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

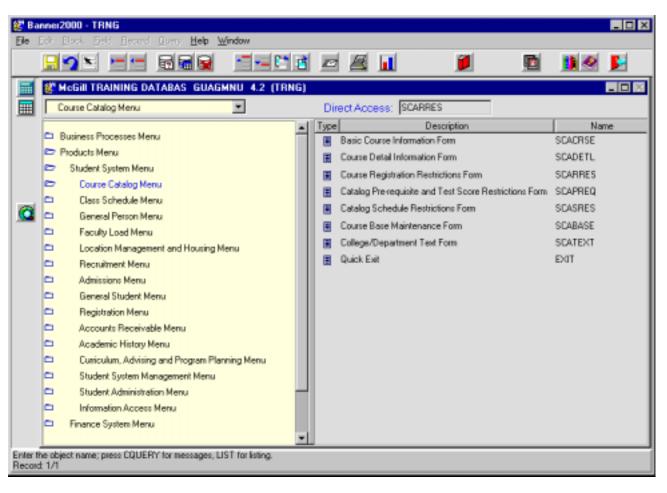
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, as it provides important information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

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Ē	Options 🛛 🛛 🕬	🖉 Course Registr	ation Restriction For	m SCARRES 4			
	Course College Restrictions	Subject	1.		Course:	2.) Term	
	Course Major Restrictions	From Term	4.	College Maintenan	Restrictions	To Term	<mark>6.</mark>
	Course Class Restrictions	Include/Ex	clude (I/E): 7.				
	Course Level Restrictions			College 8.	Description 9.)	F
	Course Degree Restrictions						×
	Course Program Restrictions	From Term	10.	Major Maintenan	Restrictions	To Terr	12.
	Course Campus Restrictions	Include/Ex	clude (I/E):		Description		
					Description 3.		×
							×
Subject Record	et code; press COUNT QUE d: 1/1	RY HITS for existing o	ourses.				

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Key Blo	ock					
√	1.	Subject	Enter valid subject code, or {Search} for code by double clicking in field.		Identifies the subject of the course.	Validation Table referenced: Subject Validation Table (STVSUBJ)
√	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	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			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	Validation Table referenced: Term Code Validation Table (STVTERM)
					(year 2003, month 05 (May).	
			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 (Schools	s, Cen	tre).	s block is used to query re	stricted registration to or fro	om students in specified Colleges – i	
	4.	From Term			First term for which the College registration restriction applies.	Validation Table referenced: Term Validation Table STVTERM
	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: Term Validation Table STVTERM
	7.	Include/Exclude (I/E)			Include/Exclude. E - Exclude	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
					I - Include	
					When "I" (Include) is displayed	
					the course will be restricted only	
					to students in that College.	
					When "E" (Exclude) is displayed	
					the course excludes students in	
					that College (faculty).	
	8.	College/			College is equivalent to Faculty,	Validation Table
		Description			School or Centre at McGill.	referenced: College Code
						Validation STVCOLL
			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 R	estric	tions Block: This	block is used to query rest	ricted registration to or fror	n students in specified major(s).	
	9.	From Term			First term for which the Major	Validation Table
					registration restriction applies.	referenced:
						Term Validation Table
						(STVTERM)
	11.	To Term			Last term for which the Major	Validation Table
					registration restriction applies.	referenced:
					Defaults to 999999 (End of Time)	Term Validation Table
					unless the Major restriction was	(STVTERM)
					changed.	
	12.	Maintenance			Used to end or modify	
					restrictions. Cannot be used in	
					query mode.	
	13.	Include/Exclude			Include/Exclude.	
		(I/E)			E - Exclude	
					I - Include	
					When "I" (Include) is displayed	
					the course will be restricted only	
					to students in that College.	
					When "E" (Exclude) is displayed	

