

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

- 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.

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [dropdown] [USBNY] [magnifying glass] ←

Term: = [dropdown] [1084] [magnifying glass] ←

Subject Area: = [dropdown] [BUS] [magnifying glass] ←

Catalog Nbr: begins with [dropdown] [110] [magnifying glass] ←

Academic Career: = [dropdown] [dropdown]

Campus: begins with [dropdown] [] [magnifying glass]

Description: begins with [dropdown] []

Course ID: begins with [dropdown] [] [magnifying glass]

Course Offering Nbr: = [dropdown] [] [magnifying glass]

Case Sensitive

[Basic Search](#)

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*

Course ID:	305869	Course Offering Nbr:	1
Academic Institution:	SUNY at Stony Brook	Term:	Spring 2008
Subject Area:	BUS	Undergrad	Business Management
Catalog Nbr:	111	Intro to Bus for Non-Bus Maj	

Class Sections Find | View All | First 1 of 2 Last

*Session:	B	Full Spring Semester Session	Class Nbr:	57467
*Class Section:	01		*Start/End Date:	01/28/2008 to 05/20/2008
*Component:	LEC	Lecture	Event ID:	000076501
*Class Type:	Enrollment			
*Associated Class:	1			
*Campus:	WEST	WEST		
*Location:	WESTCAMPU	West Campus		
Course Administrator:				
*Academic Organization:	BUSINESS	College of Business		
Academic Group:	HARR	College of Business		
*Holiday Schedule:	SEM	Academic Holidays		
*Instruction Mode:	P	In Person		
Primary Instr Section:	01			

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

Class Sections												
Class Enrollment Limits												
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	
Spring	D13	55079	Lecture	Open	N	A	9999				N	
Spring	D19	55080	Lecture	Open	N	A	9999				N	
Spring	D47	55081	Lecture	Open	N	S	9999				N	
Spring	D6	55076	Lecture	Closed	N	S	9999				N	
Spring	D7	55077	Lecture	Closed	N	S	9999				N	
Spring	D91	55078	Lecture	Open	N	S	9999				N	
Spring	D95	54919	Lecture	Closed	N	S	9999				N	
Spring	DC13	55085	Clinical	Open	E	A	13	13			N	

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.

Class Sections												
Class Enrollment Limits												
Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Conse	
Spring	D91	55078	Lecture	Open	N	S	9999				N	
Spring	D95	54919	Lecture	Closed	N	S	9999				N	
Spring	DC13	55085	Clinical	Open	E	A	13	D13			N	
Spring	DC19	55086	Clinical	Open	E	A	19	D19			N	
Spring	DC47	55087	Clinical	Open	E	S	47	D47			N	
Spring	DC6	55082	Clinical	Closed	E	S	6	D6			N	
Spring	DC7	55083	Clinical	Closed	E	S	7	D7			N	
Spring	DC91	55084	Clinical	Open	E	S	91	91			N	

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

The screenshot displays the 'Maintain Schedule of Classes' interface. The sidebar on the left contains a tree view with 'Curriculum Management' expanded to 'Schedule of Classes', and 'Maintain Schedule of Classes' selected. The main content area shows the following fields:

- Course ID: 200684
- Academic Institution: SUNY at Stony Brook
- Term: Spring 2008
- Subject Area: CHE
- Catalog Nbr: 134
- Course Offering Nbr: 2
- Undergrad
- Chemistry
- General Chemistry Lab II

The 'Class Sections' section includes the following fields:

- *Session: B (Full Spring Semester Session)
- *Class Section: L11 (indicated by a blue arrow)
- *Component: LAB (Laboratory)
- *Class Type: Enrollment
- *Associated Class: 11
- *Campus: WEST
- *Location: WESTCAMPU (West Campus)
- *Academic Organization: CHEMISTRY
- Academic Group: CAS (College of Arts and Sciences)
- *Holiday Schedule: SEM (Academic Holidays)
- *Instruction Mode: P (In Person) (indicated by a blue arrow)
- Primary Instr Section: L11

Additional fields include *Start/End Date (01/28/2008 to 05/20/2008), Event ID, and checkboxes for Schedule Print, Student Specific Permissions, Dynamic Date Calc Required, Generate Class Mtg Attendance, Sync Attendance with Class, and GL Interface Required.

