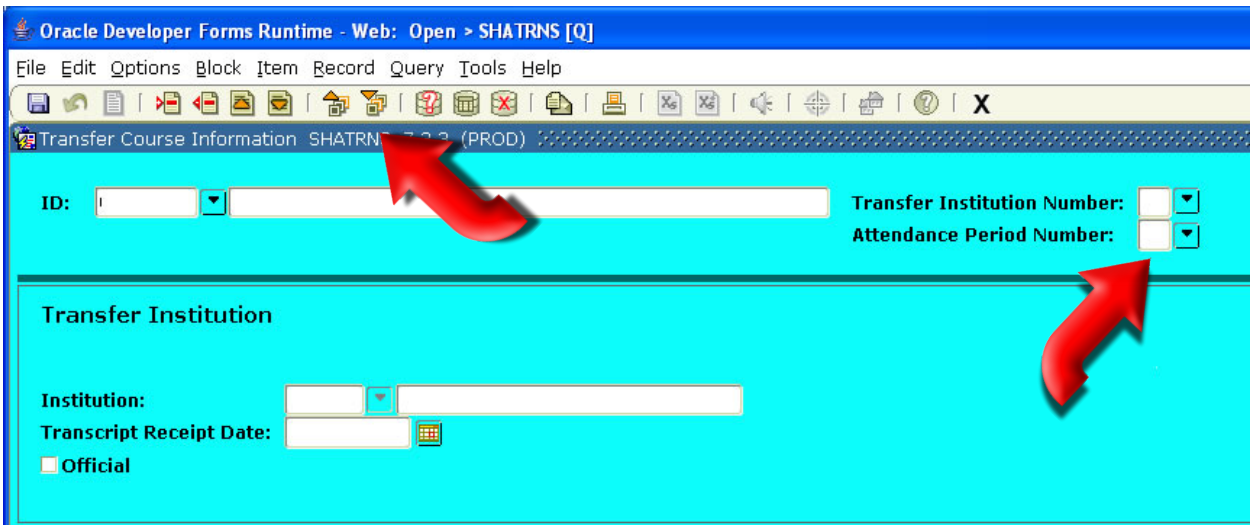
Note: If you do not know the students ID or SSN then please refer back to the note on page 2 of the SPAPERS section.



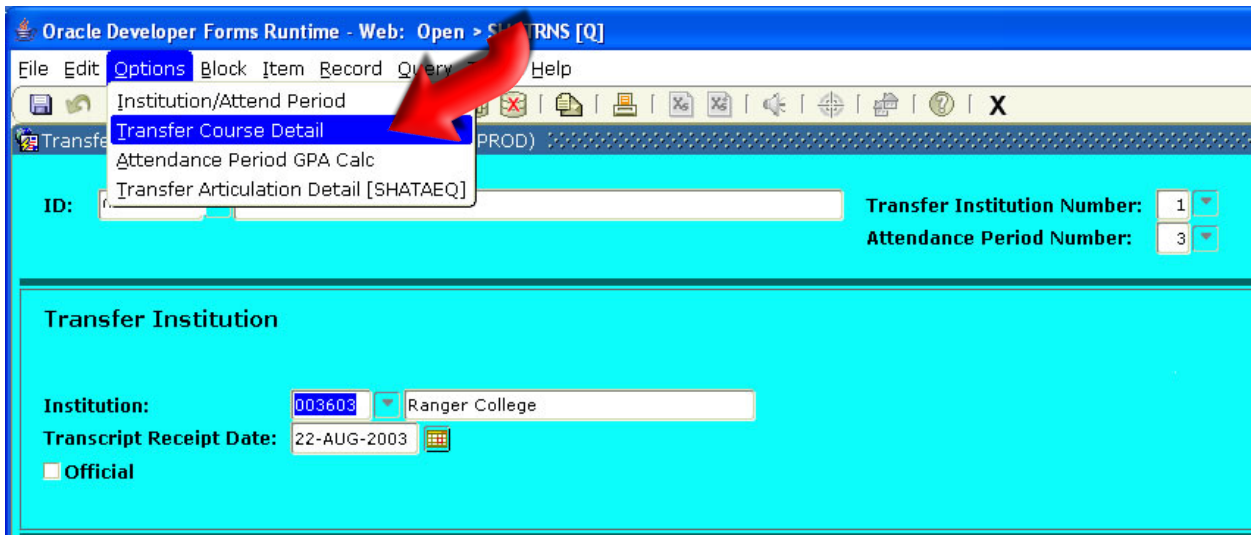
Step 3: Find the school you are looking for and double click the relevant Sequence Number, for example: if you need to see courses from Ranger College double click inside the “Sequence Number” field with the number 1 in it.



