<table>
<thead>
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<th>Error Name</th>
<th>Where to Look</th>
<th>Action Required</th>
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</table>
| Total Instructor Load Not Equal to 100 | Maintain Schedule of Classes>Meetings Tab>Instructors for Meeting Pattern> Workload Tab | If one instructor: Check workload = 100%  
If multiple instructors, check:  
- All evaluated instructors have at least 1% workload  
- Total workload = 100%  
If multiple instructors, each has 100% load, and “choose class instr” is in effect, this is a false positive. |
| Time Error                     | Maintain Schedule of Classes>Meetings Tab>Meeting Pattern   | Make sure AM/PMs are correct.  
Make sure time period is correct (system defaults to 60 minutes if no pattern is chosen). |
| Seat Count is Zero             | Maintain Schedule of Classes>Enrollment Control Tab>Enrollment Capacity | If section is to be offered, change enrollment cap to correct number.  
If tentative, mark section tentative. |
| Non-Matching Credit Hours      | Course Catalog and Adjust Class Associations                | Credit hours differ from catalog. Fix to appropriate level, or ensure that a Change of Grade Basis form has been put in if appropriate. |
| Missing Required Component     | Maintain Schedule of Classes>Basic Data and Adjust Class Associations> Class Components | Check class association under Components to see what components the Association lists.  
If component is unnecessary, delete it.  
If component needs to be scheduled, do so.  
Note: Make sure that the course meets according to how it was approved in Graduate School or DASA. |
| Meeting Pattern Dates do not equal Class Dates | Maintain Schedule of Classes> Basic Data “Start and End Date” and Meeting Tab “Start/End Date” | Check that the same dates are entered in both Basic Data and Meeting Pattern.  
If multiple meeting patterns selected, make sure beginning and end date of the combination match the basic data tab dates. |
| Grading Basis                  | Course Catalog and Adjust Class Associations                | Pops up any time grading basis differs from catalog, including difference between OPT (Graded/SU/Aud) and GRD. Make sure change of grading basis form has been filed for course for this semester. If not, fill out change of grading basis form to be sent to DASA or the Graduate School |
| Combined Section Error         | Maintain Schedule of Classes and Combined Sections Table    | Check your combinations every semester.  
If one of two combined sections is not going to be offered, go into combined section table and delete the combination.  
Make sure that the overall enrollment cap is not zero. |
| 600/800 without SU Grade basis 500/700 without GRD Grade basis | Course Catalog and Adjust Class Associations                | Can pop up for GRD instead of GRD Aud or SU instead of SU Aud. Ensure that 6/800 levels have SU option and 5/700 levels have GRD option.  
Confused? Give us a call! |
| No Instructor Assigned         | Maintain Schedule of Classes>Meetings Tab                   | Make sure that an instructor is listed. This error will not show until closer to the start of the semester, so check back for it!  
Every section must have an instructor of record and someone with post access. No post access will prevent the grade roster from populating. |