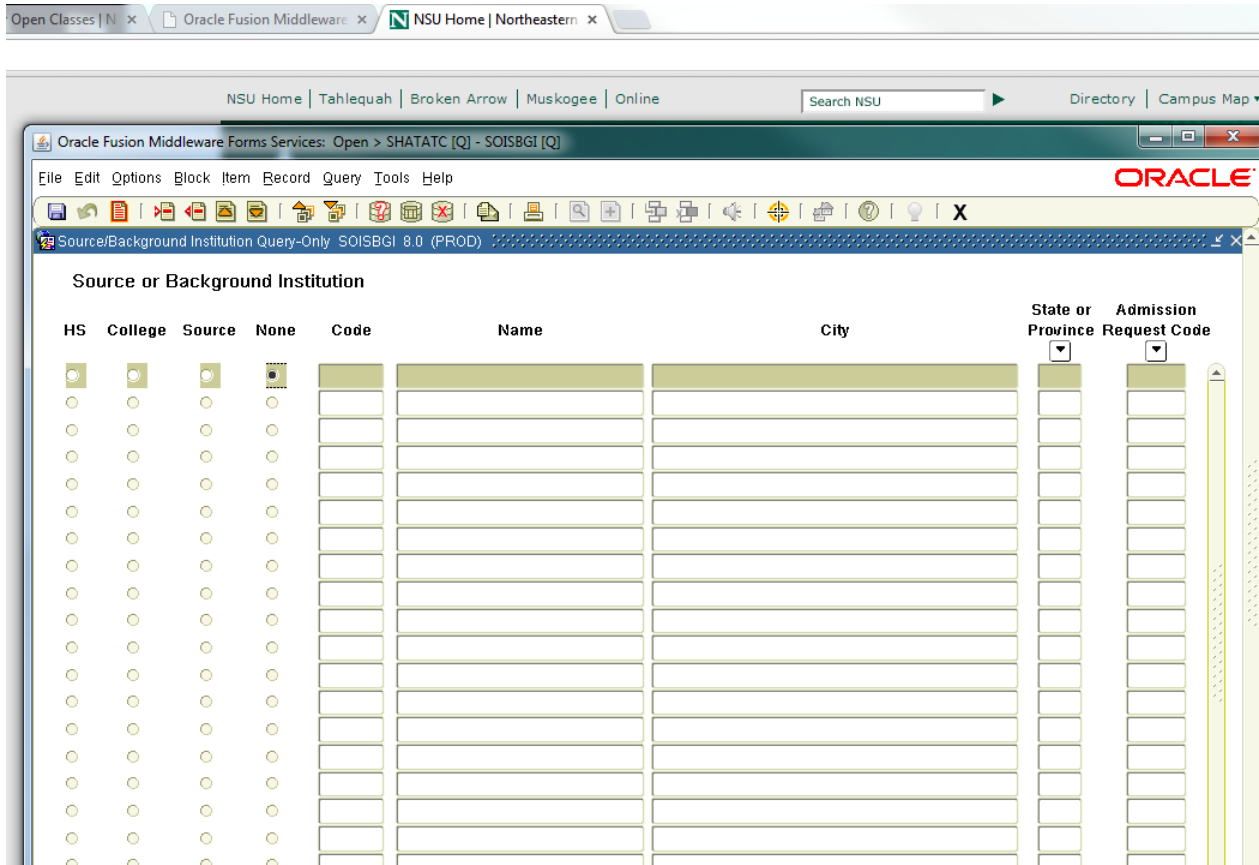**Enter SHATATC**

