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.

<table>
<thead>
<tr>
<th>Name of Banner Scheduler (your name):</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term in Banner you are checking:</td>
<td>________________________________</td>
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<tr>
<th>QUALITY CONTROL</th>
<th>WHAT TO CHECK</th>
<th>CHECKED? (initial each box)</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 | |
| 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** | • Has a domain attribute(s) *(ALV, CSI, NQR)* as well as the C200 attribute | |
| 4. **COLL 300 courses** | • Restriction: Excludes Freshman social class *(Example E-2024)* | |
| 5. **Enrollments for Cross Listed courses (Home dept/prgm only)** | • Enrollments **NOT** changed in Banner  
• Enrollment changes listed **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 can use SCACRSE in Banner 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 Example** Section 9 = T9 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)  
  • 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. |          |