



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Correcting Errors Found by the SOC Error Report

Created on 9/29/2009 8:51:00 AM

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SOC Error Report

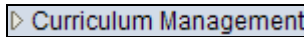
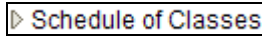
Required Course Component Not Scheduled

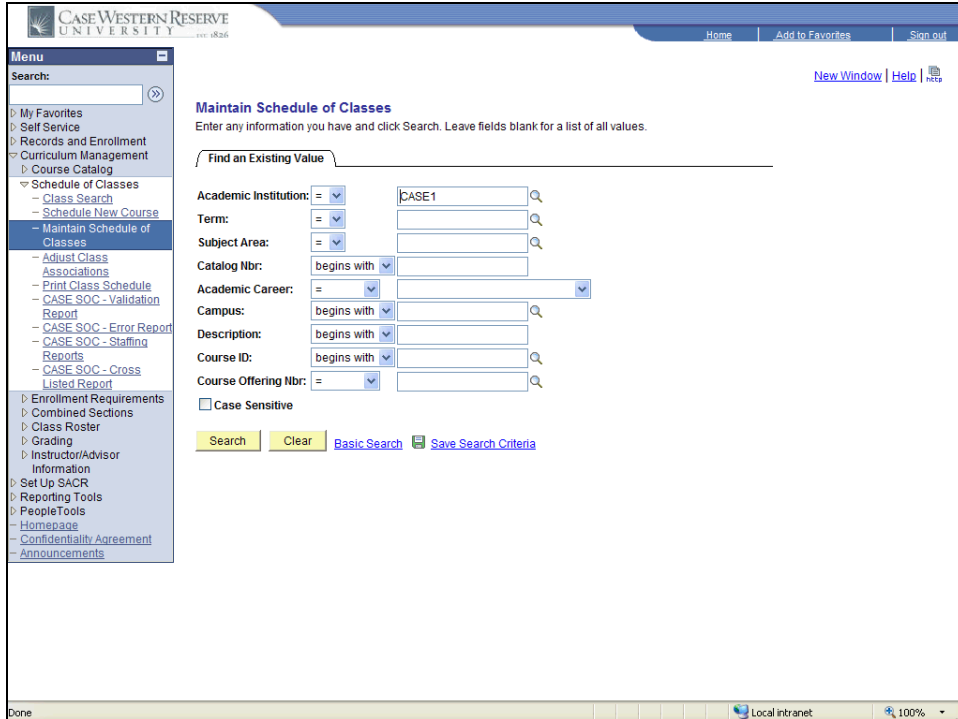
This process demonstrates how to resolve the error "Required Course Component No Scheduled" on the Schedule of Classes (SOC) Error Report. This error occurs when a course is composed of more than one required component and at least one required component is not added to the schedule. A component is a class format, such as lecture, laboratory, or recitation. Typically, users forget to schedule the lab or recitation components of a course. All components of a course need to be scheduled as another class section of the same course.

For more information on courses with multiple components, please see the Schedule of Classes for Administrative and Departmental users manual.

Procedure

Use this process to resolve the Required Course Component Not Scheduled error on the SOC Error Report.

Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



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: = [CASE1] [Q]

Term: = [] [Q]

Subject Area: = [] [Q]

Catalog Nbr: begins with [] [Q]

Academic Career: = [] [Q]

Campus: begins with [] [Q]

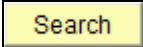
Description: begins with [] [Q]

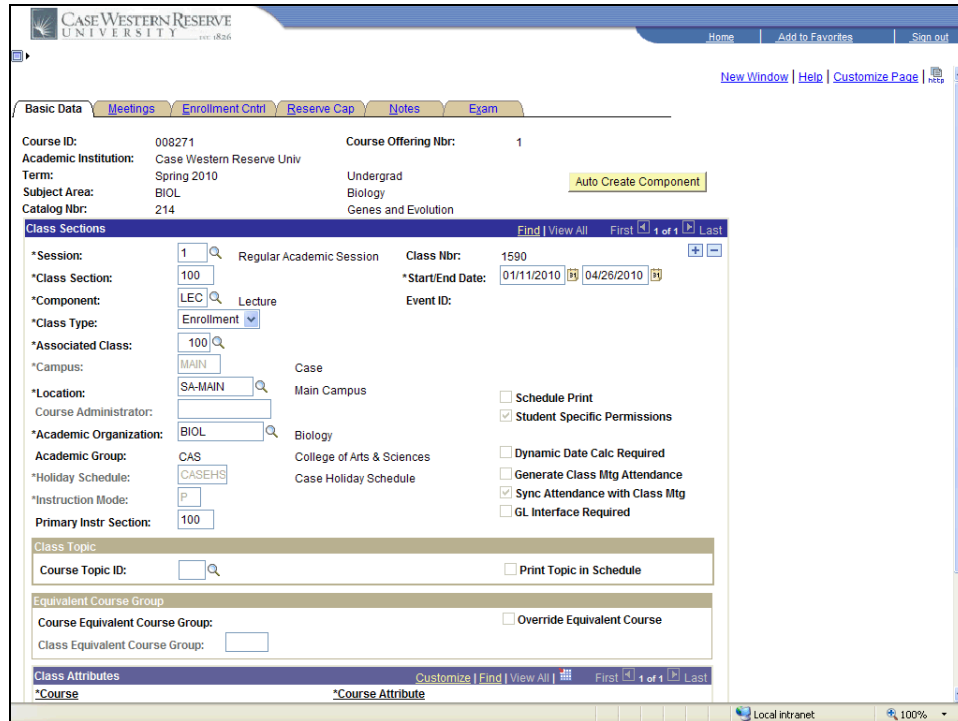
Course ID: begins with [] [Q]

Course Offering Nbr: = [] [Q]

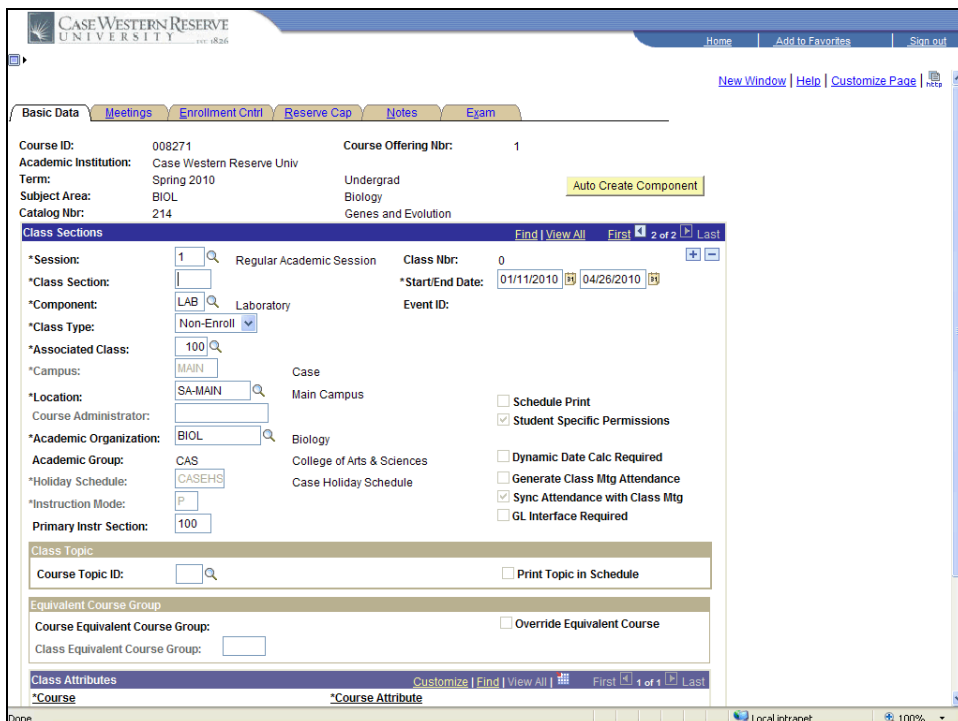
Case Sensitive


Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. Genes and Evolution



Step	Action
7.	<p>The Basic Data tab appears.</p> <p>Note the value that already exists in the Component field for this section.</p> <p>*Component: <input type="text" value="LEC"/> Lecture</p>
8.	<p>Note the number of Class Section rows in the Class Sections header. The error occurred because amongst those sections, a required component (such as a laboratory or recitation) was not scheduled.</p> <p>First <input type="button" value="1 of 1"/> Last</p>
9.	<p>Click the Auto Create Component button to create a new section with the missing required component.</p> <p>Auto Create Component</p>



Step	Action
10.	A new Class Section row appears on the screen. Note the value that appears in the Component field. This component of the course was previously missing, and is required as defined by the Course Catalog.
11.	Enter the appropriate section number into the Class Section field.
12.	If applicable, create additional sections of this component to correspond with the already-scheduled components. For example, if two Lecture sections already exist and require two lab sections, then an additional lab section must be created. For additional help on creating multiple-component sections, please see the Business Process Document "Schedule a Class with Multiple Components." 
13.	This completes the process of correcting the error Required Course Component Not Scheduled. End of Procedure.

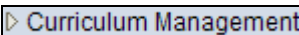
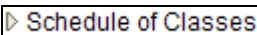
Closed Class

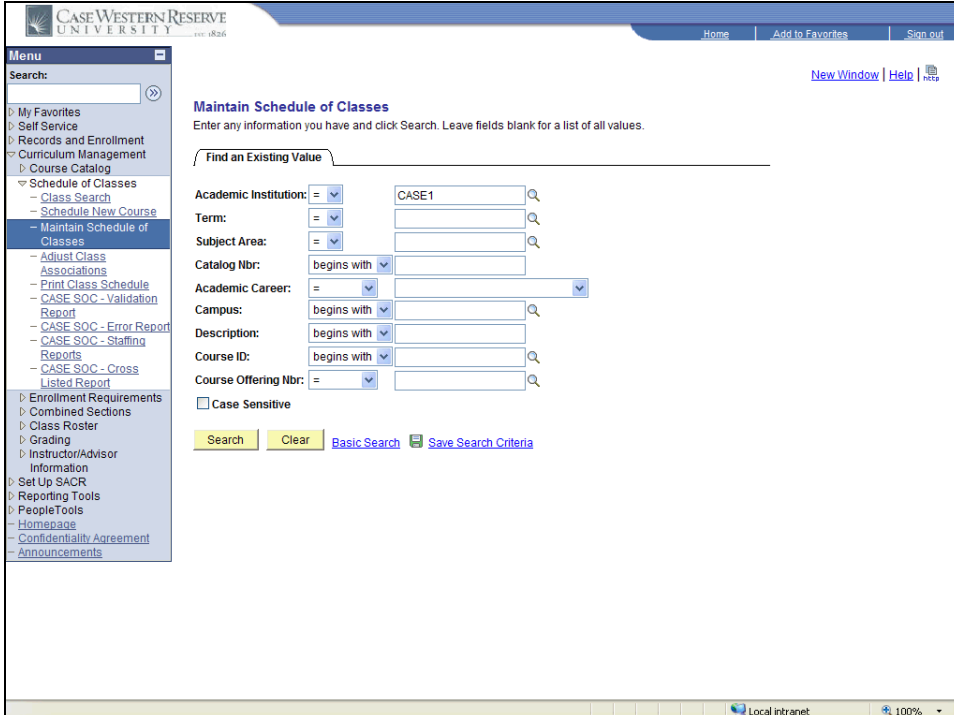
This process demonstrates how to resolve the error "Closed Class" in the Schedule of Classes (SOC) Error Report. This error occurs when the Enrollment Capacity field on the Enrollment Controls tab is blank or contains the value "0." The Enrollment Capacity field controls how many students can enroll in a class section. If the Enrollment Capacity is null or "0," then the class is essentially closed to enrollment.

If a class is not being offered, then the appropriate course of action is to either delete the class section or course or cancel the class section or course. Please see the Schedule of Classes for Administrative and Departmental Users for more information.

Procedure

Use this process to resolve the Closed Class error on the SOC Error Report.

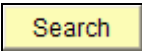
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



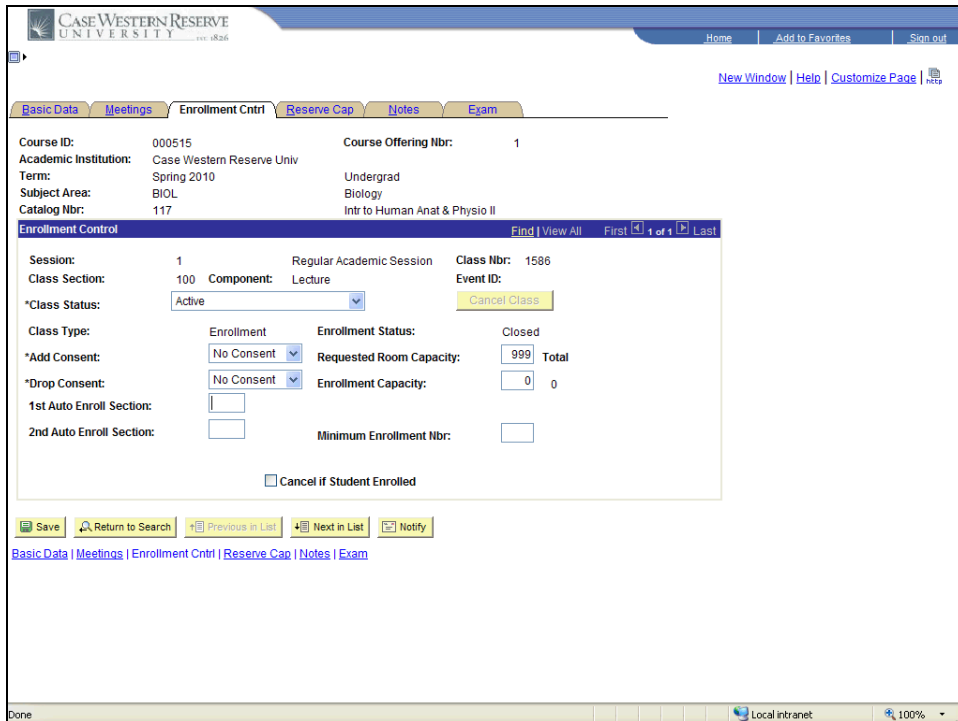
The screenshot shows the 'Maintain Schedule of Classes' search interface. On the left is a navigation menu with 'Maintain Schedule of Classes' selected. The main area contains a search form with the following fields and options:

- Academic Institution: dropdown menu, value: CASE1
- Term: dropdown menu
- Subject Area: dropdown menu
- Catalog Nbr: dropdown menu, value: begins with
- Academic Career: dropdown menu, value: =
- Campus: dropdown menu, value: begins with
- Description: dropdown menu, value: begins with
- Course ID: dropdown menu, value: begins with
- Course Offering Nbr: dropdown menu, value: =
- Case Sensitive: checkbox (unchecked)

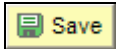
Buttons at the bottom include 'Search' (highlighted in yellow), 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button. 

Step	Action
6.	Search results appear. Select the appropriate class. Click an entry in the Academic Career column. Undergrad
7.	The Basic Data tab appears. Click the Enrollment Cntrl tab. Enrollment Cntrl



The screenshot shows the 'Enrollment Control' tab for a class. The course details are: Course ID: 000515, Academic Institution: Case Western Reserve Univ, Term: Spring 2010, Subject Area: BIOL, Catalog Nbr: 117, Course Offering Nbr: 1, Undergrad, Biology, Intr to Human Anat & Physio II. The class section is 100, Component: Lecture, Class Nbr: 1586, Event ID: [blank]. The enrollment status is 'Closed'. The enrollment capacity is currently 0, and the requested room capacity is 999. There are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A 'Cancel if Student Enrolled' checkbox is also present.

Step	Action
8.	The Enrollment Control tab appears. Locate the Enrollment Capacity field. The error occurred because this field is empty or contains the value "0".
9.	Enter the appropriate enrollment capacity into the Enrollment Capacity field.
10.	Click the Save button. 
11.	This completes the process of correcting the error Closed Class. End of Procedure.

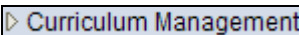
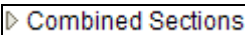
Combined Section Closed

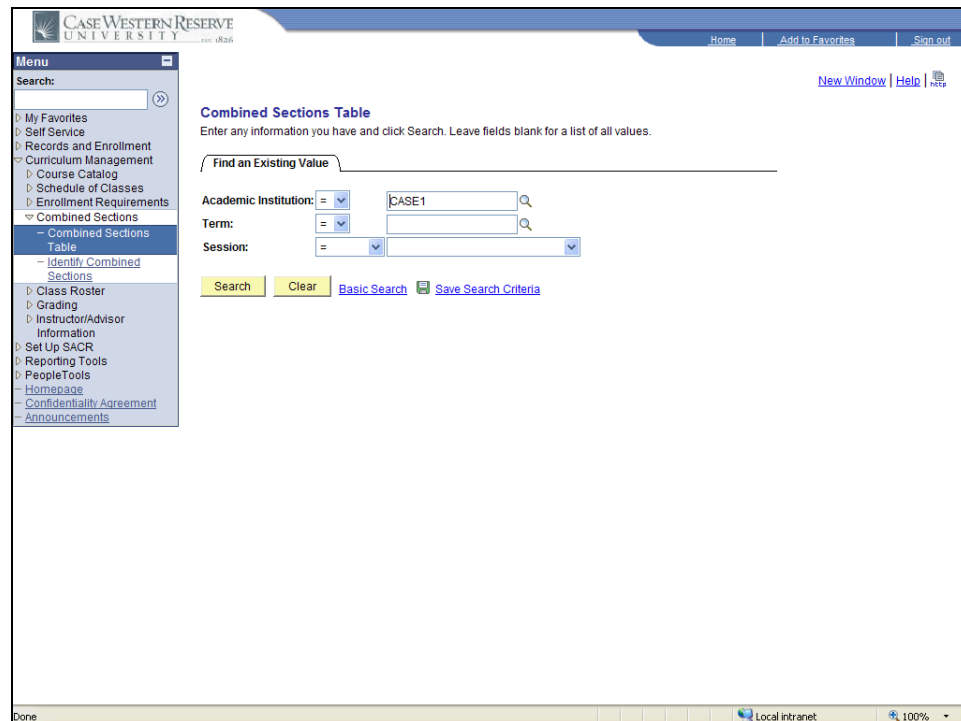
This process demonstrates how to resolve the error "Combined Section Closed" on the Schedule of Classes (SOC) Error Report. When a course is cross-listed with another course on the Course Catalog, the class sections of those courses must be combined when they are scheduled. When cross-listed class sections are combined, an enrollment capacity for the combined sections must be established. If the Enrollment Capacity field on the Identify Combined Section screen is blank or contains the value "0," the class is effectively closed.

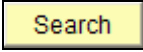
For more information on scheduling sections of cross-listed courses, please see the Schedule of Classes for Departmental Users manual.

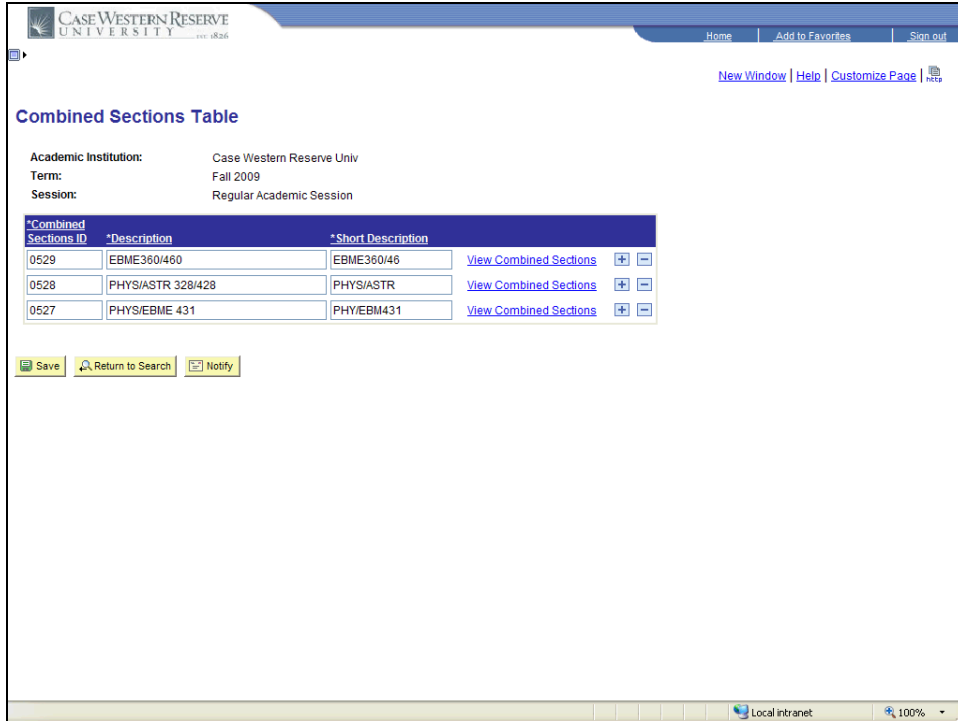
Procedure

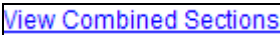
Use this process to resolve the error Combined Section Closed on the SOC Error Report.

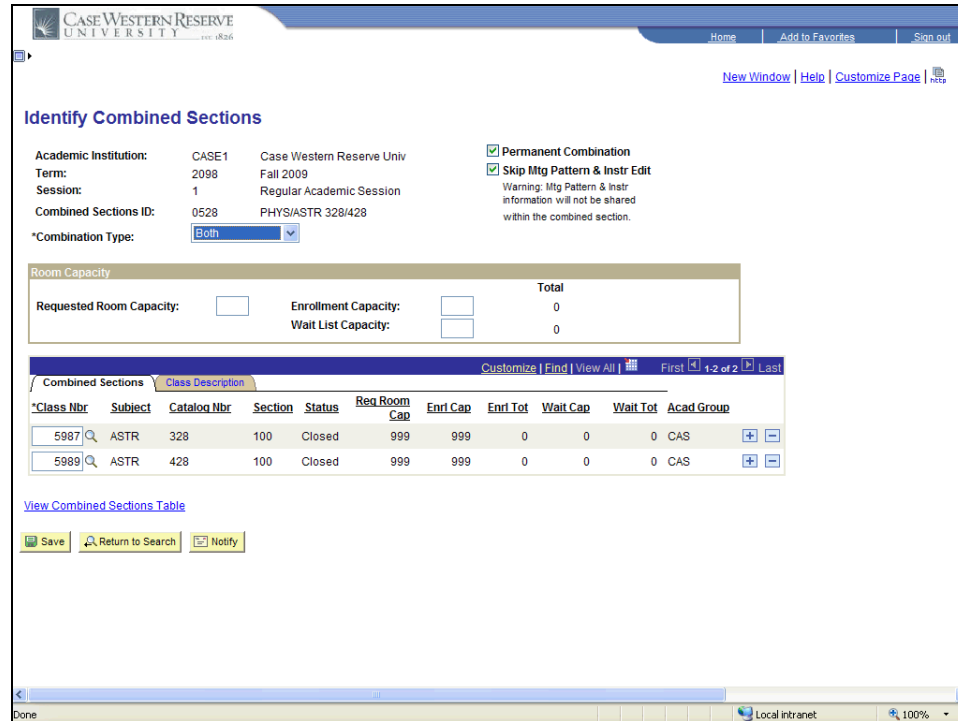
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Combined Sections link. 
3.	Click the Combined Sections Table link.

