

## Instructions for Viewing Course Equivalencies in “Back Office” Banner

**SHATATC** (Transfer Institution Catalog)

Click the LOV in the Institution Field

Select “College”

Enter the Institution Name

- Case Sensitive
- % is Wild Card
- Can use the most distinctive part of the name with % before and after (%Wesleyan% with OK in State field to search for Oklahoma Wesleyan University)
- Can narrow search by city and/or state

Double click in the Code field for the appropriate institution

Next Block

Select Course

- F7 to search by Subject and Course (can use % as wild card)
- F8 to execute query
- Or scroll to select from list

Options

View/Add Transfer Course Articulation (SHATATR)

Next Block

Equivalent Course will be “UNKN” if the course has not been evaluated or does not have an equivalency

If the course has an equivalency, the NSU course subject and number will appear with the transfer course title

Equivalent Course Attributes

Additional course information