

quick tips

Audit of Class Schedule Data Entry Edits and Error Messages

	Edit	Error
1	Grading Basis: Class Association grading basis should equal Catalog grading basis	(1) 'The grading basis in Class Association #__ does not match the Course Catalog.'
2	Associated Class: The required LAB does not exist.	(2) 'ASSOC #__ the associated LAB does not exist.'
3	Associated Classes (WARNING): LAB is Enroll; s/b Non-Enroll	(3) 'ASSOC #__ the LAB is enroll; it may need to be changed to non-enroll.'
4	Associated Classes: The required LEC does not exist.	(4) 'ASSOC #__ the associated LEC does not exist.'
5	Associated Classes (WARNING): LEC is Non-Enroll; s/b Enroll	(5) 'ASSOC #__ the LEC is non-enroll; it may need to be changed to enroll.'
6	Units: Minimum units do not equal maximum units	(6) 'ASSOC#__: Min units __ do not equal Max units __'
7	Multiple Components: LEC s/b Graded Component	(7) 'ASSOC#__: the graded component should be LEC.'
8	Multiple Components: LEC s/b Primary Component	(8) 'ASSOC# __ Class has multiple components: the primary component should be LEC.'
9a	Section Numbering: Evening start time, verify the section numbers	(9a) 'Evening class: valid section numbers are in the ranges: 50-96, 150-199, or 250-299.'
9b	Section Numbering: Day start time, verify the section numbers	(9b) 'Day class: valid section numbers are in the ranges: 1-49, 100-149, or 200-249.'
10	Meeting Pattern: No meeting pattern information	(10) 'Meeting pattern information is blank.'
11	Meeting Times: Basic Class Data and Meeting Pattern Information does not match.	(11) 'Verify Start and End dates. Start or End dates do not match between the Basic Class and Meeting Pattern information.'
12a	Assignment Type CRC: Account code does not match.	(12a) 'EmplID __; Assignment type and Account Code are inconsistent. Assignment Type is CRC; Account code is __. Account Code for CRC assignment types should be blank.'
12b	Assignment Type CRC: Job code does not match.	(12b) 'EmplID __; Assignment type and Job Code are inconsistent. Assignment Type is CRC; Job code is __. Job Codes for CRC are 020004, 020005, 020009, 020013.'
13	Assignment Type OVL, LB: Job code does not match	(13) 'EmplID __; Assignment type and Job Code are inconsistent. Assignment Type is __; Job code is __. Job Code for __ is 020011.'
14	Assignment Type OVL, LB: Account code does not match for summer term	(14) EmplID __ Assgn Type __; The account code is not valid for a Summer term. Use accounts starting with A135700, K135700, or N135700.'
15	Assignment Type OVL, LB: Account code does not match for Fall or Spring term	(15) EmplID __ Assgn Type __; The account code is not valid for a Fall or Spring term. Use accounts starting with A135300, K135300, or N135300.'

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16a	Assignment Type H: Job code does not match for summer term	(16a) 'EmplID ___ Assgn Type ___; The Job Code is not valid for the Summer term. The summer Job Code for H is 100001.'
16b	Assignment Type H: Account code does not match for summer term	(16b) 'EmplID ___ Assgn Type ___; The account code is not valid for a Summer term. Use accounts starting with A133300, K133300, or N133300.'
17	Assignment Type H: Job code does not match for Fall or Spring term	(17) 'EmplID ___ Assgn Type ___; The Job Code is not valid for the Fall or Spring term. The Fall/Spring Job Code for H is100000.'
18	Assignment Type H: Account code does not match for Fall or Spring term	(18) EmplID ___ Assgn Type ___; The account code is not valid for the Fall or Spring terms. Use accounts starting with A133100, K133100, or N133100.'
19a	Music Only: Assignment Type ISP: Account code does not match for Summer term	(19a) 'EmplID ___ Job Code ___; The account code is not valid for a Summer term. Use accounts starting with A135700, K135700, or N135700.'
19b	Music Only: Assignment Type ISP: Account code does not match for Fall or Spring term	(19b) 'EmplID ___ Job Code ___; The account code is not valid for a Fall or Spring term. Use accounts starting with A135300, K135300, or N135300.'
20	Music Only: Assignment Type ISP: Account code does not match for Fall or Spring term	(20) 'EmplID ___ Job Code ___; The account code is not valid for a Fall or Spring term. Use accounts starting with A133100, K133100, or N133100.'
21	Music Only: Assignment Type ISP: Job code does not match for Summer term	(21) 'EmplID ___; Assignment type ___, Job code ___ is not valid for Summer term. Use Job Code 100001.'
22	Music Only: Assignment Type ISP: Account code does not match for Summer term	(22) 'EmplID ___ Job Code ___; The account code is not valid for a Summer term. Use accounts starting with A133300, K133300, or N133300.'
23	Music Only: Assignment Type ISP: Job code does not match for Fall or Spring term	(23) 'EmplID ___ Job Code ___; Job Code is not valid for Fall/Spring term. Use 100000.'
24	Music Only: Assignment Type ISP: Job code does not match assignment type.	(24) Emplid ___ Assgn Type ___ Job Code ___; the Job Code is not valid for the assignment type. Use Job Codes 020011,100000,100001.'
25	Meeting Dates: Basic Class Data and Instructor Detail Information does not match.	(25) 'Class #: ___; Emplid ___; Start or End dates do not match between the Basic Class and Instructor Detail information.'
26	ACCT = P (WARNING): Invalid MOI	(26) 'Class #: ___ Is Positive Attendance (ACCT = P); Verify the MOI (generally cannot be values of 20 thru 89).'
26a	ACCT = P: Attendance roster s/b YES	'Class #: ___ Positive Attendance (ACCT = P); Generate Attendance Roster should be YES'
27a	ACCT = E: Attendance roster s/b YES	(27a) 'Class #: ___ Open Entry/Open Exit, Positive Attendance (ACCT = E); Generate Attendance Roster should be YES'