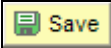


Step	Action
4.	The Combined Sections Table search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button. 



Step	Action
6.	The Combined Sections table appears. Locate the appropriate combined section and click its View Combined Sections link. 




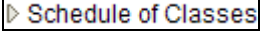
Step	Action
7.	Locate the Enrollment Capacity field in the Room Capacity group box. The error occurred because the Enrollment Capacity field was empty or contained the value "0".
8.	Enter the appropriate enrollment capacity for this combined section into the Enrollment Capacity field.
9.	Click the Save button. 
10.	This completes the process of resolving the error Combined Section Closed. End of Procedure.

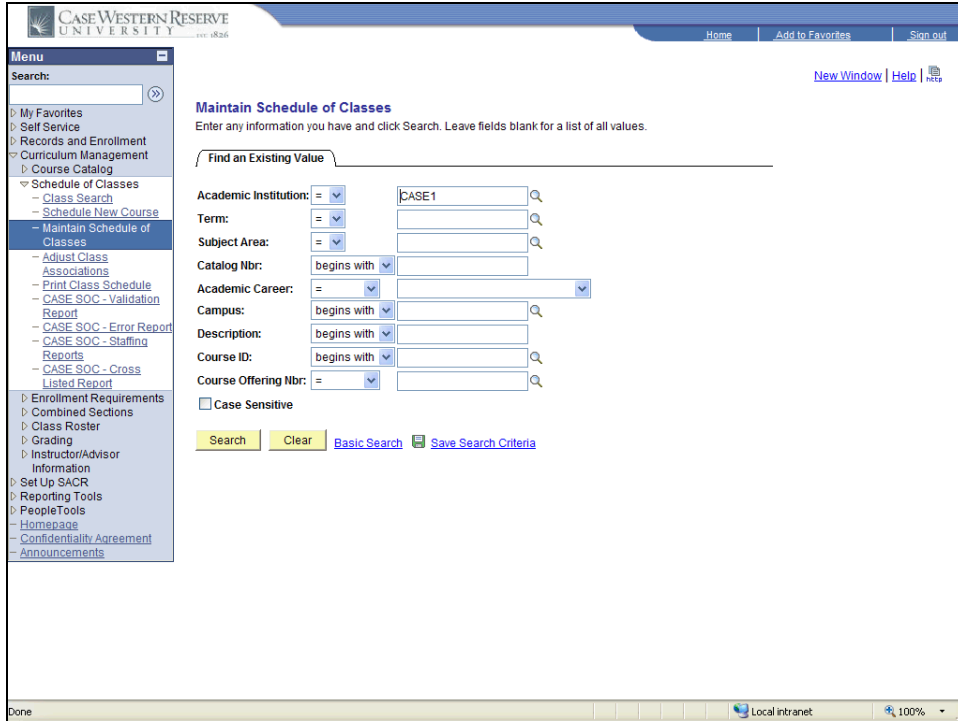
Combined Sections with Different Meeting Patterns

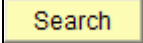


This process demonstrates how to resolve the error "Combined Sections with Different Meeting Patterns." This error occurs when the class sections of cross-listed courses are scheduled and combined, but the meeting patterns do not match. Because combined sections are taught at the same time, in the same location, their meeting patterns must be identical except for the Facility ID field. Only one of the combined sections can have a value in the Facility ID field for the purpose of placing the class in a classroom.

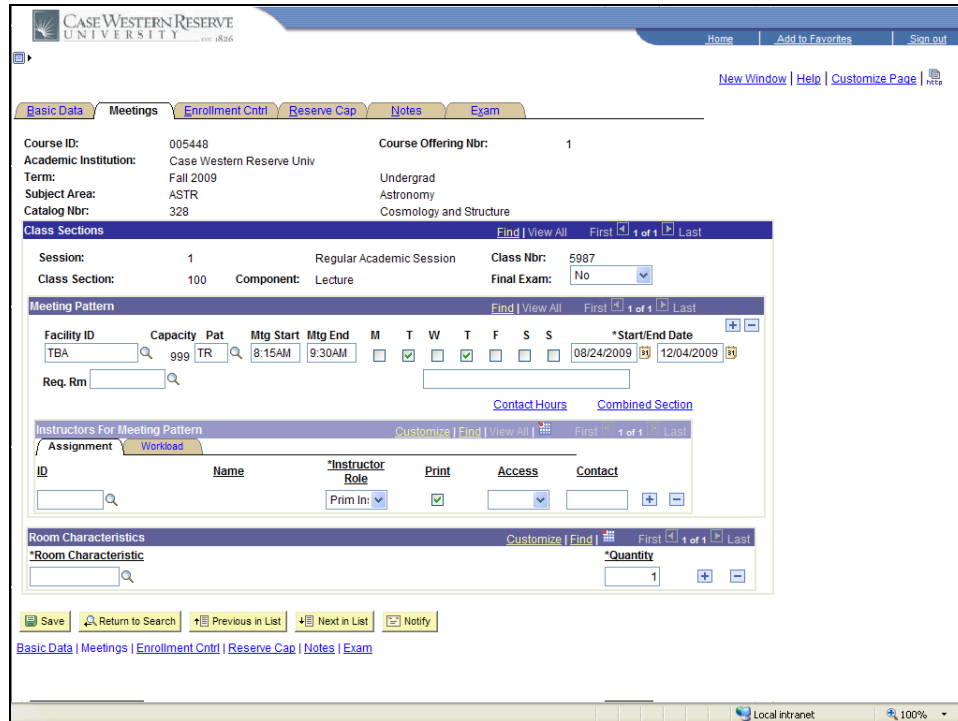
Procedure

Use this process to resolve the Combined Sections with Different Meeting Patterns error on the SOC Error Report.

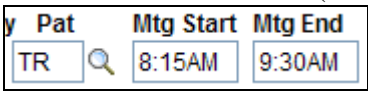
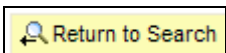
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button. 
6.	Search results appear. Select one of the combined sections. 
7.	The Basic Data tab appears. Click the Meetings tab. 



The screenshot shows the 'Meeting Pattern' section of a course page. The 'Pat' field contains 'TR', 'Mtg Start' is '8:15AM', and 'Mtg End' is '9:30AM'. The 'Return to Search' button is visible at the bottom of the page.

Step	Action
8.	Note the values in the Pat (Pattern) field and the Mtg Start and Mtg End fields. 
9.	Click the Return to Search button. 

User Manual

SOC Error Report

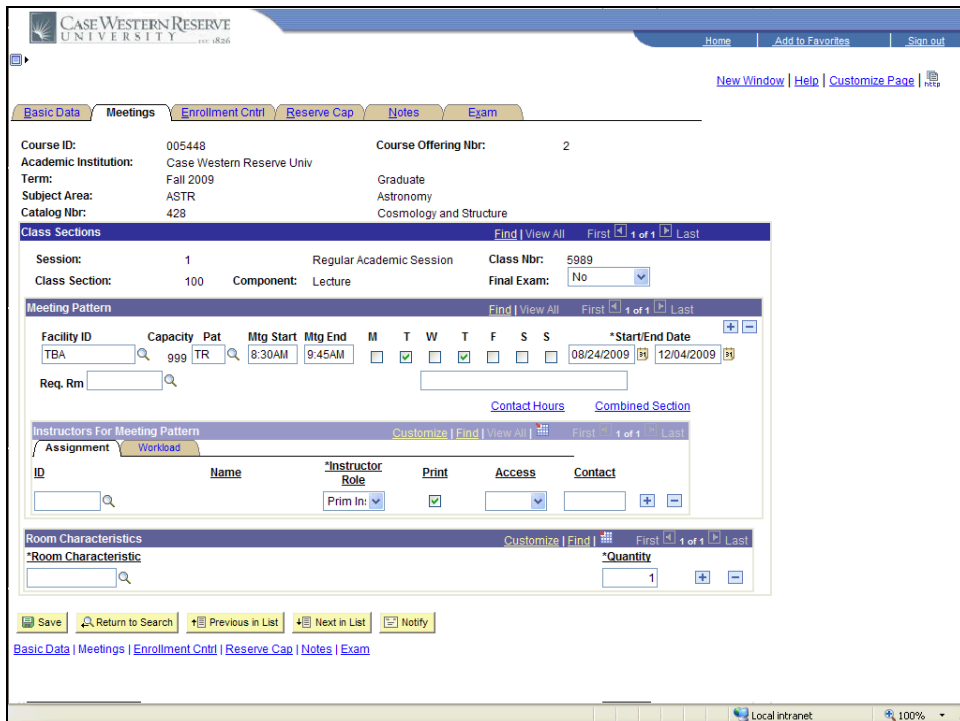


Search Results

View All First 1-84 of 84 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2098	ASTR	151	Undergrad	MAIN	Doing Astronomy	008852	1
CASE1	2098	ASTR	188	Undergrad	MAIN	On Being a Scientist	005605	2
CASE1	2098	ASTR	202	Undergrad	MAIN	Stars, Galaxies & the Universe	003325	1
CASE1	2098	ASTR	203	Undergrad	MAIN	Archaeoastronomy	008088	1
CASE1	2098	ASTR	204	Undergrad	MAIN	Einstein's Universe	008089	1
CASE1	2098	ASTR	222	Undergrad	MAIN	Galaxies and Cosmology	000434	1
CASE1	2098	ASTR	306	Undergrad	MAIN	Astronomical Techniques	005066	1
CASE1	2098	ASTR	310	Undergrad	MAIN	Astrophysics Seminar II	000440	1
CASE1	2098	ASTR	323	Undergrad	MAIN	The Local Universe	008092	1
CASE1	2098	ASTR	328	Undergrad	MAIN	Cosmology and Structure	005448	1
CASE1	2098	ASTR	351	Undergrad	MAIN	Astronomy Capstone Project	008901	1
CASE1	2098	ASTR	369	Undergrad	MAIN	Undergraduate Research	000443	1
CASE1	2098	ASTR	423	Graduate	MAIN	The Local Universe	008092	2
CASE1	2098	ASTR	428	Graduate	MAIN	Cosmology and Structure	005448	2
CASE1	2098	ASTR	497	Graduate	MAIN	Special Topics in Astronomy	000452	1
CASE1	2098	ASTR	701	Graduate	MAIN	Dissertation Ph.D.	000456	1
CASE1	2098	BIOL	493	Graduate	MAIN	Feasibility & Tech Analysis	005903	2
CASE1	2098	CHEM	493	Graduate	MAIN	Feasibility & Tech Analysis	005903	3
CASE1	2098	EBME	431	Graduate	MAIN	Physics of Imaging	002660	2
CASE1	2098	PHYS	113A	Undergrad	MAIN	Principles of Phys Lab-Mech	007680	1
CASE1	2098	PHYS	113B	Undergrad	MAIN	Principles of Phys Lab-E & M	008140	1
CASE1	2098	PHYS	115	Undergrad	MAIN	Introductory Physics I	002621	1
CASE1	2098	PHYS	116	Undergrad	MAIN	Introductory Physics II	002622	1
CASE1	2098	PHYS	121	Undergrad	MAIN	General Physics I-Mechanics	004508	1
CASE1	2098	PHYS	122	Undergrad	MAIN	General Physics II-Elec & Mag	004509	1
CASE1	2098	PHYS	123	Undergrad	MAIN	Physics and Frontiers I	004510	1
CASE1	2098	PHYS	124	Undergrad	MAIN	Physics and Frontiers II	004511	1
CASE1	2098	PHYS	137	Undergrad	MAIN	Scientific Frontier: Origins	009698	1
CASE1	2098	PHYS	166	Undergrad	MAIN	Physics Today and Tomorrow	008697	1

Step	Action
10.	Select another of the combined sections from the search results. 428



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID: 005448 Course Offering Nbr: 2
 Academic Institution: Case Western Reserve Univ
 Term: Fall 2009
 Subject Area: ASTR Astronomy
 Catalog Nbr: 428 Cosmology and Structure

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

Session: 1 Regular Academic Session Class Nbr: 5989
 Class Section: 100 Component: Lecture Final Exam: No

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
TBA	999	TR	8:30AM	9:45AM		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				08/24/2009 12/04/2009

Req. Rm:

[Contact Hours](#) [Combined Section](#)

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

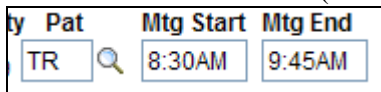
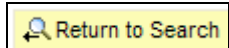
ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Prim In: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

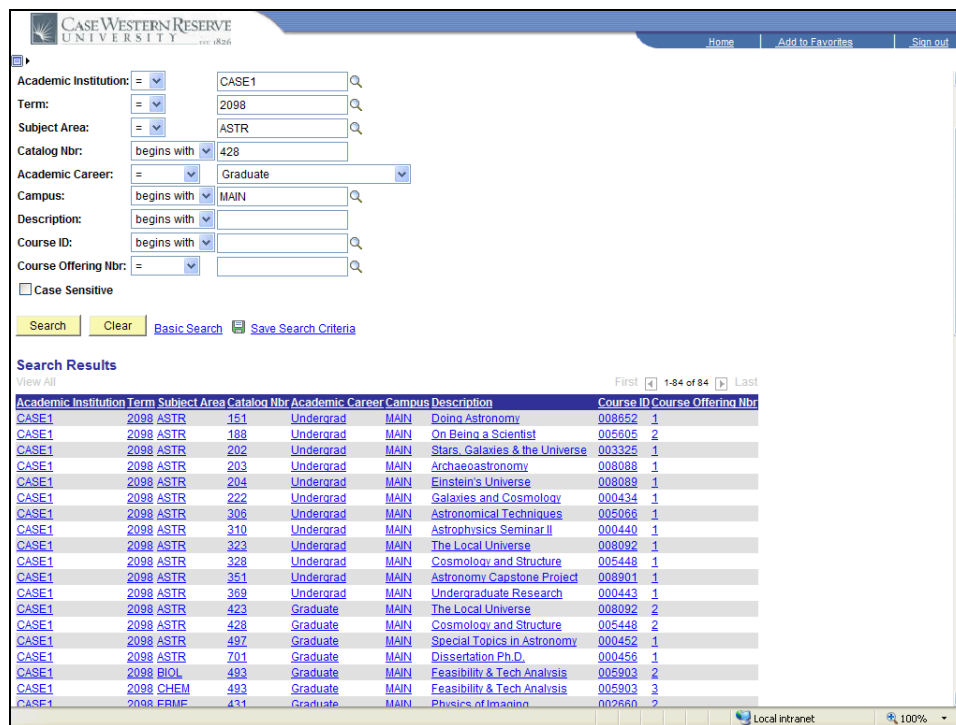
Room Characteristics Customize | Find | View All | First 1 of 1 | Last

*Room Characteristic	*Quantity
<input type="text"/>	1

Save Return to Search Previous in List Next in List Notify

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#)

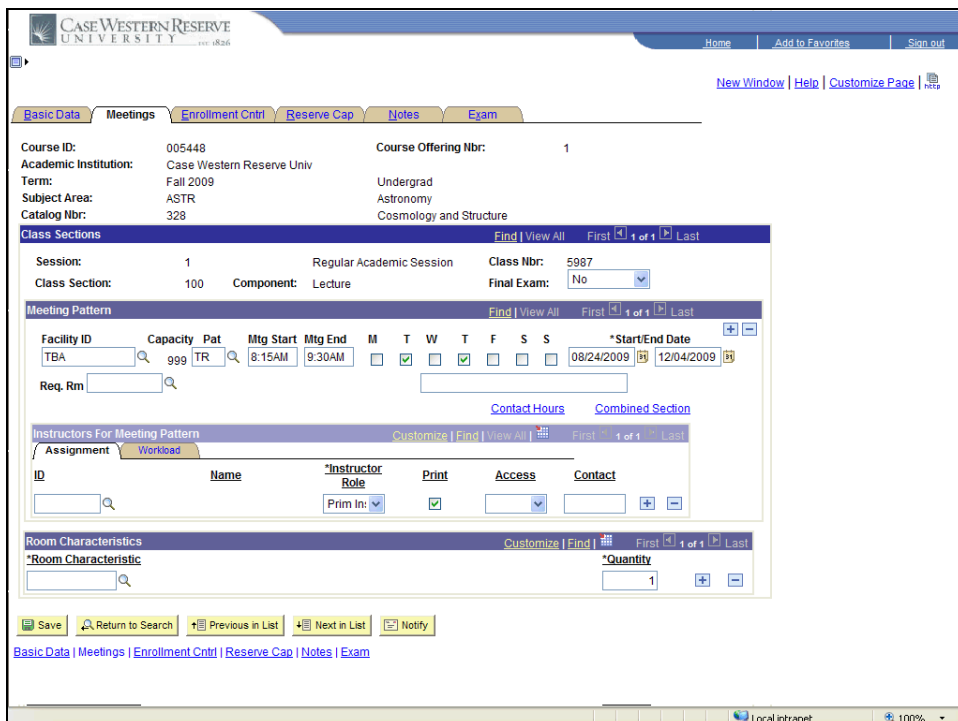
Step	Action
11.	<p>The Meetings tab appears.</p> <p>Note the values in the Pat (Pattern) field and the Mtg Start and Mtg End fields.</p> 
12.	<p>Click the Return to Search button.</p> 

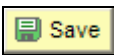


The screenshot shows the search interface with the following criteria: Academic Institution: CASE1, Term: 2098, Subject Area: ASTR, Catalog Nbr: begins with 428, Academic Career: Graduate, Campus: begins with MAIN. The search results table is as follows:

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2098	ASTR	151	Undergrad	MAIN	Doing Astronomy	008652	1
CASE1	2098	ASTR	188	Undergrad	MAIN	On Being a Scientist	005605	2
CASE1	2098	ASTR	202	Undergrad	MAIN	Stars, Galaxies & the Universe	003325	1
CASE1	2098	ASTR	203	Undergrad	MAIN	Archaeoastronomy	008088	1
CASE1	2098	ASTR	204	Undergrad	MAIN	Einstein's Universe	008089	1
CASE1	2098	ASTR	222	Undergrad	MAIN	Galaxies and Cosmology	000434	1
CASE1	2098	ASTR	306	Undergrad	MAIN	Astronomical Techniques	005066	1
CASE1	2098	ASTR	310	Undergrad	MAIN	Astrophysics Seminar II	000440	1
CASE1	2098	ASTR	323	Undergrad	MAIN	The Local Universe	008092	1
CASE1	2098	ASTR	328	Undergrad	MAIN	Cosmology and Structure	005448	1
CASE1	2098	ASTR	351	Undergrad	MAIN	Astronomy Capstone Project	008901	1
CASE1	2098	ASTR	369	Undergrad	MAIN	Undergraduate Research	000443	1
CASE1	2098	ASTR	423	Graduate	MAIN	The Local Universe	008092	2
CASE1	2098	ASTR	428	Graduate	MAIN	Cosmology and Structure	005448	2
CASE1	2098	ASTR	487	Graduate	MAIN	Special Topics in Astronomy	000452	1
CASE1	2098	ASTR	701	Graduate	MAIN	Dissertation Ph.D.	000456	1
CASE1	2098	BIOL	493	Graduate	MAIN	Feasibility & Tech Analysis	005903	2
CASE1	2098	CHEM	493	Graduate	MAIN	Feasibility & Tech Analysis	005903	3
CASE1	2098	ENME	431	Graduate	MAIN	Physics of Imagination	002660	2

Step	Action
13.	<p>Look at all sections of the combined section class. Determine the sections that contain the correct and incorrect meeting patterns. Proceed to correct the incorrect sections.</p> <p>Select a section with an incorrect meeting pattern from the search results.</p> <p>328</p>



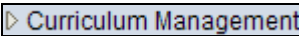
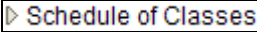
Step	Action
14.	The Meetings tab appears. If necessary, select a different value for the Pat (Pattern) field.
15.	Enter the appropriate start time into the Mtg Start field.
16.	Press [Tab] on your keyboard to refresh the data and update the value in the Mtg End field.
17.	Click the Save button. 
18.	This completes the process of resolving the Combined Sections with Different Meeting Patterns error. End of Procedure.

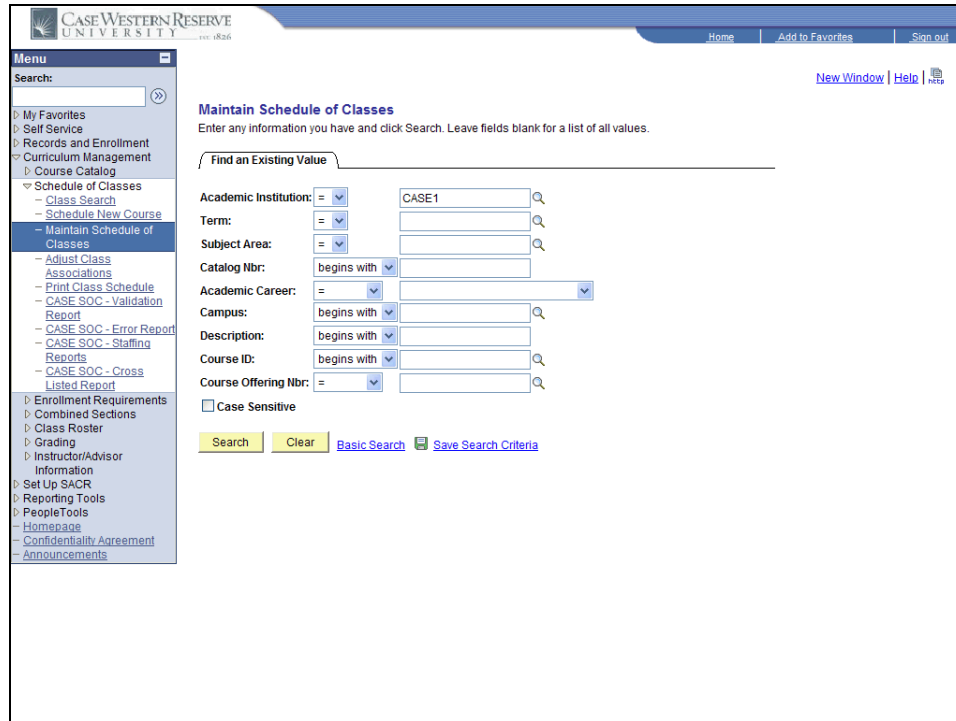
Multiple Components of the Same Course have Time Conflicts

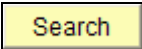

This process demonstrates how to resolve the error "Multiple Sections of the Same Course Have Time Conflicts" on the Schedule of Classes (SOC) Error Report. When a course has multiple components (i.e. lecture plus laboratory and/or recitation), each component has its own section. If the meeting patterns of the sections conflict, then the error will appear.

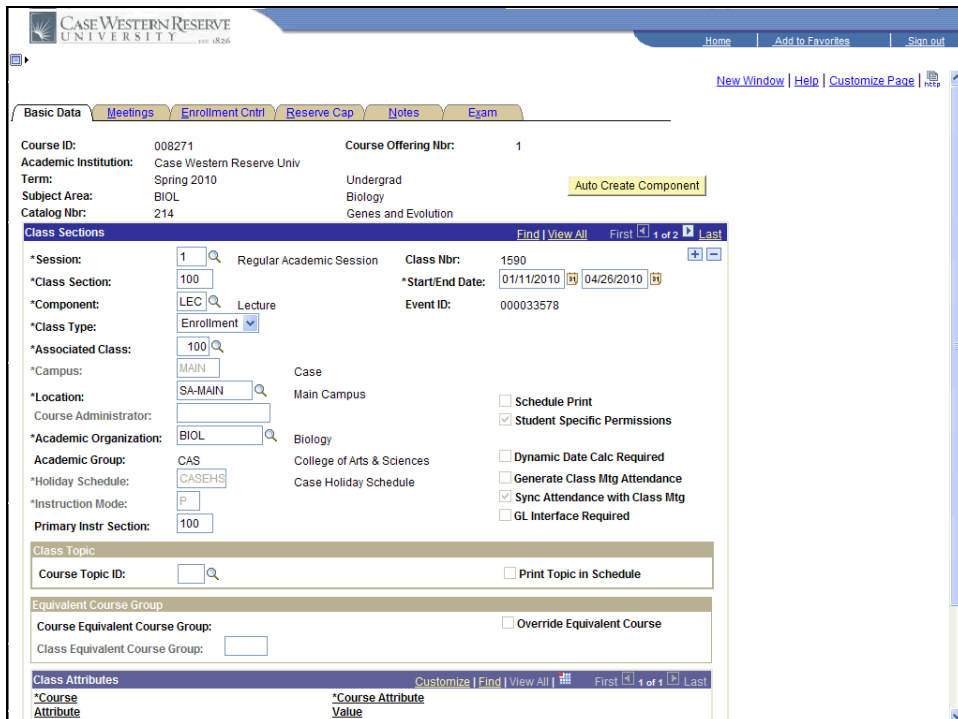
Procedure

Use this process to resolve the Multiple Components of the Same Course have Time Conflicts error on the SOC Error Report.

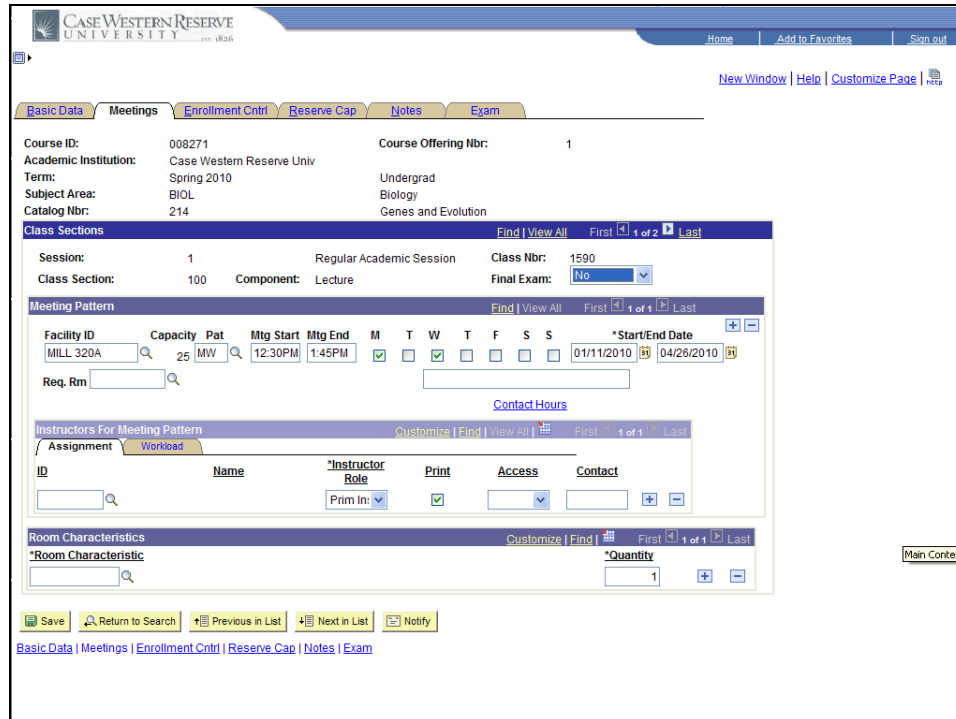
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



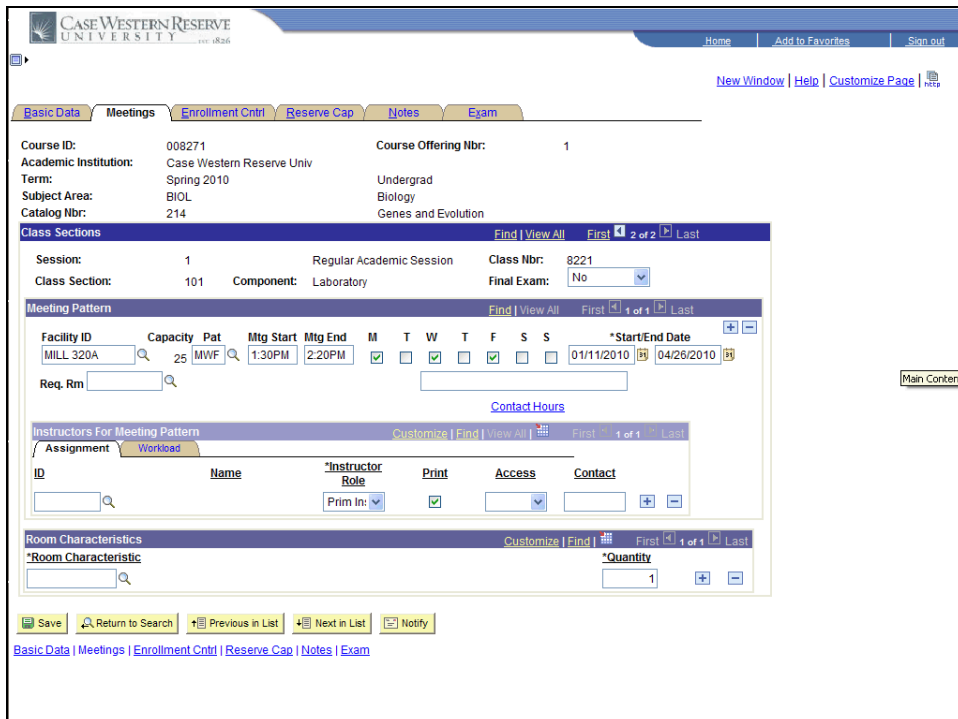
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button. 
6.	Select the appropriate class from the search results. 



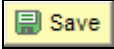
Step	Action
7.	<p>The Basic Data tab appears.</p> <p>Review the value in the Associated Class fields of all sections of the course. The Associated Class field groups class sections into associated groups (for example, one lecture and one lab).</p> <p>The error is occurring because there is a time conflict between one or more class sections in an associated class group.</p> <p>For additional information on the Associated Class field, please see the document Schedule a Class with Multiple Components.</p>
8.	<p>The Basic Data tab appears.</p> <p>Click the Meetings tab.</p> <p>Meetings</p>



Step	Action
9.	<p>The Meetings tab appears.</p> <p>Make sure that the first section of the class is active on the screen. All sections of the class will have to be examined for the Time Conflict error, and it's best to start by looking at the first section of the first associated class group.</p> <p>Class Section: 100</p>
10.	<p>Note the contents of the Pat (Pattern) and Mtg Start and Mtg End fields on the first section.</p> <p>MW 12:30PM 1:45PM</p>
11.	<p>Determine the number of rows on the Meeting Pattern header. If there is more than one row, click the Show Next Row button to view the second Meeting Pattern.</p> <p>First 1 of 1 Last</p>
12.	<p>On the Class Sections header, click the Show next row button.</p> <p>▶</p>



The screenshot displays the 'Enrollment Cntrl' tab for a course. Key information includes: Course ID: 008271, Academic Institution: Case Western Reserve Univ, Term: Spring 2010, Subject Area: BIOL, Catalog Nbr: 214, Course Offering Nbr: 1, Class Nbr: 8221, and Class Section: 101. The Meeting Pattern section shows Facility ID: MILL 320A, Capacity: 25, Pat: MWF, Mtg Start: 1:30PM, Mtg End: 2:20PM, and Start/End Dates: 01/11/2010 to 04/26/2010. The Instructors section shows one instructor with a role of 'Prim In' and 'Access' set to 'Grade'. A 'Save' button is visible at the bottom.

Step	Action
13.	Review the Pat, Mtg Start, and Mtg End fields as in the previous steps. Check for any additional Meeting Patterns for this section and review the fields on that Pattern as well.
14.	Once the time conflict causing the error is discovered, make changes to the Pat, Mtg Start, and/or Mtg End times as appropriate.
15.	Click the Save button. 
16.	This completes the process of resolving the Multiple Components of the Same Course have Time Conflicts error. End of Procedure.

At Least One Instructor Must Have Grade Approval Access

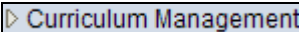
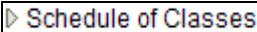
This process demonstrates how to resolve the error "At Least One Instructor Must Have Grade Approval Access" on the Schedule of Classes (SOC) Error Report. This error occurs when there is at least one instructor with "Primary Instructor" listed in the Role field, and that instructor does not have the ability to approve grades submitted through the Grade Roster found in the Faculty Center. The reason for this error can be one of the following:

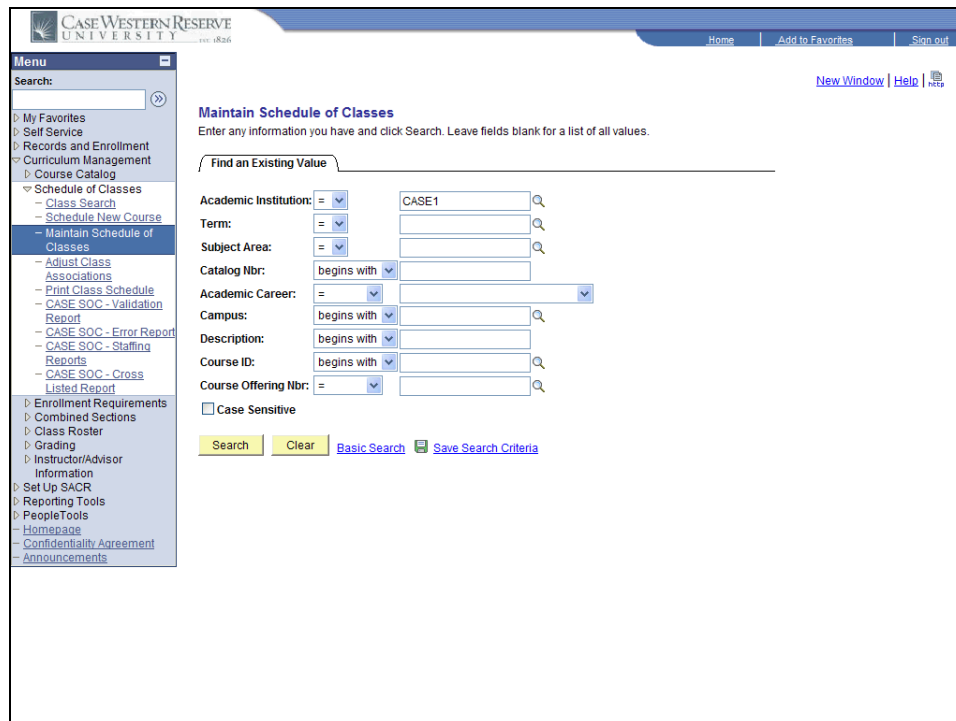
1. The chosen instructor has the value "Grade" in the Access dropdown list.
2. The instructor listed on the class section has a blank in the Access dropdown list because he/she was not added to the Instructor/Advisor table following the conversion of data from the legacy system to the SIS.

This process demonstrates how to update the Access dropdown list on the Meetings tab so that an instructor can issue and approve grades for his or her class. If an instructor record must be added to the class section, please see the business process document "Change or Add Instructor" in the Schedule of Classes for Administrative and Departmental Users guide.

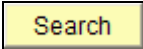

Procedure

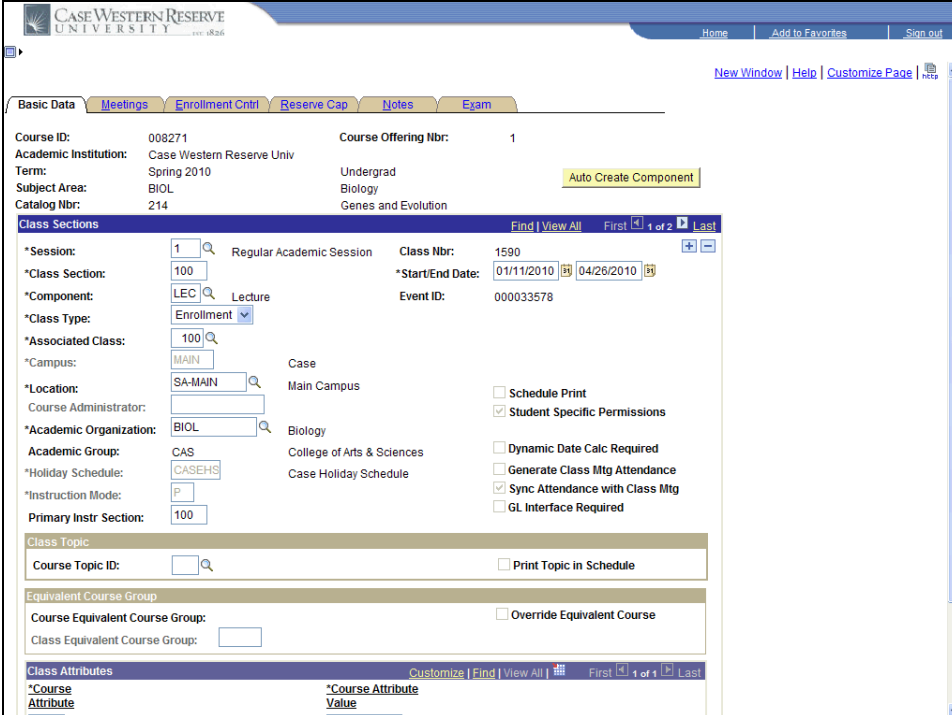
Use this process to resolve the At Least One Instructor Must have Grade Approval Access error on the SOC Error Report.

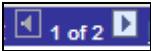
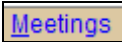
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.

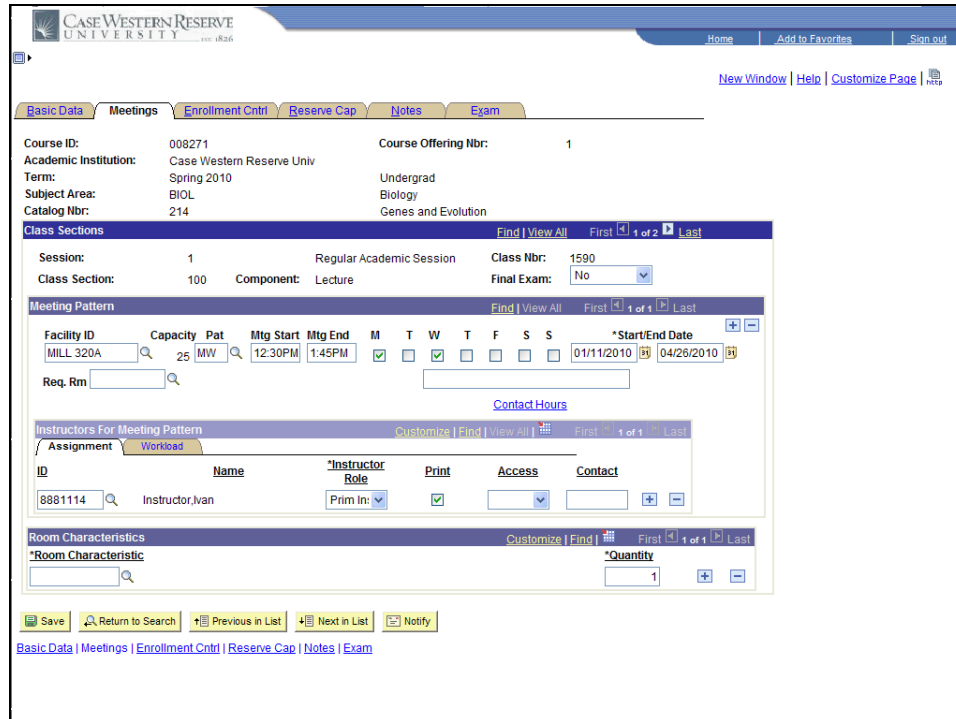


Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.


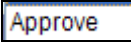
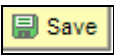
Step	Action
5.	Click the Search button. 
6.	Select the appropriate class from the search results. 



Step	Action
7.	The Basic Data tab appears. If there is more than once section of this course, locate the section indicated on the report that is missing an instructor with Approval access. Click the. 
8.	Click the Meetings tab. 



The screenshot shows the 'Instructors for Meeting Pattern' section of a course page. It includes a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The 'Access' dropdown menu is highlighted, showing the 'Approve' option selected. Other sections visible include Course ID (008271), Academic Institution (Case Western Reserve Univ), Term (Spring 2010), Subject Area (BIOL), and Meeting Pattern details (Facility ID: MILL 320A, Capacity: 25, Pattern: MW, Start: 12:30PM, End: 1:45PM).

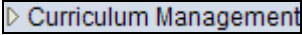
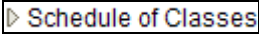
Step	Action
9.	Locate the Instructor Role and Access dropdown boxes in the Instructors for Meeting Pattern group box. If the Instructor Role field contains the value Primary Instructor, but the Access field is empty, then this is the section that is causing the error. At least one Primary Instructor must have Approve chosen in the Access dropdown list.
10.	Determine the appropriate instructor to receive Approve access. If necessary, add an instructor to the section. Click on the Access dropdown list. 
11.	Click the Approve list item. 
12.	Click the Save button. 
13.	This completes the process of resolving the At Least One Instructor Must Have Grade Approval Access error. End of Procedure.

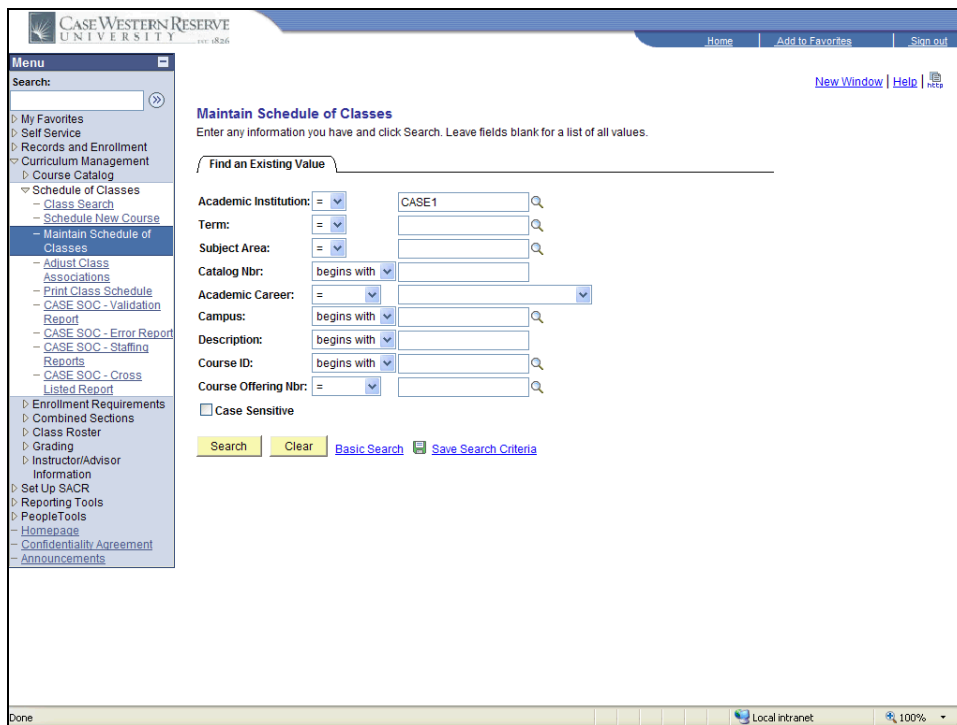
Course Topic Not Scheduled

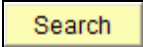
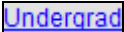
This process demonstrates how to resolve the error "Course Topic Not Scheduled" on the Schedule of Classes (SOC) Error Report. This error occurs when a course contains Topics at the Course Catalog level that have not been indicated on its class sections.

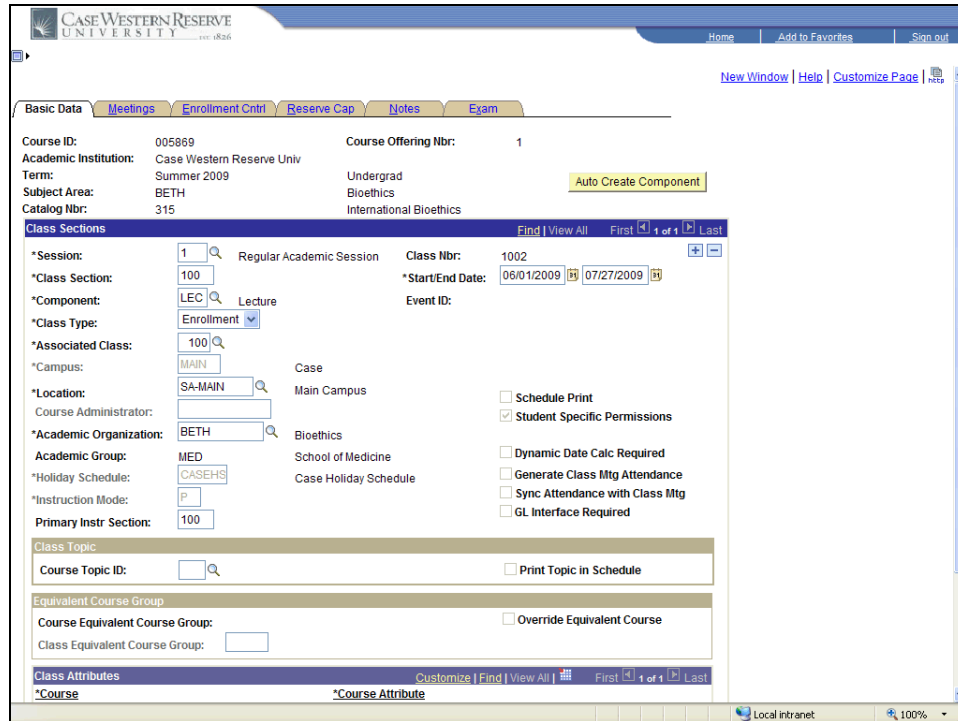
Procedure

Use this process to resolve the Course Topic Not Scheduled error on the SOC Error Report.

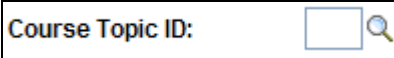

Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.

