

Transcripts – Ordering & Printing

This is a “two-screen” process. You will be using SHARQTC and SHRTRTC.

1. When you are at the General Menu in Banner, enter **SHARQTC** in the “GO TO” field.
2. Initially, you will see SOADEST, a “Distribution Parameters” screen. You will not use this screen. Click the **X** in the right corner to close this screen.
3. You will then go to SHARQTC, the transcript ordering screen.

Oracle Developer Forms Runtime - Web: Open > SHARQTC

File Edit Options Block Item Record Query Tools Help

Transcript Request SHARQTC 7.3.0.1 (Dev DB)

ID: Holds Exist View Holds: Override Holds:

Transcript Request Issue Information Current Student Status

Transcript Request

Request Number:
Level:
Request Date:
Transcript Type:
Number of Copies:
 Official
Billing Term:
Detail:
Amount:
Student Information Term:
Receipt Number:
In-Progress Cutoff Term:
Transcript Sent Date:
Transcript Print Date:
User ID:

Hold Processing
 Hold for Grades Hold for Degrees

Electronic Transcript Status
Run Date:
Status:
Status Date:

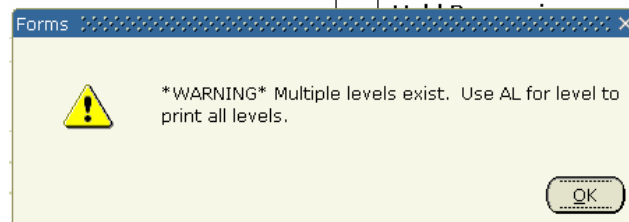
Self-Service Request Details
Self Service Option:
Payment Option:

ID; Press LIST for name search, COUNT QUERY HITS for requests, DUPLICATE ITEM for Alternate ID look-up.
Record: 1/1 | ... | ~08C~

Start | Ordering & Printing ... | Banner Resources - ... | Banner INB - Develo... | Oracle Developer ... | untitled - Paint | 1:30 PM

4. Enter the Banner ID of the person for whom the transcript is being requested. If you don't know the ID, you may type the student's name (last, comma, first) and then hit ENTER. Double-check to make sure you have the correct student.
5. Click on the **Next Block** icon on the Toolbar. You may also do a “Next Block” by pressing the “Ctrl + Page Down” keys.
6. If the student has a financial hold listed in the “Override Holds:” block, the cursor will be blinking in the hold area. A “Y” must be entered to continue with your request.

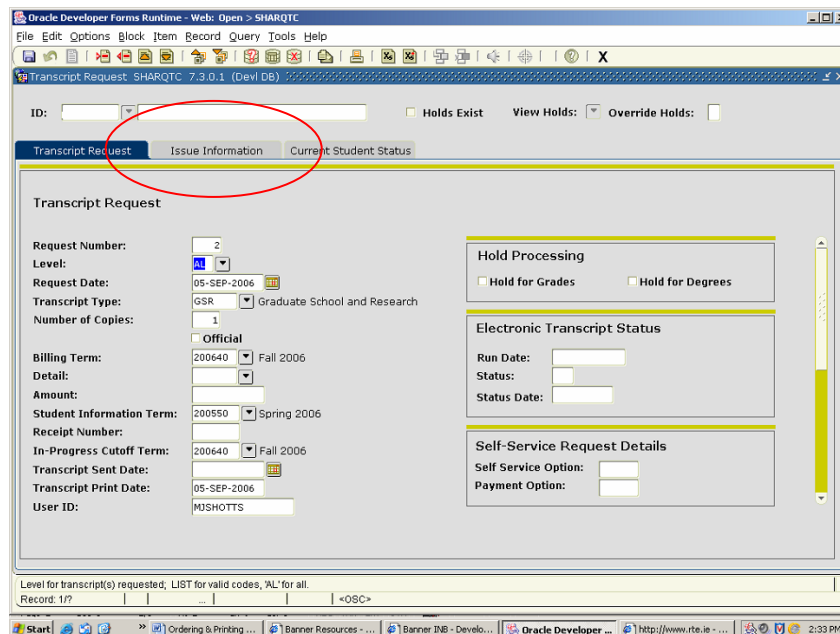
7. If this is the first transcript requested, the cursor will be blinking in the “**Level**” field. If transcripts were requested previously, the form will be populated with information from the last transcript requested. Click on “**Record**” (located near top of screen) and then “**Insert**” on the Menu Bar in order to begin a new request.
8. Enter “UG” for undergraduate transcripts or “GR” for graduate transcripts. Enter “**AL**” in the “**Level**” field to get all level transcripts available for that student.
9. **IMPORTANT: Transcripts are processed by level in Banner. You will get the warning below if a student has more than one level (graduate and undergraduate, for example) Click the OK button.**



