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>
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</thead>
<tbody>
<tr>
<td>Term in Banner you are checking:</td>
<td>________________________________</td>
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<th>QUALITY CONTROL</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 | Initial each box |
| **3. COLL 200 courses** | - Has a domain attribute(s) (ALV, CSI, NQR) as well as the C200 attribute | Initial each box |
| **4. COLL 300 courses** | - Restriction: Excludes Freshman social class (Example E-2024) | Initial each box |
| **5. Enrollments for Cross Listed courses (Home dept/prgm only)** | - Enrollments NOT changed in Banner  
- Enrollment changes listed ONLY in the Cross List Worksheet | Initial each box |
| **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. | Initial each box |
<p>| <strong>7. Departmental Rooms</strong> | - Departmental rooms assigned to the applicable CRNs directly in Banner. | Initial each box |</p>
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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. |          |