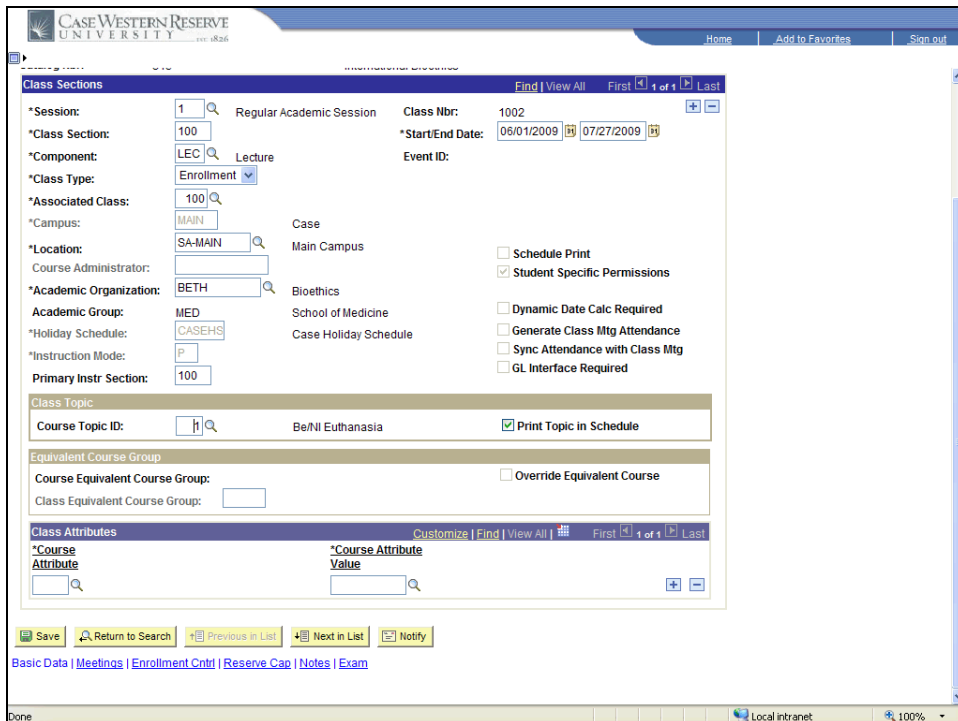


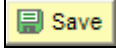
Step	Action
4.	The Maintain Schedule of Classes search screen appears, Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. 



The screenshot shows the 'Basic Data' tab of a course catalog system. The 'Class Topic' section is expanded, showing a search field for 'Course Topic ID' which is currently empty. Other fields include 'Session', 'Class Section', 'Component', 'Class Type', 'Associated Class', 'Campus', 'Location', 'Academic Organization', 'Academic Group', 'Holiday Schedule', 'Instruction Mode', and 'Primary Instr Section'. There are also checkboxes for 'Schedule Print', 'Student Specific Permissions', 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required'.

Step	Action
7.	<p>The Basic Data tab appears.</p> <p>Locate the Class Topic group box. The Course Topic ID field is empty. This is the cause of the error received on the SOC Error Report.</p> 
8.	<p>Click the Look up Course Topic ID button.</p> 
9.	<p>All course topics associated with the course at the Course Catalog level appear. Select the appropriate course topic for the term from the search results.</p> <p>Be/NI Euthanasia</p>



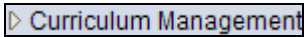
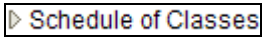
Step	Action
10.	Click the Save button. 
11.	This completes the process of resolving the Course Topic Not Scheduled error on the SOC Error Report. End of Procedure.

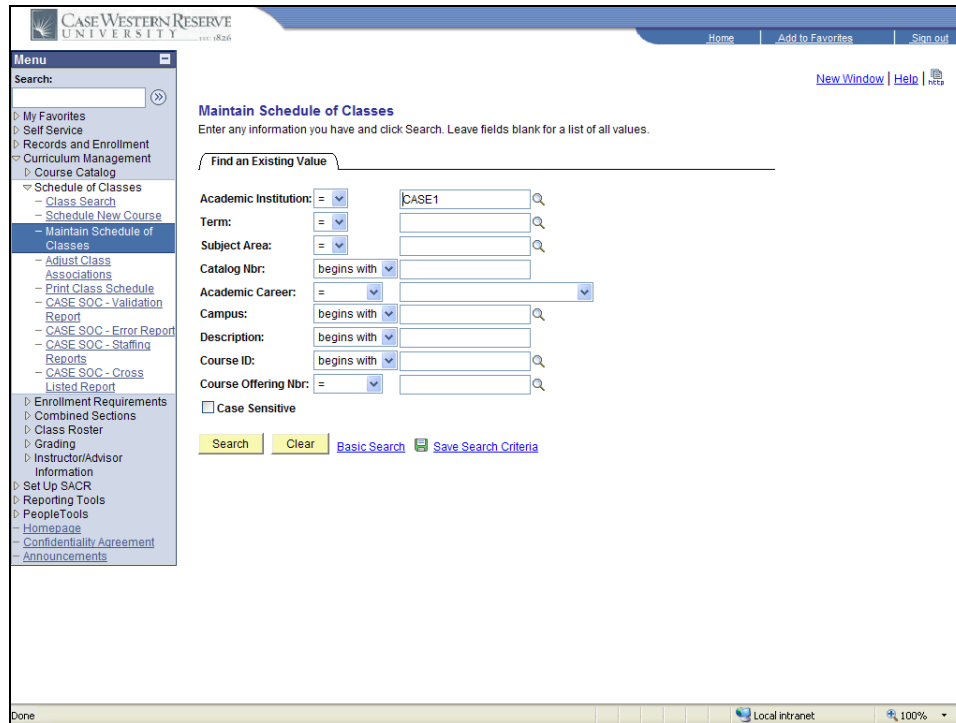
Meeting Pattern Not Scheduled

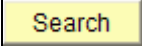


This process demonstrates how to resolve the error "Meeting Pattern Not Scheduled" on the Schedule of Classes (SOC) Error Report. This error occurs when a class section's Pat (Pattern) field is blank. The Pat field establishes the days of the week when the class takes place and also coordinates with the Astra scheduling system.

Procedure

Use this process to resolve the Meeting Pattern Not Scheduled error on the SOC Error Report.

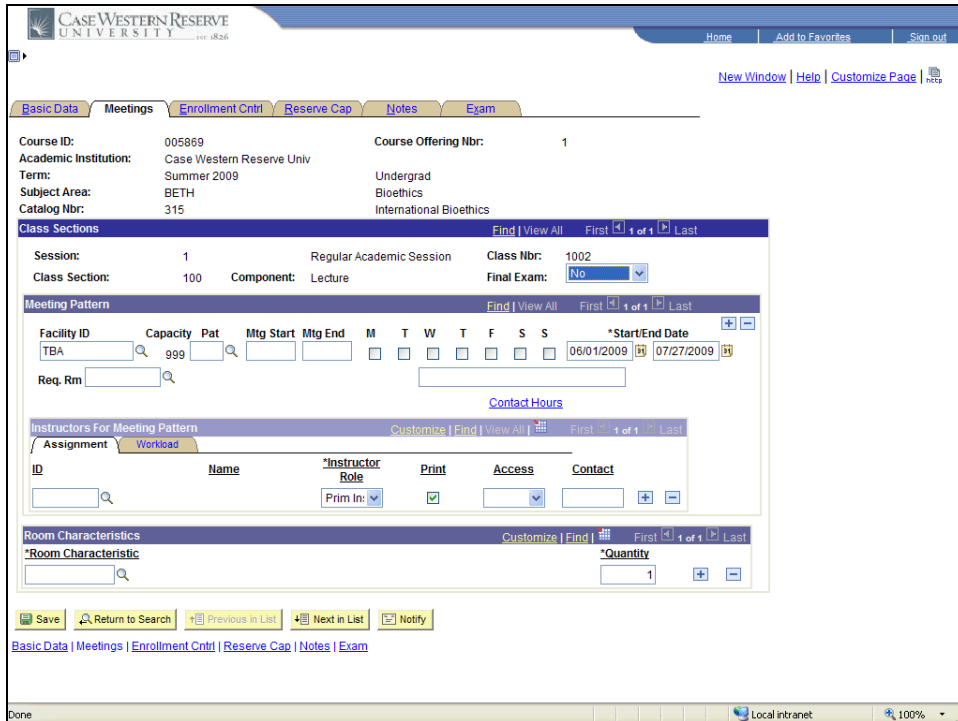
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



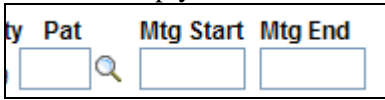


Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate class from the search results. 
7.	The Basic Data tab appears. Click the Meetings tab. 

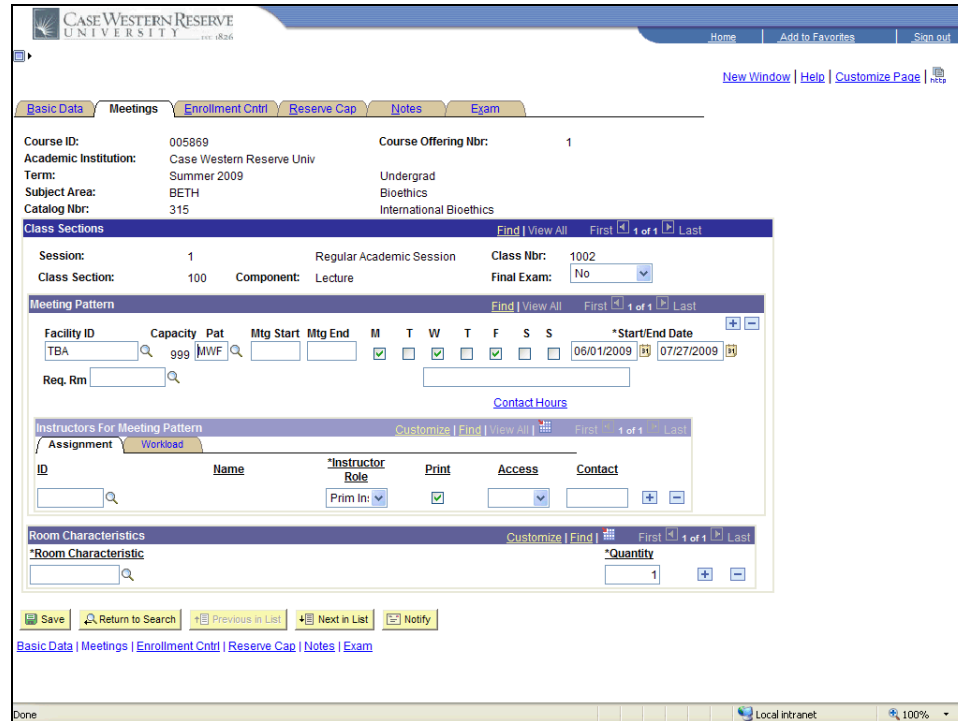
User Manual

SOC Error Report



The screenshot shows the 'Meeting Pattern' section of a course management system. The 'Pat' field is empty, and the 'Mtg Start' and 'Mtg End' fields are also empty. The 'Facility ID' field contains 'TBA'. The 'Mtg Start' and 'Mtg End' fields are empty. The 'Mtg Start' and 'Mtg End' fields are empty. The 'Mtg Start' and 'Mtg End' fields are empty.

Step	Action
8.	Locate the Meeting Pattern group box. The Pat (Pattern), Mtg Start and Mtg End fields are empty. This is the cause of the Meeting Pattern Not Scheduled Error. 
9.	Click the Look up Pat button. 
10.	Meeting patterns appropriate to the course's career appear. Select the appropriate meeting pattern from the search results. 



Course ID: 005869 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Summer 2009 Undergrad
 Subject Area: BETH Bioethics
 Catalog Nbr: 315 International Bioethics

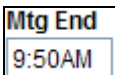
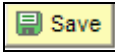
Class Sections Find | View All First 1 of 1 Last
 Session: 1 Regular Academic Session Class Nbr: 1002
 Class Section: 100 Component: Lecture Final Exam: No

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
 TBA 999 MWF [] [] [x] [] [] [] [] [] 06/01/2009 07/27/2009
 Req. Rm []

Instructors For Meeting Pattern Customize | Find | View All First 1 of 1 Last
 Assignment Workload
 ID Name *Instructor Role Print Access Contact
 [] [] Prim In: [] [] [] []

Room Characteristics Customize | Find | View All First 1 of 1 Last
 *Room Characteristic [] *Quantity 1

Save Return to Search Previous in List Next in List Notify


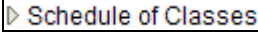
Step	Action
11.	The appropriate days of the week are checked off in the Meeting Pattern group box.
12.	Enter the appropriate start time for the class into the Mtg Start field. For example, enter a valid value e.g. " 9a " for 9:00am.
13.	Press [Tab] on your keyboard.
14.	A value appears in the Mtg End field. It reflects the approximate end time for the class based on the value selected in the Pat field. For example, a class that takes place three days a week in the Undergraduate career typically lasts 50 minutes; subsequently, the value in the Mtg End field for that class would be 50 minutes later than the value in the Mtg Start field. 
15.	Click the Save button. 
16.	This completes the process of resolving the Meeting Pattern Not Scheduled error on the SOC Error Report. End of Procedure.

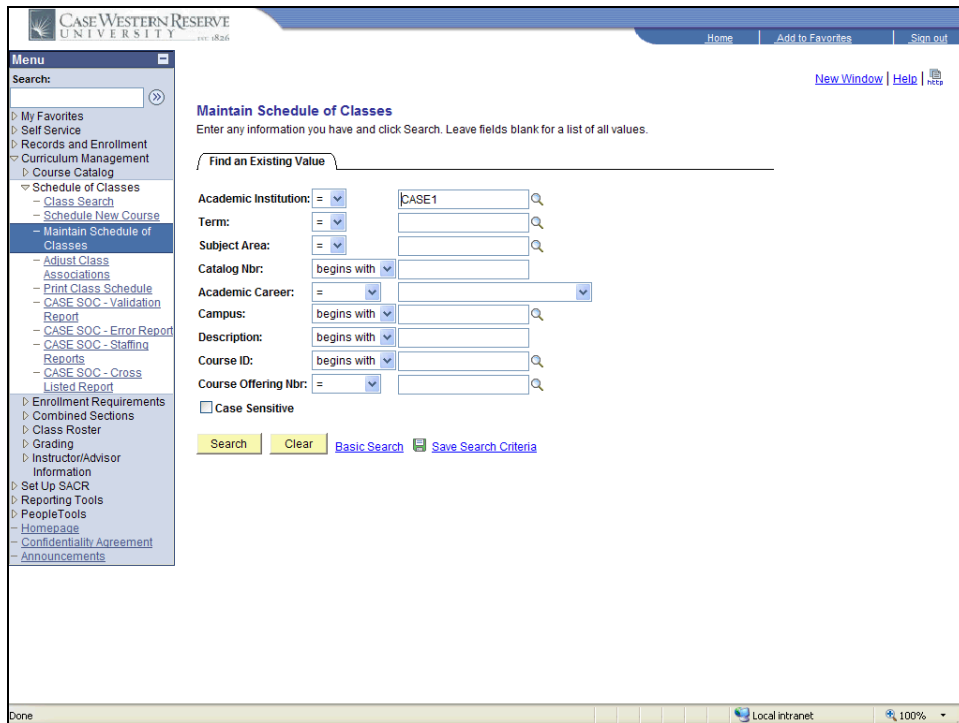
Class Has Times Assigned but No Days

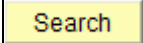
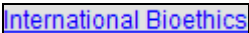
This process demonstrates how to resolve the error "Class Has Meeting Times but No Days" on the Schedule of Classes (SOC) Error Report. This error occurs when there are no days selected on the Meeting Pattern of a class. If a Meeting Pattern has the value "TBA" in the Pat (Pattern) field, the error will not occur.


Procedure

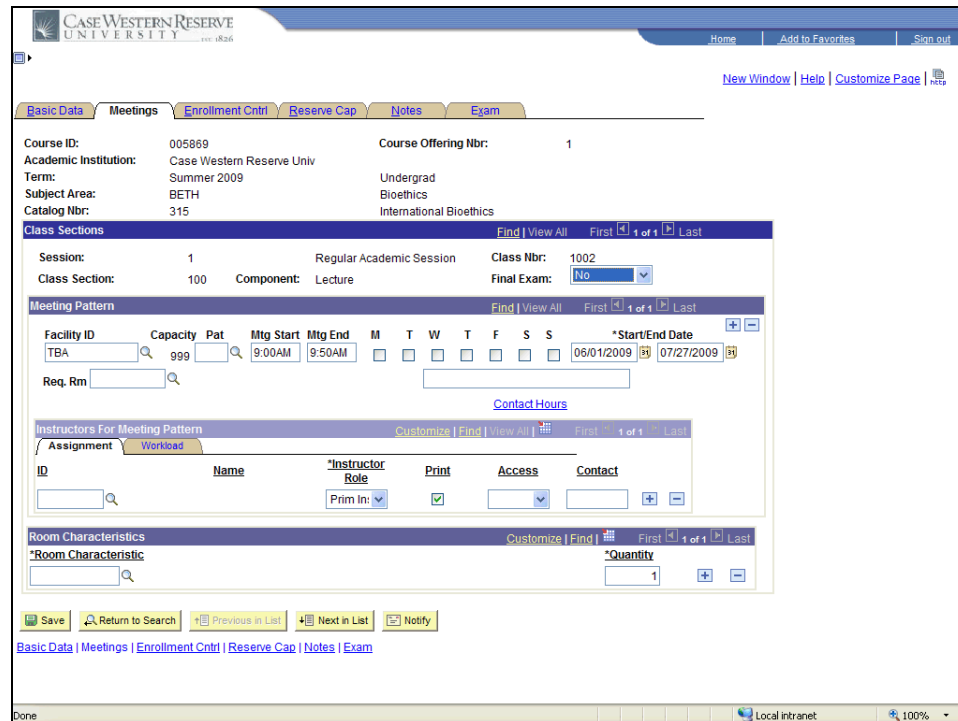
Use this process to resolve the Class Has Times Assigned but No Days error on the SOC Error Report.

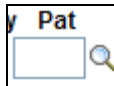


Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.

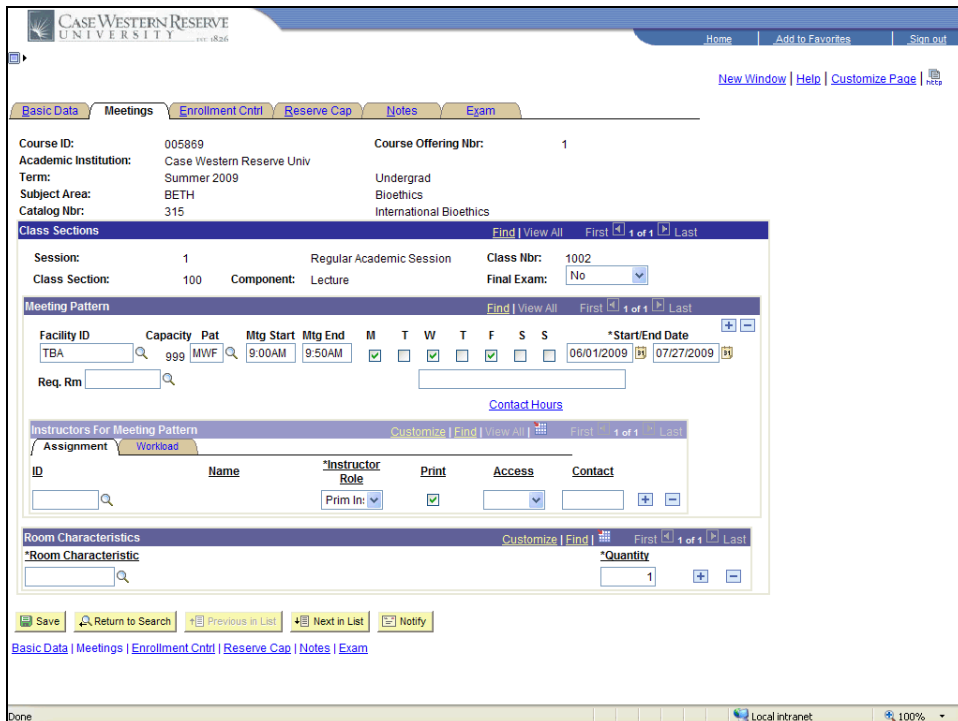


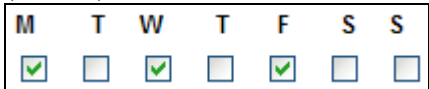
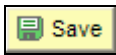
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate class from the search results. 

Step	Action
7.	The Basic Data tab appears. Click the Meetings tab. 



Step	Action
8.	Locate the Meeting Pattern group box and the Pat (Pattern) field. The error occurred because this field is empty, and consequently, the appropriate days of the week are not checked. 
9.	Click the Look up Pat button. 
10.	Meeting pattern values appear that are appropriate to the course's academic career. Select the appropriate meeting pattern from the search results. 



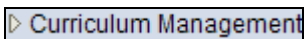
Step	Action
11.	The appropriate days of the week are checked based on the value selected in the Pat (Pattern) field. 
12.	Click the Save button. 
13.	This completes the process of resolving the Class Has Times Assigned but No Days error on the SOC Error Report. End of Procedure.

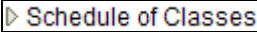
Class Has Days Assigned but No Times

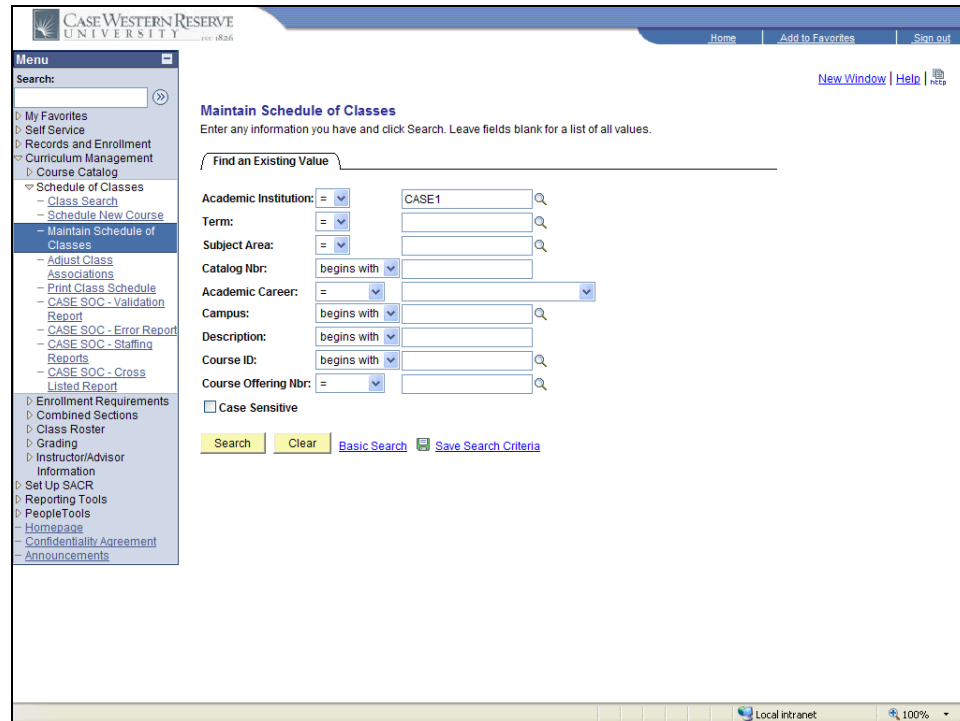
This process demonstrates how to resolve the error "Class Has Days Assigned but No Times" on the Schedule of Classes (SOC) Error Report.