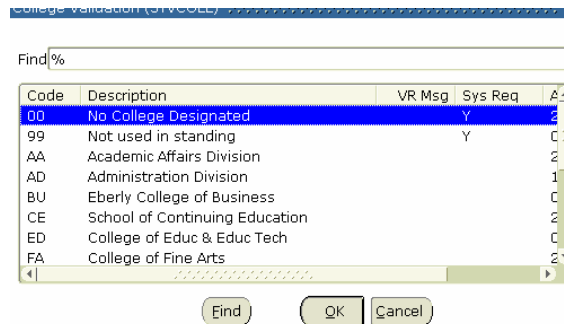
10. **Transcript Type** (required): Enter **ONLY** the type code for your department/office. See the list at the end of this document. **Do not click on the down arrow or drop down menu.** The drop down list is no longer available.

11. **Copies:** Defaults to “1.” Enter number if more than one.

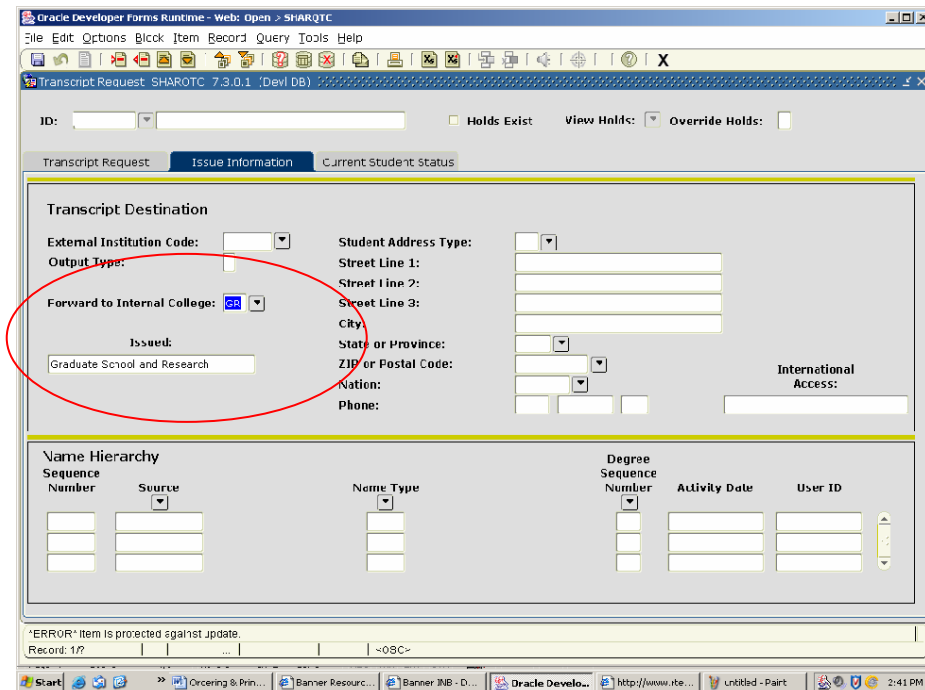
12. Click on the “**Issue Information**” tab located next to the “**transcript requested**” tab



13. **Forward to Internal College** (optional): The table behind this field is a list of IUP College names. By clicking on the down arrow, you will bring up the table below and you may select a college. This will print the name of the College in the “**Issued to**” field on the request form and the transcript.



If the “**Forward to Internal College**” field above is not selected, you may type free text or direct entry in the “**Issued**” field. No address is required.



