

### Concept

This topic demonstrates how to run the Schedule of Classes Error Report.

Before turning on the Print checkbox, all departments must run the Error Report, which will locate and identify any errors that might compromise students' ability to register for classes. Once the Error Report is run, it is the responsibility of departments to correct any errors.

This topic contains directions on how to run the Schedule of Classes Error Report. For directions on how to correct each of the errors that may be reported, please see the section called "Resolving the SOC Error Report," or click on the link at the top of the report that says **SOC - Error Report FAQ**.

#### SIS\_SOC\_ErrorRpt

#### Procedure

Use the directions in this topic to run an Error Report.

Begin by logging in to the SIS at *case.edu/erp/sisadmin* with your CWRU Network ID and password.

Step	Action
1.	Click the Main Menu. Main Menu
2.	Click the Curriculum Management link.
3.	Click the Schedule of Classes link.
4.	Click the CASE SOC - Error Report link.

# Student Information System Process Document



Step	Action
5.	The SOC Error Report run control search screen appears.
	If you have run this report before, click the <b>Search</b> button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for this SOC report. It is not necessary to have more than one Run Control ID per report, as a Run Control can be updated from term to term with new criteria.
	If this is the first time you've run the report, click the <b>Add a New Value</b> tab to create a new Run Control ID.
	Add a New Value

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Step	Action
6.	Enter an appropriate name for this reporting process into the <b>Run Control ID</b> field.
	For example, enter your CWRU Network ID followed by "SOC_ERROR".
7.	Click the Add button.



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Step	Action
8.	The Schedule of Classes - Error Report screen appears.
	Enter your department's academic organization code into the <b>Academic Organization</b> field.
9.	Enter the term code of the term being reviewed into the <b>Term</b> field, or click the <b>Look Up Term</b> button for a list of term codes.
10.	Click the <b>Run</b> button.

# Student Information System Process Document



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Step	Action
11.	The Process Scheduler Request screen appears.
	Click the OK button.
12.	Click the Process Monitor link. Process Monitor



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Step	Action
13.	The <b>Process Monitor</b> screen appears.
	The report being run appears in the Process List.
	Click the <b>Refresh</b> button periodically until the <b>Run Status</b> column displays <i>Success</i> and the <b>Distribution Status</b> column displays <i>Posted</i> .
14.	When <i>Success</i> and <i>Posted</i> appear, click the <b>Details</b> link.
15.	The <b>Process Detail</b> screen appears.
	Click the <b>View Log/Trace</b> link. View Log/Trace
16.	The View Log/Trace screen appears.
	Click the link ending in <u>.PDF</u> . <u>cwsr0021_452698.PDF</u>

# Student Information System Process Document Error Report



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	Report Id : C	WSR0021			CASE WESTER	N RESERVE UNIVERSITY	Page :	1
前部	Academic Org:	0	ASR1		Schedule of	Classes - Error Report	Run Date : 10	0/14/2009
E.B.	Term Requeste	d: 21	101 Spring 2	1010			Run Time : 01	9:49:40_AM
		srros	rs - students	may not be ably	a to register for the following o	lasses until the errors are resolved	SOC - EFFOR I	Report FAge
	Subject Area	Catalog Nbr	Course ID	Class Section	Description	Error Message		
		242	003835	100	Med Migne Temps (Teleast Dires	Newstand CVN component net scheduled		
	ANTH	442	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.		
	ENGL	203	001418	100	Intro to Creative Writing	At least one instructor must have grade approval acce		
	ENGL.	257A	001423	100	The Novel	At least one instructor must have grade approval acces	10.	
	HSMC	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.		
	LINE	446	005994	100	Models of Health Care Systems	Combined sections with different meeting patterns.		
	LAWS	803	005851	111	Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cla	as is not being taught,	please cancel it.
	LAWS	803	005851	112	Core3:Transac,Writing,Skills	Closed class. Rnrollment Capacity must be > 0. If cla	is is not being taught,	please cancel it.
	LAMS	803	005851	211	Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cla	as is not being taught,	please cancel it.
	LAWS	803	005851	311	Core3-Transac Writing Skills	Closed class. Enrollment Capacity must be > 0. If class	is is not being taught,	please cancel it.
	LAWS	803	005851	312	Core3:Transac, Writing, Skills	Closed class. Rnrollment Capacity must be > 0. If class	as is not being taught,	please cancel it.
	LAWS	803	005851	411	Core3: Transac, Writing, Skills	Closed class. Rnrollment Capacity must be > 0. If cla	ss is not being taught,	please cancel it.
	LAWS	803	005851	412	Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cla	is is not being taught,	please cancel it.
	LANS	803	005851	500	Corel-Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If class	is is not being taught,	please cancel it.
	LAWS	803	005851	512	Core3: Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cla	as is not being taught,	please cancel it.
	LAWS	803	005851	611	Core3:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If cla	ss is not being taught,	please cancel it.
	LAMS	803	005851	612	Corel:Transac, Writing, Skills	Closed class. Enrollment Capacity must be > 0. If class	is is not being taught,	please cancel it.
	MEDS	9440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.		
	NURS	440	011543	100	Challenge of Suffering	Combined sections with different meeting patterns.		
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Step	Action
17.	The Schedule of Classes Error Report appears in PDF (Adobe Acrobat) format.
	Any class that is owned by the academic organization that has an error or warning associated with a class section will appear in the list, along with a description of the error or warning.
	Errors are items that may compromise the ability of students to register for a class. Errors begin appearing on page 1.
	Warnings appear for items that are not ideal in the set up of a class, but will not compromise the ability of students to register for it. Warnings appear on a separate page.

If the report does not appear, check your internet browser settings to determine if a pop-up blocker is turned on. Turn off all pop-up blockers to ensure that SIS reports and windows can appear.

For help with the Schedule of Classes, contact *courses@case.edu*.



Step	Action
18.	For a list of possible errors and warnings, along with explanations of each, click the <b>SOC - Error Report FAQs</b> link.
19.	Click on the Print icon to print the report. Click on the Save icon to save the report to a local or remote drive. Use the Back and Forward arrows to navigate between pages (if more than one page exists).
20.	This completes the process of running the SOC Error Report. It is the responsibility of each academic organization to correct errors found in its portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made. End of Procedure.