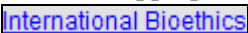

Procedure

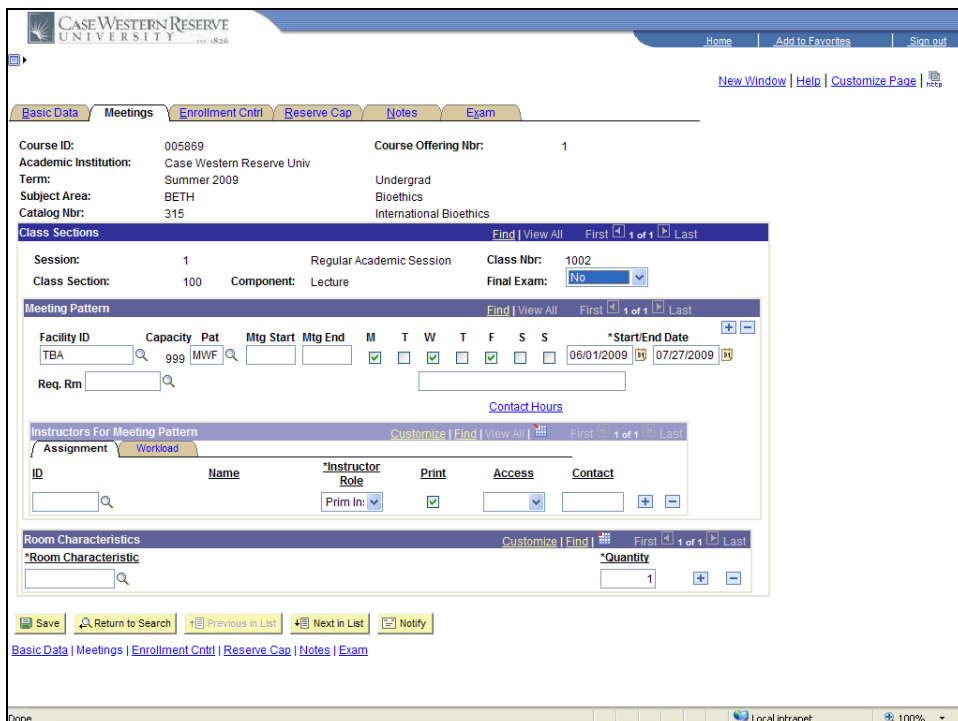
Use this process to resolve the Class Has Days Assigned but No Times error on the SOC Error Report.

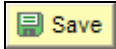
Step	Action
1.	Click the Curriculum Management link. 

Step	Action
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.



Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. 
7.	The Basic Data tab appears. Click the Meetings tab. 



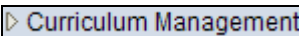
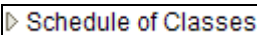
Step	Action
8.	Locate the Meeting Pattern group box and the Mtg Start and Mtg End fields. The error occurred because the Mtg Start and/or Mtg End field is blank.
9.	Enter the appropriate class start time into the Mtg Start field.
10.	Press [Tab] on your keyboard.
11.	The value in the Mtg End field defaults based on the value selected in the Pat (Pattern) field. If necessary, change the value in the Mtg End field.
12.	Click the Save button. 
13.	This completes the process of resolving the Class Has Days Assigned by No Times error on the SOC Error Report. End of Procedure.

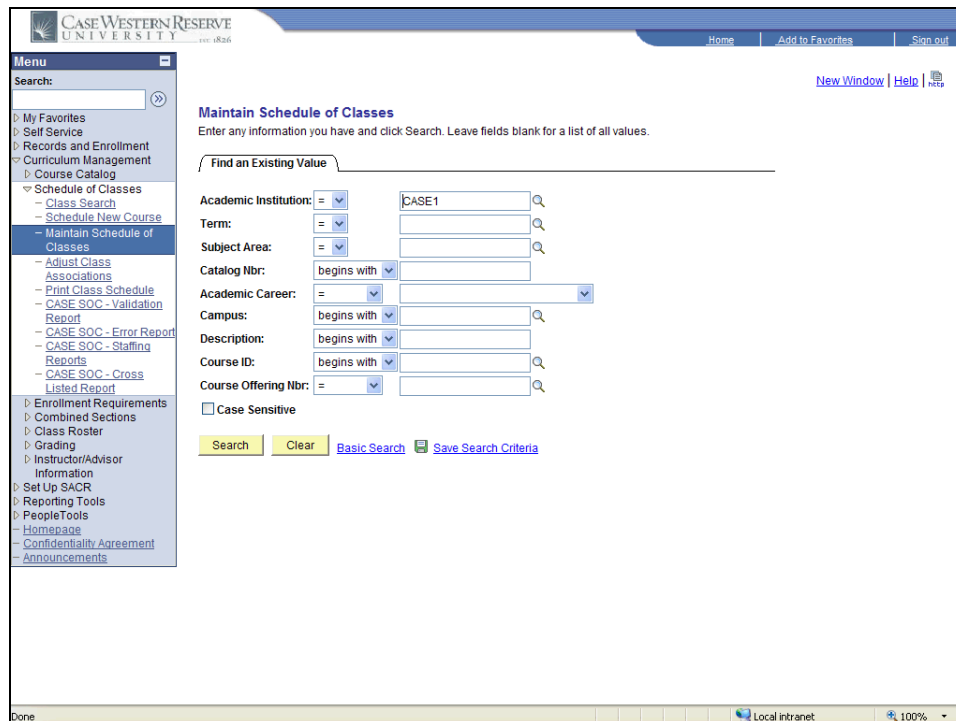
Class Does Not Have an Instructor Assigned

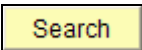


This process demonstrates how to resolve the error "Class Does Not Have an Instructor Assigned" on the Schedule of Classes (SOC) Error Report. This error occurs when a class section does not have at least one instructor with "Primary Instructor" indicated in the Role field.

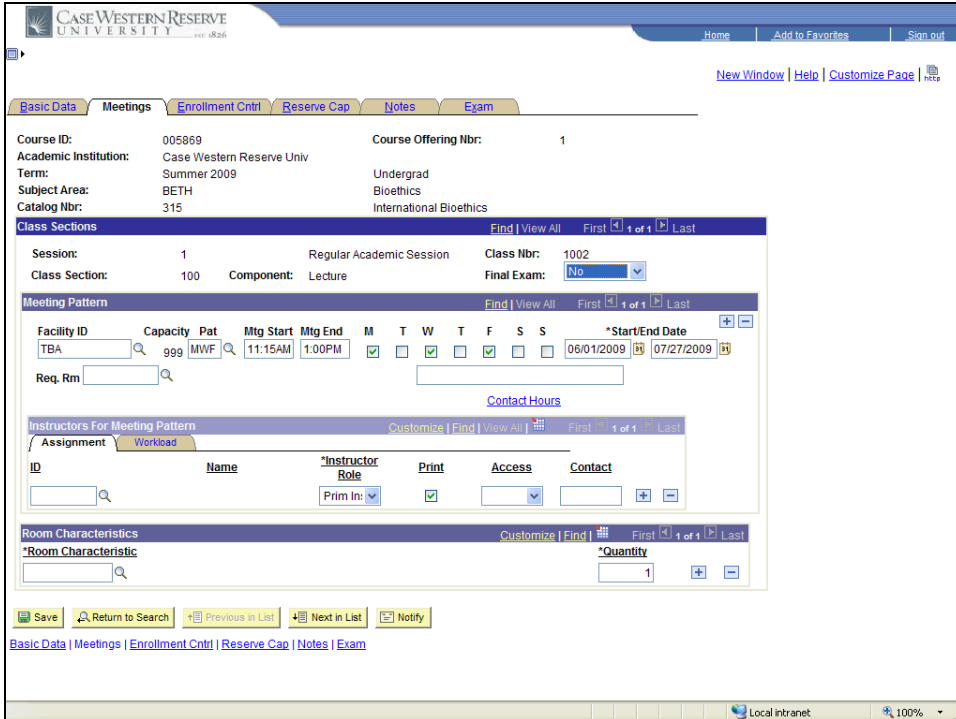
Procedure

Use this process to resolve the Class Does Not Have an Instructor Assigned error on the SOC Error Report.

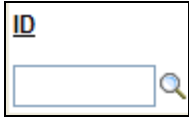

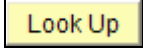
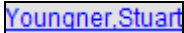
Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.

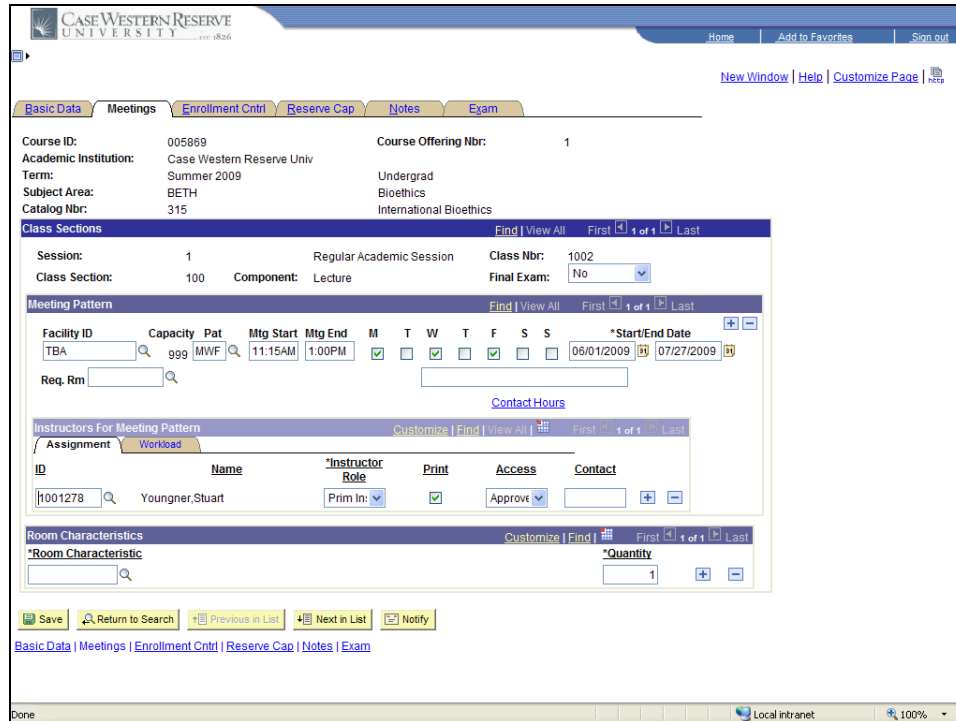


Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. 
7.	The Basic Data tab appears. Click the Meetings tab. 



The screenshot displays the 'Instructors for Meeting Pattern' section of the course management system. It includes a table with the following columns: ID, Name, *Instructor Role, Print, Access, and Contact. The ID field is currently blank, which is the source of the error.

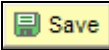
Step	Action
8.	Locate the Instructors for Meeting Pattern group box and the ID field. The error occurred because the ID field is blank. 
9.	Click the Look up ID button. 
10.	The Look Up ID search screen appears. Enter the appropriate Academic Organization code for the course into the Academic Organization field.
11.	Click the Look Up button. 
12.	All instructors and grading proxies for the academic organization appear. Select the appropriate instructor from the search results. 



The screenshot shows a web-based interface for course management. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below that are links for New Window, Help, and Customize Page. The main content area is divided into several sections:

- Basic Data:** Course ID: 005869, Course Offering Nbr: 1, Academic Institution: Case Western Reserve Univ, Term: Summer 2009, Subject Area: BETH, Catalog Nbr: 315.
- Class Sections:** Session: 1, Regular Academic Session, Class Nbr: 1002, Class Section: 100, Component: Lecture, Final Exam: No.
- Meeting Pattern:** Facility ID: TBA, Capacity: 999, Pat: MWF, Mtg Start: 11:15AM, Mtg End: 1:00PM, M: [checked], T: [unchecked], W: [checked], T: [checked], F: [checked], S: [unchecked], S: [unchecked]. Start/End Date: 06/01/2009 to 07/27/2009.
- Instructors For Meeting Pattern:** A table with columns: ID, Name, Instructor Role, Print, Access, Contact. One instructor is listed: ID h001278, Name Youngner, Stuart, Instructor Role Prim In, Print [checked], Access Approve, Contact [empty].
- Room Characteristics:** A table with columns: Room Characteristic, Quantity. One row is shown with Quantity 1.

At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, and Notify. The status bar at the very bottom shows 'Done' and 'Local intranet'.

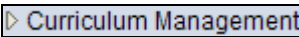
Step	Action
13.	The instructor's name, Instructor Role and grade Access default into the appropriate fields.
14.	Click the Save button. 
15.	This completes the process of resolving the Class Does Not Have an Instructor Assigned error on the SOC Error Report. End of Procedure.

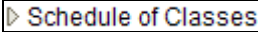
Final Exam Flags Differ for the Same Course

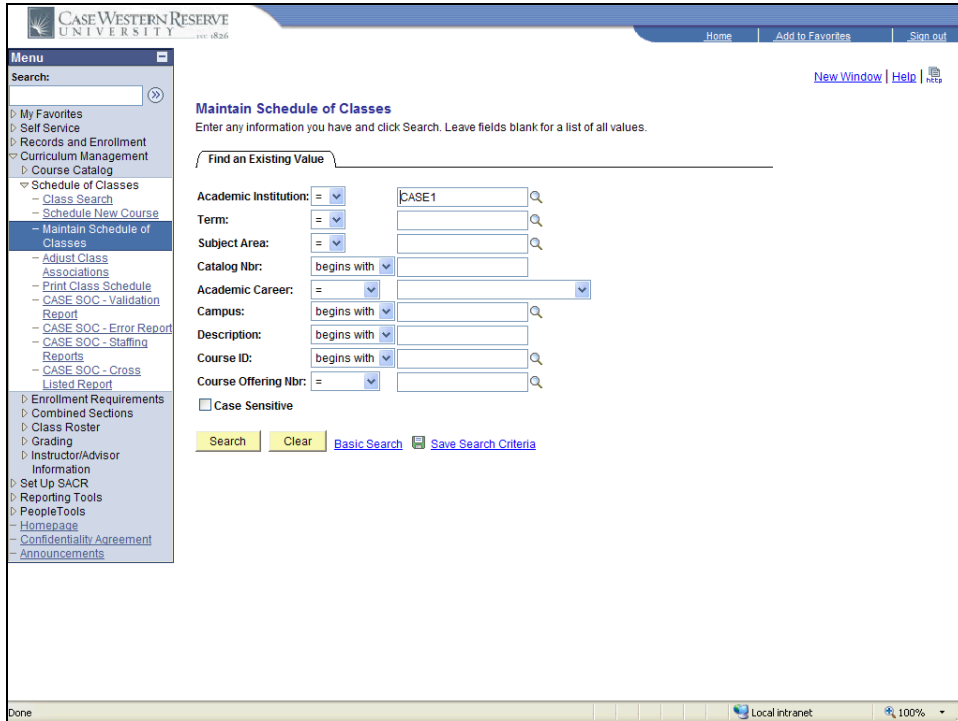
This process demonstrates how to resolve the error "Final Exam Flags Differ for Same Course" on the Schedule of Classes (SOC) Error Report. This error occurs when the sections of cross-listed courses have different values in the Final Exam field.

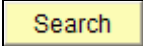


Procedure

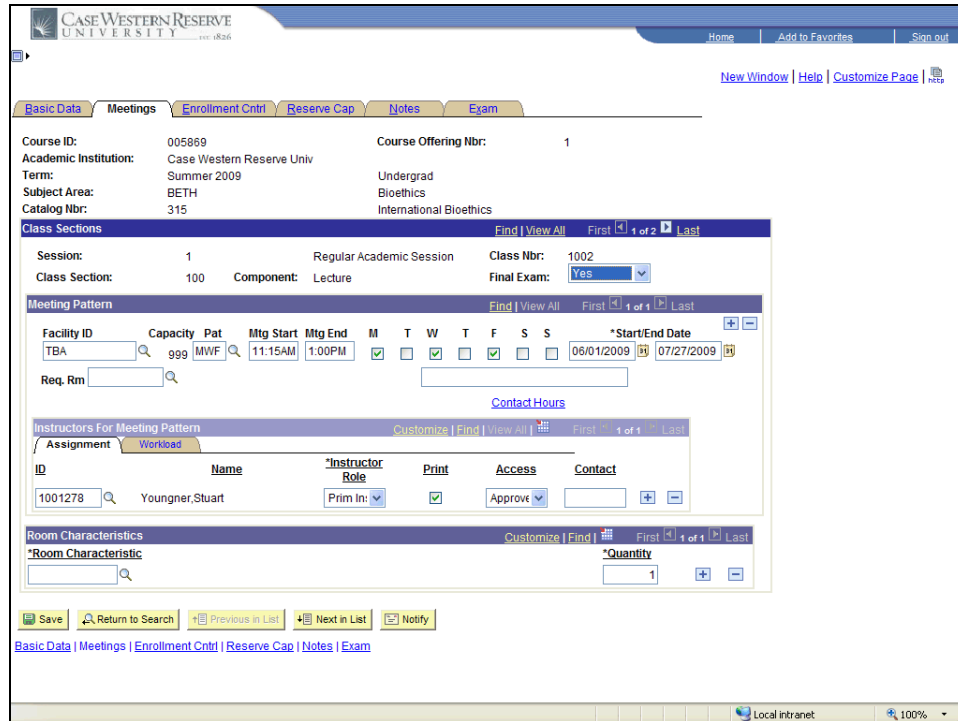
Use this process to resolve the Final Exam Flags Differ for the Same Course error on the SOC Error Report.

Step	Action
1.	Click the Curriculum Management link. 


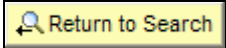
Step	Action
2.	Click the Schedule of Classes link. 
3.	Click the Maintain Schedule of Classes link.

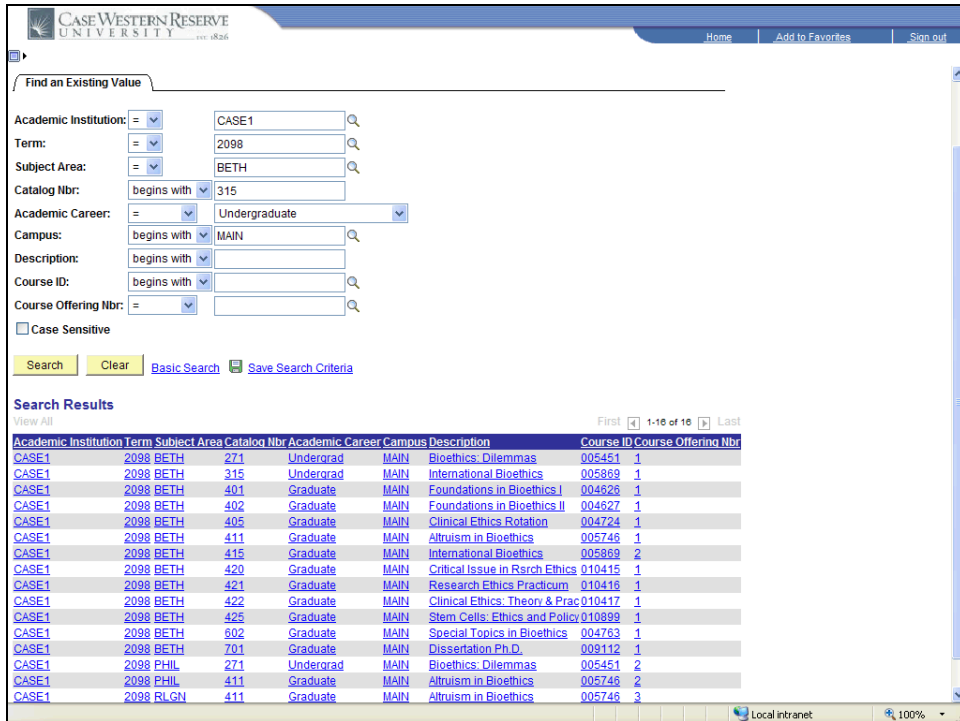


Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. 
7.	The Basic Data tab appears. Click the Meetings tab. 



The screenshot shows a web application interface for Case Western Reserve University. The main content area displays course information for Course ID 005869, Course Offering Nbr 1. The 'Final Exam' dropdown menu is currently set to 'Yes'. Below this, the 'Meeting Pattern' section shows a table with columns for Facility ID, Capacity, Pat, Mtg Start, Mtg End, and days of the week (M, T, W, T, F, S, S). The meeting pattern is TBA, 999, MWF, 11:15AM, 1:00PM, with checkboxes for M, T, W, T, F, S, S. The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The instructor listed is Youngner, Stuart, with a role of Prim In. The 'Room Characteristics' section shows a table with columns for Room Characteristic and Quantity, with a value of 1.

Step	Action
8.	Locate the Final Exam dropdown box and note its contents. 
9.	Click the Return to Search button. 