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.**

The screenshot displays the 'Maintain Schedule of Classes' interface. The sidebar on the left contains the following navigation options:

- Student Admissions
- Records and Enrollment
- Curriculum Management
 - Course Catalog
 - Schedule of Classes
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes (highlighted)
 - Schedule Class Meetings
 - Adjust Class Associations
 - Update Sections of a Class
 - Class Event Table
 - Exam Code Table
 - Generate Exam Schedule
 - Class Notes Table
 - Global Notes Table
 - Resource Queue Cleanup
 - Review Message Log
 - Roll Curriculum Data Forward
 - Enrollment Requirements
 - Combined Sections
 - Dynamic Dates

The main content area shows details for 'General Chemistry Lab II' (Catalog Nbr: 134). The 'Class Sections' table is visible, with the following fields:

- *Session: B (Full Spring Semester Session)
- *Class Section: L11
- *Component: LAB (Laboratory)
- *Class Type: Enrollment
- *Associated Class: 11
- *Campus: WEST (WEST)
- *Location: WESTCAMPU (West Campus)
- Course Administrator: [Empty]
- *Academic Organization: CHEMISTRY (Chemistry)
- Academic Group: CAS (College of Arts and Sciences)
- *Holiday Schedule: SEM (Academic Holidays)
- *Instruction Mode: P (In Person)
- Primary Instr Section: L11

Additional options include 'Add Fee', 'Schedule Print' (checked), 'Student Specific Permissions' (checked), 'Dynamic Date Calc Required' (checked), 'Generate Class Mtg Attendance' (unchecked), 'Sync Attendance with Class Mtg' (checked), and 'GL Interface Required' (unchecked).

The 'Class Topic' section at the bottom contains the 'Course Topic ID' input field, which is highlighted by a blue arrow. The 'Print Topic in Schedule' checkbox is also present.

