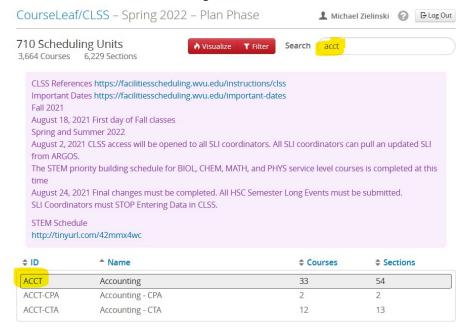
- 1. Navigate to an unfiltered view of your Scheduling Unit and Term
  - a. https://futurecatalog.wvu.edu/wen/
  - b. Pick term
  - c. Filter and double click scheduling unit



2. Click the dark red "Validate button" (if it is light red, return to step 1)



- 3. Read and address the error messages
  - a. Blue Warnings
    - i. Workflows
    - ii. These will need approval by those in parenthasis.
    - iii. "Standard Meeting Patterns"
      - 1. Correct on grid OR
      - 2. Provide justification for off grid in the workflow notes
    - iv. All web sections are reviewed by WVU Online (fees will be added later)
  - b. Red Errors
    - i. Errors that must be corrected before completing validation
    - ii. Click on the blue rectangle with the right arrow to open a new tab with a filtered list of sections.
    - iii. Correct these errors and save each section
      - 045. Rooms may not overlap (exceptions).
        - 1. Rooms may not overlap. Exceptions to this rule include NAT-E G1, ASA-E 122, CAC-E 3005, CAC-E 5007, NAT-E 200, ARM-D 303, and ONLINE.
        - 045. Room overlap (exceptions)
- 4. Repeat steps 2 and 3 until there are no red errors.

5. Click the "Start Workflow" on the Validation window to submit to your chair