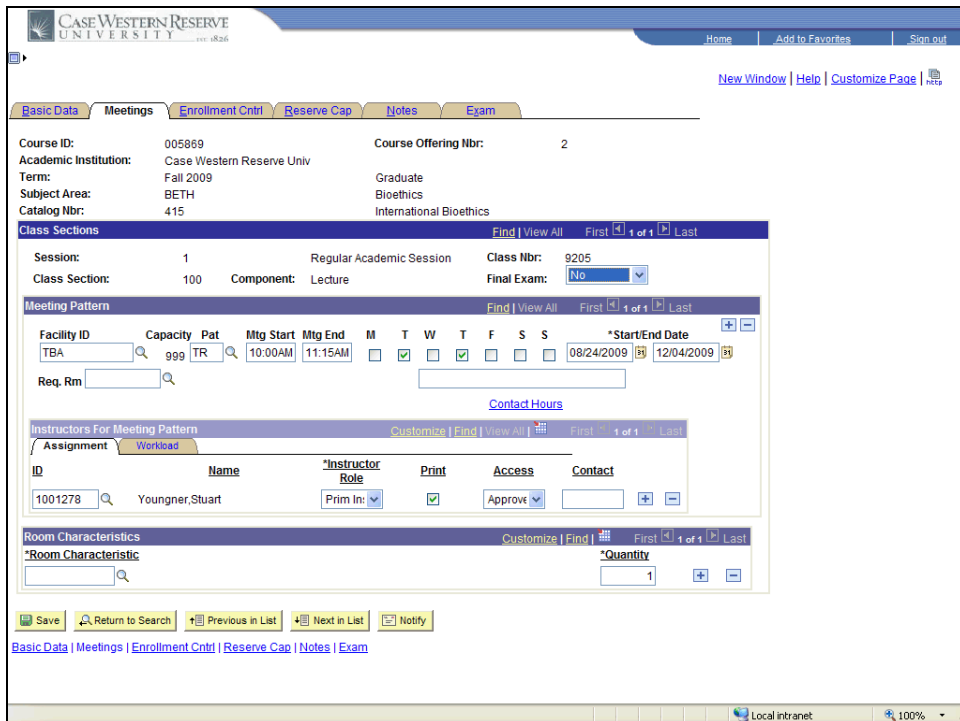
Find an Existing Value

Academic Institution: CASE1
 Term: 2098
 Subject Area: BETH
 Catalog Nbr: begins with 315
 Academic Career: Undergraduate
 Campus: begins with MAIN
 Description: begins with
 Course ID: begins with
 Course Offering Nbr:
 Case Sensitive

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2098	BETH	271	Undergrad	MAIN	Bioethics Dilemmas	005451	1
CASE1	2098	BETH	315	Undergrad	MAIN	International Bioethics	005869	1
CASE1	2098	BETH	401	Graduate	MAIN	Foundations in Bioethics I	004826	1
CASE1	2098	BETH	402	Graduate	MAIN	Foundations in Bioethics II	004827	1
CASE1	2098	BETH	405	Graduate	MAIN	Clinical Ethics Rotation	004724	1
CASE1	2098	BETH	411	Graduate	MAIN	Altruism in Bioethics	005746	1
CASE1	2098	BETH	415	Graduate	MAIN	International Bioethics	005869	2
CASE1	2098	BETH	420	Graduate	MAIN	Critical Issue in Rsrch Ethics	010415	1
CASE1	2098	BETH	421	Graduate	MAIN	Research Ethics Practicum	010416	1
CASE1	2098	BETH	422	Graduate	MAIN	Clinical Ethics Theory & Prac	010417	1
CASE1	2098	BETH	425	Graduate	MAIN	Stem Cells, Ethics and Policy	010899	1
CASE1	2098	BETH	502	Graduate	MAIN	Special Topics in Bioethics	004763	1
CASE1	2098	BETH	701	Graduate	MAIN	Dissertation Ph.D.	008112	1
CASE1	2098	PHIL	271	Undergrad	MAIN	Bioethics Dilemmas	005451	2
CASE1	2098	PHIL	411	Graduate	MAIN	Altruism in Bioethics	005746	2
CASE1	2098	RLGN	411	Graduate	MAIN	Altruism in Bioethics	005746	3

Step	Action
10.	Select another offering of the cross-listed course from the search results. 



Course ID: 005869 Course Offering Nbr: 2
 Academic Institution: Case Western Reserve Univ
 Term: Fall 2009
 Subject Area: BETH
 Catalog Nbr: 415

Class Sections

Session: 1 Regular Academic Session Class Nbr: 9205
 Class Section: 100 Component: Lecture Final Exam: No

Meeting Pattern




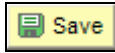
Facility ID: TBA Capacity: 999 Pat: TR Mtg Start: 10:00AM Mtg End: 11:15AM
 *Start/End Date: 08/24/2009 - 12/04/2009

Instructors For Meeting Pattern

ID	Name	Instructor Role	Print	Access	Contact
1001278	Youngner, Stuart	Prim In:	<input checked="" type="checkbox"/>	Approv	

Room Characteristics

*Room Characteristic: Quantity: 1

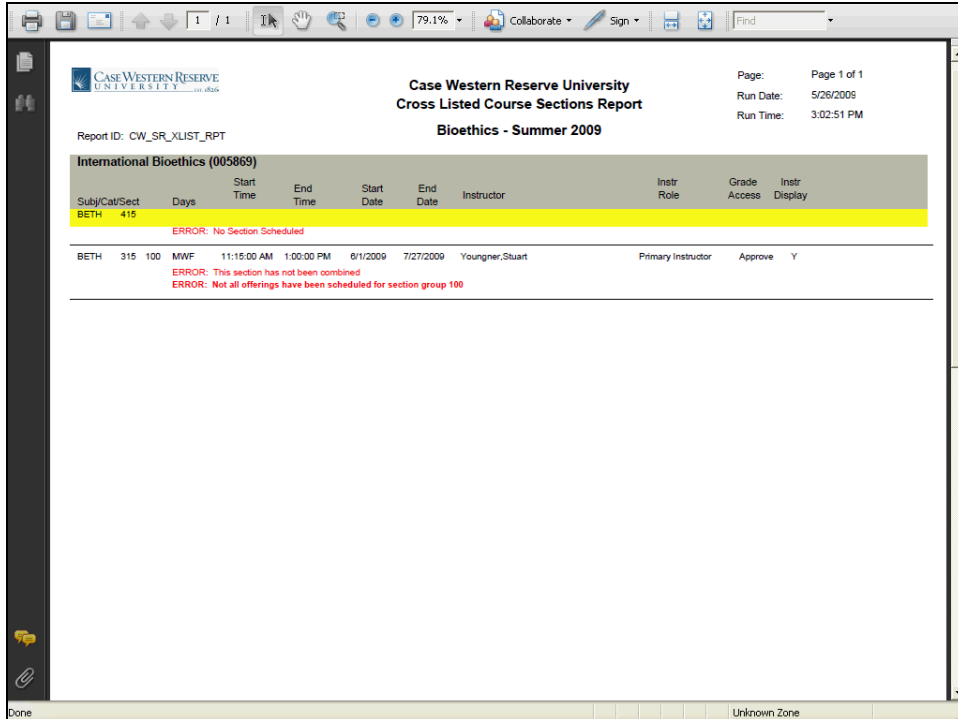
Step	Action
11.	<p>Note the contents of the Final Exam field.</p> <p>Repeat the process of reviewing the Final Exam fields of all scheduled sections of the cross listed course. Decide on the value to be placed in the Final Exam field: either Yes or No.</p> 
12.	<p>Access a section that requires the Final Exam field to be updated.</p> <p>Click the Final Exam dropdown list.</p> 
13.	<p>Select the appropriate list item.</p> 
14.	<p>Click the Save button.</p> 
15.	<p>Repeat the process of updating the Final Exam field for all sections of the cross-listed course that require updating.</p>
16.	<p>This completes the process of resolving the Final Exam Flags Differ for the Same Course error on the SOC Error Report.</p> <p>End of Procedure.</p>

All Offerings of a Course Not Scheduled

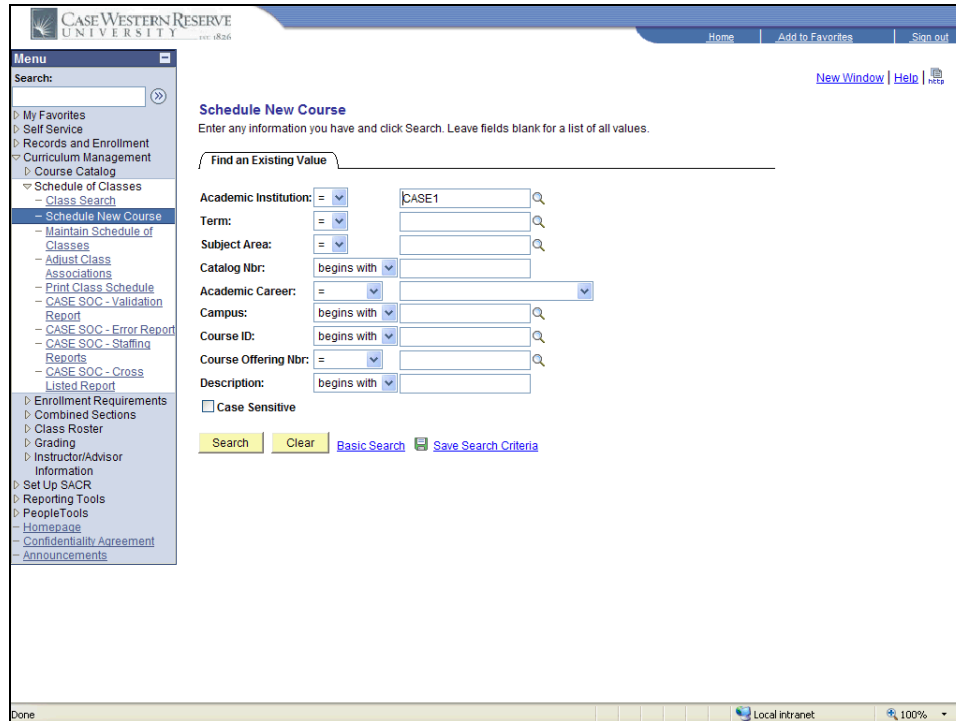
This process demonstrates how to resolve the error "All Offerings of Course Not Scheduled" on the Schedule of Classes (SOC) Error Report. This error occurs when a cross-listed course is scheduled for a term, but other courses in the cross-listing are not.



Procedure

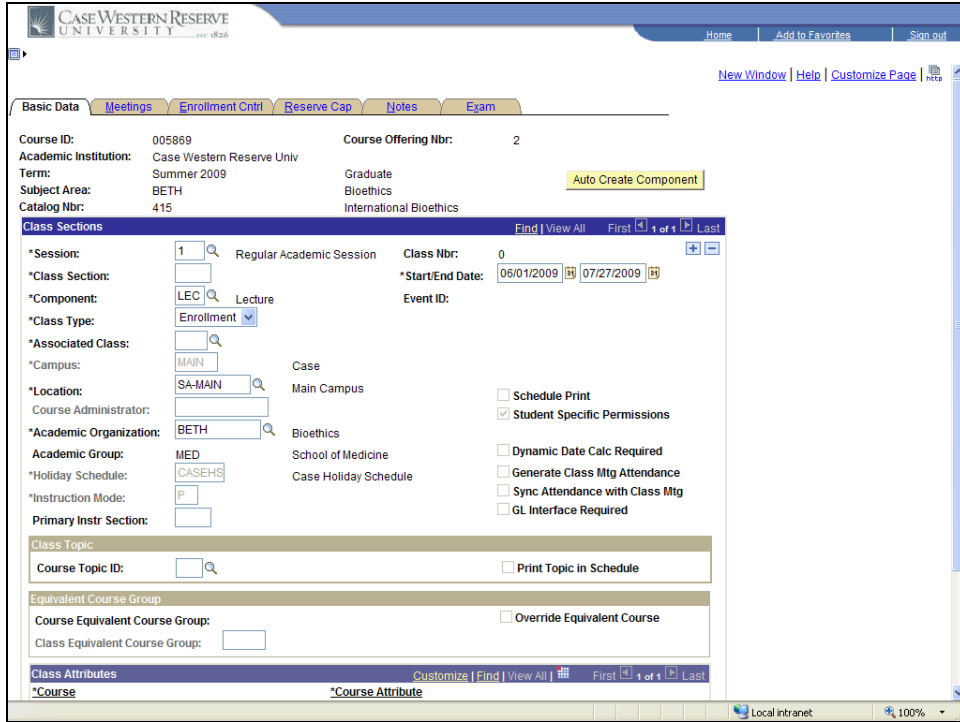
Use this process to solve the All Offerings of a Course Not Scheduled error on the SOC Error Report.



Step	Action
1.	<p>Begin by running and reviewing the SOC Cross Listed Course Sections Report. See the business process guide "SOC Cross-Listed Report" for directions.</p> <p>If the SOC Error Report has returned the error "All Offerings of a Course Not Scheduled," then there is at least one cross-listed course in a group of courses that has not been added to the schedule for the term. This course must be added to the schedule before it can be combined with a course that already exists. The Cross-Listed Course Sections Report displays the courses that are already scheduled as well as those that are not scheduled.</p>
2.	<p>In the SIS, click the Curriculum Management link.</p> <p>▶ Curriculum Management</p>
3.	<p>Click the Schedule of Classes link.</p> <p>▶ Schedule of Classes</p>
4.	<p>Click the Schedule New Course link.</p> <p>Schedule New Course</p>



Step	Action
5.	The Schedule New Course search screen appears. Enter the appropriate term code into the Term field.
6.	Click the Search button. 
7.	All courses that are active in the Course Catalog for the Academic Organization appear. Select the course that is not yet scheduled as indicated on the Cross-Listed Report. 



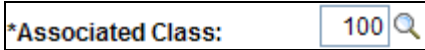
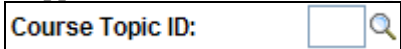

The screenshot shows the 'Basic Data' tab of a course management system. The course details are as follows:

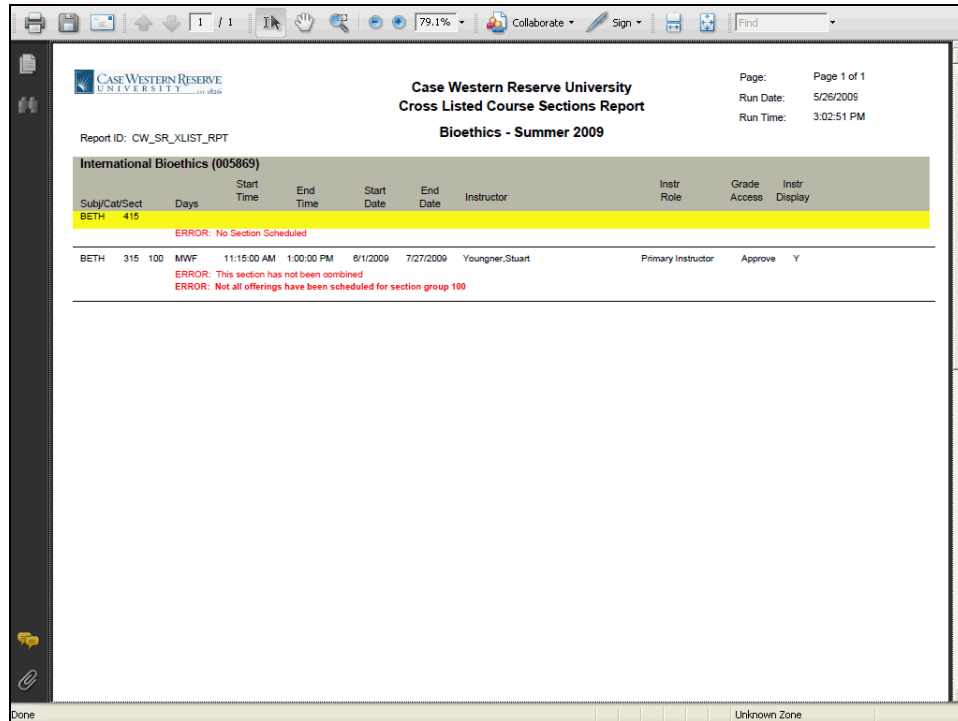
- Course ID: 005889
- Academic Institution: Case Western Reserve Univ
- Term: Summer 2009
- Subject Area: BETH
- Catalog Nbr: 415
- Course Offering Nbr: 2
- Graduate Bioethics International Bioethics

The 'Class Sections' section is active, showing details for a Regular Academic Session (Class Nbr: 0) starting on 06/01/2009 and ending on 07/27/2009. The session is a Lecture (Component: LEC) at the Main Campus (Location: SA-MAIN). The associated class is Case (Associated Class: Case). The academic group is School of Medicine (Academic Group: MED) and the holiday schedule is Case Holiday Schedule (Holiday Schedule: CASEHS). The instruction mode is P (Instruction Mode: P). The primary instructor section is empty.

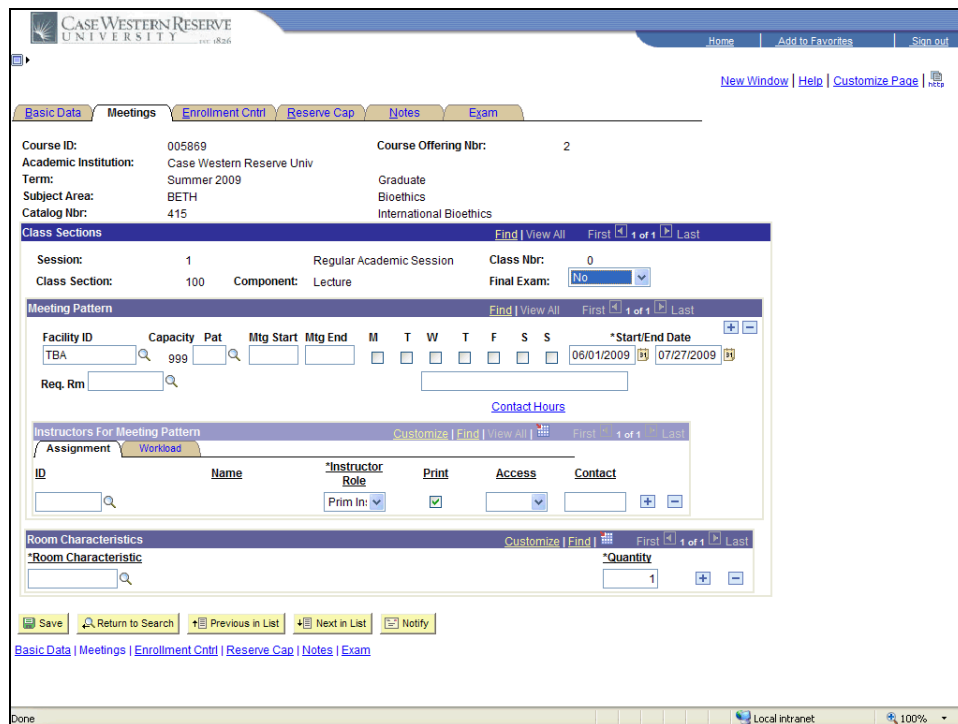
Additional options include:


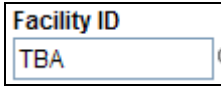
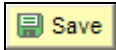
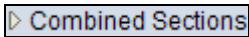
- Schedule Print
- Student Specific Permissions
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

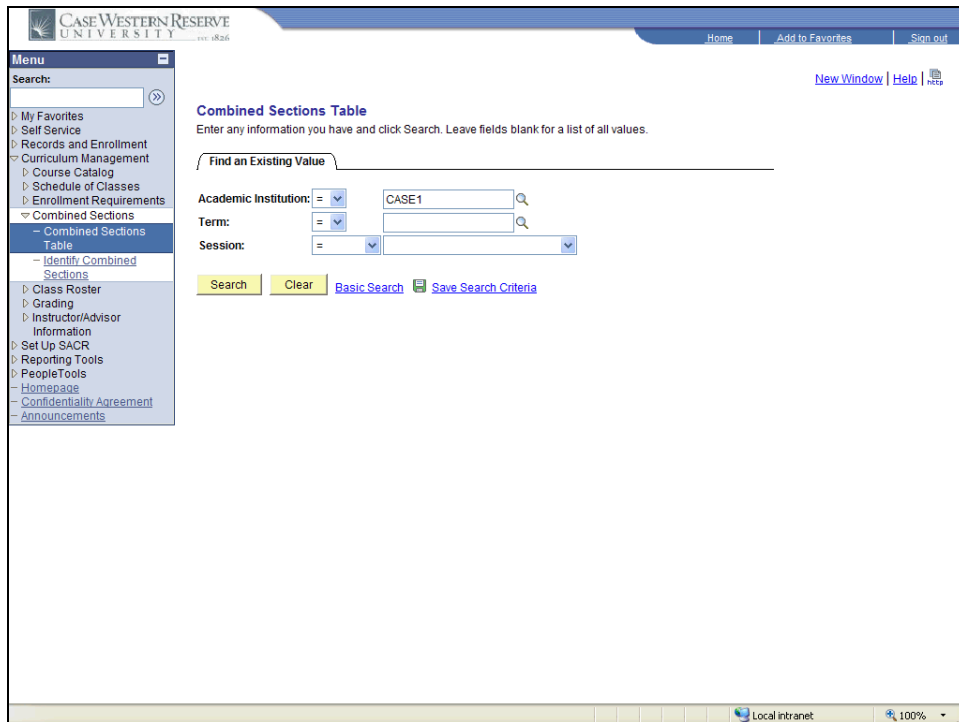
Step	Action
8.	The Basic Data tab appears. Enter the section number into the Class Section field. The section numbers of cross-listed courses must be the same. Consequently, if one section 100 already exists, then this class section must also be 100.
9.	Press [Tab] on your keyboard.
10.	The Associated Class field defaults to the section number. 
11.	If applicable, enter a Course Topic ID . 
12.	Click the Meetings tab. 



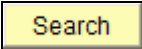
Step	Action
13.	Refer back to the Cross-Listed Report to determine the meeting information for the already-scheduled cross-listed course.

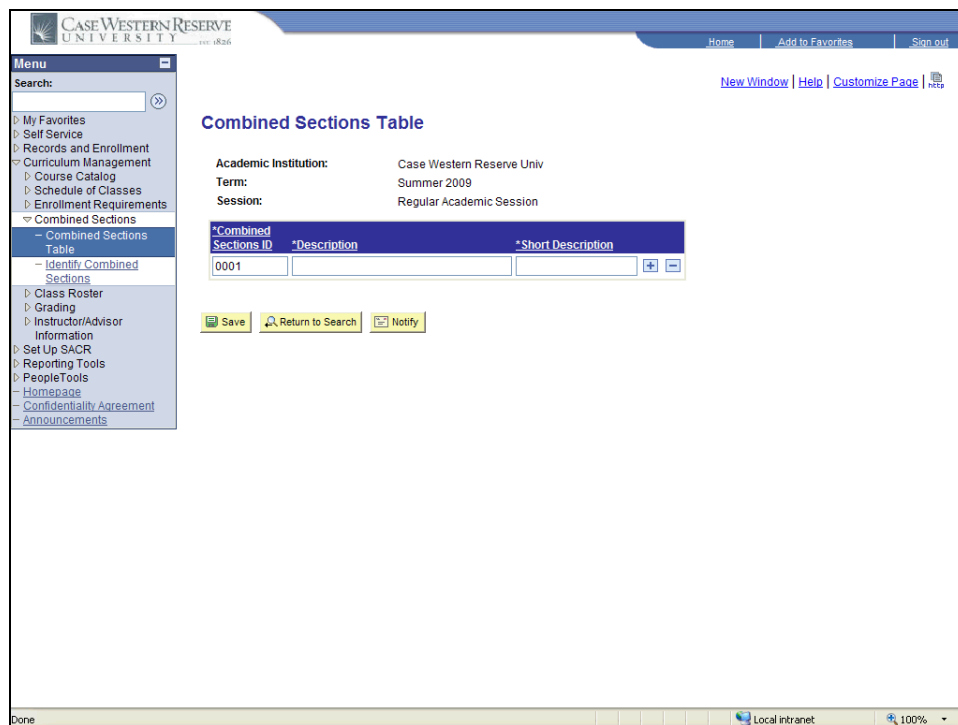


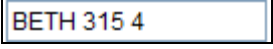
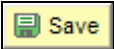
Step	Action
14.	Enter the appropriate values in to the Pat (Pattern), Mtg Start , Mtg End , and Instructor ID fields for this class section. Select the appropriate value for the Final Exam dropdown list, as well. 
15.	If the Facility ID field is entered on the already scheduled section of the cross-listed course, leave the Facility ID field on the current section blank. 
16.	Click the Save button. 
17.	From the main menu, click the Combined Sections link. 
18.	Click the Combined Sections Table link.

