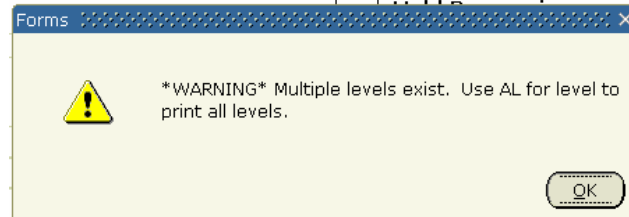


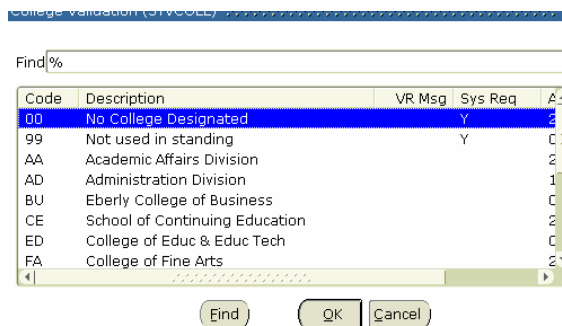
information from the last transcript requested. In this case, click on “**Record**” and then “**Insert**” on the Menu Bar in order to begin a new request.

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. The fields to be populated for Internal Transcripts are as follows:

- a. **Type** (required): Enter **ONLY** the type code for your department/office. See the list at the end of this document.
- b. **Copies:** Defaults to “1.” Enter number if more than one.
- c. **Forward to Internal College** (optional): 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.



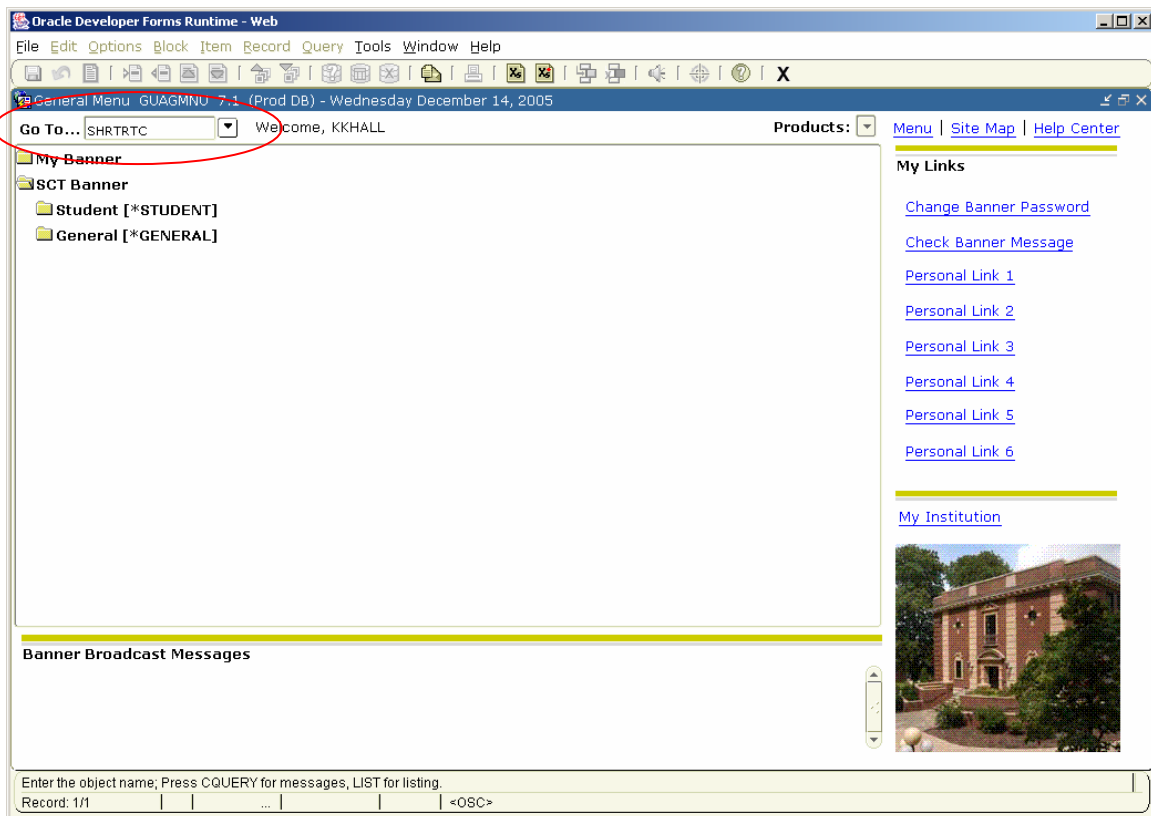
If the “Forward to Internal College” field above is not selected, you may type free text in the “Issued” field. No address is required.

