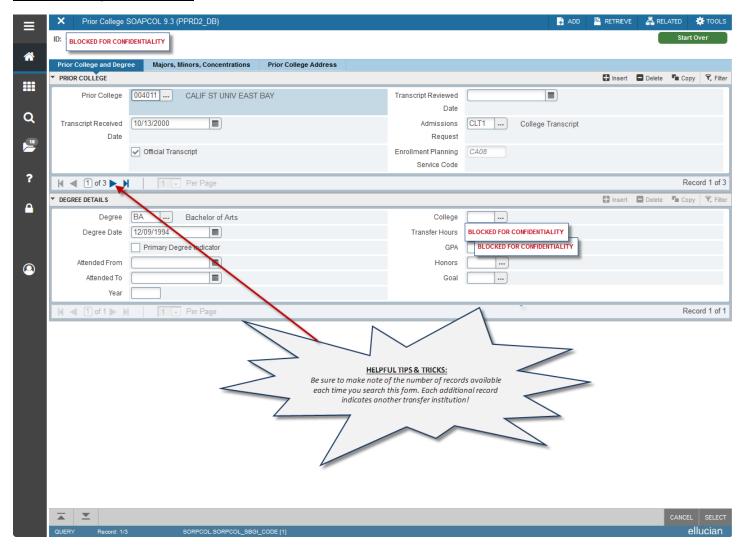
SOAPCOL: Prior College Form

General Information

This form allows you to verify a student's past Transfer Institution information, and also ensure that official transcripts have been received. It lists all previous colleges attended assuming a transcript was received. Note: only students who applied for admission in the Summer Semester 1999 and later will have information contained in this form. Also — majors, minors, and concentrations will never be listed on this form; rather users must request to view the hard-copy transcript to see this information. This is also the ONLY form in which you may see a student's Transfer GPA (except for Graduate Admissions/etc., who have Transcript Access within Banner)! This is a tabbed form similar to other Student Module Forms. Please direct any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View a Student's Transfer Institution information and Transfer GPA in Banner:	
Actions and Steps	Helpful Tips & Tricks
Access the Prior College [SOAPCOL] Form.	Type SOAPCOL into the Search Block field on the Old Dominion University Home Screen and press Enter.
 In the key information area, type in the person's University Identification Number (UIN). Use the Go Button to load the person's previous college information. 	Go Button or Down Arrow Go
 3. The SOAPCOL Form is a tabbed form. The following information is contained within each Tab: Prior College & Degree Tab: Prior College Transcript Received Date Official Transcript Checkbox (Note: This box MUST be checked to ensure we only have Official Transcripts on file!) Degree & Degree Date Number of Transfer Hours Transfer GPA Majors, Minors, Concentrations Tab: This tab is not used at this time. Prior College Address Tab: Reflects the selected Transfer Institution from the Prior College Tab. 	TIPS & TRICKS: note the number of Records available! If there is more than one Record, this means there are multiple colleges/details to review. Depending on the record selected in the Prior College Tab, each subsequent tab will reflect your initial selection.
4. When you have finished your work in this form, click the Old Dominion University Home Icon Button to return to the XE Home Screen.	ODU Home Icon:

SOAPCOL Sample Screenshot:



Helpful Tips & Tricks:

- Remember this is the ONLY form in Banner in which you may view a student's Transfer Institution GPA!
- The Majors, Minors, & Concentrations Tab is not used because this information would have to be manually typed in for every transcript received. If you need to view this information, you will need to contact the University Registrar's Office at 683-4425.
- Curious about how to decipher Term Codes? See the Admissions Application [SAAADMS] Form: Helpful Tips & Tricks
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer