

## HOW TO QUERY COURSE REGISTRATION RESTRICTIONS IN BANNER SIS Course Registration Restrictions Form (SCARRES)

### General:

The *Course Registration Restrictions form* is used to query registration restrictions for specific courses. Restrictions may be queried on an effective term basis for college (faculty), major, class, level, degree, program, and campus.

Note: Some references in this document are to registration by section because registration is by section and only the section level restrictions (either the defaulted ones or the overridden ones) are checked by the registration module.

### Check List:

Before you proceed, you must have the following information:

- ❖ Course subject
- ❖ Course number
- ❖ Term code being queried

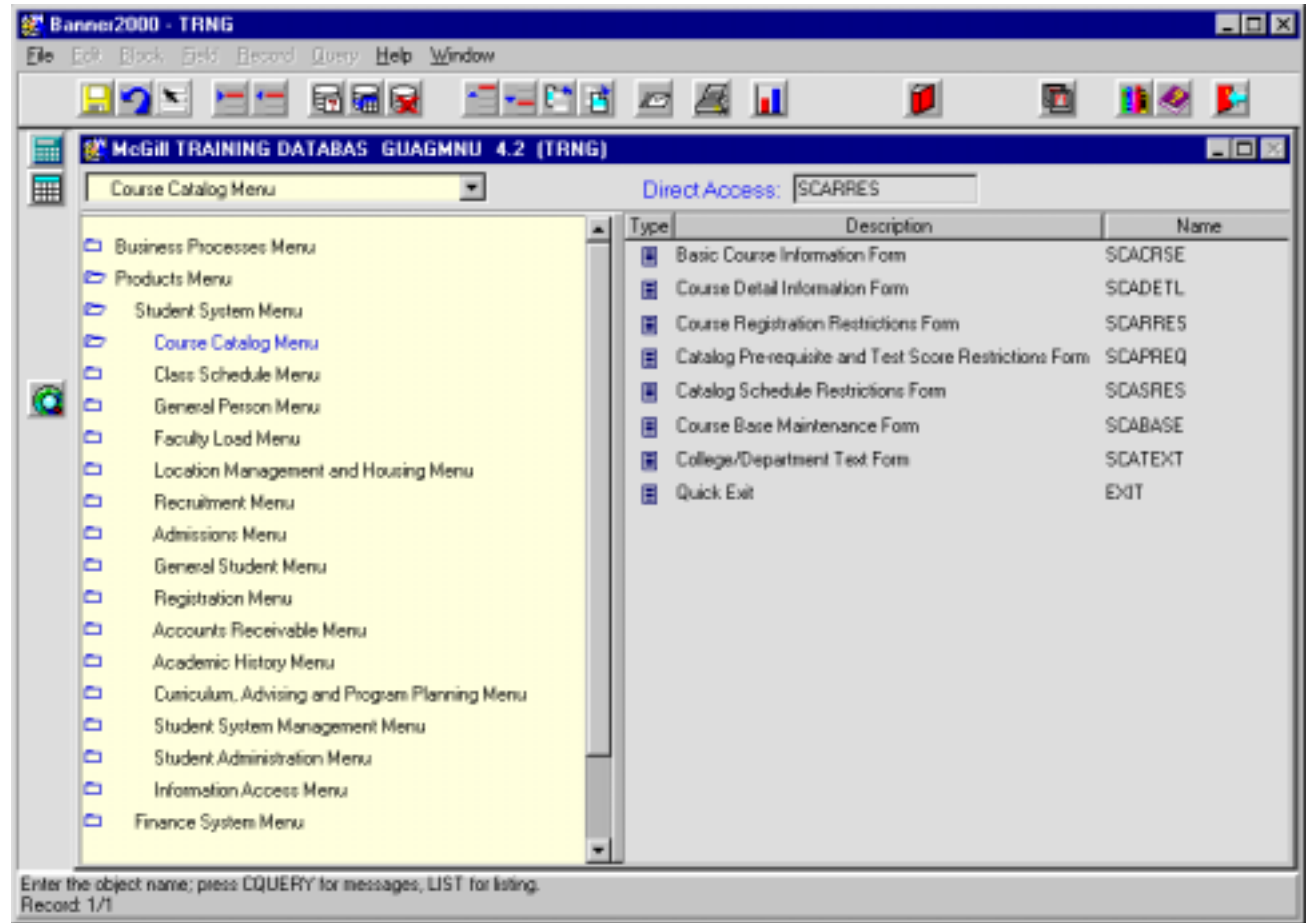
**Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, as it provides important information such as warnings and errors that do not necessarily block your progress.

## Accessing the Course Registration Restrictions Form (SCARRES)

Type the name of the form **SCARRES** in the Direct Access field.  
(OR)

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Course Catalog Menu
- 4) Select the Course Registration Restrictions Form (SCARRES)



The adjacent screen will appear:

**Note:** Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Key Block</b>						
✓	1.	Subject	Enter valid subject code, or {Search} for code by double clicking in field.		Identifies the subject of the course.	Validation Table referenced: <a href="#">Subject Validation Table (STVSUBJ)</a>
✓	2.	Course	Enter valid course code, or {Search} for code by double clicking		Course numbers. Valid course numbers are 3 (single term courses) or 5 characters	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			in field.		(spanned courses) in length.	
✓	3.	Term	Enter valid term code, or {Search} for code by double clicking in field.		Term code. Codes consist of the calendar year and month when that term normally commences. For example, the term code for Fall 2002-2003 will be 200209 (year 2002, month 09 September).  Winter 2002-2003 will be 200301 (year 2003, month 01 (January))  Summer 2003 will be 200305 (year 2003, month 05 (May)).	Validation Table referenced: <a href="#">Term Code Validation Table (STVTERM)</a>
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			

**College Restrictions block:** This block is used to query restricted registration to or from students in specified Colleges – i.e. McGill Faculties (Schools, Centre).

