Dept Class Validation Report Error Messages

The Class Validation Report is one of the most important tools to use in reviewing and correcting any information pertaining to the schedule. Many of these error messages have to be corrected prior to registration and are essential to the schedule's accuracy. It is extremely important to review this report after every rollover to ensure all information for the new semester is up-to-date and accurate.

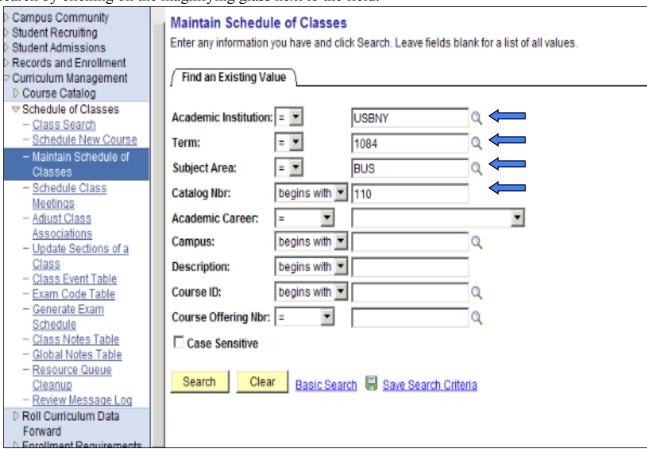
Many, if not all, of the error messages that you will encounter may be fixed under the *Schedule of Classes* Screen. It is at this screen where you will update and/or correct any information pertaining to the schedule. Please keep in mind that a "Rollover" is done every semester and everything, including active, inactive, and cancelled courses, is rolled over. Therefore, it is essential that after the class validation report has been run, a "clean-up" of data takes place to reflect changes to the new semester. Equally as important is accurate entry of class-schedule data. The CASA Report is directly affected by this data, and for this reason, accuracy is imperative.

Searching for a class:

Navigation: <u>Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</u>

- 1) Enter USBNY in the Academic Institution Field
- 2) Enter the term code
- 3) Enter the Subject Area
- 4) Enter the Catalog Number

Note: If you're not sure what to enter for the term code or the subject area, you can always conduct a search by clicking on the magnifying glass next to the field.



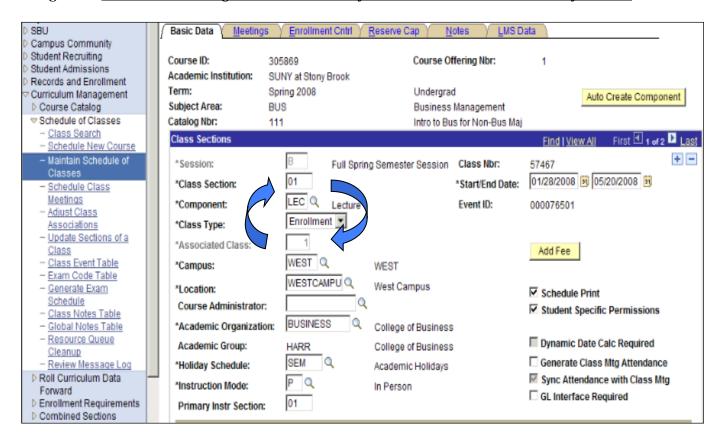
Specific Error Messages:

Error Message: CL 01 - Missing Class Association

Error Specifications: The class does not have an entry for the Associated Class Field. Every class must always have an associated class # corresponding to the class section #. For ex. if the Class Section # is 05, then the Associated Class must be 5.

Correction: Input an associated class # which corresponds to the class section #. In this example, the Class Section is 01 so the entry for the Associated Class should be 1.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