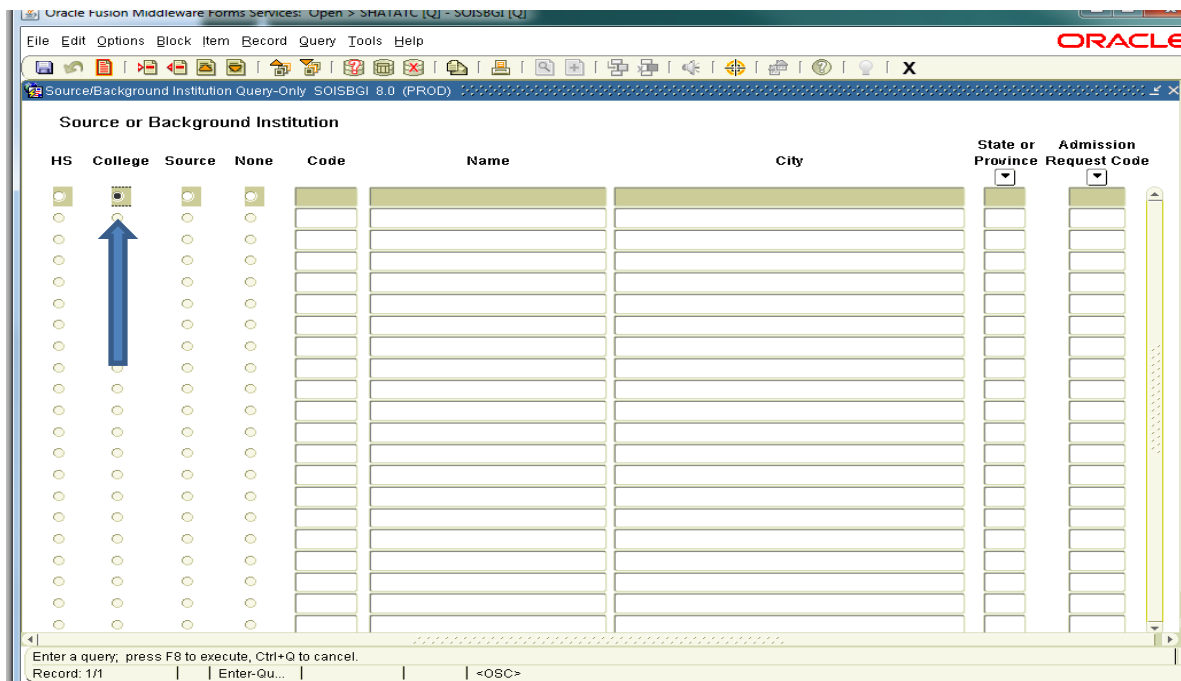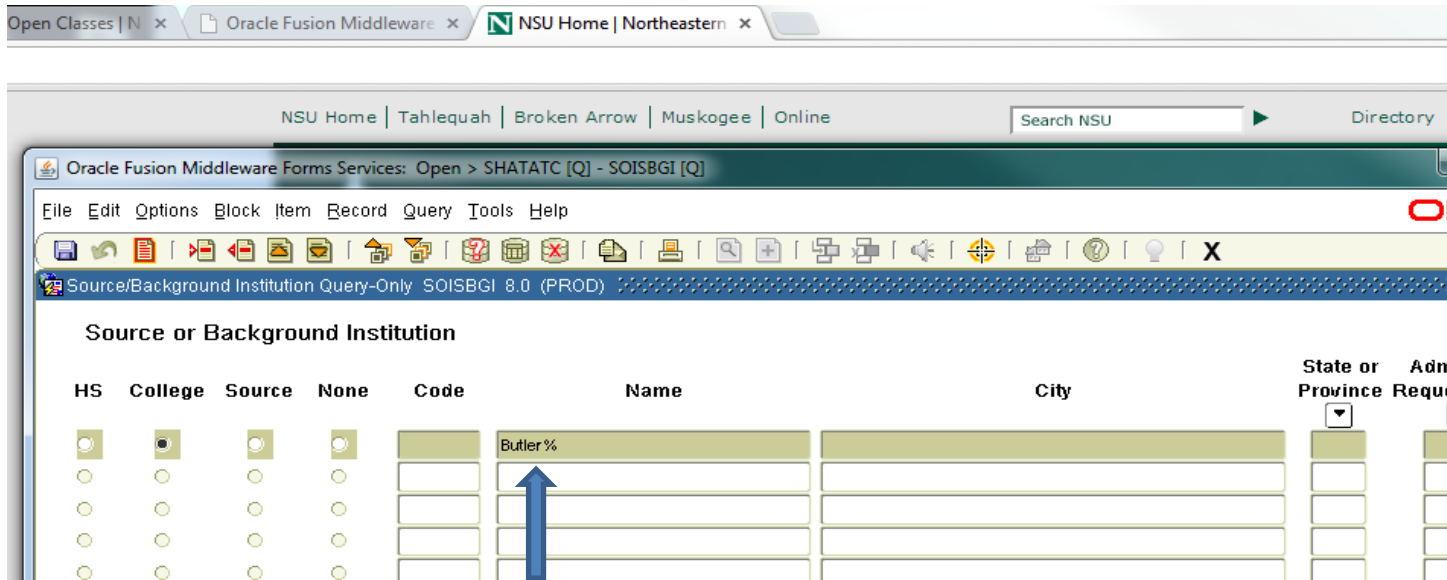