11. Click on the “Save” icon (first icon on toolbar).

12. The name of the person requesting the transcript will appear in the “User ID” field at the bottom right of the form.
13. 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.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Process Submission Controls: GJAPCTL 7.1 (Prod DB)

Process: SHRTRTC Academic Transcript Parameter Set:

Printer Control

Printer: Special Print: TRANSCRIPT Lines: 64 Submit Time:

Parameter Values

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXXX000	@12345678
03	Transcript Type	ACCT
04	Transcript Printer	%
05	Address Selection Date	13-JAN-2006
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Y denotes campus selection will take place.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number, press SEARCH for valid parameters.
Record: 8/? <OSC>

- Enter the Banner printer number to which this job should print or double click in this field and choose your Banner printer. (See your technical representative if you don't have one of your printer configured as a Banner printer.)

IMPORTANT NOTE: If you enter the number, the alpha characters must be in **lower case** as in the table below.

Printer Validation (GTVPRNT)

Find %

Code	Description
WEB	Browser-based Web Reporting
admp0102	Vice Provost's Office - SUT209
admp0103	Student Financial Service
admp0109	Admissions - PRT216
admp0110	Admissions - PRT209 - admp0110
admp0111	Admissions - PRT209 - admp0111
admp0112	Honors College - WHT G12
admp0113	Grad School - 101e STR

Find OK Cancel

- 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.
- Click on "Next Block" to go to the Parameter Values section of the form.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Window Help

Process: SHRTRTC Academic Transcript Parameter Set:

Printer Control

Printer: Special Print: TRANSCRIPT Lines: 64 Submit Time:

Parameter Values

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXX000	%
03	Transcript Type	ACCT
04	Transcript Printer	%
05	Address Selection Date	13-JAN-2006
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Y denotes campus selection will take place.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number, press SEARCH for valid parameters.
Record: 8/?

- You must change the Parameter Value for 03 Transcript type and 15 Sort Order.

WARNING: If you leave Parameter Value 03 Transcript Type at %, you will (unfortunately) print all transcripts that have been requested across campus. The other default values do not have to be changed.

- The following lists the Parameter Values.

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. Transcript Type MUST match the type entered on SHARQTC.**

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!

TRANSCRIPT TYPE	DEPARTMENT/COLLEGE
ACCT	Accounting
ACE	Adult & Community Education
ADM	Admissions
ADVT	Advising & Testing
ANTH	Anthropology
ARMS	Armstrong Branch Campus
ART	Art
ATHS	Athletics
BIIOL	Biology
CE	School of Continuing Education
CEU	CEU Transcript
CHEM	Chemistry
CLHR	Clock Hour Transcript
CNSL	Counseling
COMM	Communications Media
COSC	Computer Science
CRIM	Criminology
CULN	Culinary Arts
ECOB	Eberly College of Business
ECON	Economics
ED	College of Education & Educational Technology
EDSP	Educational & School Psychology
ENGL	English
FA	College of Fine Arts
FAID	Financial Aid
FDED	Foundations of Education
FDNT	Food & Nutrition
FNLS	Finance & Legal Studies
FRNC	French
GEOS	Geoscience
GERP	Geography & Regional Planning
GRMN	German
GSR	School of Graduate Studies & Research
HDES	Human Development & Environmental Studies
HH	College of Health & Human Services
HIST	History
HNRC	Robert E. cook Honors College
HPED	Health & Physical Education
HRIM	Hospitality Management
HS	College of Humanities & Social Sciences
ILR	Industrial & Labor Relations
INAF	International Affairs
JRNL	Journalism
LBST	Liberal Studies
LRNC	Learning Enhancement Center
MATH	Mathematics
MGMT	Management

MKTG	Marketing
MLSC	Military Science
MSDS	MIS & Decision Sciences
MUSC	Music
NM	College of Natural Sciences & Mathematics
NUAL	Nursing & Allied Health
PHRS	Philosophy & Religious Studies
PHYS	Physics
PLSC	Political Science
PNXY	Punxsutawney Branch Campus
PROV	Provost Office
PSED	Professional Studies in Education
PSYC	Psychology
SAFE	Safety Sciences
SAHE	Student Affairs in Higher Education
SECL	Special Education & Clinical Services
SOC	Sociology
SPCL	Spanish & Classical Language
THTR	Theater & Dance
TSTR	Technology & Support Training
VTPC	Center for Vocational Personnel Preparation
WMST	Women's Studies