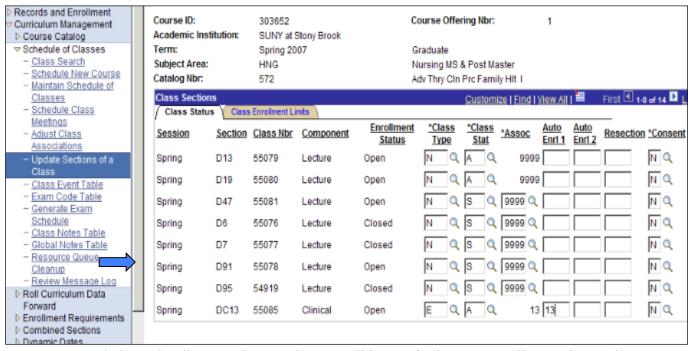


CL11 - Invalid Auto Enroll Section

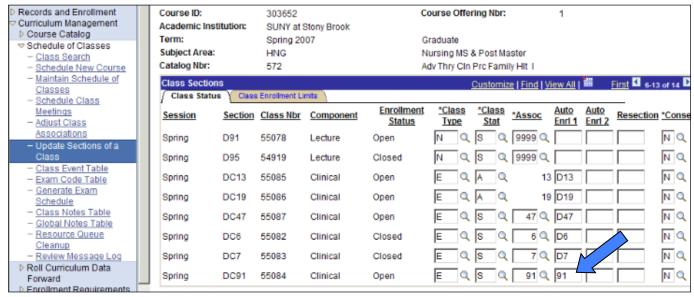
Error Specifications: A class has an invalid entry for the auto enrollment #. This will prevent the student from successfully auto enrolling into both components of the course. While you can view this information under the *Schedule of Classes* Screen, the *Class Sections* Screen is a much simpler way to view this information.

Correction: Correct the entry in the Auto Enrl Box to the exact section # of the non-enrollment class. On the example below, please note the Section # for the non-enrollment class (D91). In this example, 91 should be corrected to D91

Navigation: <u>Curriculum Management>Schedule of Classes>Update Sections of a Class</u>



As you can see below Class# 55084 does not have a valid entry for its auto-enrollment class. The auto enrollment entry must match with the section # of the non-enrollment course. As shown above the section # is D91 rather than 91.



CL12 – Missing Section Combined

Error Specifications: Since this error is primarily connected to the *Combined Sections* Screen, you must contact the Registrar's Office for correction.

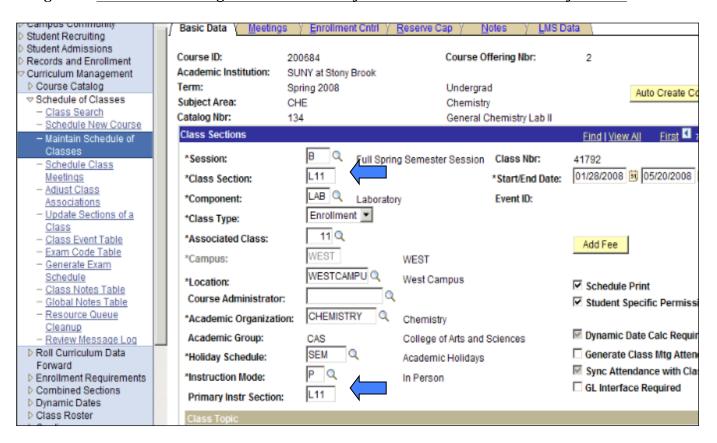
CL13 - Invalid Class Section Name

Error Specifications: The class has an invalid entry for the class section field. This error identifies sections where the class section title does not match the section's component (recitation, lab, etc) type. For ex. if the class is a recitation, the class section must be labeled as a recitation (R##.) The following are the different types of components you will encounter with their corresponding class section name abbreviations:

| Seminar = S01, S02 | Lab = L01, L02 | Lecture = 01, 02 |
|---------------------|-----------------------|-----------------------|
| Tutorial = T01, T02 | Recitation = R01, R02 | Supervised = V01, V02 |
| Online = $30, 31$ | Clinical = C01, C02 | Manhattan = 60, 61 |

Correction: Input a valid entry for the Class Section Field. For this example, we corrected the Class Section entry to L11 to reflect the Lab Class Component. Also, please note that it is very important to make sure that the Primary Instr Section Number coincides with the Class Section Number.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



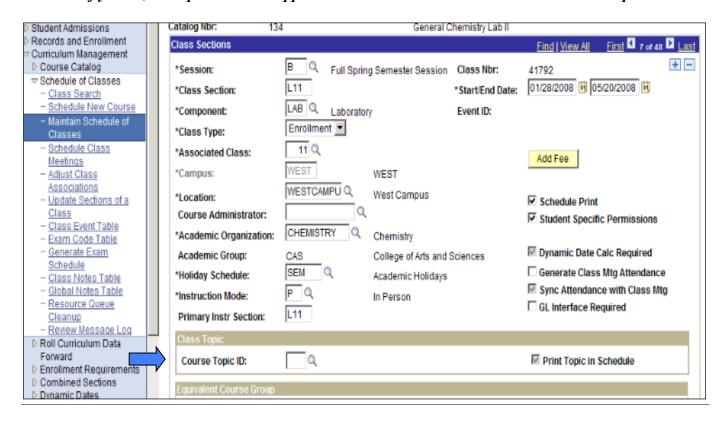
CL15 – Missing Course Topic

Error Specifications: The course topic has not been entered for the class. If a course topic has been specified in Course Catalog, the class must also reflect this information.