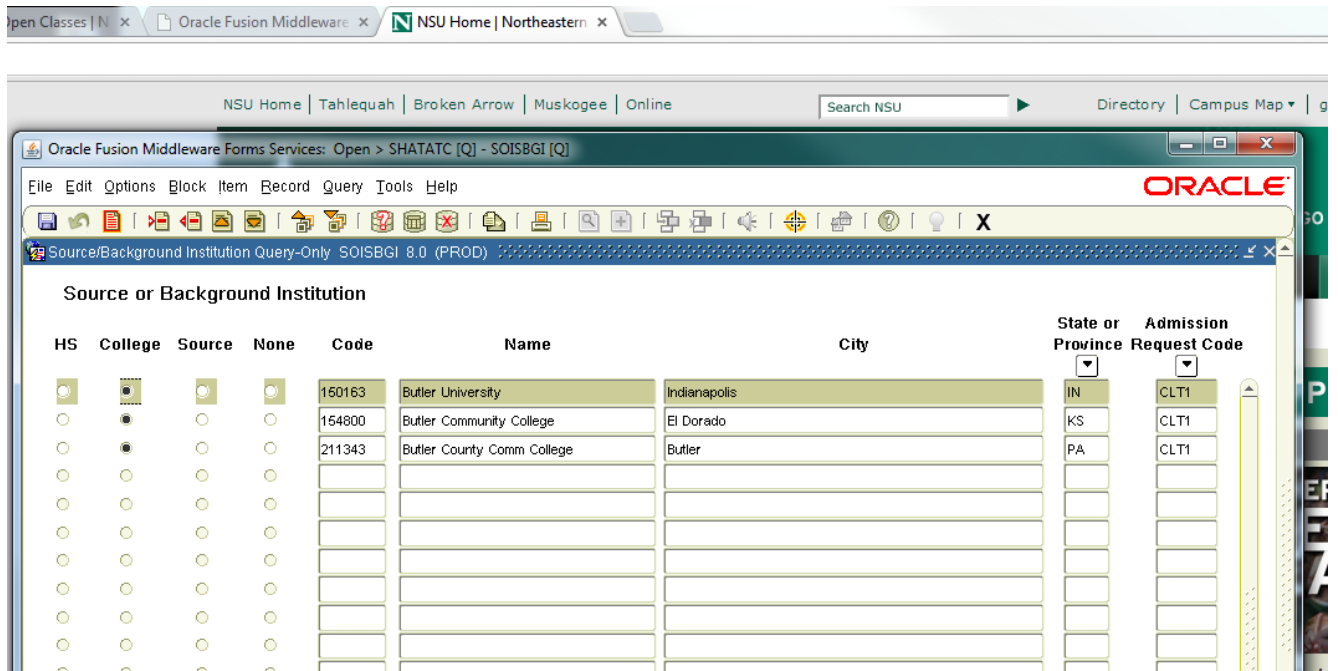Click the drop down box for a new search

