

## 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 Discoverer report, *Schedule for Departments*, to complete this Checklist.
- Please review & follow the guidelines in the *Schedule Build Reminders* document as well.

<b>Name of Banner Scheduler (your name):</b>		
<b>Term in Banner you are checking:</b>		
QUALITY CONTROL	WHAT TO CHECK	CHECKED? <i>(initial each box)</i>
1. <i>COLL 150 courses</i>	<ul style="list-style-type: none"> <li>• Course attributes: C150, FRSM, LDWR</li> <li>• Restriction: Include Freshman social class (<u>Example</u> I-2023)</li> <li>• Non-approved titles listed as “First Year Seminar TBD” and <u>hidden</u> from view (Print &amp; Voice Response boxes unchecked)</li> <li>• If known, course description added in SSATEXT</li> </ul>	
2. <i>COLL 100 courses</i>	<ul style="list-style-type: none"> <li>• Attribute: C100</li> <li>• Restriction: Include Freshman social class (<u>Example</u> I-2023)</li> <li>• Non-approved titles listed as “Big Ideas TBD” and <u>hidden</u> from view (Print &amp; Voice Response boxes unchecked)</li> <li>• If known, course description added in SSATEXT</li> </ul>	
3. <i>COLL 200 courses</i>	<ul style="list-style-type: none"> <li>• Has a domain attribute (ALV, CSI, NQR) as well as the C200 attribute</li> </ul>	
4. <i>COLL 300 courses</i>	<ul style="list-style-type: none"> <li>• Restriction: Excludes Freshman social class (<u>Example</u> E-2023)</li> </ul>	
5. <i>Enrollments for Cross Listed courses (Home dept/prgm only)</i>	<ul style="list-style-type: none"> <li>• Enrollments <u>NOT</u> changed in Banner</li> <li>• Enrollment changes listed <u>ONLY</u> in the <i>Cross List Worksheet</i></li> </ul>	
6. <i>Enrollment</i>	<ul style="list-style-type: none"> <li>• Maximum enrollment <u>must</u> match Projected enrollment</li> <li>• Enrollment should not be left as zero on courses with days &amp; times. Any exceptions must be noted in your Final Discoverer Report.</li> </ul>	
7. <i>Departmental Rooms</i>	<ul style="list-style-type: none"> <li>• Departmental rooms assigned to the applicable CRNs <u>directly in Banner.</u></li> </ul>	

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8. <i>Grade Mode</i>	<ul style="list-style-type: none"> <li>• “S” grade NOT “hardcoded” if default grade mode is Standard Grading.</li> <li>• “P” grade NOT “hardcoded” if default grade mode is “Pass/Fail Grading.</li> <li>• You can use SCACRSE in Banner to look up the default grade mode for any course.</li> </ul>	
9. <i>Instructor Permission</i>	<ul style="list-style-type: none"> <li>• Must be indicated in two places:               <ul style="list-style-type: none"> <li>○ In SSASECT- <i>Special Approval</i> field</li> <li>○ In SSADETL- “IN” course attribute</li> </ul> </li> </ul>	
10. <i>Repeatable courses</i>	<ul style="list-style-type: none"> <li>• Schedule Type <u>must</u> match the Section Number.</li> <li>• <u>Topics Example</u> Section <b>9</b> = <b>T9</b> Schedule Type</li> <li>• <u>Independent Study Examples</u> Section <b>3</b> = <b>IN3</b> Schedule Type; Section <b>10</b> = <b>I10</b> Schedule Type</li> </ul>	
11. <i>Section Numbers</i>	<ul style="list-style-type: none"> <li>• Must be two digits (<u>Example</u> “01” not “1”)</li> </ul>	
12. <i>Topic courses</i>	<ul style="list-style-type: none"> <li>• Should have days &amp; times (<u>Exception</u> If days/times will be added after 1<sup>st</sup> day of classes; be sure to note in “Course Notes” column)</li> <li>• If known, course description added in SSATEXT</li> </ul>	
13. <i>Variable Credit courses with Days &amp; Times</i>	<ul style="list-style-type: none"> <li>• Hours should be “hard coded” (there are some exceptions e.g. independent studies).</li> <li>• Must “hard code” <u>ALL</u> 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.</li> </ul>	