Correction: Input a Course Topic ID for the class.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Please note that you should NOT enter topics under the "Meetings" Page. If you do, the topic will NOT appear either on SOLAR or on the student's transcript.

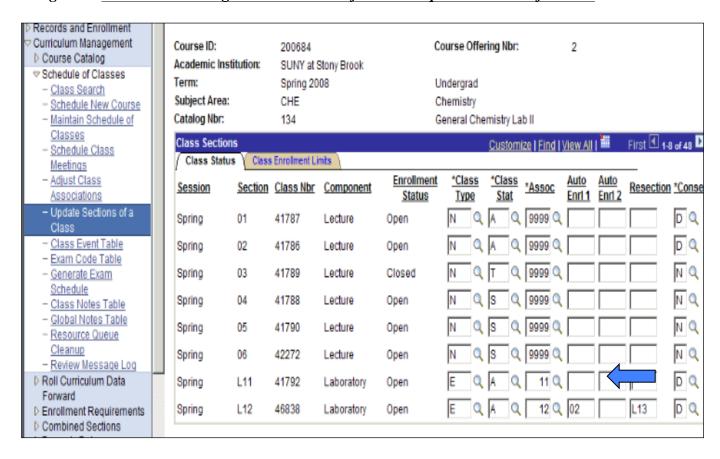


CL16 - Non Enroll Section Not Referred

Error Specifications: A multi-component class does not have an entry under the auto-enroll section. This will prevent the student from successfully auto enrolling into both components of the class.

Correction: Input a valid entry under the Auto Enrl 1 Box. In this example, 01, which is the section for the non-enrollment component should be inputted.

Navigation: Curriculum Management>Schedule of Classes>Update Sections of a Class

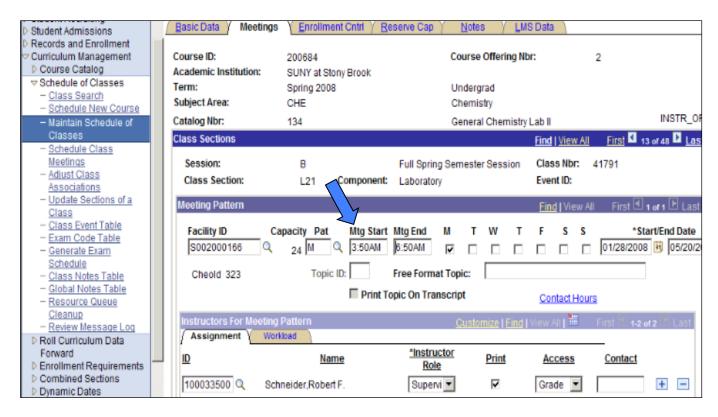


CL17 – Invalid Class Start/End Times

Error Specifications: The entries for the start and/or end times of the class are not valid. For example, this may mean that the class was incorrectly scheduled for 1:00 AM rather than 1:00 PM.

Correction: Correct the entries for the start and/or end times of the class.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

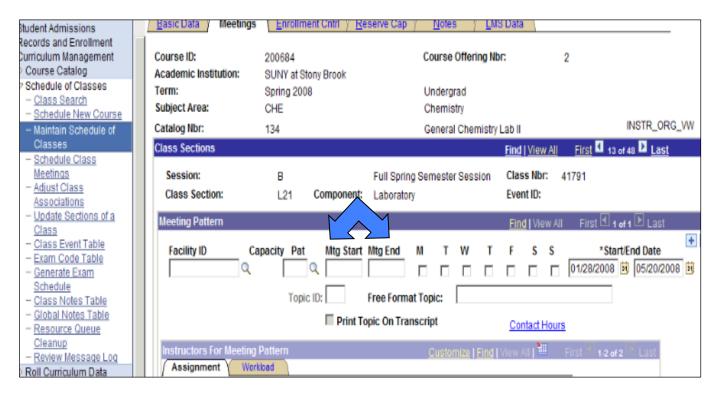


CL19 – Missing Meeting Pattern

Error Specifications: There are no entries for the meeting patterns of the class. This field MUST be populated. If not, it will NOT print correctly in MSReview or in SOLAR.

