SOAPCOL: Prior College Form

<table>
<tr><td colspan="2">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. <u>Note</u>: 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.</td></tr>
<tr><td colspan="2">How to View a Student's Transfer Institution information and Transfer GPA in Banner:</td></tr>
<tr><td>Actions and Steps</td><td>Helpful Tips & Tricks</td></tr>
<tr>
<td>1.   Access the Prior College [SOAPCOL] Form.</td>
<td>Type SOAPCOL into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2.   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.</td>
<td>Go Button or Down Arrow

Go   ⌄</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>ODU Home Icon: 🏠</td>
</tr>
</table>

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**