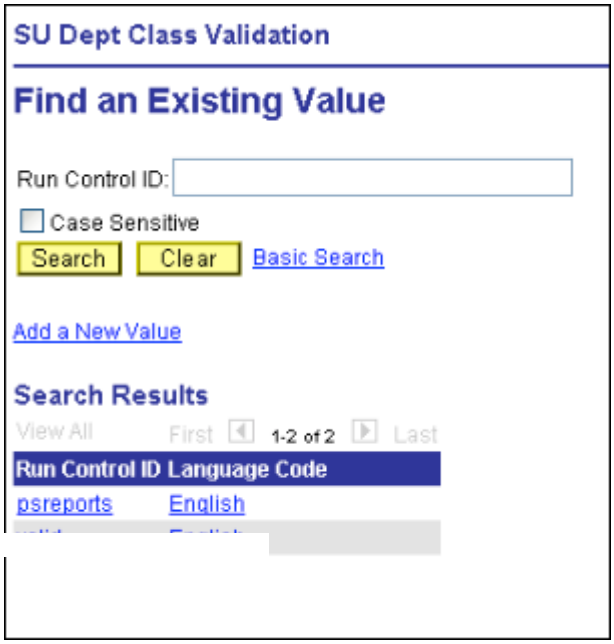
Department Class Validation Report

The Department Class Validation report generates a list of errors that exist in the *Schedule of Classes*. Department Schedulers should use this report to ensure that the information that they entered in the *Schedule of Classes* is accurate. This is especially important for CASA reporting.

Navigation:

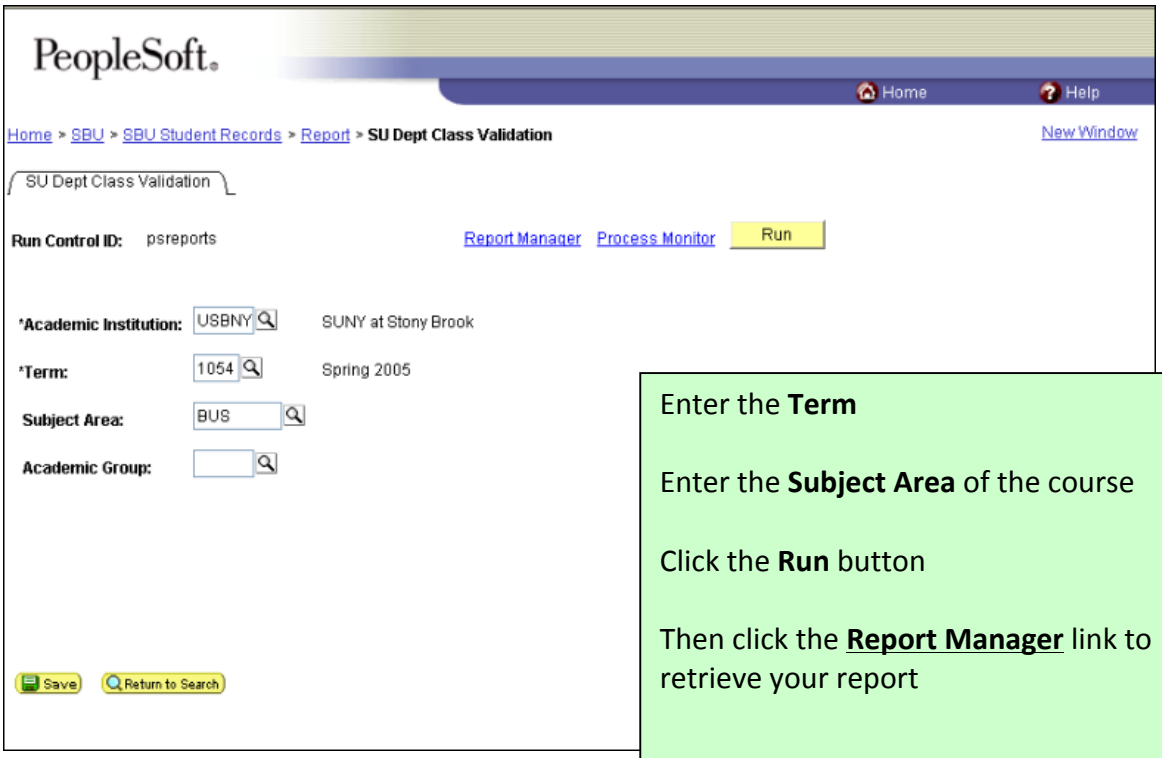
SBU → SBU Student Records → Report → SU Dept Class Validation