Correction: Simply input the meeting times for the class. At times, these fields are often left blank because the class might not have a specific meeting time. As a result, there are few meeting patterns which can be used for such cases. These meeting patterns are HTBA (Hours to be Arranged), APPT (Appointment), and FLEX (Flexible Meeting.)



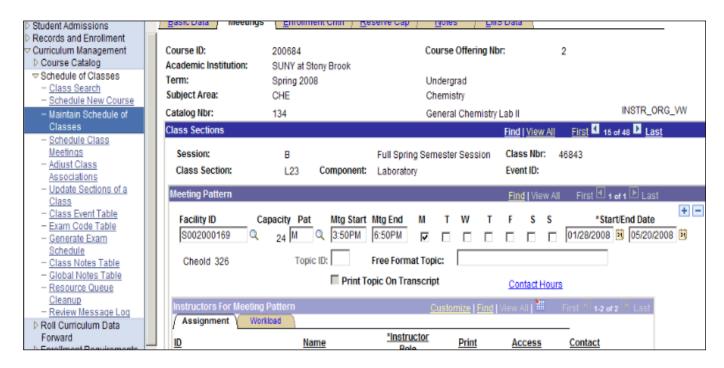


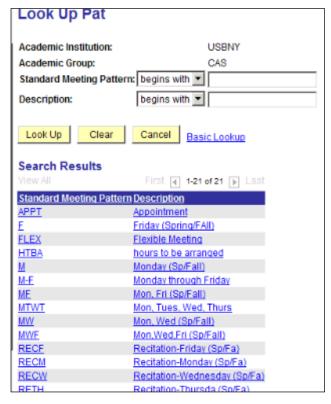
CL20 – Invalid Meeting Pattern

Error Specifications: The meeting pattern entered into the class schedule is not included in the standard meeting patterns. This error may have been caused by a manual entry of a non-standard meeting pattern or by an inactive meeting pattern having rolled over from previous semesters.

Correction: Enter a valid meeting pattern by choosing one of the available meeting patterns from the dropdown menu.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes





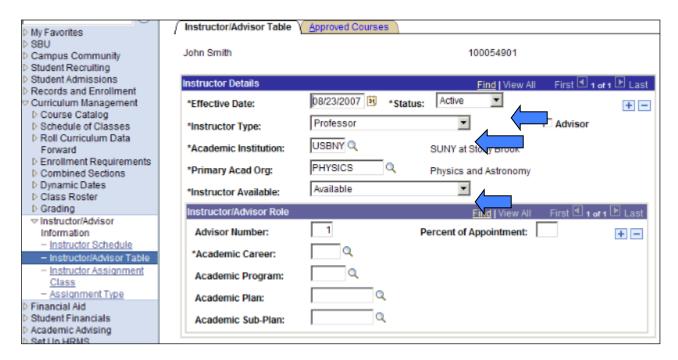
Please choose a meeting pattern from the dropdown list by clicking on the magnifying glass.

CL21 - Invalid Instructor

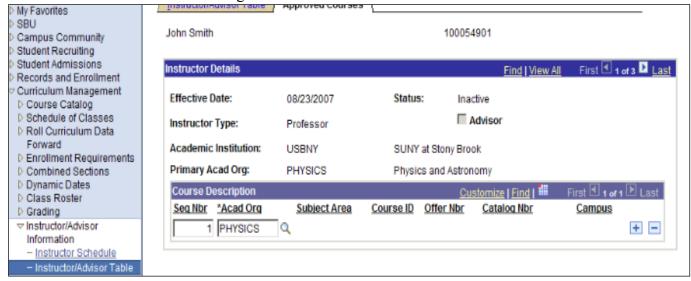
Error Specifications: The instructor's information needs to be updated and/or corrected. You must verify that the instructor has been made available to teach this course and has an active status. If not, the instructor will not be able to access the class roster or approve grades. Under the *Instructor/Advisor Table*, enter and/or update all fields.

Correction: Correct and/or update the instructor's information. Please note that the status of the instructor must be "Active" and the instructor must be made "Available." Please note that the effective date should be before the start date of the semester.





Also, please note that the instructor's primary academic organization is entered on the first panel only. To enter additional academic organizations for the instructor, you must go to the second panel and add a new row for each additional academic organization.

