Schedule-Building Errors and Warnings Report – SRS00210

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 ODSP and is scheduled to be refreshed in an overnight process. The report is located in the Student – Schedule Building folder in Reporting Services:

1. Select the appropriate term and department:

2. 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.

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

NOTE: Some “errors” on the report are there to alert us to the use of something that should be double-checked (i.e. 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.

![Schedule Building Errors and Warnings Report - SRS00210](image)

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

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

**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).

![Schedule Building Errors and Warnings Report - SRS00210](image)

**K** = any course listed as IIE or HYO is, by definition, a course for which instruction takes place entirely online; IIE and HYO courses 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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M = grade mode should be left blank UNLESS the course has more than two grade mode options, including audit. If the course can be offered for Standard grading as well as CR/NCR or No Grade, you must enter a grade mode. See the options by clicking the arrow next to that field on SSASECT. **If you see only** Audit and one other option, you should leave grade mode blank.

Q = you have entered an O in the override field on the Meeting Location tab. This means more than one course 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.

R = tells you a spring section for a course NOT Monday ONLY was created using POT 1A; the POT must be changed to 1. POT 1A is for spring courses that meet Monday ONLY – not for a course that also meets any other days of the week.

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

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

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