Click the **Search** button to display a list of your existing *Run Control ID*s.

Click the ***psreports*** *Run Control ID* (or any *Run Control ID* that you usually use for your Rosters or Scheduling Reports).

Note: If you do not have any *Run Control ID*s listed then you will have to click **Add a New Value** and add a new Run Control ID. You can name it *psreports*.

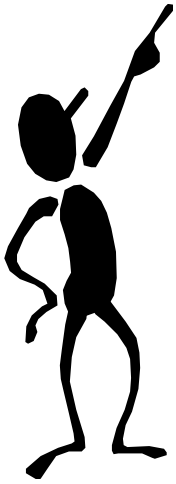


Enter the **Term**

Enter the **Subject Area** of the course

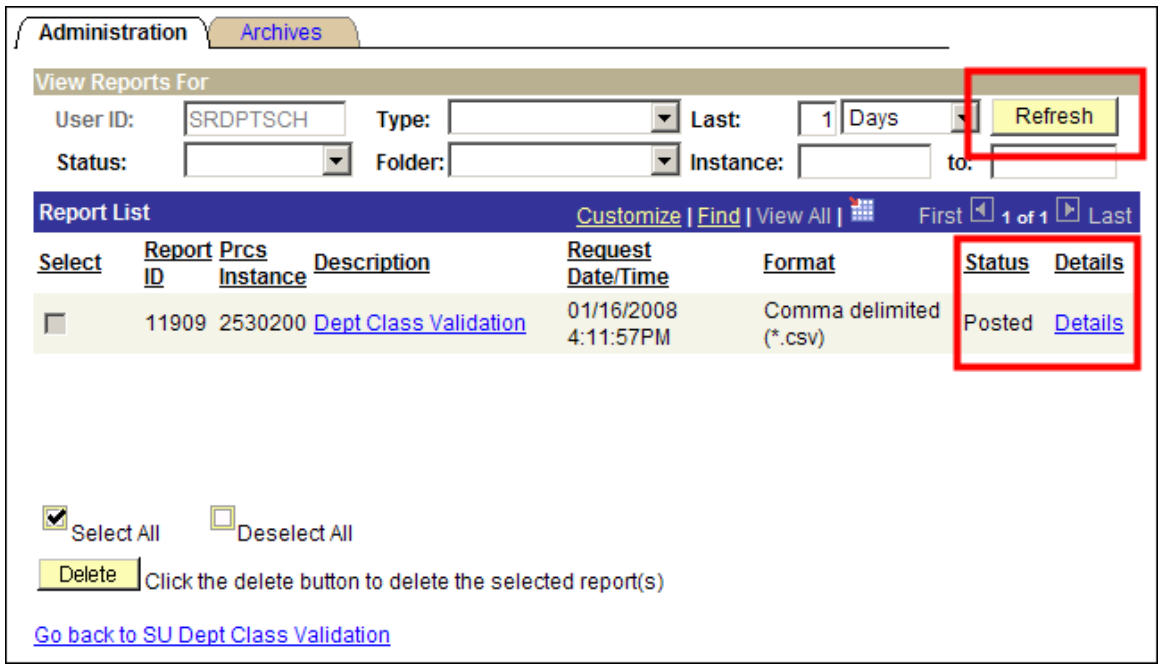
Click the **Run** button

Then click the **Report Manager** link to retrieve your report



You also have the option of generating a report for all classes by **Academic Group** (i.e., School of Nursing, SPD, etc.). Instead of entering the Subject Area, click the **Lookup button** next to the Academic Group field, click the **Lookup button** on the next page and select your **Academic Group. You cannot enter both Subject Area and Academic Group. It has to be one or the other.**

