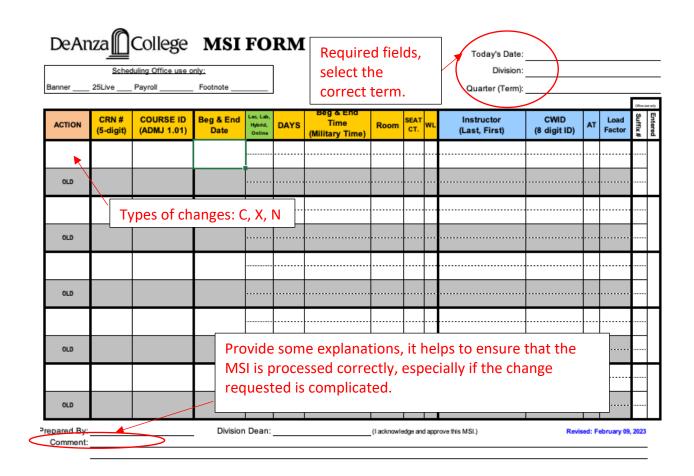# HOW TO COMPLETE AN MSI FORM
Workshop #2 (November 3, 2023)

Important MSI Facts to Know:

- Download the latest MSI template from the Scheduling Office website: https://www.deanza.edu/scheduling/msi.html.
- Once the quarterly schedule is posted on the web, any change in days, times, start/end dates, and modality
- Select the correct Action: C, X, N. Don't put X when all you want is to make changes.
- Provide all the class information in the gray row and indicate desired changes on the white row.
- Double check the CRN and COURSE ID, they must match.
- Utilize the COMMENT field and explain what changes you want done. It helps us figure out what changes you want, especially for complicated cases.

Common Mistakes On An MSI Form:

ERROR #	TYPE OF ERROR	DESCRIPTION
ERR-1	**CRN and course ID don't match**	CRN and course ID don't match, please check and provide correct information.
ERR-2	**Incorrect or incomplete CWID**	CWID and name don't match, CWID doesn't pull up the faculty listed on the MSI, or CWID is incomplete.
ERR-3	**Class has multiple meeting lines, which one do you need to change?**	If a class has multiple meeting lines, we need to know which one to change. Please provide the day and time of the meeting line you want to fix.
ERR-4	**Class has multiple meeting lines; cancellation requires all meeting lines to be listed.**	If a class has multiple meeting lines, please provide all meeting line info. This is necessary because cancellation might impact contract and we need to send the MSI to the Payroll Office.
ERR-5	**Incorrect class meetings days or times**	In correct class meetings days or times, please check and provide correct information.
ERR-6	**Room not available**	If you are changing a classroom or adding a new class, please use 25Live to search and reserve the room prior to submitting the MSI form to the Scheduling Office. We cannot process the MSI until this step is completed.
ERR-7	**Not enough hours**	Class hours must match the catalog hours, not enough hours are scheduled.
ERR-8	**Too many hours**	Class hours must match the catalog hours, too many hours are scheduled.
ERR-9	**Change requires cancellation of the current class and creation of a new one.**	For auditing reason and to avoid confusing students, once the schedule is posted to the web, request to change days, times, and modality requires cancellation of the current class and creation of a new one. Please fix MSI, indicate cancellation of the current class and creation of a new section.