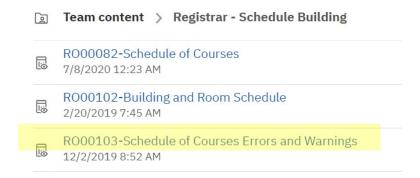
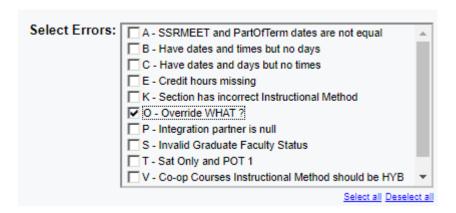
A report is available to assist you in the review and error-correction of sections created/edited during schedule-building. The report data is pulled from Banner Production and is located in the Registrar – Schedule Building folder in WSU Reporting:



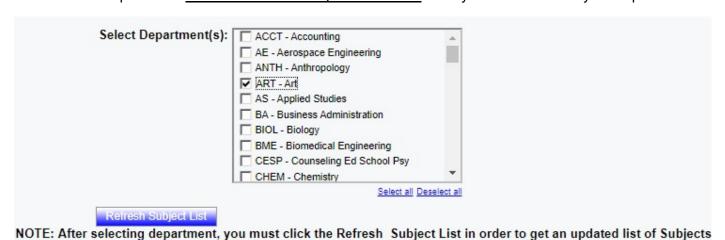
1. Select the appropriate term:



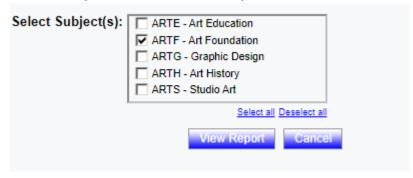
2. Select the Error to be displayed. You can run All Errors and Warnings in one report or select one error at a time.



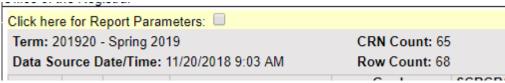
3. Select the Department. Click the Refresh Subject List button once you have selected your department.

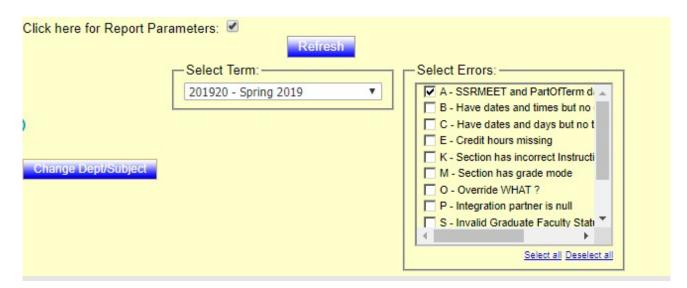


4. Select the subjects of the courses you want to review. You can select one of your subjects at a time or mulitple subjects within the same department. Click View Report.



5. If selecting one Error at a time check the "Click here for Report Parameters" box at the top of the report. This will take you back to the error box. If you need to change your subject, click the Change Dept/Subject button and it will take you back to the beginning.

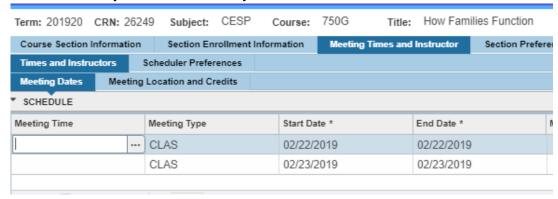




NOTE: Some "errors" on the report are there to alert us to the use of something that should be double-checked (e.g. room override). They may not be an error but the report is listing them so you can ensure the entry is correct. Codes <a href="https://doi.org/10.21/10.21/">https://doi.org/10.21/</a> below are the "warning" types for which you may find your entry is not an error at all.

The following provides explanation for each error/warning code.

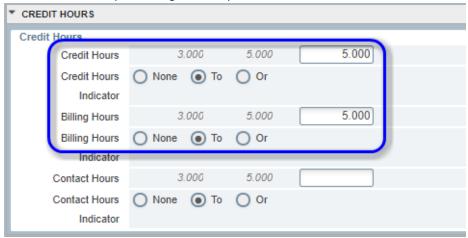
A = the dates on the Meeting Times and Instructors/Meeting Dates tab in SSASECT are not consistent with the POT. The dates entered here should be the actual dates and should fit within the POT selected on the Course Section Information tab. It may be correct that they are different from POT.



**B** = dates and times have been entered but no days have been selected.

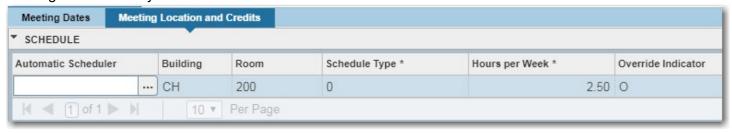
**C** = dates and days have been entered but no times.

**E** = courses that can be offered for a range of hours must have the number of hours for the specific section entered on the first tab in SSASECT (see image below).

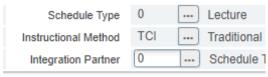


**K** = any CRN listed as IIE or HYO is, by definition, a class for which instruction takes place entirely online and asynchronously; IIE and HYO classes should have no days/times for meetings. Dates/times for exams if students come to take them on-campus (HYO) should be detailed in SSATEXT.

= you have entered an O in the override field on the Meeting Location tab. This means more than one class could be put in the same building/room. Be SURE you meant to enter the O and only use this for building/rooms which you are authorized to enter.



**P** = integration partner is null. You must enter the integration partner code and it should be the exact same code you used in schedule type.



**S** = indicates the instructor of record assigned to a graduate course has not been approved by the Graduate School to teach graduate courses; please contact the Graduate School at 978-3095.

**T** = tells you a Saturday only CRN was created using POT 1; the POT must be changed to 1S.

**V** = tells you a Co-op CRN was created using instructional method other than HYB; must be changed.

**Y** = tells you a course has more than 3 grade modes so you <u>must</u> select a mode on SSASECT to confirm which should be used for this CRN.