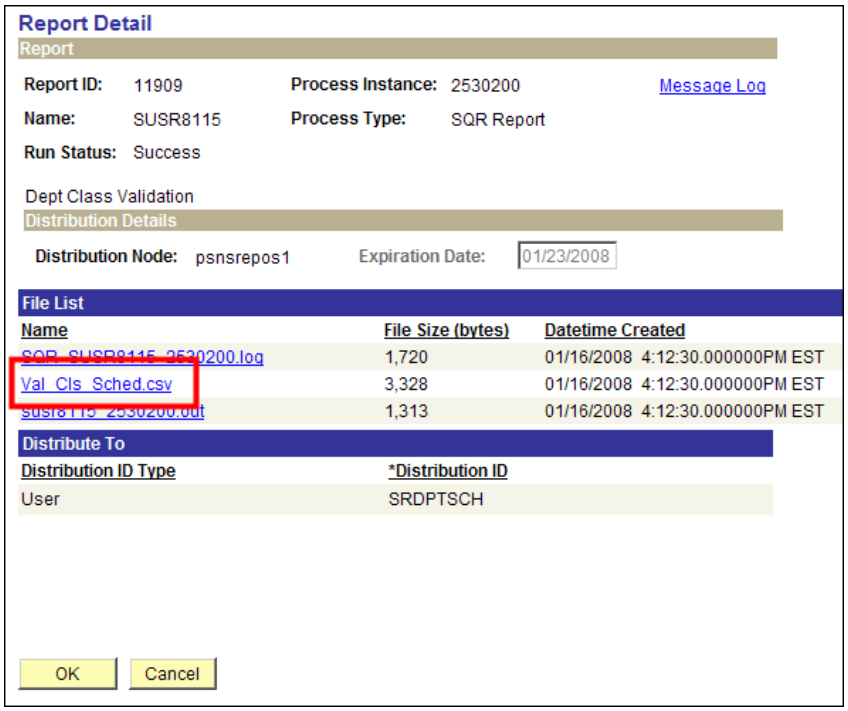
This will take you to the *Report List* page.



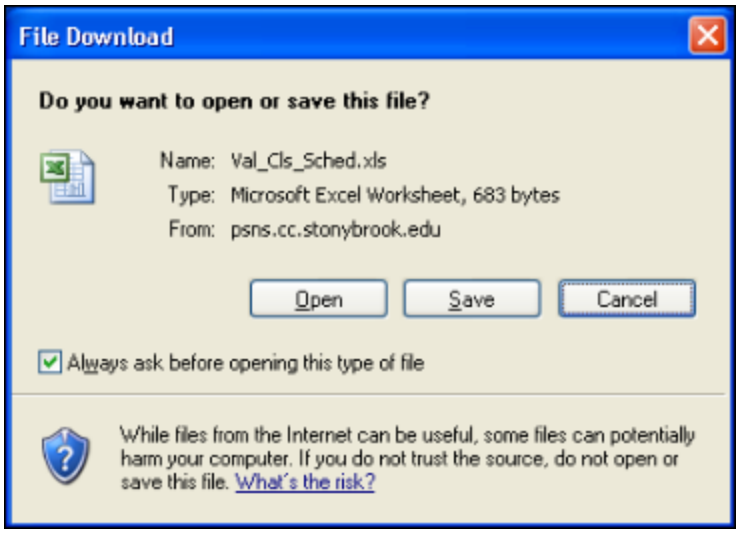
Refresh Click the **Refresh** button until you see *Posted* in the **Status** column next to the report.

Then, click the **Details** link.

