Student Perceptions of Teaching (SPOT) System
Directions for Indicating the Home Department for a Course
Fall 2011

Data regarding cross-listed courses has been loaded into Banner by the Registrar’s office; however, this information should be verified to ensure that the correct unit is designated as the “home department” for the course. **Friday, November 4** is the deadline to make changes to Banner/Teaching Load data for purposes of the SPOT system.

1. In Banner, go to the “SCADETL” form.

2. Select the “Degree Attribute” tab (shown on the screen capture below), and verify that the “HOME” attribute indicates the correct department for the given course.

3. Repeat this process for each cross-listed course.

4. Discuss potential changes with your counterparts in the other appropriate department(s) and reach a consensus regarding which department should be the home for each course. Contact the registrar’s office ([http://www.registrar.vt.edu/about/contact_us.php](http://www.registrar.vt.edu/about/contact_us.php)) to make changes if needed.

If you have questions about this process or need further details, please contact Brian Broniak in Learning Technologies ([bbroniak@vt.edu](mailto:bbroniak@vt.edu)) or Anne Laughlin in the Office of Assessment and Evaluation ([laughlin@vt.edu](mailto:laughlin@vt.edu)).
<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Department Core Listing</td>
<td></td>
</tr>
</tbody>
</table>