

# **BANNER At West Georgia**

## ***HOW TO DISPLAY TRANSFER COLLEGES***

The form is SOAPCOQ.

L At any menu, type in SOAPCOQ and press ENTER.

The key is ID number.

L Type in the student's ID number. The student's name should appear beside the ID number. If not, conduct a search by name. See the handout HOW TO FIND A PERSON.

L Click in the College field or press PAGE-DOWN (NEXT-BLOCK).

L Use the up and down arrow keys, or scroll bar, to scroll through the institutions shown.

Two lines of information for each transfer institution are displayed. This form also shows prior colleges for graduate students. So you will occasionally find West Georgia as a prior college.

Information displayed is name of the institution, degree received, if any, date the degree was received, if any, attendance period, transfer hours, and transfer GPA. Some of these fields may be blank. Applicants, for instance, may not show hours and GPA until their transcript is evaluated.

Attendance period is a way of indicating that the student may have attended the transfer college then gone somewhere else and then attended the transfer college again. An example is when the student takes a summer class somewhere else. Financial Aid also uses attendance period if the student reached a Hope scholarship check point at another institution. So you can't always figure out why attendance period looks the way it does.

L Click the **Exit** icon or **Rollback** (to choose another student) icon on the icon menu bar.

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SCT Banner - UWGP

File Options Edit Block Field Record Query Help Window

Prior College Summary Form SOAPCOQ 5.0 (UWGP)

ID

Prior College	Degree	College	Honor
1263 Brooks College	000000 Undeclared - US	<input type="checkbox"/>	<input type="checkbox"/>
Date Year	Attendance Dates	Tran Hrs	Tran GPA
<input type="text"/> <input type="text"/>	25-AUG-1992 10-DEC-1993	<input type="text"/>	<input type="text"/>
3906 American Coll Of Applied Arts	000000 Undeclared - US	<input type="checkbox"/>	<input type="checkbox"/>
Date Year	Attendance Dates	Tran Hrs	Tran GPA
<input type="text"/> <input type="text"/>	15-SEP-1993 15-MAY-1994	<input type="text"/>	<input type="text"/>
4862 Umpqua Community College	000000 Undeclared - US	<input type="checkbox"/>	<input type="checkbox"/>
Date Year	Attendance Dates	Tran Hrs	Tran GPA
<input type="text"/> <input type="text"/>	25-AUG-1991 10-JUN-1992	<input type="text"/>	<input type="text"/>

Degree code. Record: 1/?

<OSC> <DBG>

***Some students have more than one transfer institution. Graduate students have their undergraduate institutions here.***