	4.	From Term			First term for which the College registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	5	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
	6	To Term			Last term for which the College registration restriction applies. Defaults to 999999 (End of Time) unless the College restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	7.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					I - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	8.	College/ Description			College is equivalent to Faculty, School or Centre at McGill.	Validation Table referenced: <a href="#">College Code Validation STVCOLL</a>
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			

**Major Restrictions Block:** This block is used to query restricted registration to or from students in specified major(s).

	9.	From Term			First term for which the Major registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	11.	To Term			Last term for which the Major registration restriction applies. Defaults to 999999 (End of Time) unless the Major restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	12.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
	13.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					the course excludes students in that College (faculty).	
	14.	Major/ Description			Major & Major description. Registration's restrictions by Major only checks the <b>first</b> major on the student's primary or secondary curriculum.	Validation Table referenced: <a href="#">Major</a> , <a href="#">Minor</a> , <a href="#">Concentration Code</a> <a href="#">Validation STVMAJR</a>

## Class Restriction/Level Restrictions

Class Restriction Indicator: (I)include, (E)exclude  
Record: 1/1

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Class Restrictions Block:</b> This block is used to query restricted registration to or from students in specified class(es).						
	1.	From Term			First term for which the Class registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	2	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	3	To Term			Last term for which the Class registration restriction applies. Defaults to 999999 (End of Time) unless the Class restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	4.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	5.	Class/Description			Class is similar to the student's "year" in the legacy system (e.g. U1, U2, etc) Class is determined by rules set up in the <a href="#">Student Classification Rules Form SGACLSR</a> which defines the class on the basis of student level, attributes and credits completed. <b>Note: Values currently being finalized for McGill.</b>	Validation Table referenced: <a href="#">Class Validation STVCLAS</a>
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			
<b>Level Restrictions Block:</b> This block is used to query restricted course section registration to or from students in specified levels.						
	6.	From Term			First term for which the Level registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>



<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	7.	To Term			Last term for which the Level registration restriction applies. Defaults to 999999 (End of Time) unless the Level restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	8.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
	9.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	10.	Level/Description			Registration in a course section is restricted to or from students if the level code(s) specified matches the level code of their primary or secondary curriculum.	Validation Table referenced: <a href="#">Level Code Validation STVLEVL</a>

## Degree Restrictions/Program Restrictions

Options

- Course College Restrictions
- Course Major Restrictions
- Course Class Restrictions
- Course Level Restrictions
- Course Degree Restrictions
- Course Program Restrictions
- Course Campus Restrictions

Course Registration Restriction Form SCARRES 4.3.3 (TRNG)

Subject: 110 ENGLISH Course: 111 Term: 200001

Degree Restriction/Program Restriction SCARRES 4.3.3 (TRNG)

Degree Restriction

From Term: 200001 (1) Maintenance: (2) To Term: 999999 (3)

Include/Exclude (I/E): (4) Degree: (5) Description:

Program Restriction

From Term: 200001 (6) Maintenance: (7) To Term: 999999 (8)

Include/Exclude (I/E): (9) Program: (10) Description:

Degree Restriction Indicator: (I)include, (E)exclude. Record: 1/1

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Degree Restrictions Block:</b> This block is used to query restricted course section registration to or from students in specified degree(s).						
	1.	From Term			First term for which the Degree registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	2	Maintenance			Used to end or modify	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
					restrictions. Cannot be used in query mode.	
	3	To Term		.	The last term for which the Degree registration restriction applies. Defaults to 999999 (End of Time) unless the Degree restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	4	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	5	Degree/Description			Registration in a course section is restricted to or from students if the Degree code(s) specified matches the Degree code of their primary or secondary curriculum.	Validation Table referenced: <a href="#">Degree Code Validation STVDEGC</a>
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			

**Program Restrictions Block:** Used to restrict registration to or from students in specified program(s).

	6.	From Term			First term for which the Program registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	7.	Maintenance			Used to end or modify restrictions. Cannot be used in	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					query mode.	
	8.	To Term			The last term for which the Program registration restriction applies. Defaults to 999999 (End of Time) unless the Program restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	9.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	10.	Program/Description			Programs are defined as curriculum independent or curriculum-dependent on the <a href="#">Program Rules Definition form (SMAPRLE)</a> .	References the <a href="#">Program Rules Definition form SMAPRLE</a>

## Campus Restrictions

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Campus Restrictions Block:</b> This block is used to query restricted registration to or from students in specified campus(es).						
	1.	From Term			First term for which the Degree registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	2.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	3.	To Term			The last term for which the Degree registration restriction applies. Defaults to 999999 (End of Time) unless the Degree restriction was changed.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	4.	Include/Exclude (I/E)			Include/Exclude. <b>E</b> - Exclude <b>I</b> - Include When "I" (Include) is displayed the course will be restricted <b>only</b> to students in that College. When "E" (Exclude) is displayed the course excludes students in that College (faculty).	
	5.	Campus/Description			Campus code & Description. Based on the student's campus code as identified on the <a href="#">General Student Form (SGASTDN)</a> .	Validation table referenced: <a href="#">Campus Code Validation STVCAMP</a>