RZPTREQ is the process that runs weekly to determine if a transcript request should be added to RRAAREQ for Transfer students. The Financial Aid Office will run banner generated report (RZRCOLL) to obtain a list of students to review. This report will list any student that has a matching SOAPCOL and SHATRNS record. This report is ran and worked weekly.

For any students who are transferring to Northwestern, the following steps should be followed.

A. Verify other schools attended on SOAPCOL
B. Verify all schools on SOAPCOL and SHATRNS match for undergrad students. For Grad students, the schools will not be listed on SHATRNS as NSU does not allow transferrable credits into a Graduate program
C. Clear CT requirement on tracking screen (RRAAREQ)
D. Update ROANYUD with date transcript is reviewed
E. Update SAP status on ROASTAT