It will bring you to a blank like this

Then click the College radio button

Click in to the "name" field and enter the name of the school you are searching for. Note: use a capital letter for the first letter and then lower case for the rest of the word. Add the "%" sign to pull all names in the system.
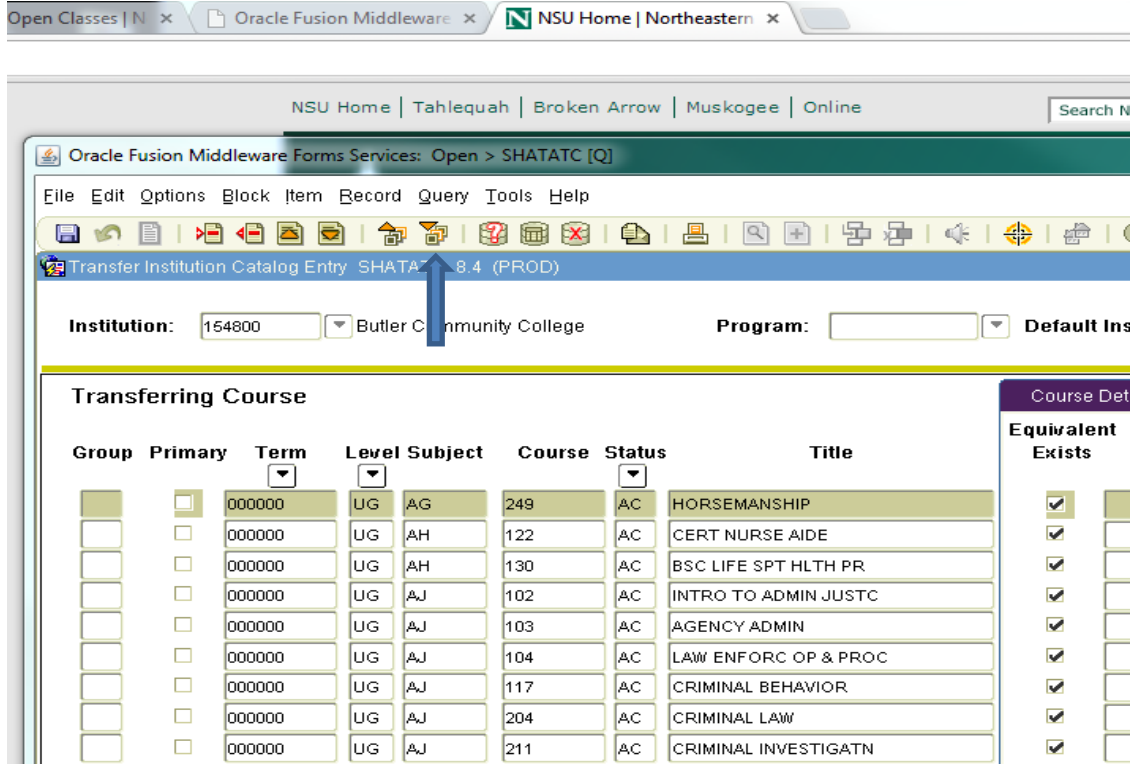

