



## Schedule of Courses Errors and Warnings Report – WSU Reporting RO00103

A report is available to assist you in the review and error correction of sections/CRNs 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:

 **Team content** > **Registrar - Schedule Building**

 [RO00082-Schedule of Courses](#)  
7/8/2020 12:23 AM

 [RO00102-Building and Room Schedule](#)  
2/20/2019 7:45 AM

 [RO00103-Schedule of Courses Errors and Warnings](#)  
12/2/2019 8:52 AM

1. Select the appropriate term:

Select 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.

Select Errors:

- A - SSRMEET and PartOfTerm dates are not equal
- B - Have dates and times but no days
- C - Have dates and days but no times
- E - Credit hours missing
- K - Section has incorrect Instructional Method
- O - Override WHAT ?
- P - Integration partner is null
- R - Root course; Create CRN as letter under Root
- S - Invalid Graduate Faculty Status
- T - Sat Only and POT 1

[Select all](#) [Deselect all](#)

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

Select Department(s):

- ACCT - Accounting
- AE - Aerospace Engineering
- ANTH - Anthropology
- ART - Art
- AS - Applied Studies
- BA - Business Administration
- BIOL - Biology
- BME - Biomedical Engineering
- CESP - Counseling Ed School Psy
- CHEM - Chemistry

[Select all](#) [Deselect all](#)

[Refresh Subject List](#)

**NOTE: After selecting department, you must click the Refresh Subject List in order to get an updated list of Subjects**

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

Select Subject(s):

- ARTE - Art Education
- ARTF - Art Foundation
- ARTG - Graphic Design
- ARTH - Art History
- ARTS - Studio Art

[Select all](#) [Deselect all](#)

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.

Click here for Report Parameters:

Term: 201920 - Spring 2019	CRN Count: 65
Data Source Date/Time: 11/20/2018 9:03 AM	Row Count: 68

Click here for Report Parameters:

Select Term:

Select Errors:

- A - SSRMEET and PartOfTerm d
- B - Have dates and times but no
- C - Have dates and days but no t
- E - Credit hours missing
- K - Section has incorrect Instructi
- M - Section has grade mode
- O - Override WHAT ?
- P - Integration partner is null
- S - Invalid Graduate Faculty Stati

[Select all](#) [Deselect all](#)

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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 **highlighted** 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.

Term: 201920 CRN: 26249 Subject: CESP Course: 750G Title: How Families Function

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *
	CLAS	02/22/2019	02/22/2019
	CLAS	02/23/2019	02/23/2019

**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).

▼ CREDIT HOURS

Credit Hours

Credit Hours 3.000 5.000

Credit Hours  None  To  Or

Indicator

Billing Hours 3.000 5.000

Billing Hours  None  To  Or

Indicator

Contact Hours 3.000 5.000

Contact Hours  None  To  Or

Indicator

**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.

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**O** = 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.

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator
	CH	200	0	2.50	O

**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.

Schedule Type	0	...	Lecture
Instructional Method	TCI	...	Traditional
Integration Partner	0	...	Schedule 1

**R** = indicates the CRN is for a root course for special topics, workshops, etc., and should not be used. The CRN should be in the course with the root number plus a letter (e.g, 150A). New titles with number/letter can be created using the CIM course proposal (check the box for new letter under approved root).

**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. There have been issues with the graduate faculty coding so some S errors may remain.

**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 **must** select a mode on SSASECT to confirm which should be used for this CRN.