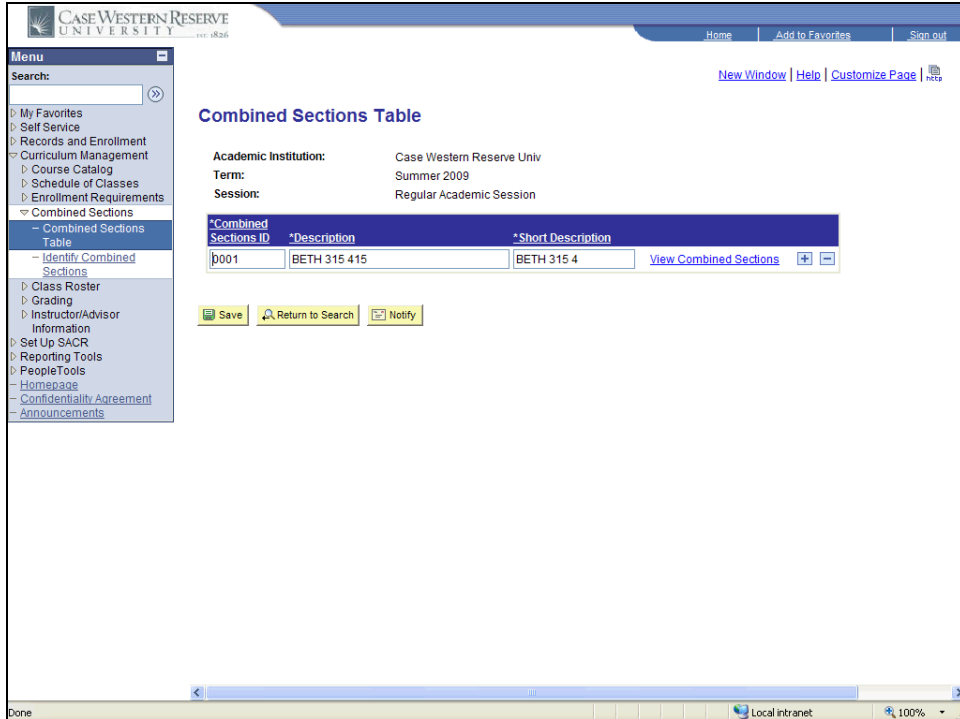


Step	Action
19.	The Combined Sections Table search screen appears. Enter the appropriate term code into the Term field.

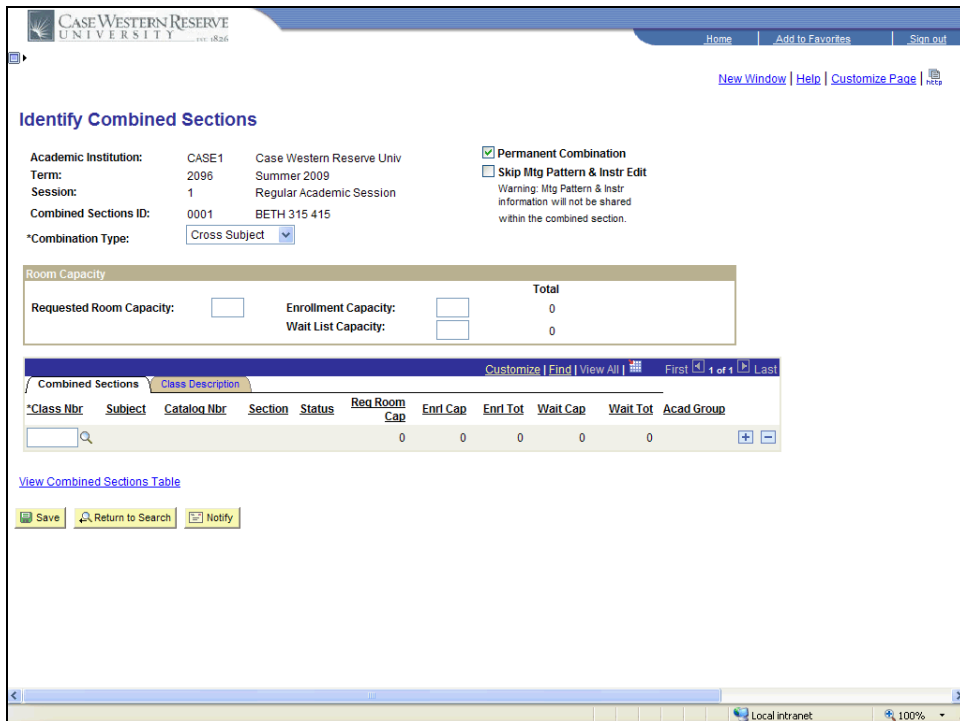
Step	Action
20.	Click the Search button. 
21.	The Combined Sections Table appears. Review the table to locate a row indicating that a record has already been created for the cross-listed course. If no record exists, create a new row for the combined section by clicking the Add new row button.


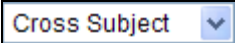
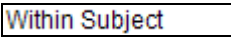





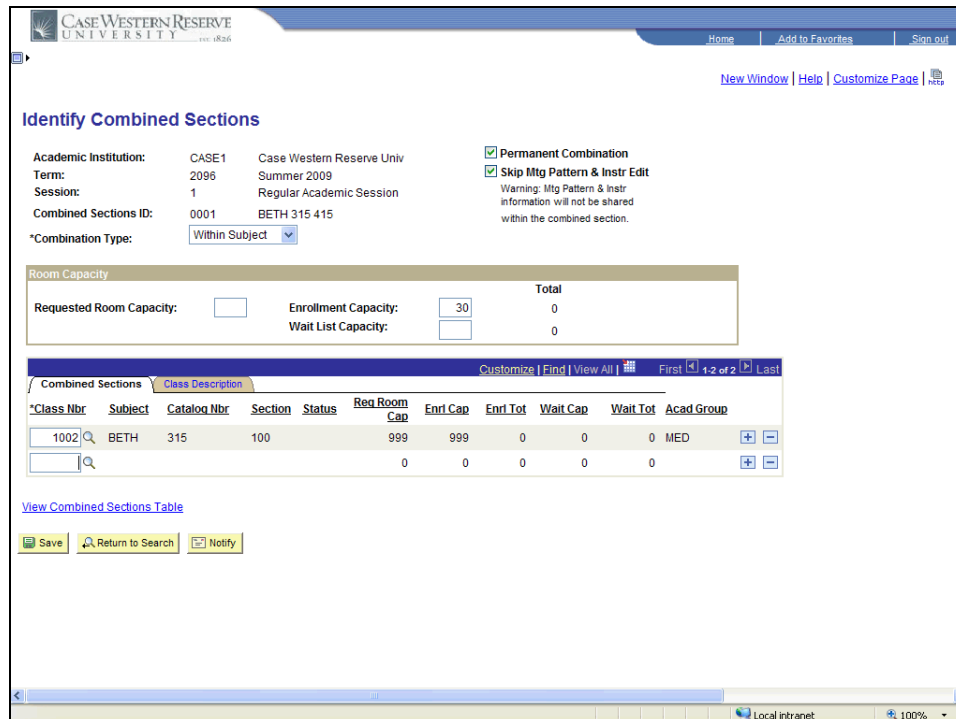
Step	Action
22.	Enter an appropriate description for the cross-listed courses that will be combined into the Description field.
23.	Press [Enter] on your keyboard.
24.	The contents of the Description field default to the Short Description field. 
25.	Click the Save button. 



Step	Action
26.	A new link appears. Click the View Combined Sections link. View Combined Sections



Step	Action
27.	The Identify Combined Sections screen appears. Click the Skip Mtg Pattern & Instr Edit checkbox option. 
28.	Click the Combination Type dropdown list. 
29.	Select the appropriate combination type list item: Cross Subject, Within Subject, or Both. 
30.	Enter the total enrollment capacity for the combined sections into the Enrollment Capacity field.
31.	Click the Look up Class Nbr button. 
32.	Select a cross-listed section of the course from the search results. 
33.	Click the Add a new row button. 



The screenshot shows the 'Identify Combined Sections' page. At the top, there are navigation links: Home, Add to Favorites, Sign out, New Window, Help, and Customize Page. The main content area includes:

- Academic Institution:** CASE1 Case Western Reserve Univ
- Term:** 2096 Summer 2009
- Session:** 1 Regular Academic Session
- Combined Sections ID:** 0001 BETH 315 415
- *Combination Type:** Within Subject
- Permanent Combination:** Permanent Combination
- Skip Mtg Pattern & Instr Edit:** Skip Mtg Pattern & Instr Edit
- Warning:** Mtg Pattern & Instr information will not be shared within the combined section.



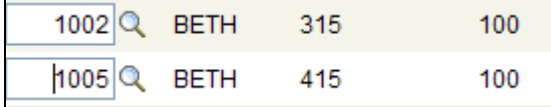
Room Capacity:

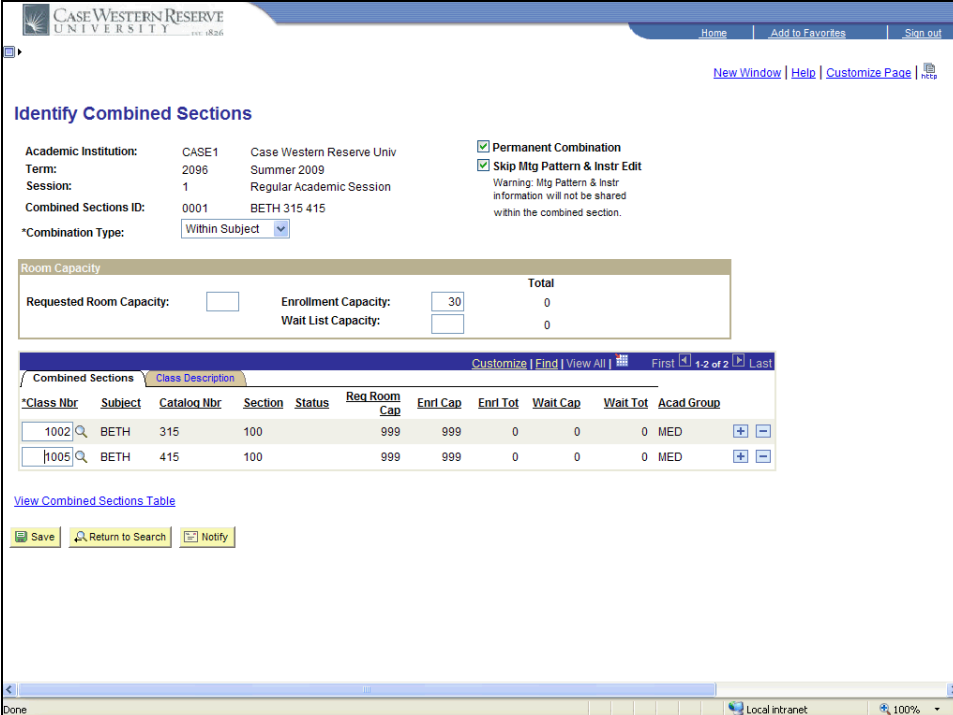
Requested Room Capacity:	<input type="text"/>	Enrollment Capacity:	<input type="text" value="30"/>	Total	<input type="text" value="0"/>
Wait List Capacity:	<input type="text"/>		<input type="text"/>		<input type="text" value="0"/>

Combined Sections Table:

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
1002	BETH	315	100		999	999	0	0	0	MED
					0	0	0	0	0	

Buttons: Save, Return to Search, Notify

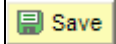
Step	Action
34.	Click the Look up Class Nbr button. 
35.	Select another cross-listed section of the course from the search results. 
36.	Select as many sections of the cross-listed course as necessary to resolve the error. 

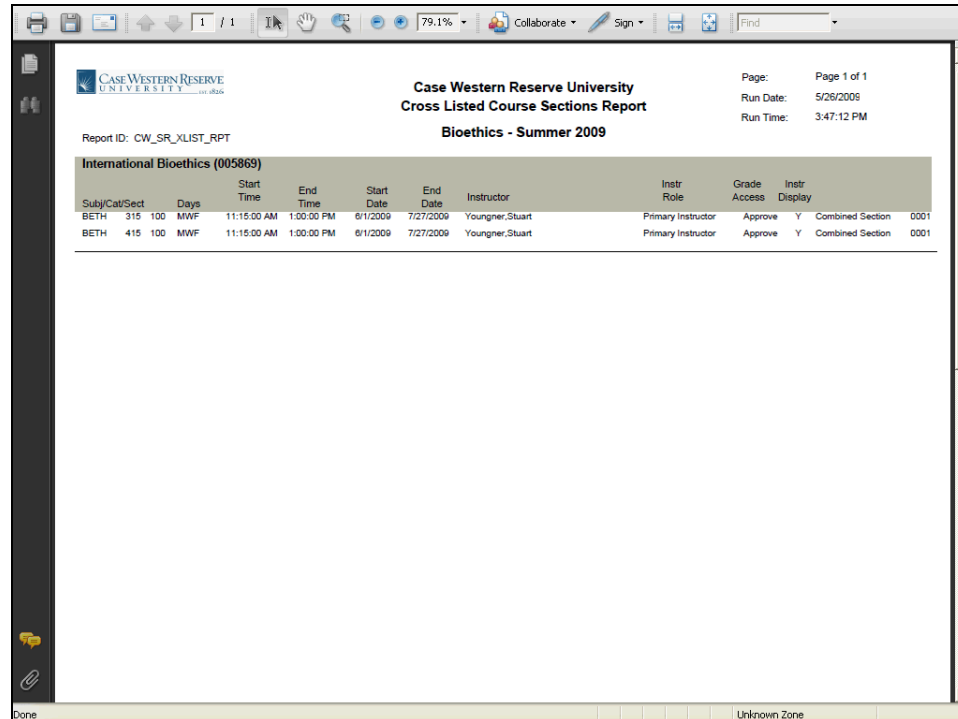


The screenshot shows the 'Identify Combined Sections' page in the Case Western Reserve University system. It includes a header with the university logo and navigation links. The main content area has the following sections:

- Identify Combined Sections**: A title for the current page.
- Academic Institution**: CASE1 Case Western Reserve Univ.
- Term**: 2096 Summer 2009
- Session**: 1 Regular Academic Session
- Combined Sections ID**: 0001 BETH 315 415
- *Combination Type**: Within Subject
- Options**:
 - Permanent Combination
 - Skip Mtg Pattern & Instr Edit
- Warning**: Mtg Pattern & Instr information will not be shared within the combined section.
- Room Capacity**: A table with columns for Requested Room Capacity, Enrollment Capacity, Wait List Capacity, and Total. Enrollment Capacity is set to 30.
- Table of Combined Sections**:

*Class Nbr	Subject	Catalog Nbr	Section	Status	Reg Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
1002	BETH	315	100		999	999	0	0	0	MED
1005	BETH	415	100		999	999	0	0	0	MED
- Buttons**: Save, Return to Search, Notify.

Step	Action
37.	Click the Save button. Run the Cross-Listed Report once more to ensure that all section of the cross-listed course have been scheduled and combined. 



Subj/Cat/Sect	Days	Start Time	End Time	Start Date	End Date	Instructor	Instr Role	Grade Access	Instr Display
BETH 315 100	MWF	11:15:00 AM	1:00:00 PM	6/1/2009	7/27/2009	Youngner,Stuart	Primary Instructor	Approve	Y Combined Section 0001
BETH 415 100	MWF	11:15:00 AM	1:00:00 PM	6/1/2009	7/27/2009	Youngner,Stuart	Primary Instructor	Approve	Y Combined Section 0001

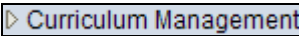
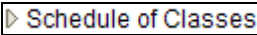
Step	Action
38.	When all errors have been fixed, the Cross Listed Course Sections report will no longer display errors.
39.	This completes the process of resolving the All Offerings of a Course Not Scheduled error on the SOC Error Report. End of Procedure.

Dynamically Dated Sessions Require Assignment of Meeting and Facility

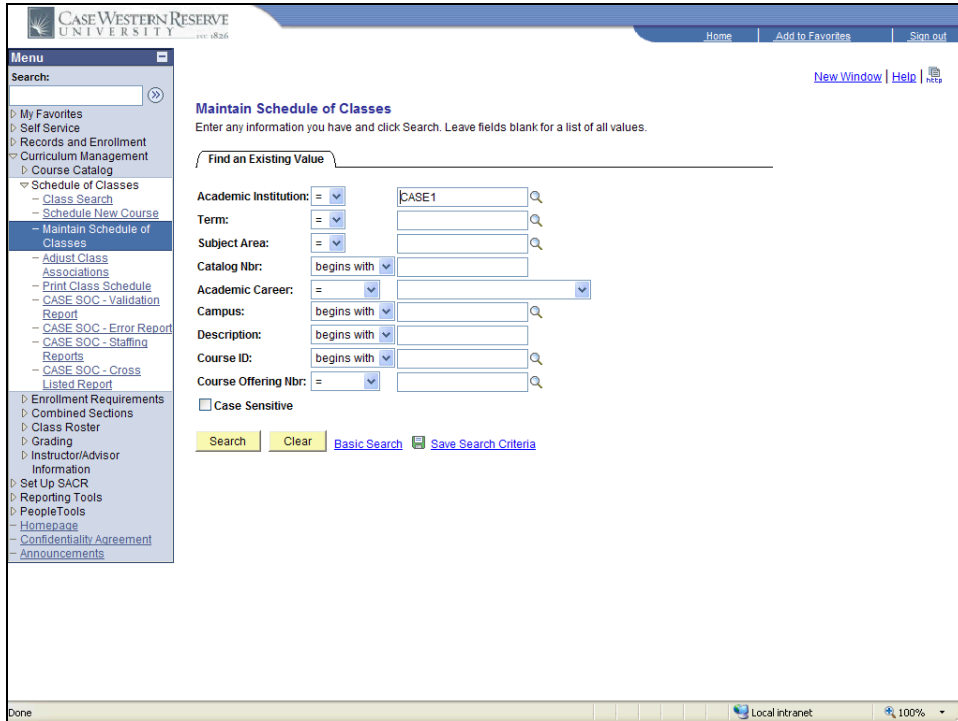
This process demonstrates how to resolve the error "Dynamically Dated Sessions Require Assignment of Meeting and Facility" on the Schedule of Classes (SOC) Error Report. This error occurs when a course that is scheduled during a dynamically dated session is not given a value in the Pat (Pattern) or Facility ID field of the Meeting Pattern group box.

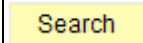


Procedure

Use this process to resolve the error Dynamically Dated Sessions Require Assignment of Meeting and Facility on the SOC Error Report.

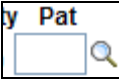


Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 

Step	Action
3.	Click the Maintain Schedule of Classes link.



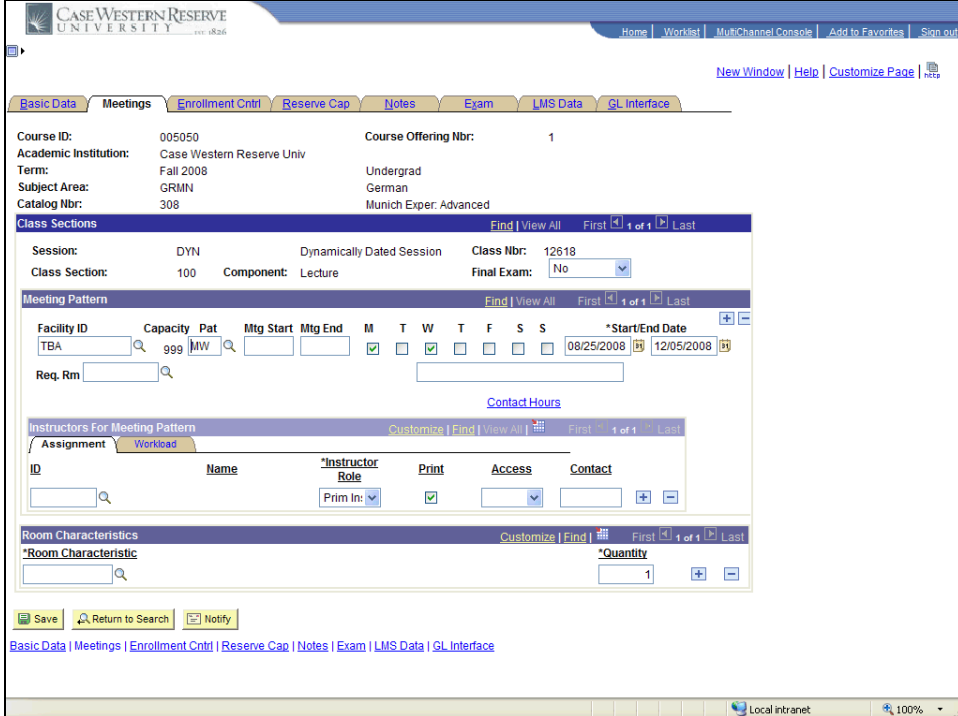
Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term code into the Term field.
5.	Click the Search button. 
6.	Select the appropriate course from the search results. 
7.	The Basic Data tab appears. Click the Meetings tab. 

The screenshot shows the LMS interface for Course ID 005050, Class Nbr 12618. The Meeting Pattern section is highlighted, showing a blank 'Pat' field. The interface includes tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The Meeting Pattern section includes fields for Facility ID (TBA), Capacity (999), Pat (blank), Mtg Start, Mtg End, and a grid for days of the week (M, T, W, T, F, S, S). The Start/End Date is 08/25/2008 to 12/05/2008. Below the Meeting Pattern section is the Instructors For Meeting Pattern section, which includes a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The Room Characteristics section is also visible, showing a blank Room Characteristic field and a Quantity of 1.

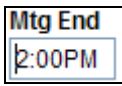


Step	Action
8.	Locate the Meeting Pattern group box and the Pat (Pattern) field. The error occurred because this field is blank. 
9.	Click the Look up Pat button. 
10.	Meeting Pattern values appear based on the Academic Career of the course. Select the appropriate meeting pattern for the class. 