Hit F8 to execute search

Find the right school by highlighting it and double click in the "Code" box

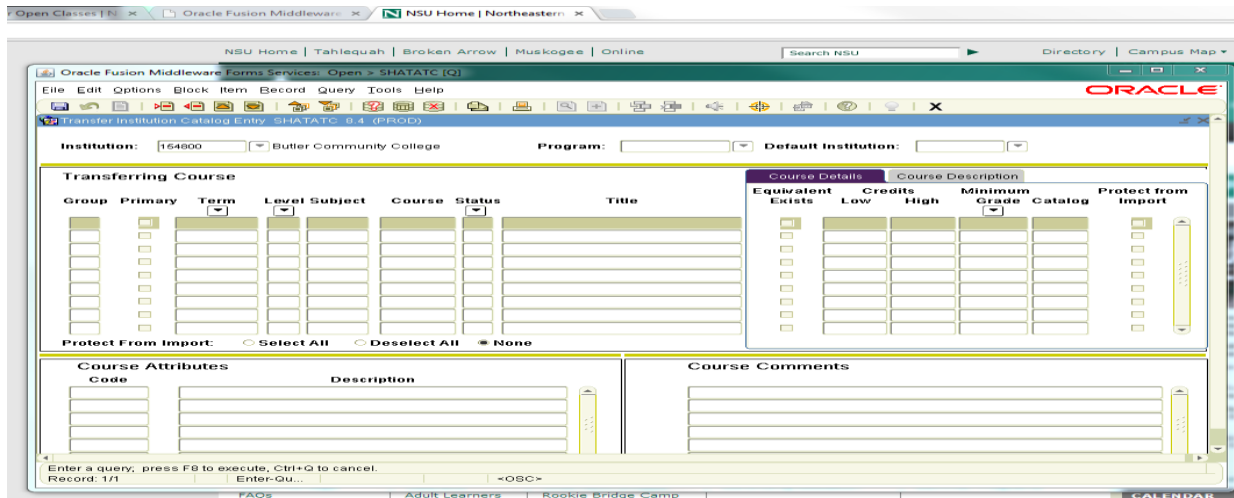You will see a blank screen like this

Click the "next block" and all the courses from this school will appear
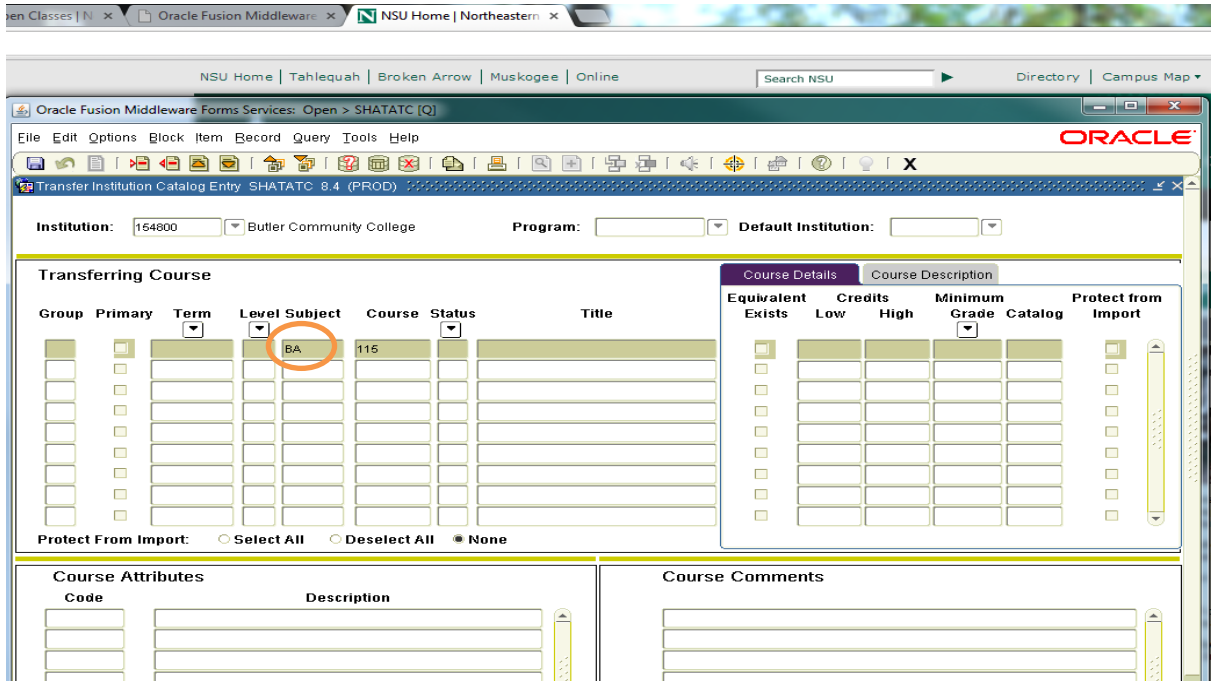

