SHATERM, the Term Sequence Course History form is used to evaluate and review a student's progress. This form is query-only, and displays the student's current status and cumulative GPA information. Individual term data, including institutional, transfer, and overall GPA totals are displayed when Term GPA and Course Detail Information is accessed. Additionally, the transfer work which has been flagged to be included in the transfer GPA is displayed by term, transfer institution, and transfer attendance period.

**Why use this form?**

Use SHATERM to get a quick view of a student’s GPA and his or her progress to date. This form also shows a history of the student’s progress by term, including course details and number of credits earned each quarter.

What is the difference between Eaglenet and this form?

The information provided by EagleNet shows transcript history, which will include transfer credits and GPA. Course detail, course name, grade awarded will be displayed for the courses taken at the University and for the courses transferred if the information has been added to the student’s record. Some course detail may only indicate the course was an elective. In SHATERM, you can see a cumulative GPA and detail course information, including course descriptions for most transfer courses. As with both access points, course completion and grades are not rolled to the student’s history until after the processing day for grades for the quarter and will not show up in a student’s transcript until that time.

Who should use this form?

Advisors, Faculty, Records & Registration, and Financial Aid should use this form to determine if a student is on probation or a student’s current academic standing. This form can also be used if there is a need to see a cumulative grade point average for the student.

How to use this form.

In the GO TO field type SHATERM and press Enter.

When the SHATERM form displays retrieve the students record by:

1. Entering the student’s ID number and pressing the Enter key
   OR
2. Tab to the empty student name field. Type in the student’s last name, first name and press Enter. If there is more than one student satisfying the search, the ID and Name Extended Search form opens. Double click on the applicable student name from the list displayed.
3. Select a course level code for the student before pressing **Next Block**.

4. If **Start Term** is left blank the information returned is cumulative from the time the student enrolled at the University for course level indicated to the last term grades were posted.

5. The results displayed will reflect the course level code selected. Some students may have multiple course levels: UG, GR, or PB depending on their enrollment history at the University.
6. Additional details for the course level code selected can be viewed by clicking on Options in the menu bar.

7. Click on Term GPA and Crse Detail. A new screen in SHATERM displays.

8. Click Next Record to advance through each term associated with the course level code selected. The information displayed includes the details for the term, courses taken, grade earned, and GPA as well as the cumulative total up to the term displayed.

9. To return to the initial view of SHATERM, click Rollback. The details for the student will no longer be displayed, but the student’s ID, name and Course Level Code will continue to be displayed in the key block.
**Terminology**

**Course Level Code** - This field determines which course level data will be displayed against.
- UG = Undergraduate
- GR = Graduate
- PB = Post Baccalaureate
- CE = Non Credit class

**Start Term** – Select the term or leave blank to select all terms for the course level code for the student.

**Academic Standing** - is governed by university policy. Each course level code is subject to its policy requirements. Refer to each organization (Undergraduate, Graduate) for their specific policy.

**GPA** - Grade Point Average. The number of Quality Points divided by GPA hours.

**Quality Points** - the grade awarded multiplied by hours (credit hours) for the course.