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

<ul style="list-style-type: none"> Records and Enrollment Curriculum Management <ul style="list-style-type: none"> Course Catalog Schedule of Classes <ul style="list-style-type: none"> Class Search Schedule New Course Maintain Schedule of Classes Schedule Class Meetings Adjust Class Associations Update Sections of a Class Class Event Table Exam Code Table Generate Exam Schedule Class Notes Table Global Notes Table Resource Queue Cleanup Review Message Log Roll Curriculum Data Forward Enrollment Requirements Combined Sections 	Course ID: 200684 Course Offering Nbr: 2 Academic Institution: SUNY at Stony Brook Term: Spring 2008 Undergrad Subject Area: CHE Chemistry Catalog Nbr: 134 General Chemistry Lab II																																																																																																													
	Class Sections Customize Find View All First 1-9 of 49																																																																																																													
	<table border="1"> <thead> <tr> <th>Session</th> <th>Section</th> <th>Class Nbr</th> <th>Component</th> <th>Enrollment Status</th> <th>*Class Type</th> <th>*Class Stat</th> <th>*Assoc</th> <th>Auto Enrl 1</th> <th>Auto Enrl 2</th> <th>Resection</th> <th>*Conse</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>01</td> <td>41787</td> <td>Lecture</td> <td>Open</td> <td>N</td> <td>A</td> <td>9999</td> <td></td> <td></td> <td></td> <td>D</td> </tr> <tr> <td>Spring</td> <td>02</td> <td>41786</td> <td>Lecture</td> <td>Open</td> <td>N</td> <td>A</td> <td>9999</td> <td></td> <td></td> <td></td> <td>D</td> </tr> <tr> <td>Spring</td> <td>03</td> <td>41789</td> <td>Lecture</td> <td>Closed</td> <td>N</td> <td>T</td> <td>9999</td> <td></td> <td></td> <td></td> <td>N</td> </tr> <tr> <td>Spring</td> <td>04</td> <td>41788</td> <td>Lecture</td> <td>Open</td> <td>N</td> <td>S</td> <td>9999</td> <td></td> <td></td> <td></td> <td>N</td> </tr> <tr> <td>Spring</td> <td>05</td> <td>41790</td> <td>Lecture</td> <td>Open</td> <td>N</td> <td>S</td> <td>9999</td> <td></td> <td></td> <td></td> <td>N</td> </tr> <tr> <td>Spring</td> <td>06</td> <td>42272</td> <td>Lecture</td> <td>Open</td> <td>N</td> <td>S</td> <td>9999</td> <td></td> <td></td> <td></td> <td>N</td> </tr> <tr> <td>Spring</td> <td>L11</td> <td>41792</td> <td>Laboratory</td> <td>Open</td> <td>E</td> <td>A</td> <td>11</td> <td></td> <td>01</td> <td></td> <td>D</td> </tr> <tr> <td>Spring</td> <td>L12</td> <td>46838</td> <td>Laboratory</td> <td>Open</td> <td>E</td> <td>A</td> <td>12</td> <td>02</td> <td></td> <td>L13</td> <td>D</td> </tr> </tbody> </table>		Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Conse	Spring	01	41787	Lecture	Open	N	A	9999				D	Spring	02	41786	Lecture	Open	N	A	9999				D	Spring	03	41789	Lecture	Closed	N	T	9999				N	Spring	04	41788	Lecture	Open	N	S	9999				N	Spring	05	41790	Lecture	Open	N	S	9999				N	Spring	06	42272	Lecture	Open	N	S	9999				N	Spring	L11	41792	Laboratory	Open	E	A	11		01		D	Spring	L12	46838	Laboratory	Open	E	A	12	02		L13	D
	Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Conse																																																																																																		
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Spring	L12	46838	Laboratory	Open	E	A	12	02		L13	D																																																																																																			

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](#)

Course ID: 200684 Course Offering Nbr: 2
Academic Institution: SUNY at Stony Brook
Term: Spring 2008 Undergrad
Subject Area: CHE Chemistry
Catalog Nbr: 134 General Chemistry Lab II INSTR_OF

Class Sections Find | View All First 13 of 48 Last

Session: B Full Spring Semester Session Class Nbr: 41791
Class Section: L21 Component: Laboratory Event ID:

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
S002000166	24	M	3:50AM	6:50AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2008 05/20/2

Cheold 323 Topic ID: Free Format Topic:

Print Topic On Transcript [Contact Hours](#)

Instructors For Meeting Pattern Customize | Find | View All First 1-2 of 2 Last

ID	Name	Instructor Role	Print	Access	Contact
100033500	Schneider, Robert F.	Supervi	<input checked="" type="checkbox"/>	Grade	<input type="text"/>

**Please note that entry of instructor and meeting time data directly affects CASA data.
Therefore, accurate entry is essential.**

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.)

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

Student Admissions	Basic Data	Meetings	Enrollment Cntri	Reserve Cap	Notes	LMS Data	
Records and Enrollment	Course ID:	200684	Course Offering Nbr:	2			
Curriculum Management	Academic Institution:	SUNY at Stony Brook	Term:	Spring 2008	Undergrad		
Course Catalog	Subject Area:	CHE	Catalog Nbr:	134	Chemistry		
Schedule of Classes					General Chemistry Lab II	INSTR_ORG_VW	
- Class Search	Class Sections					Find View All	
- Schedule New Course	Session:	B	Component:	Laboratory	Class Nbr:	41791	
- Maintain Schedule of Classes	Class Section:	L21	Event ID:				
- Schedule Class Meetings	Meeting Pattern					Find View All	
- Adjust Class Associations	Facility ID	Capacity	Pat	Mtg Start	Mtg End	M T W T F S S	
- Update Sections of a Class						*Start/End Date	
- Class Event Table						01/28/2008 05/20/2008	
- Exam Code Table	Topic ID:	Free Format Topic:					
- Generate Exam Schedule	<input type="checkbox"/> Print Topic On Transcript					Contact Hours	
- Class Notes Table	Instructors For Meeting Pattern					Customize Find View All	
- Global Notes Table	Assignment	Workload				First 1 of 2 Last	
- Resource Queue							
Cleanup							
- Review Message Log							
Roll Curriculum Data							

