SHATERM

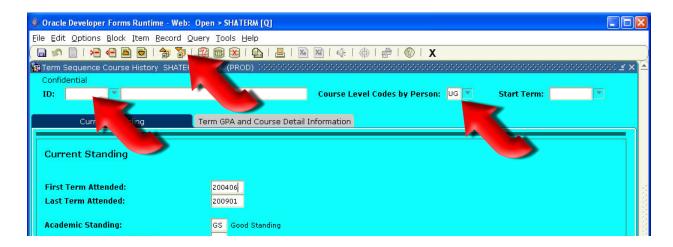
SHATERM contains a student's GPA information and also shows courses taken by term and the corresponding grade.

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

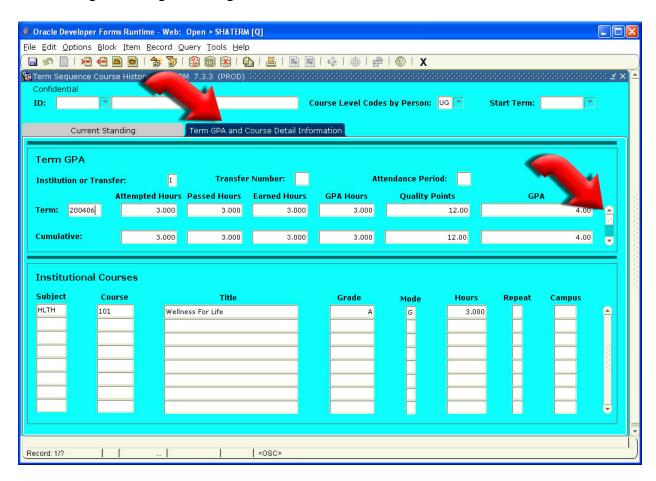


Step 2: Enter the student's ID or SSN number in the "ID" field and tab over to the "Course Level Codes" field and enter the level (UG, GR OR DR), then click on the "Next Block" icon. Leave the "Term" field blank.

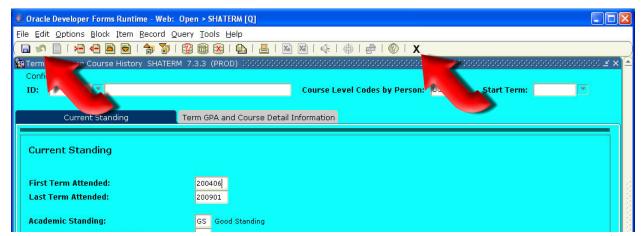
Note: If you do not know the students ID or SSN then please refer back to the note on page 2 of the SPAPERS section.



Step 3: You can see the overall GPA information under the "Current Standing" tab or get a breakdown GPA by course and term under the "TERM GPA" tab. Use the scroll bar on the right to navigate through the different terms.



Step 4: If you need to view a different student click on the "Rollback" icon and repeat the previous steps. If you are done you can exit the screen by clicking on the black **X** to close the form.



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