PURPOSE: This process serves to replace the obsolete Banner SZAAMSS form and is a step-by-step guide for looking up transfer courses on a student’s record using the Banner 9 SHATERM form.

1. **LEVEL, ACCESS & TRAINING NEEDED:**
   a. **SKILL LEVEL:**
      i. This document assumes a high level of Banner navigation skill, detailed knowledge of UNM Academic Regulations & Policies regarding student records, basic computer skills including Microsoft Outlook email use, Adobe Acrobat Program familiarity, file navigation & file saving.
      ii. If you are unfamiliar with any of the above please check with your supervisor or ask for help from the LoboTrax Team at: tes1@unm.edu.
   b. **ACCESS NEEDED:**
      i. BANNER—ACADEMIC HISTORY INQUIRY: if you are unsure of your ability to get access to this form check with your supervisor.
   c. **TRAINING NEEDED:**
      i. Banner Fundamentals & Navigation Competency Exam
      ii. Securing Private Data Exam

2. **WHAT IS SHATERM?**
   a. SHATERM is the Banner form name for “Term Sequence Course History” and it is the place where course pre-requisites (for registration) are checked as well as a student’s Academic Progress (for Financial Aid/Scholarships).
   b. SHATERM has a complete listing of a student’s UNM Academic record back to 1983 (?).
   c. SHATERM also shows any processed transfer courses for a student’s record so if you are looking to see if a transcript was processed you can use this Banner form to check.

3. **HOW DO YOU GET TO SHATERM?**
   a. You will need to log into Banner 9 so you will need to open a CHROME or FIREFOX browser to get to MyUNM: http://my.unm.edu/home.
      i. NOTE: Internet Explorer is not compatible with Banner 9.
   b. Enter your UNM Net ID and Password.
c. Once you are logged into MyUNM, click on the “BANNER 9 FORMS” link on the right side under “UNM BUSINESS APPLICATIONS.”

d. A new window or tab opens with the Banner 9 application.

e. In the “SEARCH” box enter SHATERM and hit return.
f. The “Term Sequence Course History” form opens.

![Welcome](image)

Enter the student’s ID number in the “ID” field.

h. Tab over to the “Course Level Codes” field.

i. Choose the appropriate level for your student (in most cases this will be “UG” status) and click the “OK” button.
j. Click on the “GO” button to access the record.

k. The SHATERM screen opens with the “CURRENT STANDING” screen which is an overall summary of the student’s academic record at UNM.

l. Click on the “TERM GPA & COURSE DETAIL INFORMATION” tab.
m. You will need to scroll through the records until you find the transfer courses you are looking for and you can do this by using the “ARROWS” under the “TERM GPA” box.

n. You will need to know the TERM of the transfer courses you are looking for because SHATERM does not tell you the institution. A good clue to transfer work is the “TRANSFER” hours and the “T” grades:

o. NOTE: Sometimes transfer courses don’t “bridge” over to Banner SHATERM due to technical issues so you may need to contact the Admission Office to confirm the processing of a student’s transfer courses. You can contact them at: apply@unm.edu.

4. QUESTIONS:
a. LoboTrax Audit questions, transfer articulation questions or degree encoding questions can be directed to the LoboTrax Team at: tes1@unm.edu.

b. Questions regarding the data entry of transfer courses, including receipt of transcripts, keying errors, test scores, etc. can be directed to the Admission Office at: apply@unm.edu.

***END***