Use SHATATR to view all courses from the transferring institution, and the course equivalency at Texas Tech University and Texas Tech University Health Sciences Center.

**SHATATR**

1) Enter **Institution Code**, or **Search** for institution code by clicking on the drop-down arrow.
   
   a. **To Search for institution code**
      
      i. Click on **drop-down arrow**
      
      ii. Select **Source Background Form (SOISBGI)**
      
      iii. Type in part of the Institution name (use wildcards %)
           
           ➢ South P%
      
      iv. Press **F8** to execute the query
      
      v. Use **Scroll Bar** or use **Arrow-Down Key** (on keyboard) to scroll down to Institution
      
      vi. **Highlight** Institution > **Double-Click** on the **Type**, or click on the **Select** Icon
      
      vii. Search is **CASE SENSITIVE**
      
      viii. To **Clear Query** in order to re-start search (if needed)
           
           • Press **F7**
           • Re-enter in information
           • Press **F8**

2) **Next Block**

3) **All courses from the other institution will be listed in alphabetical order.**
   
   a. Use scroll bar to far right on Transferring Course Block to scroll through all courses.

4) **There are four blocks on SHATATR.**
   
   i. **Transferring Course Block**
      
      This displays the course from the other institution.
      
      ➢ The subject, course number, course title, level, status, minimum grade, transferred low & high credits.
   
   ii. **Equivalent Course Block**
      
      This displays the course(s) from TTU.
      
      ➢ The subject, course number, course title, credits used.
      
      ➢ Note: When a course is marked as 1---, this notes the course is equivalent to any freshman level course.
   
   iii. **Attributes Block**
      
      This displays any attributes affiliated with the course.
      
      ➢ If the course meets core requirements.
   
   iv. **Comments Block**
      
      This displays any comments or notes affiliated with the course.

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**Institution Search Tips**

Use the following tips in searching for Institutions

Examples:

- South P%
- Cisco%
- Univ % Texas
- Univ% %Texas%
- Texas A%

Field is **CASE SENSITIVE**
Quick Steps

SHATATR

1) Enter in Institution Code, or Search for Institution code by clicking on the drop-down arrow.
2) Next Block
3) Use Scroll Bar to scroll through the courses.
   o To narrow down your search---refer to the How to Search on SHATATR instructions below.

This is an example of SHATATR:

How to Search on SHATATR

SHATATR is a query form.

Instead of scrolling through all courses, you can quickly go to a subject by the following steps:
1) Enter in Institution Code, or Search for Institution code by clicking on the drop-down arrow.
2) Next Block into Form
3) F7 > to clear query
4) Type in all or part of the Subject name (from the other institution).
5) Type in part of the Course number (optional).
6) Use wildcards (% - if needed).
   a. Example: Type in C% to pull up all subjects that begin with a “C”.
7) F8 > to execute query

Other Search Tips

All these fields in the Transferring Course Block can be used to search for information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equivalence</td>
<td>Status</td>
</tr>
<tr>
<td>Subject</td>
<td>Minimum Grade</td>
</tr>
<tr>
<td>Title</td>
<td>Transferred Credits Low</td>
</tr>
<tr>
<td>Level</td>
<td>Transferred Credit High</td>
</tr>
</tbody>
</table>

Title Searching Tips

You can search titles with specific words in the course title field

Examples:
- %Engl%
- %Math%
- %H1%

Field is CASE SENSITIVE