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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.*

Navigation: Curriculum Management>Instructor/Advisor Table

John Smith 100054901

Instructor Details Find | View All First 1 of 1 Last

*Effective Date: 08/23/2007 *Status: Active

*Instructor Type: Professor

*Academic Institution: USBNY SUNY at Stony Brook

*Primary Acad Org: PHYSICS Physics and Astronomy

*Instructor Available: Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number: 1 Percent of Appointment:

*Academic Career:

Academic Program:

Academic Plan:

Academic Sub-Plan:

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.

John Smith 100054901

Instructor Details Find | View All First 1 of 3 Last

Effective Date: 08/23/2007 Status: Inactive

Instructor Type: Professor

Academic Institution: USBNY SUNY at Stony Brook

Primary Acad Org: PHYSICS Physics and Astronomy

Course Description Customize | Find | First 1 of 1 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	PHYSICS					

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

- ▷ Records and Enrollment
- ▽ Curriculum Management
 - ▷ Course Catalog
 - ▽ Schedule of Classes
 - [Class Search](#)
 - [Schedule New Course](#)
 - [Maintain Schedule of Classes](#)
 - [Schedule Class Meetings](#)
 - [Adjust Class Associations](#)
 - **Update Sections of a Class**
 - [Class Event Table](#)
 - [Exam Code Table](#)
 - [Generate Exam Schedule](#)
 - [Class Notes Table](#)
 - [Global Notes Table](#)
 - [Resource Queue Cleanup](#)
 - [Review Message Log](#)
 - ▷ Roll Curriculum Data Forward
 - ▷ Enrollment Requirements
 - ▷ Combined Sections
 - ▷ Dynamic Dates
 - ▷ Class Roster

Update Sections of a Class

Course ID: 200680

Academic Institution: SUNY at Stony Brook

Term: Spring 2008

Subject Area: CHE

Catalog Nbr: 132

Course Offering Nbr: 2

Undergrad

Chemistry

General Chemistry II

Class Sections
Customize | Find | View All | First 1-8 of 34

Class Status
Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Conse
Spring	01	41768	Lecture	Open	N	A	9999				N
Spring	02	46814	Lecture	Open	N	A	9999				N
Spring	R01	41769	Recitation	Open	E	A	1	01			N
Spring	R02	41770	Recitation	Open	E	A	2	01			N
Spring	R03	41771	Recitation	Open	E	A	3	01			N
Spring	R04	41772	Recitation	Open	E	A	4	01			N
Spring	R05	41773	Recitation	Open	E	A	5	01			N
Spring	R06	41774	Recitation	Open	E	A	6	01			N

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

The screenshot displays the 'Maintain Schedule of Classes' interface. The left sidebar contains a navigation menu with options like 'Schedule of Classes', 'Class Search', and 'Maintain Schedule of Classes'. The main content area is divided into tabs: 'Basic Data', 'Meetings', 'Enrollment Ctrl', 'Reserve Cap', 'Notes', and 'LMS Data'. The 'Enrollment Ctrl' tab is active, showing details for Course ID 204657, Academic Institution SUNY at Stony Brook, Term Spring 2008, and Subject Area AAS. The 'Enrollment Control' section shows Session B, Class Section T06, and Component Tutorial. The 'Class Status' is set to 'Active'. The 'Enrollment' section shows 'Enrollment Status: Open', 'Requested Room Capacity: 0', 'Enrollment Capacity: 0', and 'Wait List Capacity: 0'. A blue arrow points to the 'Class Status' dropdown menu, and another blue arrow points to the 'Enrollment Capacity' input field.

