Banner Quality Controls Checklist for Banner Schedulers

➢ You are responsible for the integrity of ALL course data you input into Banner; not just the quality control checks covered in this document.
➢ Use the Course Schedule sheets in Qlik to complete this Checklist.
➢ Please review & follow the guidelines in the Schedule Build Reminders document as well.

Name of Banner Scheduler (you):
_________________________________________________

Term in Banner you are checking:
_________________________________________________

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<th>QUALITY CONTROL</th>
<th>WHAT TO CHECK</th>
<th>CHECKED?</th>
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| 1. COLL 150 courses | • Course attributes: C150, FRSM  
• Restriction: Exclude students who have already taken a COLL 150 (Example E-C150)  
• Non-approved titles listed as “First Year Seminar TBD” and hidden from view (Print & Voice Response boxes unchecked)  
• If known, course description added in SSATEXT | (initial each box) |
| 2. COLL 100 courses | • Attribute: C100  
• Restriction: Exclude students who have already taken a COLL 100 (Example E-C100)  
• Non-approved titles listed as “Big Ideas TBD” and hidden from view (Print & Voice Response boxes unchecked)  
• If known, course description added in SSATEXT | |
| 3. COLL 200 courses | • If course has a COLL 200 attribute it must also have a domain attribute(s) (ALV, CSI, NQR)  
• (Example C200 & ALV; not just C200) | |
| 4. COLL 300 courses | • COLL 300 On-Campus should have the C30C attribute, not C300  
• Restriction: Excludes Freshman social class  
(Example E-2026) | |
| 5. Enrollments for Cross Listed courses (Home dept/prgm sections only) | • Max/projected enrollments in Banner for the Home sections should reflect the Overall XL Max (total amount of seats across all XL sections)  
• Enrollments breakdown for each section in the Cross List should be indicated ONLY in the Cross List Worksheet | |
| 6. Enrollment | • Maximum enrollment must match Projected enrollment  
• Enrollment should not be left as zero on courses with days & times. Any exceptions must be noted in your Final Qlik Report. | |
| 7. Departmental Rooms | • Departmental rooms assigned to the applicable CRNs directly in Banner. | |

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| 8. Grade Mode                           | • “S” grade NOT “hardcoded” if default grade mode is Standard Grading.  
  • “P” grade NOT “hardcoded” if default grade mode is “Pass/Fail Grading.”  
  • You may use SCACRSE in Banner or Qlik to look up the default grade mode for any course.  |                            |
| 9. Instructor Permission                | • Must be indicated in two places:  
  o In SSASECT- Special Approval field  
  o In SSADETL- “IN” course attribute  |                            |
| 10. Repeatable courses                  | • Schedule Type **must** match the Section Number.  
  • Topics Examples Section 2 = LC2 Schedule Type or SM2 Schedule Type;  
  Section 12 = L12 Schedule Type or S12 Schedule Type  
  • Independent Study Examples Section 3 = IN3 Schedule Type; Section 10 = I10 Schedule Type  |                            |
| 11. Section Numbers                     | • Must be two digits (**Example** “01” not “1”)  |                            |
| 12. Topic courses                       | • Should have days & times  
  • **Exception** If days/times will be added after 1st day of classes; be sure to note in “Course Notes” column in Final Qlik Report  
  • If known, course description added in SSATEXT  |                            |
| 13. Variable Credit courses with Days & Times | • Hours should be “hard coded” (there are some exceptions e.g. independent studies).  
  • Must “hard code” ALL applicable fields. You will need to indicate the number you are hard coding (3, for example) in multiple fields under the “Credit Hours” tab. For example, fields could include: Credit Hours, Billing Hours, Contact Hours, Lecture.  |                            |