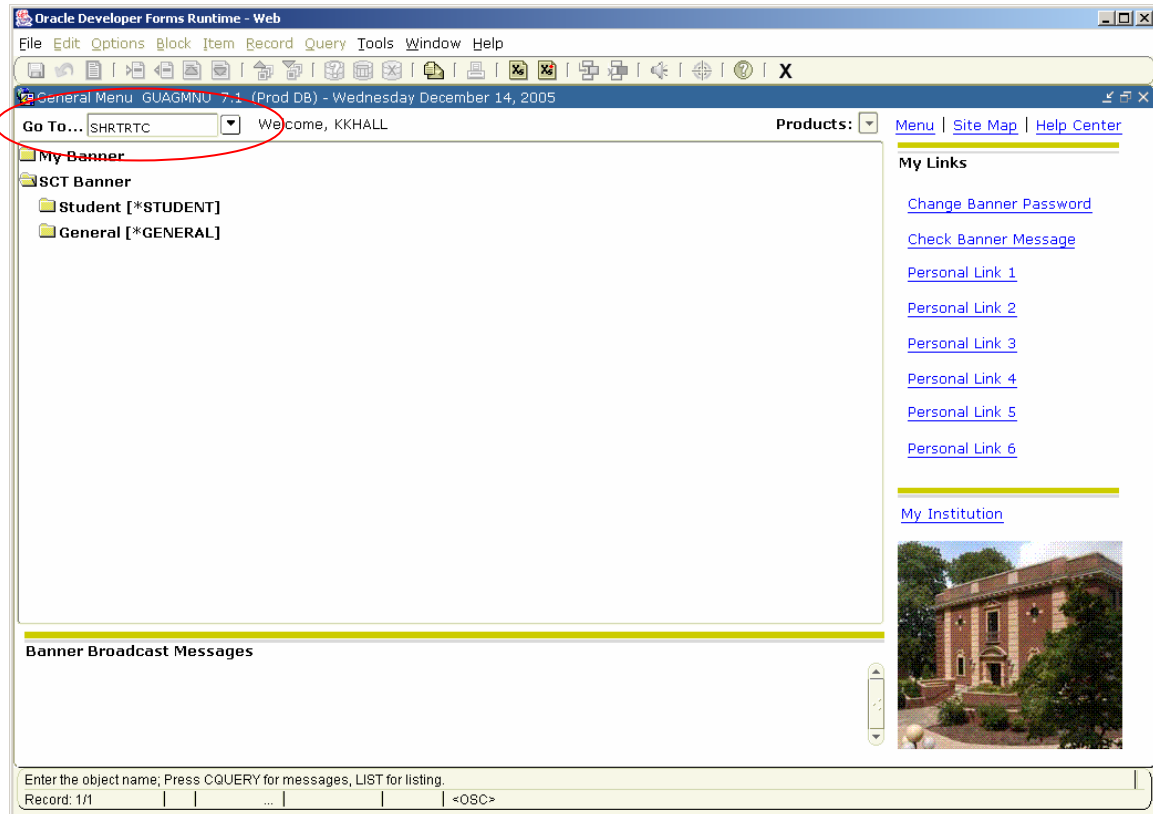
14. Click on the “**Save**” icon (first icon on toolbar). You must save on the Issue information page.

15. The name of the person requesting the transcript will appear in the “**User ID**” field at the bottom right of the form.