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

The screenshot shows the Course Catalog interface. The left sidebar contains a navigation menu with 'Course Catalog' expanded. The main content area displays details for Course ID 201052. The 'Effective Date' is 12/31/1997 and the 'Status' is 'Inactive'. The 'Description' is 'AMER COL,FED WRITERS'. The 'Course Offering' dropdown shows 'EGL 316'. Below the course details is a table for 'Course Units/Hours/Count'.

Course Units/Hours/Count			
Minimum Units:	3.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	3.00	Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	3.00	Course Count:	1.00
Financial Aid Progress Units:	3.00	Course Contact Hours:	3.00

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.

The screenshot shows the Course Catalog interface. The left sidebar contains a navigation menu with 'Course Catalog' expanded. The main content area displays details for Course ID 201112. The 'Effective Date' is 08/20/2001 and the 'Status' is 'Active'. The 'Description' is 'Early American Literature'. The 'Course Offering' dropdown shows 'EGL 316'. Below the course details is a table for 'Course Units/Hours/Count'.

Course Units/Hours/Count			
Minimum Units:	3.00	Last Course of Mult Term Seq:	<input type="checkbox"/>
Maximum Units:	3.00	Enrollment Unit Load Calc Type:	Actual Units
Academic Progress Units:	3.00	Course Count:	1.00
Financial Aid Progress Units:	3.00	Course Contact Hours:	3.00

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

The screenshot shows the 'Maintain Schedule of Classes' interface in PeopleSoft. The left sidebar contains a navigation menu with options like 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', and 'Course Catalog'. The main content area is divided into several sections: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', and 'LMS Data'. The 'Basic Data' section shows course information: Course ID: 200680, Academic Institution: SUNY at Stony Brook, Term: Spring 2008, Subject Area: CHE, Catalog Nbr: 132, Course Offering Nbr: 2, Undergrad, Chemistry, General Chemistry II, and INSTR_ORG. The 'Class Sections' section shows Session: B, Full Spring Semester Session, Class Nbr: 41768, and Class Section: 01, Component: Lecture, Event ID: 000075346. The 'Meeting Pattern' section shows a table with columns: Facility ID, Capacity, Pat, Mtg Start, Mtg End, M, T, W, T, F, S, S, and *Start/End Date. The table contains one row: S025000012, 570, MWF, 10:40AM, 11:35AM, [checked], [unchecked], [checked], [unchecked], [checked], [unchecked], [unchecked], 01/28/2008, 05/20/2008. Below the table are fields for 'Lectr 100', 'Topic ID', and 'Free Format Topic'. A blue arrow points to the 'Class Hours' link. The 'Instructors For Meeting Pattern' section shows a table with columns: ID, Name, *Instructor Role, Print, Access, and Contact. The table contains two rows: 100034280, Lacey, Roy A., Prim In, [checked], Approve, 165, and 100261158, Hanson, David M., Admin, [checked], Grade, [blank].

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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.

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

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
S025000012	570	MWF	10:40AM	11:35AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/28/2008 05/20/2008

ID	Name	*Instructor Role	Print	Access	Contact
100034280	Lacey, Roy A.	Prim Ins	<input checked="" type="checkbox"/>	Approve	165
100261158	Hanson, David M.	Admin	<input checked="" type="checkbox"/>	Approve	



Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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.