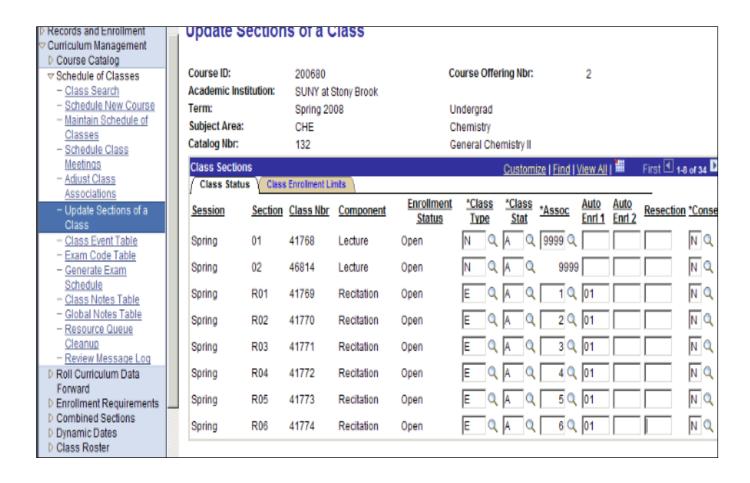


CL23 - Non Enroll Not Referred (Any)

Error Specifications: Similar to Error CL16, this error is connected to an auto-enrollment discrepancy.

Correction: Review and correct any discrepancies for the auto-enrollment sections.

Navigation: <u>Curriculum Management>Schedule of Classes>Update Sections of a Class</u>

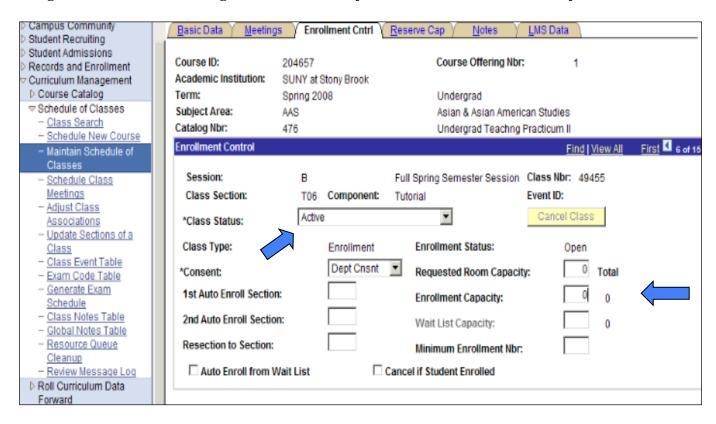


CL24 - Class Active - EnrolCap Zero

Error Specifications: An active course has an enrollment capacity of zero. While the course is scheduled and active, students will not be able to register for the course because the enrollment capacity will not allow it.

Correction: Simply input a valid entry for the Enrollment Capacity. In some cases, the enrollment capacity was set to 0 because the class will not be offered. In such cases, you will need to change the class status to "Inactive."

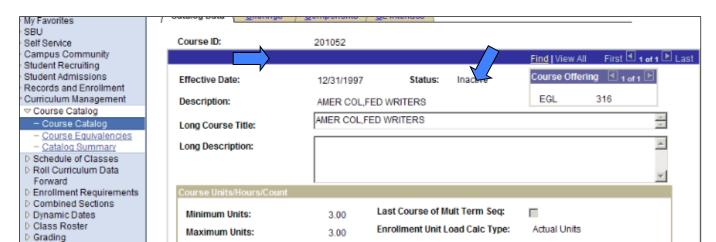
Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



CL26 - Class - Course Not Active

Error Specifications: A class has been scheduled for an inactive course. As there are often changes made to a specific course over time, there may be more than one entry for the same course under the *Course Catalog*. When multiple catalog entries exist, the course ID number of the active scheduled course must match the course ID number for the active catalog entry. First check the Course Catalog to review whether the Course Catalog ID # matches the course ID # for the scheduled course.

Correction: If the course ID #s for the correct catalog and schedule entries do not match, contact Judith Walpole or Nora Salguero for correction. Please keep in mind that any change to the Course Catalog should be approved by the appropriate academic deans' office.



Navigation: Curriculum Management>Course Catalog>Course Catalog

Academic Progress Units:

Financial Aid Progress Units:

While both screens show information for the same course (EGL 316), the course ID# listed for the inactive course does not match the course ID# for the active, scheduled course.