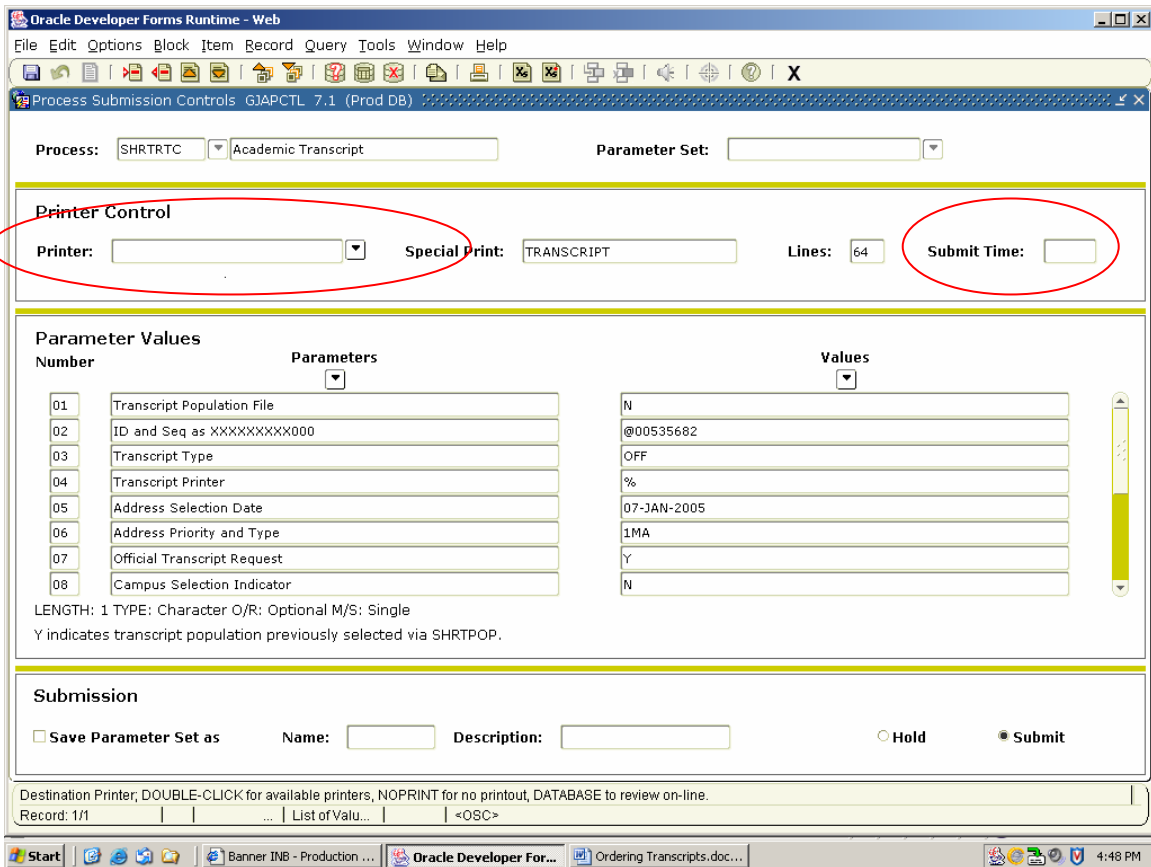
16. Click on the “**Rollback**” icon (second from left on toolbar) to go back to the ID Block and enter the next request. Repeat the process.

Printing Transcripts – 2nd step

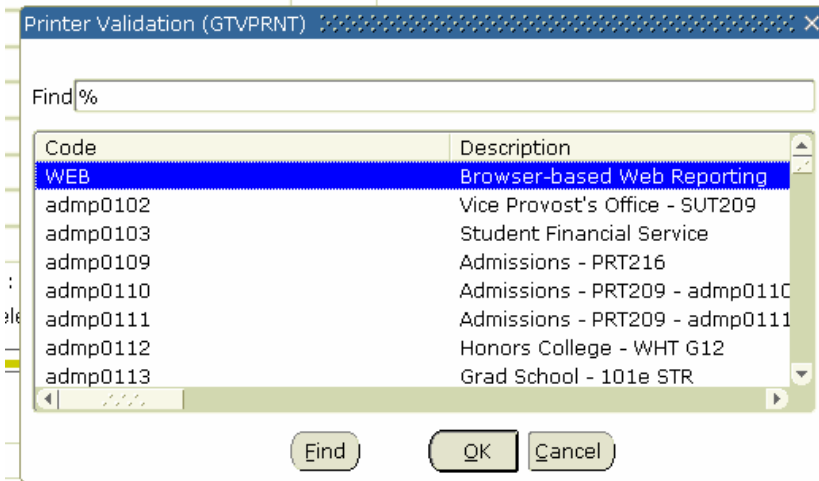
1. When all of your internal transcript requests are entered, exit SHARQTC.
2. Type SHRTRTC in the “GO TO” field. Press enter.