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	Edit	Error
27b	ACCT = E (WARNING): Invalid MOI	(27b) 'Class #: ___ Is Open Entry/Open Exit Positive Attendance (ACCT = E); Verify the MOI (generally cannot be values of 20 thru 89.'
28	ACCT <> P,E: Attendance roster s/b NO	(28) 'Class #: ___ Is not Positive Attendance; Generate Attendance Roster should be NO
29	ACCT attribute does not exist	(29) 'Class #: ___ Add ACCT attribute.'
30	Dynamic Dates: Spring Sessions - YES	(30) 'Session is ____. Set Dynamic Date Include to YES.'
31	Dynamic Dates: Fall Sessions - YES	(31) 'Session is ____. Set Dynamic Date Include to YES.'
32	Dynamic Dates: Summer Sessions - YES	(32) 'Session is ____. Set Dynamic Date Include to YES.'
33	Dynamic Dates: Spring Sessions - NO	(33) 'Session is ____. Set Dynamic Date Include to NO.'
34	Dynamic Dates: Fall Sessions - NO	(34) 'Session is ____. Set Dynamic Date Include to NO.'
35	Dynamic Dates: Summer Sessions - NO	(35) 'Session is ____. Set Dynamic Date Include to NO.'
36	Notes: Missing Distance Ed notes - LAB	(36) 'Verify LAB MOI: Dist Ed MOI, but no Dist Ed class note. MOI should be 04.'
37	Notes: Missing Distance Ed notes - LEC	(37) 'Verify LEC MOI: Dist Ed MOI, but no Dist Ed class note. MOI should be 02.'
38	Note 53: Verify MOI	(38) 'Verify MOI: Dist Ed note #53 exists, set MOI to 51.'
38	Note 53: Add attribute DIST	(38) 'Verify MOI: Dist Ed note #53 exists, add attribute DIST.'
39	Note 53: Verify DIST value	(39) 'Verify attribute DIST value: MOI = 51, then DIST should be 51.'
40	Note 50: Verify MOI	(40) 'Verify MOI: Dist Ed note #50 exists, set MOI to 72.'
41	Note 50: Add attribute DIST	(41) 'Verify MOI: Dist Ed note #50 exists, add attribute DIST.'
42	Note 50: Verify DIST value	(42) 'Verify attribute DIST value: MOI = 72, then DIST should be 72.'
43	Note 60/52: Verify MOI	(43) 'Verify MOI: TV note #60 and #52 exists. Set MOI to 63.'
43	Note 60/52: Verify DIST value	(43) 'Verify attribute DIST value: MOI = 63, then DIST should be 63 or 72.'
44	Note 60/52: Add attribute DIST	(44) 'Verify MOI: TV note #60 and #52 exists, add attribute DIST.'

