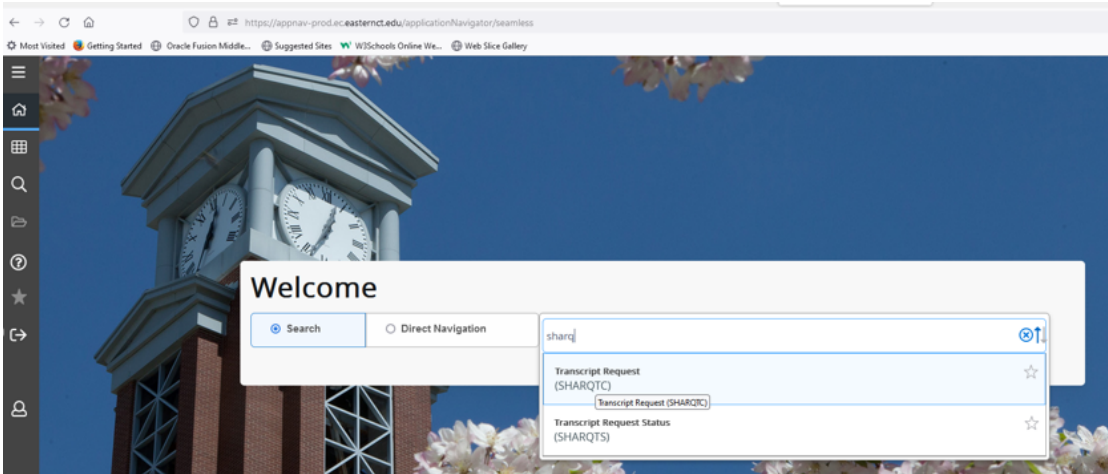
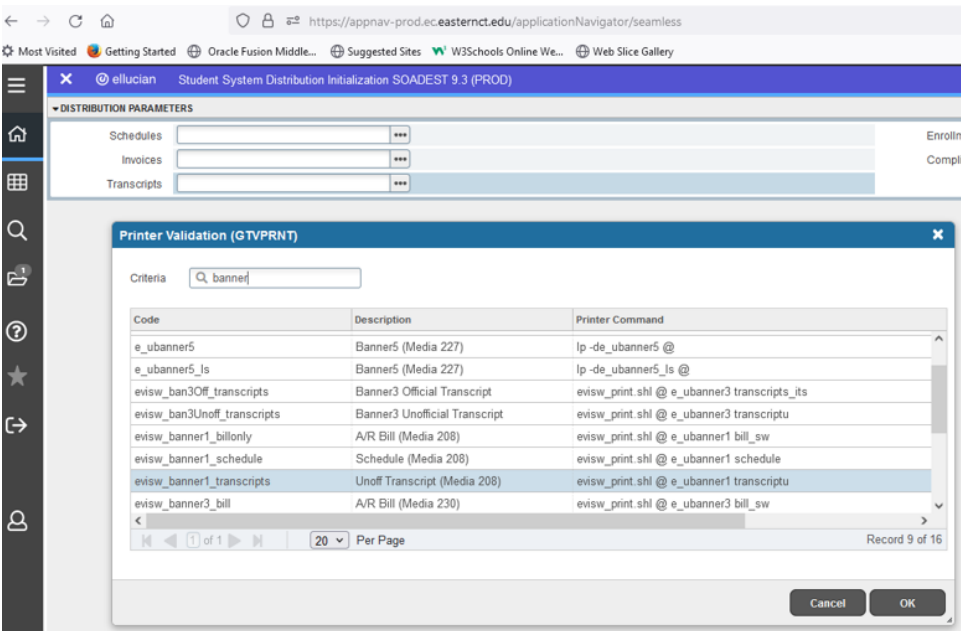


## PRINTING TRANSCRIPTS FROM BANNER

- Type **SHARQTC** in the “Go To:” field (Transcript Request Form)
- **SOADEST** is displayed for Printer Selection (Distribution Parameters)
- Type **%transcript%** in the Transcripts field → press Enter



List of valid transcript printers is displayed.



- Highlight the correct printer and click →OK
- Click X (Exit) on the toolbar.

Once a printer has been selected, it is used for the entire Banner session. SOADEST will not be automatically displayed.

## SHARQTC - TRANSCRIPT REQUEST

1. Enter the student's ID or tab to name field, type name or perform a Name Search.
2. Click "Next Block" on the toolbar.
3. If a request already exists (data fields are not blank), click "Insert Record" on the toolbar.
4. If Holds Exist –Transcripts for the advisor/faculty may be printed. Type 'Y' to override.  
Note: Refer students requesting transcripts to the Registrar's Office or Web for Student for more information regarding the Holds.
5. In Level, Type **UG** for Undergraduate or **GR** for Graduate
6. In Type, Type **ADVR** (Advisor Transcript)
7. In Copies, Type the number of copies you want to print (default = 1)
8. Official must be left blank. If box is checked, transcript will not print.
9. Click "Issue Information" tab

Transcript Request Form SHARQTC 7.2 (eBNR7)

1 → ID:   Holds Exist View Holds:  Override Holds:

Transcript Request | Issue Information | Current Student Status

Transcript Request

Transcript Request | Issue Information | Current Student

**Transcript Request**

Request Number:

Level: 5 → UG Undergraduate

Request Date: 16-FEB-2006

Transcript Type: 6 → ADVR Advisor Transcript

Number of Copies: 7 →

8 →  Official

Billing Term: 200640 Spring 2006

Detail:

Amount:

Student Information Term: 200440 Spring 2004

Receipt Number:

In-Progress Cutoff Term: 200640 Spring 2006

Transcript Sent Date:

Transcript Print Date:

User ID:

