Banner Quality Controls Checklist for Banner Schedulers

> ➢ *Please remember that you are responsible for the integrity of <u>ALL</u> course data you input into Banner; not just the quality control checks covered in this checklist.*
> ➢ *Use the Course Schedule sheets in Qlik to complete this Checklist.*
> ➢ *Please review & follow the guidelines in the A&S Schedule Build Reminders document as well.*

Name of Banner Scheduler (you):	
Term in Banner you are checking:	

QUALITY CONTROL	WHAT TO CHECK	CHECKED? *(initial each box)*
1. COLL 150 courses	o <u>Attributes</u>: C150, FRSM o <u>Restriction</u>: Exclude students who have already taken a COLL 150 (E-C150). o <u>Enrollment</u>: must be set to 16 or higher. o To Be Determined titles listed as "First Year Seminar TBD" and **hidden** from view (Print & Voice Response boxes unchecked). o **Titles still pending approval may be viewable**. o If known, course description added in SSATEXT.	
2. COLL 100 courses	o <u>Attribute</u>: C100 o <u>Restriction</u>: Exclude students who have already taken a COLL 100 (E-C100). o <u>Enrollment</u>: must be set to 26 or higher (exceptions: ART 100s, Saha's BIOL 100). o To Be Determined titles listed as "Big Ideas TBD" and **hidden** from view (Print & Voice Response boxes unchecked). o **Titles still pending approval may be viewable.** o If known, course description added in SSATEXT.	
3. COLL 200 courses	o If the course has a COLL 200 attribute it must also have a domain attribute (ALV, CSI, NQR). o <u>Example</u> C200 & ALV; not just C200.	
4. COLL 300 courses	o COLL 300 On-Campus should have the C30C attribute, not C300. o **Restriction to exclude Freshmen no longer applies.**	
5. Section Numbers	o Must be two digits. o <u>Example</u> "01" not "1".	
6. Honors, Internship courses	o No changes made to Honors or Internship courses in Banner.	
7. Departmental Rooms	o Departmental rooms assigned to the applicable CRNs **directly in Banner.** o Public classroom requests (building or room) should ONLY be listed in your *Final Qlik Report*. Should **not** be made in Banner.	

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8. *Enrollments for Cross Listed courses (Home sections only)*	o Enrollment for the Home section should reflect the Overall Cross List Max **NOT** the individual seats for just the home section. o **Overall Cross List Max = total # of seats for all sections in the XL.** o Enrollment breakdown for each section in the Cross List should be indicated **ONLY** in the *Cross List Worksheet.*	
9. *UG-Grad Level XLs*	o In UG-Grad Level Cross Lists or "Stacked" courses—Grad section is considered the "sibling" section. o Level Cross Lists should be included in the *Cross List Worksheet*. o UG section's enrollment in Banner should equal the total number of seats for the UG section AND the Grad section (aka the Overall XL max).	
10. *Enrollment*	o Maximum enrollment <u>must</u> match Projected enrollment. o Enrollment should not be left as zero. Any exceptions must be noted in your *Final Qlik Report*. o Waitlist enrollment must equal zero.	

11. *Courses with repeatable schedule types*	o Schedule Type **MUST** match Section Number.
	o <u>Topics Examples</u>:
	  ➢ Section **02** = **LC2** Schedule Type
	  ➢ Section **12** = **L12** Schedule Type
	  ➢ Section **05** = **SM5** Schedule Type
	  ➢ Section **13** = **S13** Schedule Type
	o <u>Independent Study Examples</u>:
	  ➢ Section **03** = **IN3** Schedule Type
	  ➢ Section **10** = **I10** Schedule Type	

12. *Topic courses*	o Should have days & times. o <u>Exception</u> If days/times will be added after 1st day of classes; note in your *Final Qlik Report*. o If known, course description added in SSATEXT.	
13. *Variable Credit courses <u>with Days & Times</u>*	o Hours should be "hard coded" across ALL applicable fields under the "Credit Hours" box. o There will be **4 fields** total you must hard code. <u>For example</u>, fields could include Credit Hours, Billing Hours, Contact Hours, and Lecture. o Do **NOT** hard code courses that are not variable credit. o Not required to hard code variable credit courses that are without days/times e.g., independent studies.	