This training will focus on Banner’s Transfer Articulation Process, and will provide participants with the opportunity to set up all requisite forms and tables, enter transfer institution course data, perform articulation for individual students, and export/import catalog data.

<table>
<thead>
<tr>
<th>Tuesday, Sept. 29</th>
<th>Transfer Articulation Setup</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 12:00 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 pm – 4:30 pm</td>
<td>● Set up Validation Tables</td>
<td>Staff responsible for determining institutional requirements for the granting of transfer credit</td>
</tr>
<tr>
<td>(Breaks from 10:00 – 10:15 am and 2:00 – 2:15 pm)</td>
<td>● Create Transfer Articulation Institutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Create Grading Schemes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Enter Transfer Courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Enter Institutional Equivalencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Enter Transfer Course Attributes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Enter Transfer Course Titles and Descriptions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday, Sept. 30</th>
<th>Transfer Articulation Processing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 12 pm</td>
<td></td>
<td>Staff responsible for day-to-day processing of incoming transcripts</td>
</tr>
<tr>
<td>1:00 pm – 4:30 pm</td>
<td>● Perform Articulation for Students</td>
<td></td>
</tr>
<tr>
<td>(Breaks from 10:00 – 10:15 am and 2:00 – 2:15 pm)</td>
<td>● Perform Unarticulation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Export catalog data from Banner Self-Service</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday, Oct. 1</th>
<th>Transfer Articulation Enhancements for Banner 8</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 12 pm</td>
<td></td>
<td>Transcript processing staff; IT representative to assist in defining data load directory</td>
</tr>
<tr>
<td>1:00 pm – 4:30 pm</td>
<td>● Export/Import using Banner INB baseline processes</td>
<td></td>
</tr>
<tr>
<td>(Breaks from 10:00 – 10:15 am and 2:00 – 2:15 pm)</td>
<td>● Questions and Working Sessions (afternoon)</td>
<td></td>
</tr>
</tbody>
</table>