3.00

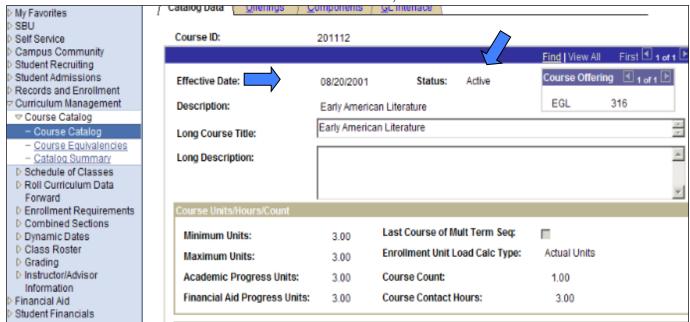
3.00

Course Count:

Course Contact Hours:

1.00

3.00



▶ Instructor/Advisor

Information

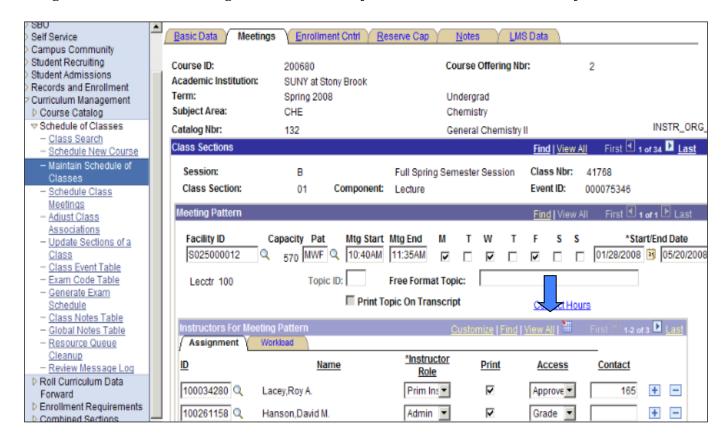
Financial Aid

CL28 – Class Instr Grade Rstr Access

Error Specifications: The wrong access has been granted to the instructor role.

Correction: Review the access which has been assigned to the instructor role. Simply correct any discrepancies. If you have any questions regarding which access should be assigned to a specific role, please refer to the "Scheduling Classes in PeopleSoft" Training Manual which can be accessed by visiting: http://clientsupport.cc.stonybrook.edu/staff/psoft/ps89training.shtml

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

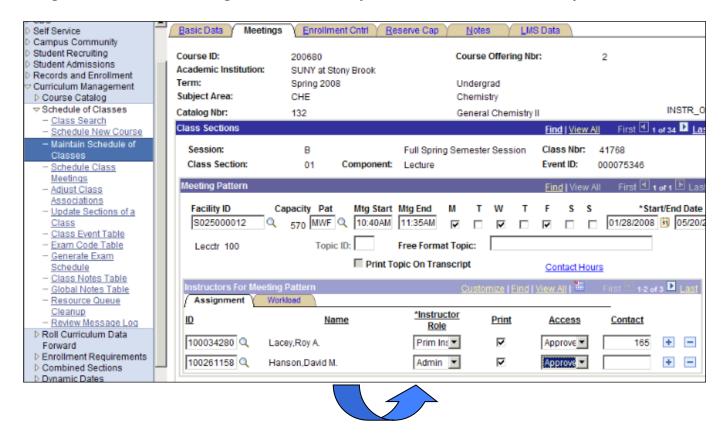


CL29 - Class Instr Invalid Role

Error Specifications: The wrong access has been granted to the instructor role. Usually this occurs when a teacher assistant has an approved access. A TA should never be granted access to approve grades. All TA's are to be supervised, and therefore only the "supervisor" should have approval access.

Correction: Simply correct the access for the instructor role. In this example, the TA should not have Approve Access. The Primary Instructor should be the only role to have access to approve grades.



