

<b>Errors</b>		
<b>Message</b>	<b>Meaning</b>	<b>Resolution</b>
<b>Testing Student without UIC on the Student Demographics Page: this is done through entering the core UIC fields and pushing the “Check UIC” button</b>		
UIC found based on fields	No UIC provided to CTEIS but a match was found in the MSDS based on the core UIC fields	Use this UIC provided by the MSDS.
Multiple UICs found based on Core fields	No UIC provided to CTEIS, but multiple matches were found in the MSDS based on the core UIC fields	The person resolving UICs for the MSDS will need to resolve the student to the correct match.
No UIC Provided. UIC found based on Fields	No UIC was entered to CTEIS, but a match was found in the MSDS based on the UIC Core fields	This UIC is correct; use it in the future for reporting on this student.
<b>UIC Validation Checks on Students with a UIC entered to CTEIS</b>		
UIC Not Found (old error message, should no longer appear).	UIC and core fields entered to CTEIS do not have a valid match found in the MSDS.	Make sure that the UIC is typed correctly. Verify the core fields. If all of this information is correct, check to see if the student is a new enrollee. Students must be reported to the MSDS before they will match. If this is the first enrollment for a student (as in the case of an exchange student or someone who just moved into the state), the MSDS reporter should report them as enrolled. The student will then have a record in the MSDS.
Error Attempting UIC Check (message should no longer appear to users)	Processing failed	Try again later
Submitted UIC Invalid	UIC entered to CTEIS is not a valid UIC	Contact the local UIC resolver for the correct UIC.
Input values incorrect. Please check and try again	Missing core UIC fields	Make sure that all the core UIC fields have been entered to the student demographic information
UIC Valid	A Valid UIC was entered	None needed
Submitted UIC Secondary. Primary UIC found based on Fields.	UIC entered to CTEIS is the student’s secondary UIC. The primary UIC must be used.	The Primary UIC found in the MSDS is correct, contact CTEIS Helpdesk to replace the Secondary UIC entered on the student record with the Primary UIC. Make sure to update the student record in your local student management system with the Primary UIC!

Submitted UIC does not match fields	UIC entered to CTEIS does not match the core UIC fields listed for this UIC in the MSDS.	Contact the UIC Resolver.
<b>Validation Checks for 4483 Report Processing</b>		
Student Enrolled (#) times in a class	The student listed has been enrolled in the course section listed more than one time for the current school year	Delete the excess enrollment in Manage Enrollment so that the student has ONE correct enrollment record.
FCS NP Class has no real or estimated enrollments	The course section listed has no enrollment	Enroll students in the course section record OR enter the number of students enrolled in the FCS Non-Parenthood class on Manage Courses in the "Estimated Enrollment" field.
No Classes found for this Building	No course section records have been created in this building with current school year dates	If there should be courses running in the named building, enter them under Manage Courses. If no course sections need to be entered for this building, no further action is needed.
No or wrong Semester Type	The Semester type on Manage Courses is not set to a valid option	In Manage Courses (under the Data Entry menu) choose the appropriate semester type for this course section record.
Full Year Classes no longer valid	The NOW (Number of Weeks) has been entered as an amount greater than 30 OR the semester type is set to Full Year (3).	Full year course section records are no longer allowed – please check the number of weeks entered in the course section record OR split this full year course section into two (or three) semester (or trimester) entries. If this is an old course section record that was rolled up to the current year, you will need to set it as a semester or trimester instead of a full year course section record.
Op. Fac. Not Found	Operating Building is not a valid Building	Contact OCTE and, if classes should be reported for this building, ask that the building be marked as a building that is able to submit CTEIS reports.
Invalid Class Dates	Class date begins is greater than class date ends	Check the course section record dates in Data Entry, Manage Courses. The dates should be in the current school year and should reflect the actual class dates.
Invalid CIP	This CIP Code is not a valid State-Approved CIP code.	If you believe this is a valid CIP code that the building is authorized to run, please contact OCTE for further instruction.

Invalid PSN	This PSN is not a valid PSN or is inactive.	If you believe this is a valid PSN that the building is authorized to run, please contact OCTE for further instruction.
Missing MPW	Class is missing MPW (Minutes per Week)	Please enter the appropriate minutes per week for the course section code using the Manage Courses page.
Missing NOW	Class is missing the NOW (Number of Weeks)	Please enter the appropriate number of weeks that the course section runs, using the Manage Courses page.
No Primary Teacher	No Primary Instructor was chosen for the course section record	In Manage Courses at the bottom of the page, mark the teacher that is primary.
Student Enrollment dates out of alignment	Student Enrollment dates do not line up with the class dates.	Check the student enrollment dates in Manage Enrollment. The student dates should be within the dates that the course section record runs.
Grade Error	Student not ('09','10','11','12','14')	Contact the CTEIS helpdesk or OCTE for further instruction.
First semester course without enrollments or without Enter Dates	There are no enrollments for this course section code, or there are no dates on the student enrollments for this course section code	Check Manage Enrollment and make sure to enroll students in the class. If the class is not running and should not be reported, then deactivate the course section record using the Manage Courses page.
Second semester without enrollments or without Beg Date or End Date	As Above - There are no enrollments for this course section code, or there are no dates on the student enrollments for this course section code	As Above - Check Manage Enrollment and make sure to enroll students in the class. If the class is not running and should not be reported, then deactivate the course section record using the Manage Courses page.
Special/Trimester without enrollments or without Beg Date or End Date	As Above - There are no enrollments for this course section code, or there are no dates on the student enrollments for this course section code	As Above - Check Manage Enrollment and make sure to enroll students in the class. If the class is not running and should not be reported, then deactivate the course section record using the Manage Courses page.

<b>Warnings for 4483 Report Validation</b>		
<b>Message</b>	<b>Meaning</b>	<b>Resolution</b>
Only 1 Segment Identified. Please Review	For non-FCS classes, this is a check to ensure proper segment input.	Verify segment information for this course section record with the instructor.
Less than (200/400) MinPerWeek (based on CIP Code)	Minutes per Week (MPW) less than expected	Verify the MPW with the CTE Administrator
Comso. has more than 1400 MPW for Year	Minutes per Week (MPW) more than expected	Verify the MPW with the CTE Administrator
Comso. has more than 3600 MPW for Summer	Minutes per Week (MPW) more than expected	Verify the MPW with the CTE Administrator
MPW > 900 of Year or Summer	Minutes per Week (MPW) more than expected	Verify the MPW with the CTE Administrator
Summer session > 12 weeks	Number of Weeks (NOW) more than expected	Verify the NOW with the CTE Administrator
Second Semester > 22 weeks	Number of Weeks (NOW) more than expected	Verify the NOW with the CTE Administrator
Less than 7200 total Minutes	Total minutes less than expected	Verify the NOW and MPW with the CTE Administrator
Greater Than 4 Staff	Number of staff entered on a single course section record is greater than four	Verify that you are reporting the right number of staff for the course section record.
Counted students less than total	Section has dropped or added students	This just means that the number of total students reported in the class as enrolled during a time period is less than the number of students that will be counted for funding.
Class originally reported, now not found	A course section that was originally reported (either on the 4483A or when the validation process was run) is now not showing up.	This course section could have been deactivated or the dates changed so that they do not fall in the current school year. Please make sure that the "removal" of the course section record was intended.