In order to narrow your search you will:

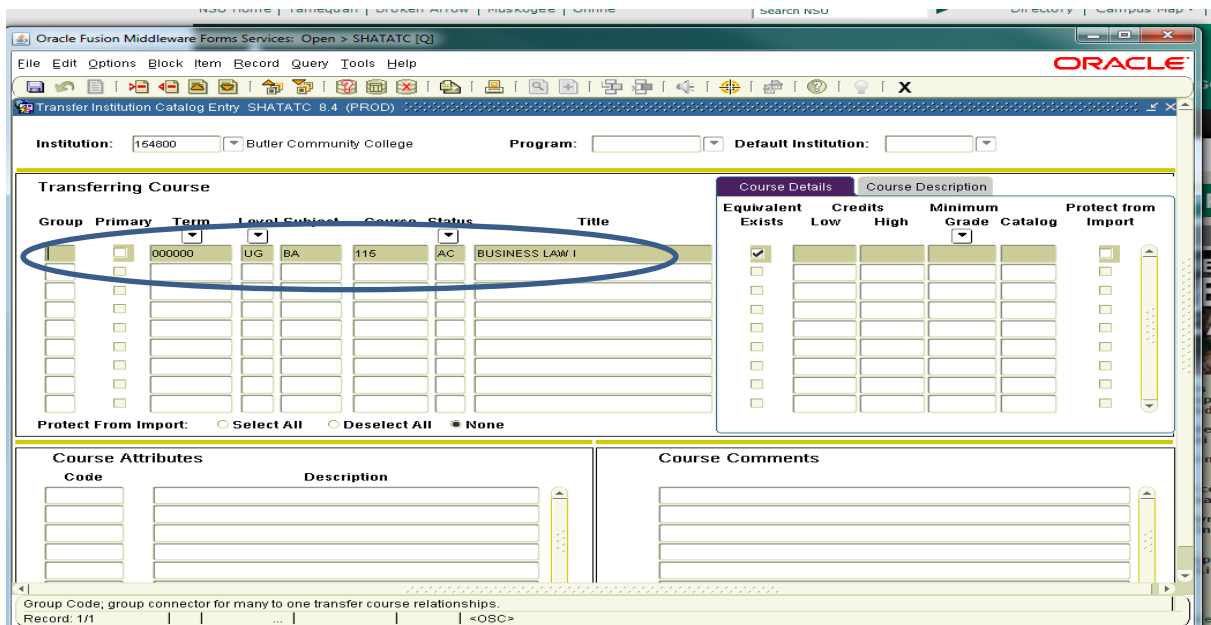Hit F7 (this will take you to another blank screen)

Click your mouse in the "Subject" box if you have that information or click your mouse in the "Title" box if you have any part of that information