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	Edit	Error
45	Not used	N/A
46	Note 50: Verify MOI	(46) 'Verify MOI: On-Line note #50 exists. Set MOI to 72 or 63.'
47	Note 50: Verify facility ID s/b Internet	(47) 'Verify Facility ID: On-Line note #50 exists, set Facility ID to INTERNET.'
48	Note 50: Add attribute DIST	(48) 'Verify MOI: On-Line note #50 exists, add attribute DIST.'
49	Note 50: Verify DIST value	(49) 'Verify attribute DIST value: MOI = 72, then DIST should be 72 or 63.'
50	MOI 72: Add attribute XB10	(50) 'Verify Internet Class: add attribute XB10.'
51	Meeting Dates (WARNING): Short term classes should not have the same start and end dates of the term.	(51) 'Session is __ Verify the start and end dates are correct for this class.'
52	Auto Enroll: Class is LAB, field s/b blank	(52) 'Verify Auto Enroll: 1st Auto Enroll Section should be blank unless the class is LEC. Course is ___ and 1st Auto Enroll Section is ___.'
53	Auto Enroll: Class is Non-enroll, field s/b blank	(53) 'Verify Enrollment Type: Auto Enroll Section should be blank for classes where Enrollment Status = Non-Enrollment.'
54	Auto Enroll: Auto enrolled section s/b LAB	(54) 'Verify Auto enroll setup. The Auto Enroll Sect_1 must be on a class type = E, or LEC.'
55	FLEX: Session = FT1, FT2; add attribute FLEX	(55) 'Add Attribute FLEX; this is a Fast Track class.'
56	MOI: Missing MOI information	(56) 'Enter Instruction Mode. Class # ___ has no Instruction Mode information.'
57	Meeting Pat #1: All classes must have a meeting pattern #1	(57) 'Class # _____ does not have a meeting pattern #1. Please reassign meeting numbers.'
58	Session FUL: ACCT cannot = D	Let \$err = '(58) The class is in a FUL session, ACCT cannot = D'
59	Not used	N/A
60	Arranged Hours: Non-TBA classes with arranged hours must have hours on the TTL HRS/TBA Page AND a numbered note stating the number of hours that are to be arranged.	(60) 'Class #_____ has a class note for arranged hours, but no hours are input on the TTL HRS/TBA page.'
61	Arranged Hours: Non-TBA classes with arranged hours must have hours on the TBA Page AND a numbered note stating the number of hours that are to be arranged.	(61) 'Class #_____ has hours on the TTL HRS/TBA page, but not a class note for arranged hours.'
63	TTL HRS/TBA page: Hours input on the TTL HRS/TBA page must be associated with Meeting Pattern #1.	(63) 'Mtg Pat#____, Class #_____ has arranged hours on the TTL HRS/TBA page. Only Mtg Pat #1 Should have arranged hours on the TBA page. Please correct.'
65	Noncredit course has an ACCT value not equal to P	(65) The subject is CNED, ACCT must = P'
66	Not Used	N/A

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67	Noncredit class is not in the OPN session.	(67) Class# ___ is noncredit with a ___ session code. Most noncredit classes should be OPN session.
68	Class is not in the FUL session, cannot have ACCT = W.	(68) Class___; A class in the ___ session cannot have ACCT=W'
69	All hybrid class must have class note #180.	(69) Hybrid class is missing class note #180.
70	Warning. A class is combined with another class of a different unit value.	(70) Class# ___ This class is combined with a class of a different unit value.
71	A class unit value must match the catalog. At the class level, in class associations, min and max units must be equal.	(71) Class# ___ The unit value for this class does not match the catalog, or class assoc min/max units do not match.
76	The total hours field on the TTL HRS/TBA page is 0.00.	(76) Class # ___ Total class hrs on the TTL HRS/TBA page cannot be 0.00.
77	The class has a component that is not in the catalog.	(77) Class # ___ Invalid component'
78	Class component contact hours cannot equal 0.00.	(78) Class # ___ Class component contact hours must be greater than 0.00.'
80	A class meeting lasts for more than 8 hours.	(80) Class# ___, Mtg# ___, Mtg Pat# __ has a length of 8 hours or more. Is this correct?'
81	A class meeting is scheduled for less than 50 minutes.	(81) Class# ___, Mtg# ___, Mtg Pat# ___ has a length of ___ minutes. Is this correct?'
82	The course description in includes "Directed" or "Indpend", but the MOI is not 40. Is this correct?	(82) MOI is not 40, Class ___ is Independent Study, set MOI = 40
83	Class has a distance education MOI, but the meeting pattern is not DE.	(83) MOI is DE, set Mtg Pat to DE'
84	Class has a work experience MOI 20, but the ACCT code is not "I".	(84) MOI is work experience, set ACCT = I'
85a	Class is LEC with Independent study MOI 40, but ACCT code is not "I".	(85a) MOI is independent study, set ACCT =I'
85b	Class is LAB with Independent study MOI 40, but ACCT code is not "L".	(85b) MOI is independent study, set ACCT =L'
86	Class is Cooperative Education (CE), but MOI is not 20.	(86) is CE, set MOI = 20'
87a	Class is either MOI 20 or MOI 40, but does not have class note #211.	(87a) requires student/faculty contract note #211'
87b	Class has class note #211, but MOI is not 20 or 40.	(87b) correct MOI or remove Note #211 (contract)'
88	Short term, TBA, Daily classes are not recommended by the CCCCCO.	(88) short term TBA is not advised. Review MTG PAT.'
89	All components of a course must have the same ACCT code.	(89) All components must have the same ACCT code'
90	Warning. Wait list enrollment is turned off. Is that correct?	(90) Class# ___ has wait list enrollment turned off. Is this correct?'
91	ACCT code: Only a single ACCT code per class.	(91) Class # ___ has multiple ACCT codes. Only a single ACCT type is allowed.'