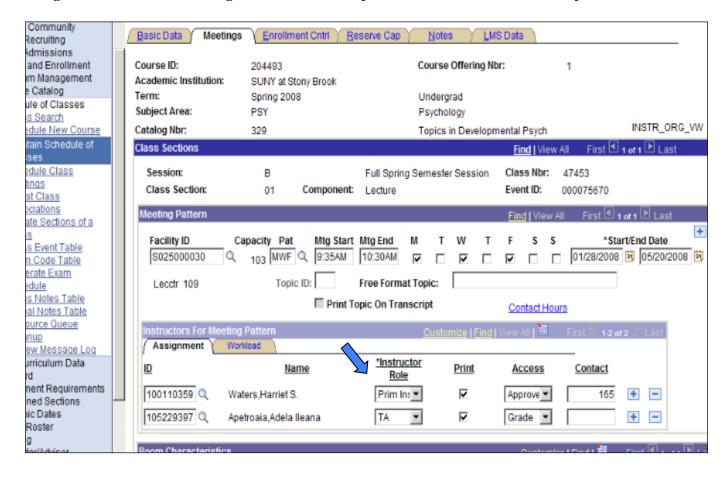


CL35 - Grade Rstr Access Appr Not = 1

Error Specifications: The approved instructor for grades is not equal to one. Each section should have no less than and no more than one instructor with access to approve grades. This error message will identify classes that have no instructor listed with Approve Access AND classes with more than one instructor with Approve Access.

Correction: Correct the access by appointing only one instructor with Approve Access. In this example, we corrected the TA's role by changing the access to Grade.



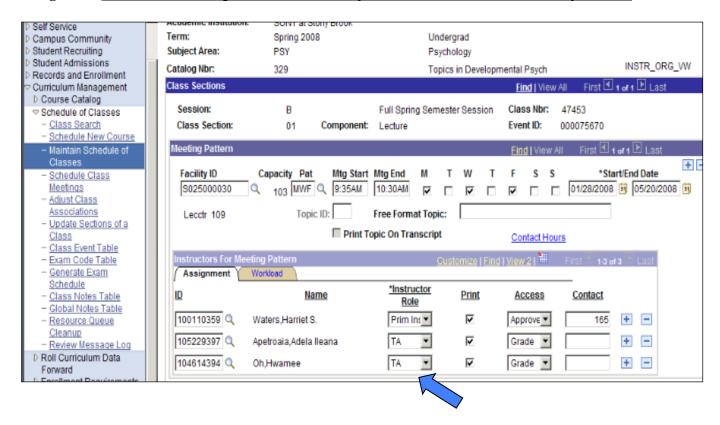


CL36 - Grade Rstr Incorrect TA Access

Error Specifications: A teacher assistant has been granted the wrong access. Again, a TA should never be granted access to approve grades. All TA's are to be supervised, and therefore only the "supervisor" should have approval access.

Correction: Simply correct the TA's access. In this example, we changed the TA's access to Graded.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

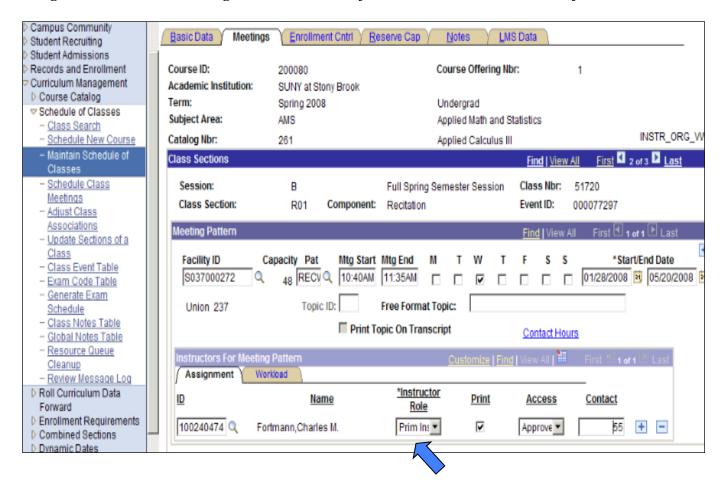


CL37 - Grade Rstr Access PI: REC LAB

Error Specifications: A primary instructor is listed for a recitation or a lab. In most cases, the primary instructor is never listed for the recitation or the lab but rather only listed for the lecture.