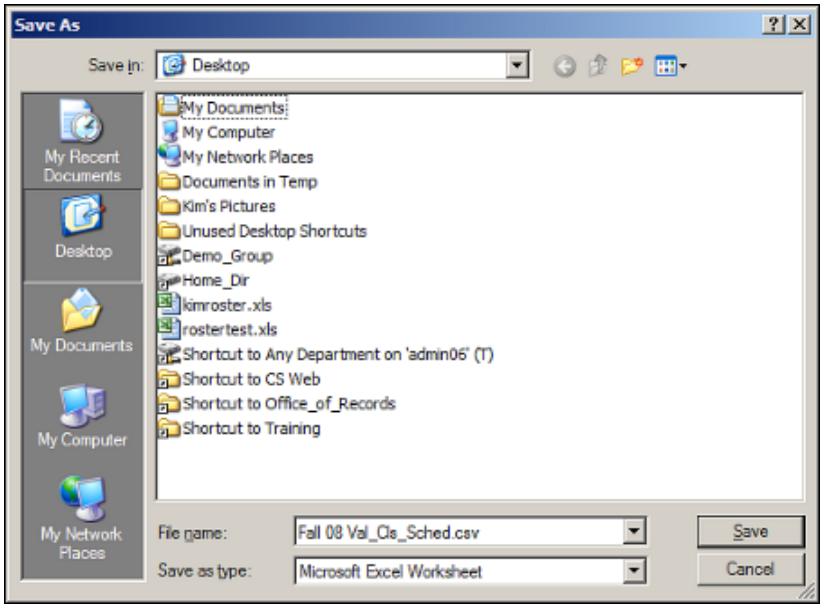
This will take you to the *ReportDetail* page.



Click the **.csv** file to open it



Click **Save**



Select where you want the file saved

Enter a file name and **change the extension to *.csv***

Click **Save**

Open the file in Excel and then re-save it a Microsoft Excel workbook (in the Save as Type field).

Use this spreadsheet to clean up your errors in PeopleSoft.

You can rerun this process to make sure your errors have been fixed.

List of Error Messages

Below is a list of error messages that you may see in your report. For a more detailed description of each error message and for information on how to correct them, please refer to the **Dept Class Validation Error Messages** document.

Code	Code Description
CL01	Missing Class Association
CL02	Single Course Component
CL03	Single Class Component
CL04	Missing Course
CL05	Missing Course Component
CL06	Missing Class Component
CL07	Invalid Graded Component
CL08	Invalid Graded Comp - Crse Cat
CL09	Multi-Unique-Component
CL10	Associated Class 9999
CL11	Invalid Auto Enroll Section
CL12	Missing Section Combined
CL13	Invalid Class Section Name
CL14	Non-Unique Class Number
CL15	Missing Course Topic
CL16	Non Enrol Section Not Referred
CL17	Invalid Class Start/End Times
CL18	Meeting Pattern Extra Spaces
CL19	Missing Meeting Pattern
CL20	Invalid Meeting Pattern
CL21	Invalid Instructor
CL22	Class Assoc - Invalid Units
CL23	Non Enrol Not Referred (Any)
CL24	Class Active - EnrlCap Zero
CL25	Cls Assoc 9999 - No Class Comp
CL26	Class - Course Not Active
CL27	Class - Schedule Print Off
CL28	Class Instr Grade Rstr Access
CL29	Class Instr Invalid Role
CL30	Missing Course Offering
CL31	Course Offer Changed
CL32	Course Offer Missing Course
CL33	Class - Section Combnd No Cap
CL34	Class Assoc-Grade Basis Invld
CL35	Grade Rstr Access Appr Not = 1
CL36	Grade Rstr Incorrect TA Access
CL37	Grade Rstr Access PI: REC LAB
CL38	Grade Rstr Access TA: TUT CLIN

CL39 Grade Rstr SUP ADMIN Print CHK
CL40 Grade Rstr Access Instr Blank
CL41 Combined Class Inactive Status
CL44 Auto-Enrl E not refrd to 9999
CL45 RD Catalog/Assoc Mismatch
CL46 Class Instr Enrollment > 0