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

Class Restriction/Level Restrictions

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	<u> </u>		C 2			1		1				
	Options 🔺 🗵	👯 Course Regis	tration Restriction Fo	m SCARRES	6 4.3.3 (TR	ING)		l	- 🗆 🖂			
	Course College Restrictions	Subject	*110 ENGLISH		c	Course: 111	Term	200001				
	Course Major Restrictions	🎇 Class Restric	tion/Level Restriction		4.3.3 (TRN Restriction							
	Course Class Restrictions		erm 200001 (1.) Exclude (VE): 3 (4.	Mainter	nance <u>í</u>	2.)	To Term	999999	(<mark>3.</mark>)			
	Course Level Restrictions	include;	Exclude (VE).		Descriptio	n		ř				
	Course Degree Restrictions											
	Course Program Restrictions Course Campus	From Te	erm 200001 6.	·	Restriction	\frown	To Term	999999	8.)			
	Restrictions	Include,	Exclude (VE): E <mark>9.</mark>	Level I	Description							
					0.							
Class F Record	Restriction Indicator; (I)nclu ± 1/1	de, (E)xclude.										

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
Class R	estric	tions Block: This	block is used to query res	tricted registration to	o or from students in specified class(es).	
		1		,	· · · · · ·	[
	1.	From Term			First term for which the Class registration restriction applies.	Validation Table referenced: Term Validation Table STVTERM
	2	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3	To Term			Last term for which the Class	Validation Table
					registration restriction applies.	referenced:
					Defaults to 999999 (End of Time)	Term Validation Table
					unless the Class restriction was	STVTERM
					changed.	
	4.	Include/Exclude			Include/Exclude.	
		(I/E)			E - Exclude	
					I - Include	
					When "I" (Include) is displayed	
					the course will be restricted only	
					to students in that College.	
					When "E" (Exclude) is displayed	
					the course excludes students in	
					that College (faculty).	
	5.	Class/			Class is similar to the student's	Validation Table
		Description			"year" in the legacy system (e.g.	referenced: Class
					U1, U2, etc) Class is determined	Validation STVCLAS
					by rules set up in the Student	
					Classification Rules Form	
					SGACLSR which defines the	
					class on the basis of student	
					level, attributes and credits	
					completed.	
					Note: Values currently being finalized for McGill.	
1			Proceed to the Next			
•			Block by clicking on the			
			Next Block icon in your			
			toolbar or by pressing			
			Ctrl + Page down on			
			your keyboard.			
	•					
Level R	estric	tions Block: This b	block is used to query rest	ricted course section registr	ration to or from students in specified	levels.
		- -	1	[<u> </u>
	6.	From Term			First term for which the Level	Validation Table
					registration restriction applies.	referenced:
						Term Validation Table
						(STVTERM)
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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	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: Term Validation Table (STVTERM)
	8.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
	9.	Include/Exclude (I/E)			Include/Exclude. E - Exclude I - Include When "I" (Include) is displayed the course will be restricted only 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: Level Code Validation STVLEVL

Degree Restrictions/Program Restrictions

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	Course College Restrictions	Subject 110	ENGLISH			Course: 111	Term	200001	
	Course Major Restrictions	🖉 Degree Restrictio	n/Program Restric		e Restric				× -
	Course Class Restrictions	E Home Come		Maintena	ance 🥳	2.)	To Term	999999	
	Course Level Restrictions	Include/Exclud	e (ME): 📕 (4.)	Degree	5 .	cription		×	
	Course Degree Restrictions		ĺ					Ŧ	
	Course Program Restrictions			Progra	m Restric	tion			1
	Course Campus Restrictions	From Term	• (ME): E <mark>9.</mark>	Mainten) Program		7.	To Term	999999 8.	
				lightin		<u>`</u>			
Degrea Record	e Restriction Indicator; (I)ncl ± 1/1	ude, (E)xclude.							