I am going to use the "subject" box for this demo: Note: when typing the "subject" make sure to write in all capital letters. If you are using the Title box, use all capital letters. You can always use the % if you don't know how the title was exactly put into the system.
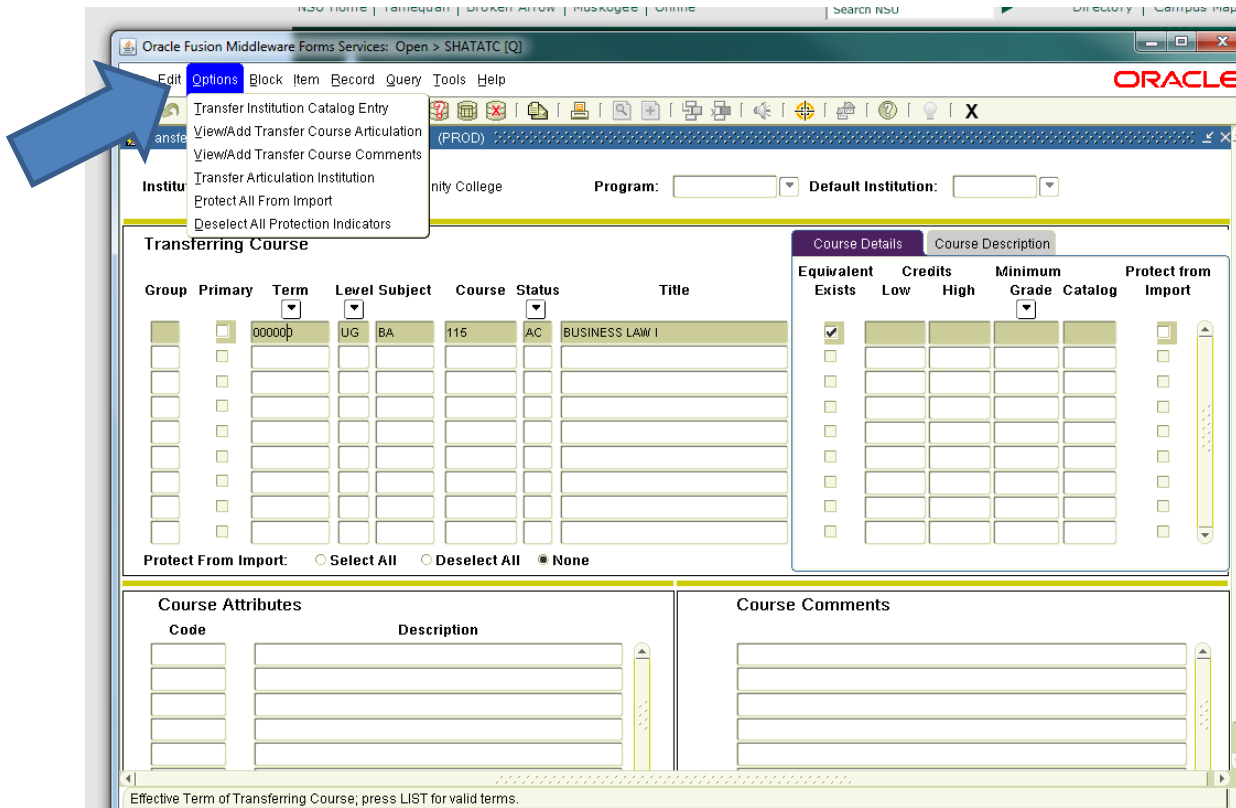