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

ID	Name	*Instructor Role	Print	Access	Contact
100110359	Waters, Harriet S.	Prim Ins	<input checked="" type="checkbox"/>	Approve	165
105229397	Apetroaia, Adela Ileana	TA	<input checked="" type="checkbox"/>	Grade	

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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

ID	Name	*Instructor Role	Print	Access	Contact
100110359	Waters,Harriet S.	Prim Ins	<input checked="" type="checkbox"/>	Approve	165
105229397	Apetroaia,Adela Ileana	TA	<input checked="" type="checkbox"/>	Grade	
104614394	Oh,Hwamee	TA	<input checked="" type="checkbox"/>	Grade	

**Please note that entry of instructor and meeting time data directly affects CASA data.
Therefore, accurate entry is essential.**

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

The screenshot shows the 'Meetings' tab in the 'Maintain Schedule of Classes' application. The 'Instructors For Meeting Pattern' section is expanded, showing a table with the following data:

ID	Name	*Instructor Role	Print	Access	Contact
100240474	Fortmann, Charles M.	Prim In:	<input checked="" type="checkbox"/>	Approve	55

A blue arrow points to the 'Prim In:' dropdown menu in the 'Instructor Role' column.

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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*

Basic Data		Meetings	Enrollment Cntrl	Reserve Cap	Notes	LMS Data
Course ID:	203768	Course Offering Nbr:	1			
Academic Institution:	SUNY at Stony Brook					
Term:	Spring 2008	Undergrad				
Subject Area:	MUS	Music				
Catalog Nbr:	161	Piano				INSTR_ORG
Class Sections						Find View All First 1 of 1 Last
Session:	B	Full Spring Semester Session	Class Nbr:	40829		
Class Section:	T01	Component: Tutorial	Event ID:			
Meeting Pattern						Find View All First 1 of 1 Last
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M T W T F S S	*Start/End Date
S021000380	2	APPT	1:00AM	1:00AM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	01/28/2008 05/20/2008
Finart 2346	Topic ID:	Free Format Topic:				
<input type="checkbox"/> Print Topic On Transcript						Contact Hours
Instructors For Meeting Pattern						Customize Find View All First 1 of 1 Last
Assignment		Workload				
ID	Name	*Instructor Role	Print	Access	Contact	
103732541	Barger, Laura A	TA	<input checked="" type="checkbox"/>	Approve		

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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

The screenshot shows the 'Maintain Schedule of Classes' interface. On the left is a navigation menu with options like 'Schedule of Classes', 'Class Search', and 'Maintain Schedule of Classes'. The main content area has tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', and 'LMS Data'. The 'Meetings' tab is active, showing details for Course ID 204504, Academic Institution SUNY at Stony Brook, Term Spring 2008, and Subject Area PSY. Below this, the 'Class Sections' section shows Session B, Class Section 01, and Meeting Pattern MWF. The 'Instructors For Meeting Pattern' table lists two instructors: Wortman, Camille B. (Prim Ins) and Cannella, Dolores Teresa (Admin). A blue arrow points to the 'Print' checkbox for the Admin instructor, which is currently checked.

ID	Name	*Instructor Role	Print	Access	Contact
100238105	Wortman, Camille B.	Prim Ins	<input checked="" type="checkbox"/>	Approve	165
102272909	Cannella, Dolores Teresa	Admin	<input checked="" type="checkbox"/>	Grade	

Please note that entry of instructor and meeting time data directly affects CASA data. Therefore, accurate entry is essential.

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

ID	Name	*Instructor Role	Print	Access	Contact
100040050	Johnston, Douglas E.	Prim In:	<input type="checkbox"/>		

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

Update Sections of a Class

Course ID: 201359 Course Offering Nbr: 3
Academic Institution: SUNY at Stony Brook
Term: Spring 2008 Undergrad
Subject Area: MEC Mechanical Engineering
Catalog Nbr: 260 Engineering Statics

Class Sections Customize | Find | View All | First 1-3 of 3 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Consent	Sched Print
Spring	01	51270	Lecture	Open	N	A	9999				N	<input checked="" type="checkbox"/>
Spring	R01	53681	Recitation	Open	E	A	1	01			N	<input checked="" type="checkbox"/>
Spring	R02	53691	Recitation	Open	E	A	2				N	<input checked="" type="checkbox"/>