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms				
Degree Restrictions Block: This block is used to query restricted course section registration to or from students in specified degree(s).										
1. From Term 1. From Term First term for which the Degree registration restriction applies. Validation Table referenced: Term Validation Table (STVTERM)										
	2	Maintenance			Used to end or modify	, , , , , , , , , , , , , , , , , , , ,				
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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	Validation Table
					Degree registration restriction	referenced:
					applies.	Term Validation Table
					Defaults to 999999 (End of Time)	(STVTERM)
					unless the Degree restriction was	``´
					changed.	
	4	Include/Exclude			Include/Exclude.	
		(I/E)			E - Exclude	
		(., _)			I - Include	
					When "I" (Include) is displayed	
					the course will be restricted only	
					to students in that College.	
					When "E" (Exclude) is displayed	
					the course excludes students in	
					that College (faculty).	
	5	Degree/			Registration in a course section is	Validation Table
	U	Description			restricted to or from students if	referenced: Degree Code
					the Degree code(s) specified	Validation STVDEGC
					matches the Degree code of their	
					primary or secondary curriculum.	
			Proceed to the Next			
V			Block by clicking on			
			the Next Block icon			
			in your toolbar or by			
			pressing Ctrl + Page			
			down on your			
			keyboard.			
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Program	n Resi	trictions Block: Use	ed to restrict registration	to or from students in speci	fied program(s)	
ogi un						
	6.	From Term			First term for which the Program	Validation Table
	0.				registration restriction applies.	referenced:
						Term Validation Table
						(STVTERM)
	7.	Maintenance			Used to end or modify	
	/ .				restrictions. Cannot be used in	
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Req'd	# F	Field	Action	Reaction	Explanation/Description	Related Forms
					query mode.	
	8.	To Term			The last term for which the	Validation Table
					Program registration restriction	referenced:
					applies. Defaults to 999999 (End	Term Validation Table
					of Time) unless the Program	(STVTERM)
					restriction was changed.	
	9.	Include/Exclude			Include/Exclude.	
		(I/E)			E - Exclude	
					I - Include	
					When "I" (Include) is displayed	
					the course will be restricted only	
					to students in that College.	
					When "E" (Exclude) is displayed	
					the course excludes students in	
					that College (faculty).	
	10.	Program/			Programs are defined as	References the Program
		Description			curriculum independent or	Rules Definition form
					curriculum-dependent on the	SMAPRLE
					Program Rules Definition form	
					(SMAPRLE).	

Campus Restrictions

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≣		Course Registration Restriction	Form SCARRES	S 4.3.3 (TRNG)			
	Course College Restrictions	Subject 110 ENGLIS	н	Cou	rse: 111	Term: 20	0001	
	Course Major Restrictions	Campus Restriction SCARRES	4.3.3 (TRNG)					
	Course Class Restrictions		Camp	us Restriction				
	Course Level Restrictions	From Term 200001	Maintenan	œ_ <u>í</u> @	To	Term [999999	3.	
	Course Degree Restrictions	Include/Exclude (I/E):	Campus	5 .	escription		.	
	Course Program Restrictions			0.			Ĩ I	
	Course Campus Restrictions						×	
	Campus Restriction Indicator; II)nclude, (E)xclude. Record: 1/1							

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
amnu	e Post	rictions Block: Th	is block is used to query re	etricted registration to or f	rom students in specified campus(es).	
ampu	5 NC31					
	1.	From Term			First term for which the Degree registration restriction applies.	Validation Table referenced: Term Validation Table (STVTERM)
	2.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3.	To Term			The last term for which the	Validation Table
					Degree registration restriction	referenced:
					applies.	Term Validation Table
					Defaults to 999999 (End of Time)	(STVTERM)
					unless the Degree restriction was	
					changed.	
	4.	Include/Exclude			Include/Exclude.	
		(I/E)			E - Exclude	
					I - Include	
					When "I" (Include) is displayed the	
					course will be restricted only to	
					students in that College.	
					When "E" (Exclude) is displayed	
					the course excludes students in	
					that College (faculty).	
	5.	Campus/			Campus code & Description.	Validation table
		Description			Based on the student's campus	referenced: Campus
					code as identified on the General	Code Validation
					Student Form (SGASTDN).	STVCAMP