3. You will now be at GJAPCTL, the form which will process your printing job. Click on the “Next Block” icon.

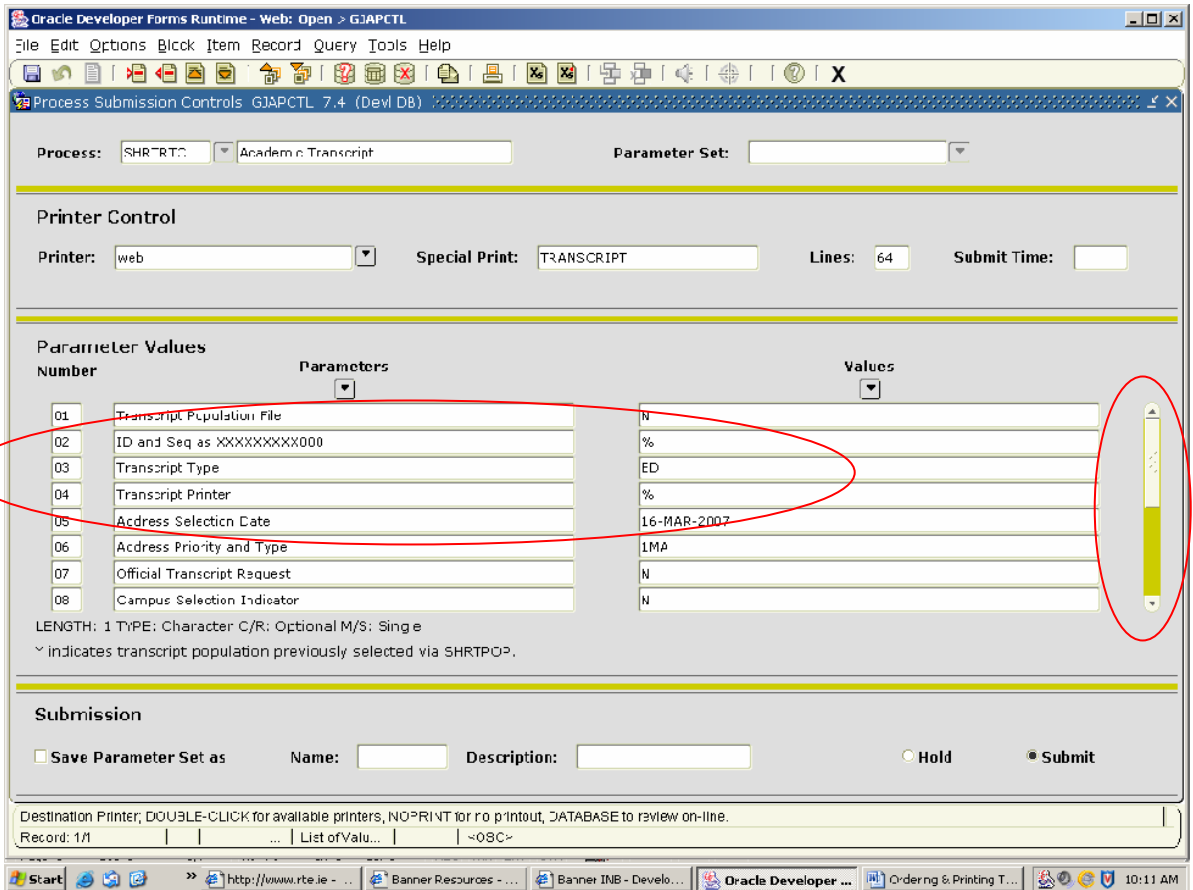


4. Enter “WEB” or double click in this field and choose web. See table below.



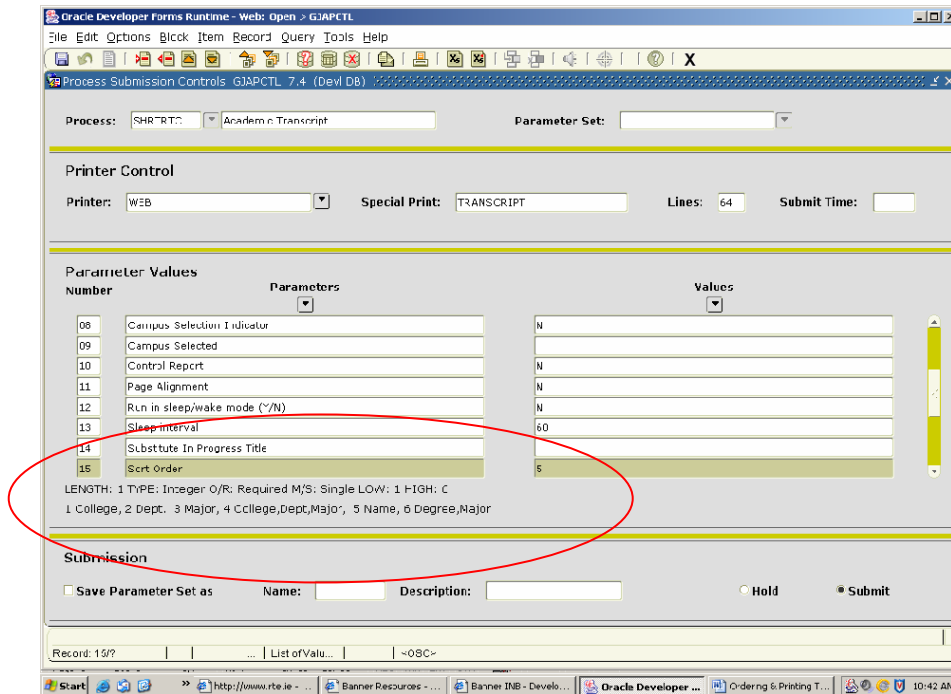
5. The “Submit Time” field is optional. If you place nothing in this field, the transcripts will print immediately. The format for entering a future time is 00:00 (military time). For example, if “23:00” is entered, transcripts will print at 11:00 p.m.

6. Click on “Next Block” to go to the Parameter Values section of the form.



- You must change the Parameter Value for 03 Transcript type and 15 Sort Order. Tab over to the value column to make changes for parameter 03 and 15. The Transcript type must match the type you entered during the “Ordering Transcripts” step – please refer to Step 10 a. on page 2. When you change parameter 15, there will be five options listed. Enter the number that you need.

WARNING: If you leave Parameter Value 03 at %, you will (unfortunately) print everyone’s transcript that has been requested across campus. The other default values do not have to be changed.



8. The following lists the **Parameter Values**. Use the **scroll bar** to check that the parameters match as follows:

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Sequence as XXXXXXXXXX00	%
03	Transcript Type*	(enter type code here)
04	Transcript Printer	%
05	Address Selection Date	(defaults to today's date)
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N
09	Campus Selected	(nothing required)
