

**Policies for the
Office of
Student
Financial Aid**

Subject

Transcripts for Transfer Students (K)

Office of Student Financial Aid/Scholarships

January 2023

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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