Hit F8 to execute the instructions and it should pull up the course if we have it entered into the system.
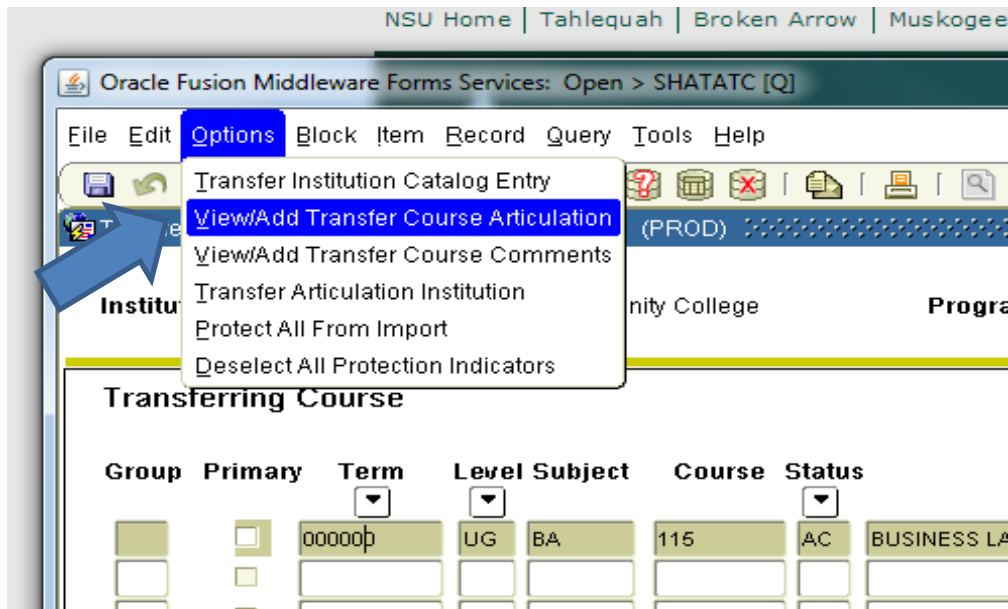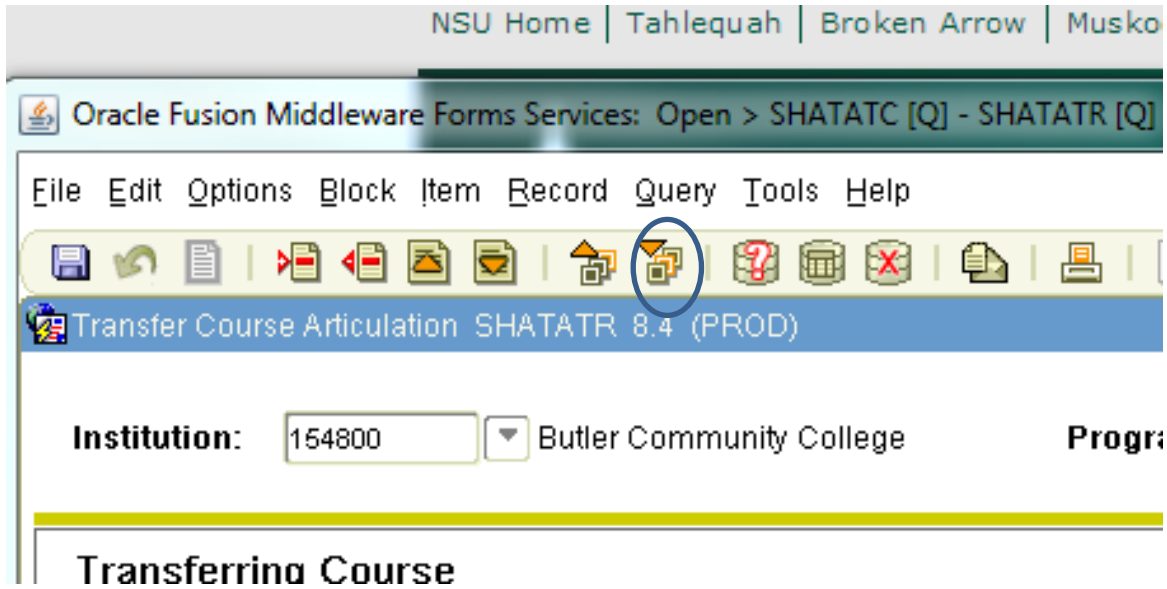
Now make sure the class is highlited

then go up to the "Options" tab at the top

Click the second option: View/Add Transfer Course Articulation

Then click the "next block" arrow

You will see this screen: Here are Janet's instructions for this:

<u>Equivalent Course</u> 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
<u>Equivalent Course Attributes</u>
Additional course information