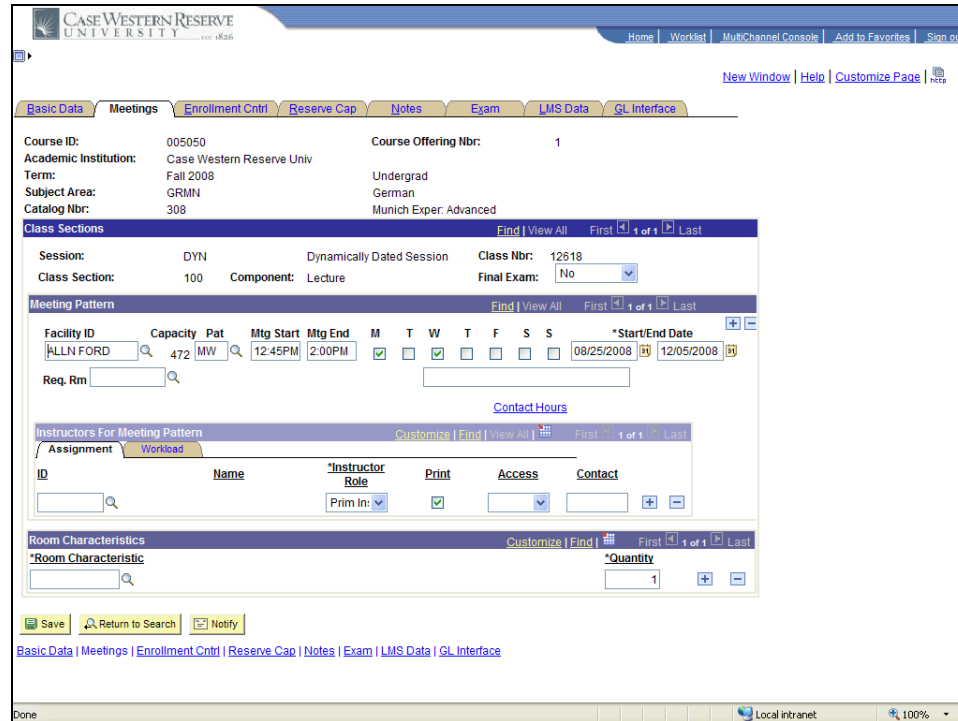
User Manual

SOC Error Report

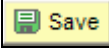


The screenshot displays the LMS interface for a course. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar are tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The main content area shows course details: Course ID: 005050, Course Offering Nbr: 1, Academic Institution: Case Western Reserve Univ, Term: Fall 2008, Subject Area: GRMN, Catalog Nbr: 308, Undergrad German, Munich Exper. Advanced. The Class Sections section shows Session: DYN, Class Nbr: 12618, Class Section: 100, Component: Lecture, Final Exam: No. The Meeting Pattern section shows Facility ID: TBA, Capacity: 999, Pat: MW, Mtg Start, Mtg End, and Start/End Date: 08/25/2008 to 12/05/2008. The Instructors For Meeting Pattern section shows a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The Room Characteristics section shows a table with columns for Room Characteristic and Quantity.

Step	Action
11.	Enter the appropriate start time for the class into the Mtg Start field.
12.	Press [Tab] on your keyboard.
13.	The value in the Mtg End field defaults based on the value selected in the Pat field and can be changed if necessary. 
14.	Click the Look up Facility ID button. 
15.	Select the appropriate building and/or room from the search results. 



The screenshot shows the LMS interface for a course. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar are tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The main content area displays course information: Course ID: 005050, Course Offering Nbr: 1, Academic Institution: Case Western Reserve Univ, Term: Fall 2008, Subject Area: GRMN, Catalog Nbr: 308, Undergrad German, Munich Exper. Advanced. The Class Sections section shows Session: DYN, Class Nbr: 12618, Class Section: 100, Component: Lecture, Final Exam: No. The Meeting Pattern section shows Facility ID: LLNFORD, Capacity: 472, Pat: MW, Mtg Start: 12:45PM, Mtg End: 2:00PM, and a weekly schedule of M T W T F S S. The Instructors For Meeting Pattern section shows a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. The Room Characteristics section shows a table with columns for Room Characteristic and Quantity. At the bottom, there are buttons for Save, Return to Search, and Notify.

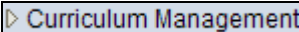
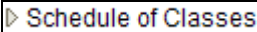
Step	Action
16.	Click the Save button. 
17.	This completes the process of resolving the Dynamically Dated Sessions Require Assignment of Meeting and Facility error on the SOC Error Report. End of Procedure.

Combined Sections with Different Instructors

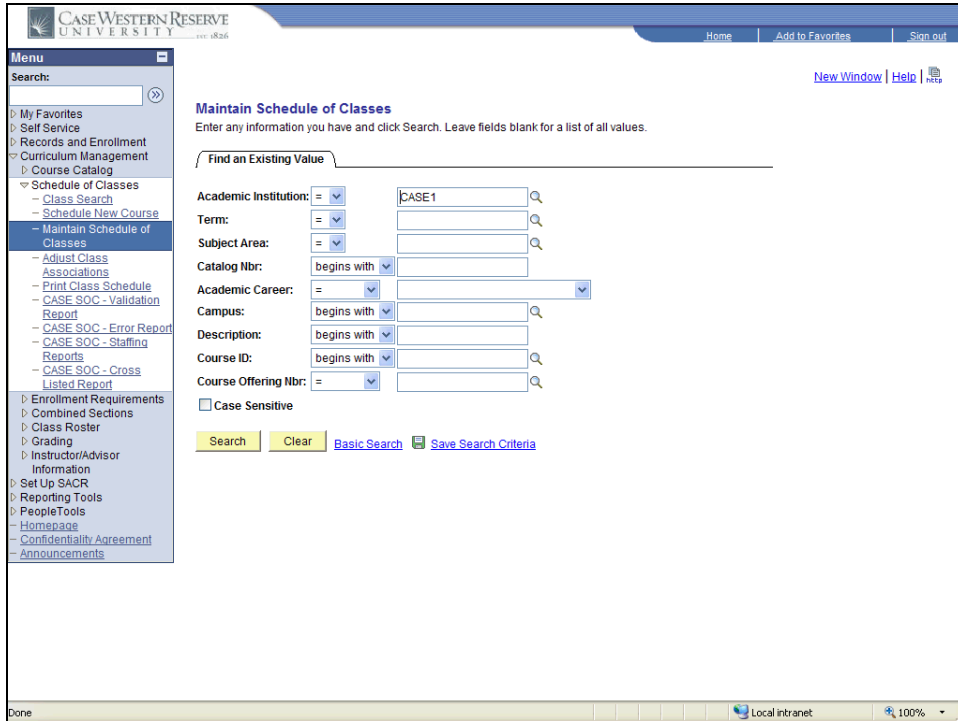
This process demonstrates how to resolve the error "Combined Sections Have Different Instructors" on the Schedule of Classes (SOC) Error Report. This error occurs when the instructors indicated on the class sections of a cross-listed course differ between individual courses.

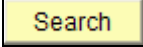


Procedure

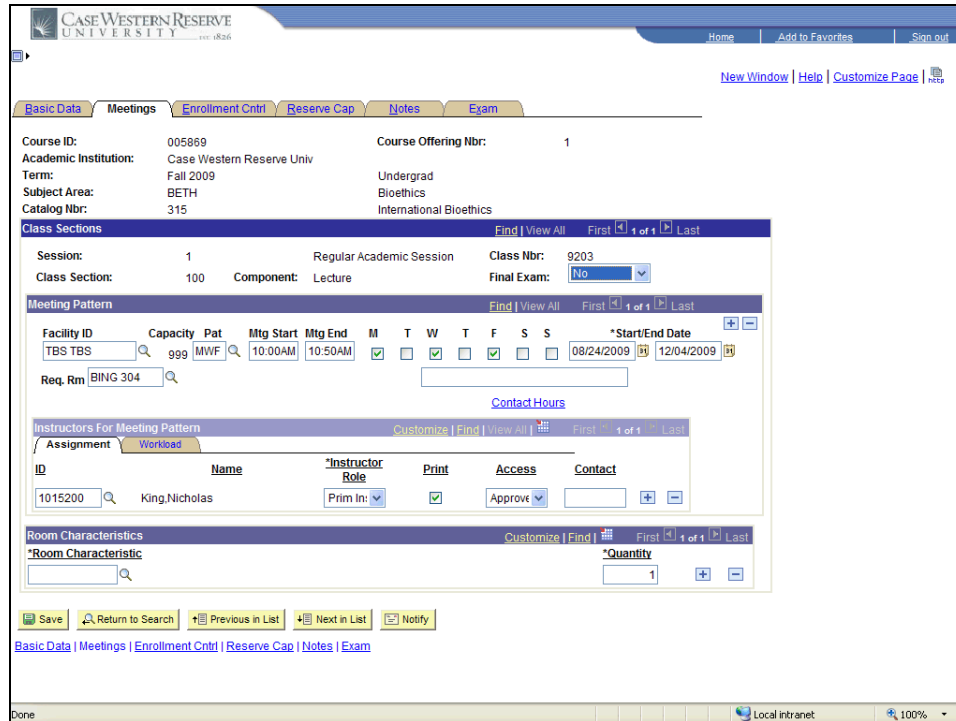
Use this process to resolve the Combined Sections with Different Instructors error on the SOC Error Report.

Step	Action
1.	Click the Curriculum Management link. 
2.	Click the Schedule of Classes link. 

Step	Action
3.	Click the Maintain Schedule of Classes link.



Step	Action
4.	The Maintain Schedule of Classes search screen appears. Enter the appropriate term into the Term field.
5.	Click the Search button. 
6.	Search results appear. Select one of the combined sections. 
7.	The Basic Data tab appears. Click the Meetings tab. 



Course ID: 005869 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Fall 2009 Undergrad
 Subject Area: BETH Bioethics
 Catalog Nbr: 315 International Bioethics

Class Sections
 Session: 1 Regular Academic Session Class Nbr: 9203
 Class Section: 100 Component: Lecture Final Exam: No


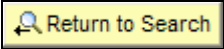
Meeting Pattern
 Facility ID: TBS TBS Capacity: 999 Pat: MWF Mtg Start: 10:00AM Mtg End: 10:50AM
 M: [x] T: [] W: [x] Th: [x] F: [] S: [] S: [] *Start/End Date: 08/24/2009 to 12/04/2009
 Req. Rm: BING 304

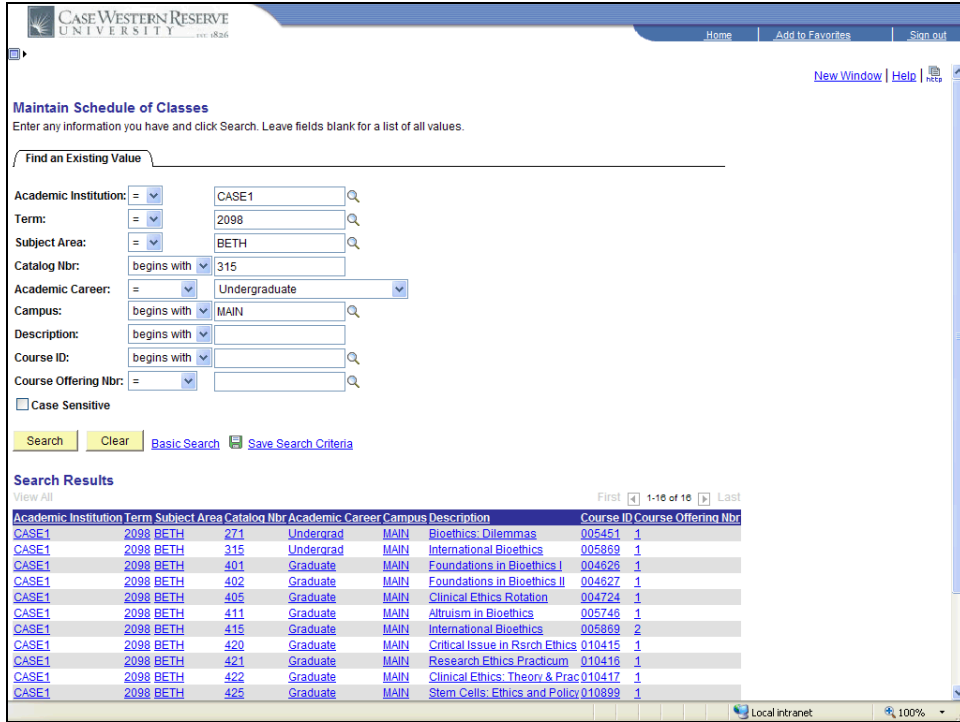
Instructors for Meeting Pattern

ID	Name	Instructor Role	Print	Access	Contact
1015200	King, Nicholas	Prim In:	[x]	Approve	[+]

Room Characteristics
 Room Characteristic: [] Quantity: 1

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Step	Action
8.	Note the instructor's name and EmplID in the ID field in the Instructors for Meeting Pattern group box. 
9.	Click the Return to Search button. 



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: CASE1
Term: 2098
Subject Area: BETH
Catalog Nbr: begins with 315
Academic Career: Undergraduate
Campus: begins with MAIN
Description: begins with
Course ID: begins with
Course Offering Nbr: =

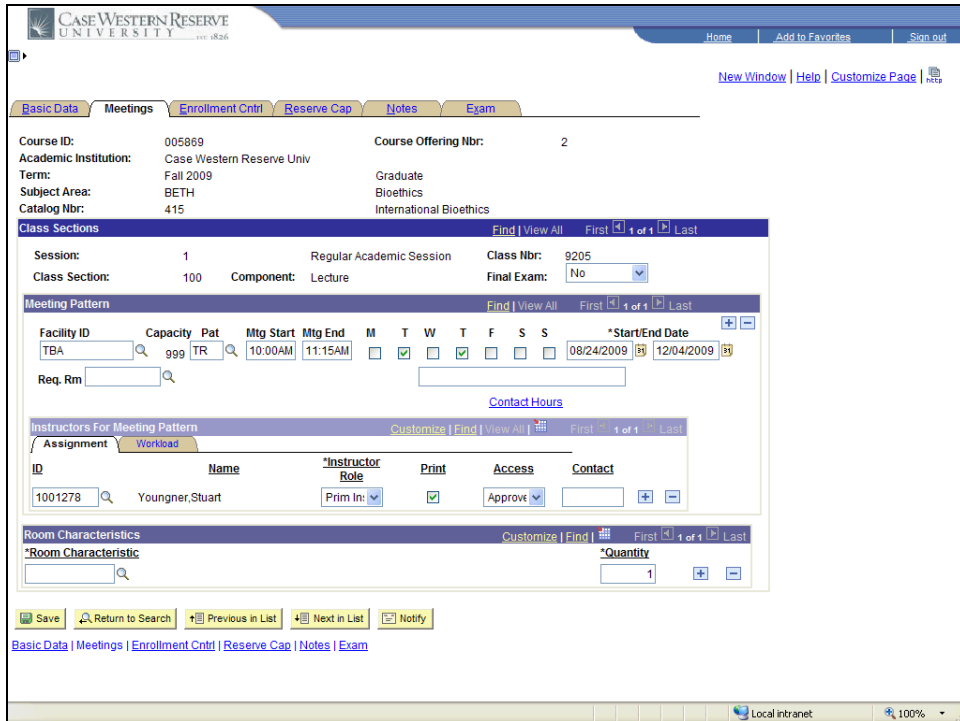
Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-16 of 16 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2098	BETH	271	Undergrad	MAIN	Bioethics: Dilemmas	005451	1
CASE1	2098	BETH	315	Undergrad	MAIN	International Bioethics	005869	1
CASE1	2098	BETH	401	Graduate	MAIN	Foundations in Bioethics I	004826	1
CASE1	2098	BETH	402	Graduate	MAIN	Foundations in Bioethics II	004827	1
CASE1	2098	BETH	405	Graduate	MAIN	Clinical Ethics Rotation	004724	1
CASE1	2098	BETH	411	Graduate	MAIN	Altruism in Bioethics	005746	1
CASE1	2098	BETH	415	Graduate	MAIN	International Bioethics	005869	2
CASE1	2098	BETH	420	Graduate	MAIN	Critical Issue in Rsrch Ethics	010415	1
CASE1	2098	BETH	421	Graduate	MAIN	Research Ethics Practicum	010416	1
CASE1	2098	BETH	422	Graduate	MAIN	Clinical Ethics: Theory & Prac	010417	1
CASE1	2098	BETH	425	Graduate	MAIN	Stem Cells: Ethics and Policy	010899	1

Step	Action
10.	Select another of the combined sections from the search results. 



Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Course ID: 005869 Course Offering Nbr: 2
Academic Institution: Case Western Reserve Univ
Term: Fall 2009 Graduate
Subject Area: BETH Bioethics
Catalog Nbr: 415 International Bioethics

Class Sections Find View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 9205
Class Section: 100 Component: Lecture Final Exam: No

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
TBA	999	TR	10:00AM	11:15AM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2009 12/04/2009

Req. Rm:

[Contact Hours](#)

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

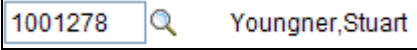
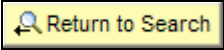
ID	Name	*Instructor Role	Print	Access	Contact
1001278	Youngner, Stuart	Prim In:	<input checked="" type="checkbox"/>	Approv	<input type="text"/>

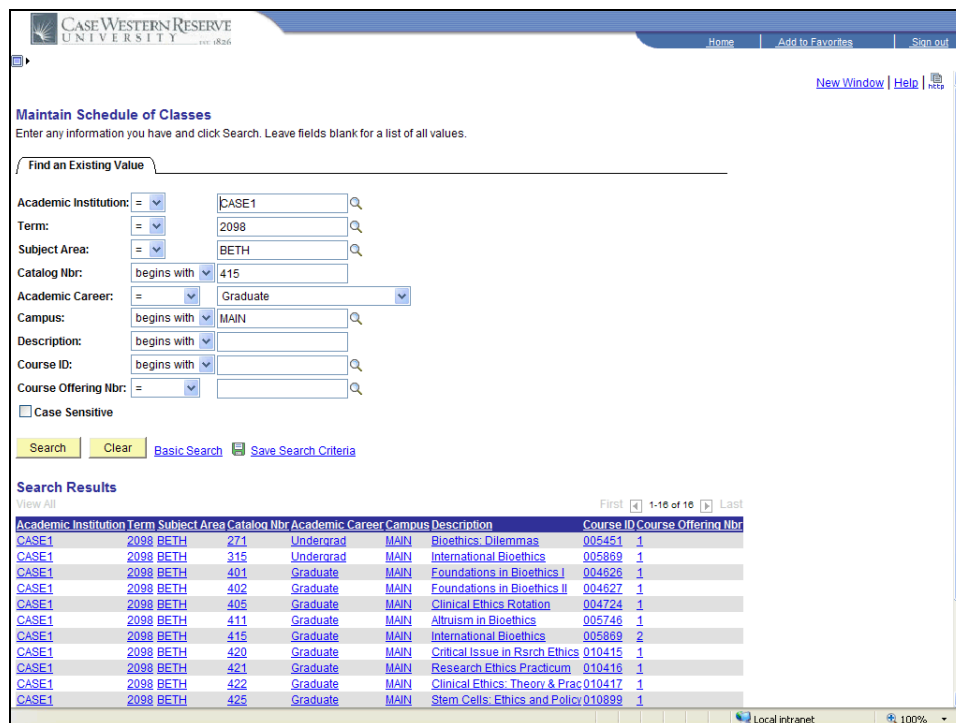
Room Characteristics Customize Find View All First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

Save Return to Search Previous in List Next in List Notify

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam

Step	Action
11.	<p>The Meetings tab appears.</p> <p>Note the instructor's name and EmplID in the ID field of the Instructors for Meeting Pattern group box of this section.</p> 
12.	<p>Click the Return to Search button.</p> 



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: CASE1
Term: 2098
Subject Area: BETH
Catalog Nbr: begins with 415
Academic Career: Graduate
Campus: begins with MAIN
Description: begins with
Course ID: begins with
Course Offering Nbr: =

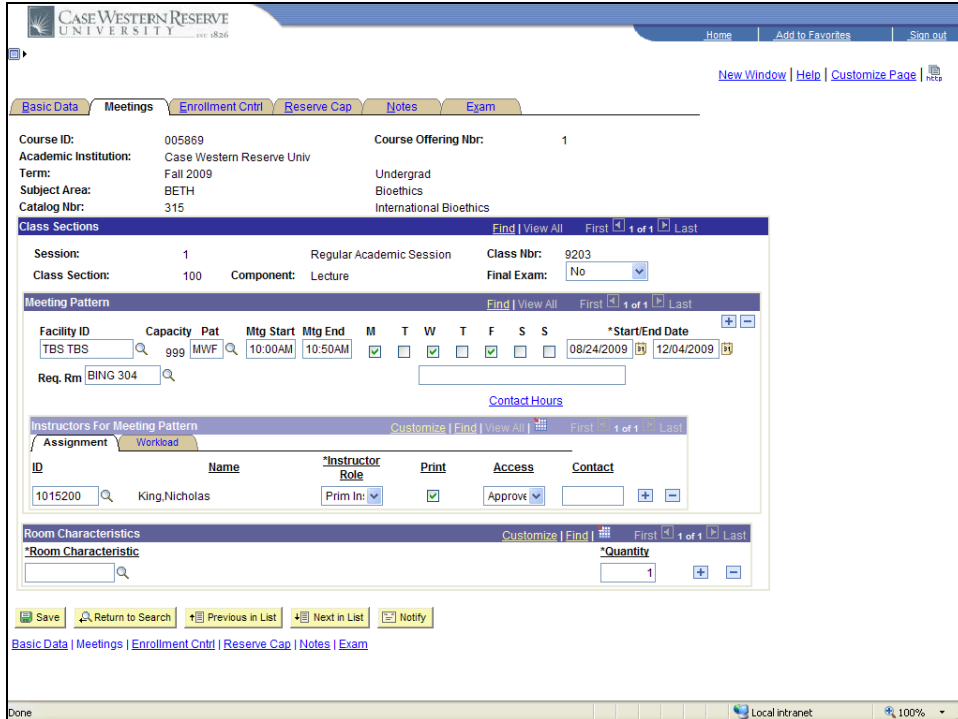
Case Sensitive



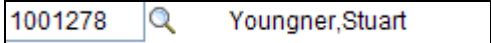
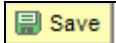
Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-16 of 16 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
CASE1	2098	BETH	271	Undergrad	MAIN	Bioethics Dilemmas	005451	1
CASE1	2098	BETH	315	Undergrad	MAIN	International Bioethics	005869	1
CASE1	2098	BETH	401	Graduate	MAIN	Foundations in Bioethics I	004626	1
CASE1	2098	BETH	402	Graduate	MAIN	Foundations in Bioethics II	004627	1
CASE1	2098	BETH	405	Graduate	MAIN	Clinical Ethics Rotation	004724	1
CASE1	2098	BETH	411	Graduate	MAIN	Altruism in Bioethics	005746	1
CASE1	2098	BETH	415	Graduate	MAIN	International Bioethics	005869	2
CASE1	2098	BETH	420	Graduate	MAIN	Critical Issue in Rsrch Ethics	010415	1
CASE1	2098	BETH	421	Graduate	MAIN	Research Ethics Practicum	010416	1
CASE1	2098	BETH	422	Graduate	MAIN	Clinical Ethics Theory & Prac	010417	1
CASE1	2098	BETH	425	Graduate	MAIN	Stem Cells, Ethics and Policy	010899	1

Step	Action
13.	<p>Look at all sections of the combined section class. Determine the sections that contain the correct and incorrect instructors. Proceed to correct the incorrect sections.</p> <p>Select a section with an incorrect instructor from the search results.</p> 



Step	Action
14.	<p>The Meetings tab appears.</p> <p>In the Instructors for Meeting Pattern group box, click the Delete row button to remove the incorrect instructor record.</p> 
15.	<p>Enter the EmplID of the correct instructor into the ID field, or click the Look up ID button to search for the instructor.</p> 
16.	<p>The instructor's information appears. Confirm that this is the correct instructor for all combines sections of the course.</p> 
17.	<p>Click the Save button.</p> <p>Repeat the process of updating the instructor record on every section of the combined course that lists the wrong instructor.</p> 
18.	<p>This completes the process of resolving the Combined Sections with Different Instructors error.</p> <p>End of Procedure.</p>