Correction: Under the Meetings Tab, update or correct the role of the instructor for the class.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

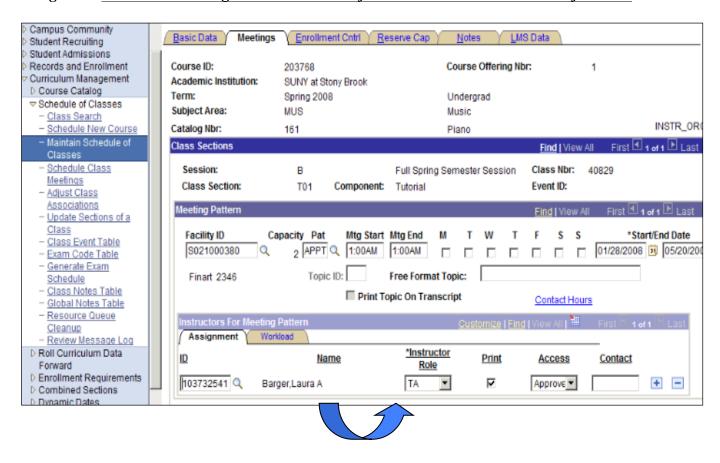


CL38 - Grade Rstr Access TA: Tut CLIN

Error Specifications: Similar to Error # 29, the wrong access has been assigned to the instructor role. Specifically in this error, a TA has been granted Approved Access for a specific class. As mentioned earlier, the primary instructor should be the only instructor role with Approved Access.

Correction: Assign the proper access to the TA Role.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

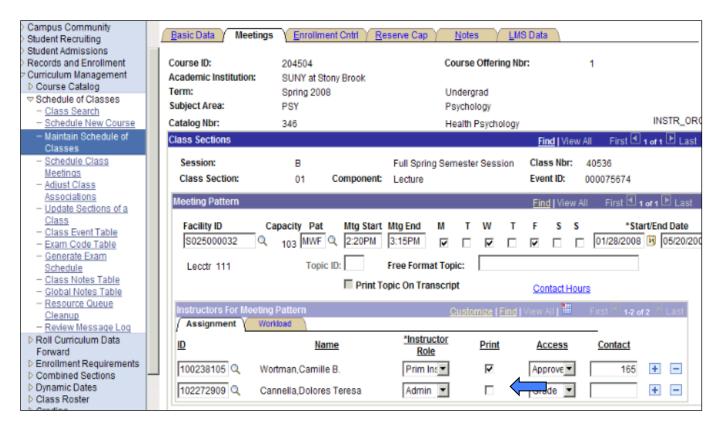


CL39 - Grade Rstr SUP ADMIN Print CHK

Error Specifications: The Print Box has been checked for the administrator. The administrator should never be checked to print. This will cause the administrator to be listed as the instructor of the class.

Correction: Simply uncheck the Print Box next to the administrator.

Navigation: <u>Curriculum Management > Schedule of Classes > Maintain Schedule of Classes</u>

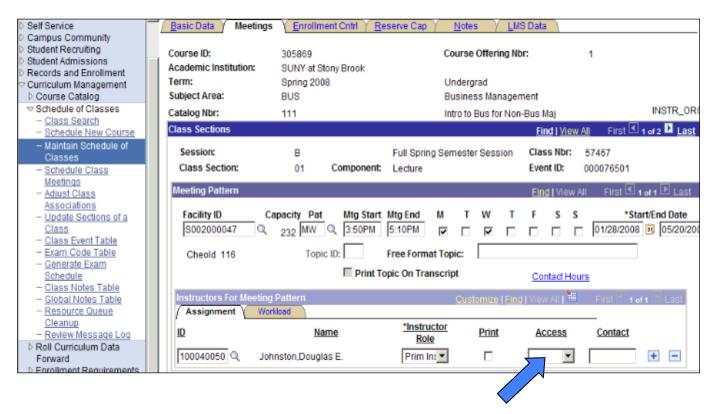


CL40 - Grade Rstr Access Instr Blank

Error Specifications: The instructor is not listed for the class.

Correction: Input an instructor for the class and assign a valid access role. Please note that you can conduct a search for the instructor's name and/or ID by clicking on the magnifying glass.

Navigation: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



Please note that entry of instructor and meeting time data directly affects CASA data.

Therefore, accurate entry is essential.

CL41 – Combined Class Inactive Status

Error Specifications: One of the combined classes has an inactive course. Since this error is primarily connected to the *Combined Sections* Screen, you must contact the Registrar's Office for correction.

CL44 – Auto-Enrol E not refrd to 9999

Error Specifications: Similar to Error# 16, a multi-component class does not have an entry under the auto-enroll section. This will prevent the student from successfully auto enrolling into both components of the class.

Correction: Input a valid entry under the Auto Enrl 1 Box. In this example the section for the non-enrollment component, section 01, should be entered as shown below.

Navigation: Curriculum Management>Schedule of Classes>Update Sections of a Class