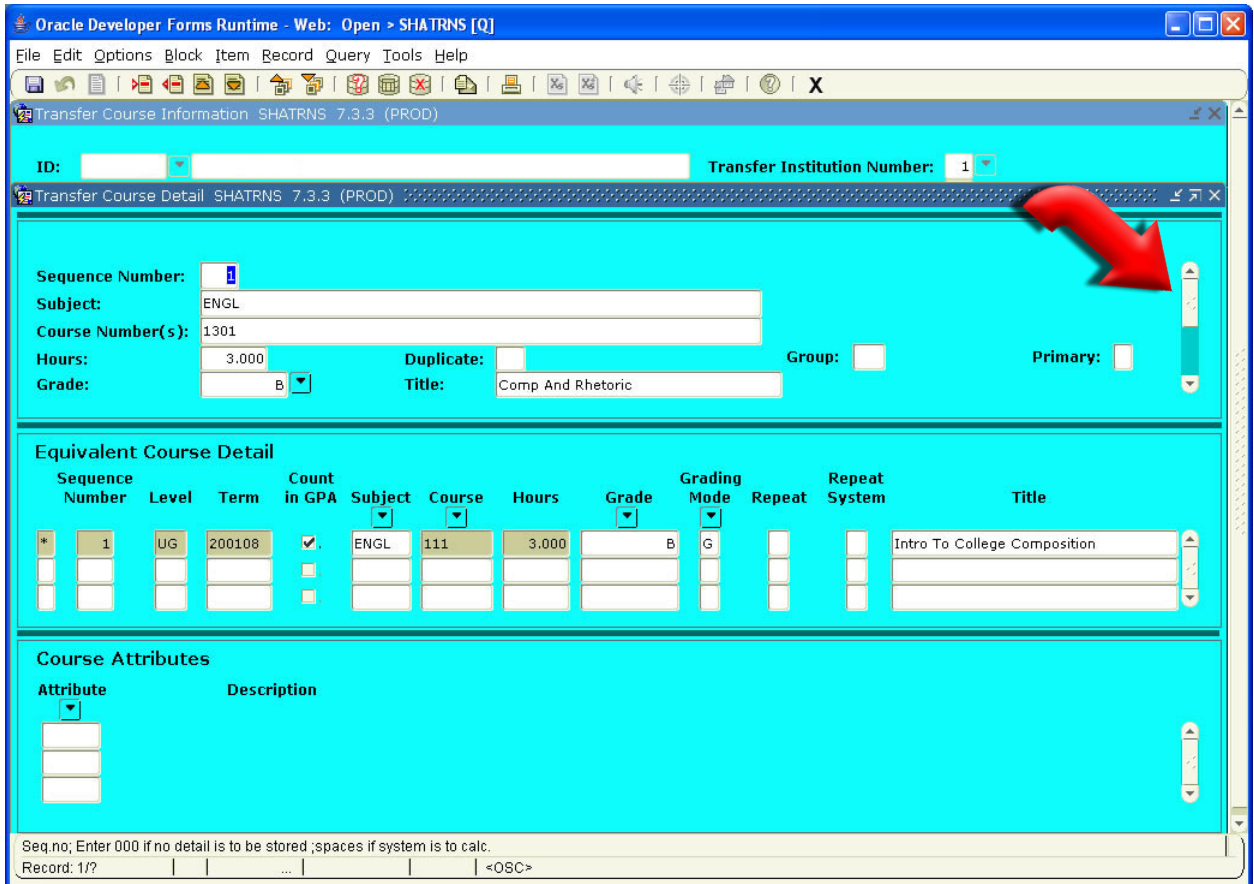
Step 4: Repeat steps 2 and 3 to populate the “Attendance Period Number” field and then click on the “Next Block” icon.



Step 6: Click on the “Options” link in the menu bar and select “Transfer Course Detail”.



Step 7: Now you can see which courses were transferred from the school and term you selected. If there is more than one course you can use the scroll bar to see the rest.



Step 8: When you are done you can click on the “Roll Back” icon and either select a different Institution or Period for the same student, or enter a new student. Click on the Black X to close the form when you are done.

The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > SHATRNS [Q]". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons, including a "Roll Back" icon (a curved arrow) and a "Close" icon (a black X). The main form area has a light blue background and contains the following fields:

- ID:** A text input field.
- Transfer Institution No.:** A dropdown menu.
- Attendance Period Number:** A dropdown menu.

Below these fields is a section titled "Transfer Institution" with the following sub-fields:

- Institution:** A dropdown menu.
- Transcript Receipt Date:** A date picker.
- Official**

Two red arrows are overlaid on the image: one pointing to the "Roll Back" icon in the toolbar, and another pointing to the "Close" icon (black X) in the toolbar.