10	Control Report	N
11	Page Alignment	N
12	Run in sleep/wake mode (Y/N)	N
13	Sleep interval	60
14	Substitute in Progress Title	(nothing required)
15	Sort Order*	5

***These are not default values. They must be entered.**

9. Click on "Next Block" to go to the Submission Block.

10. Enter a check in "Save Parameters." The parameter values above will be saved and will appear the next time you enter this form. This is specific to the user. Be sure "Submit" is marked.

11. Click the "Save" icon. The transcripts will then print to your Banner printer.

Important Information – Please read

Printing of internal transcripts is for **advising and internal academic purposes only**. In compliance with the Family Educational Rights and Privacy Act (FERPA), transcript information may not be released a third party by a department; to do so would violate this Federal law and may lead to the loss of Federal funding (including financial aid) to the University. Only the Registrar's Office may do so after having received the student's written permission. For questions regarding FERPA, please contact Jeannie Broskey, Associate Registrar at Ext. 2217.

Additionally, if a student has a financial hold, it is the University's policy to withhold grades, transcripts, diplomas and registration. This transcript may not be used to circumvent that procedure. Students with holds may **not** have access to a printed transcript of any type.

Thank you for helping us comply with these two important IUP policies!

O:Banner reports/Ordering & Printing Transcripts
MBPartridge 3/16/2007