

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

### General:

The *Course Registration Restrictions form* is used to enter and maintain registration restrictions for specific courses. Restrictions may be entered on an effective term basis for college (faculty), major, class, level, degree, program, and campus. These restrictions default to the course section information for the term and may then be changed at the section, if necessary. The 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.

### Typical Users of this Form:

### Check List:

Before you proceed, you must have the following information:

- Course subject, course number and term
- Course registration restrictions by term, college (Faculty), major, class, level, degree, program, campus

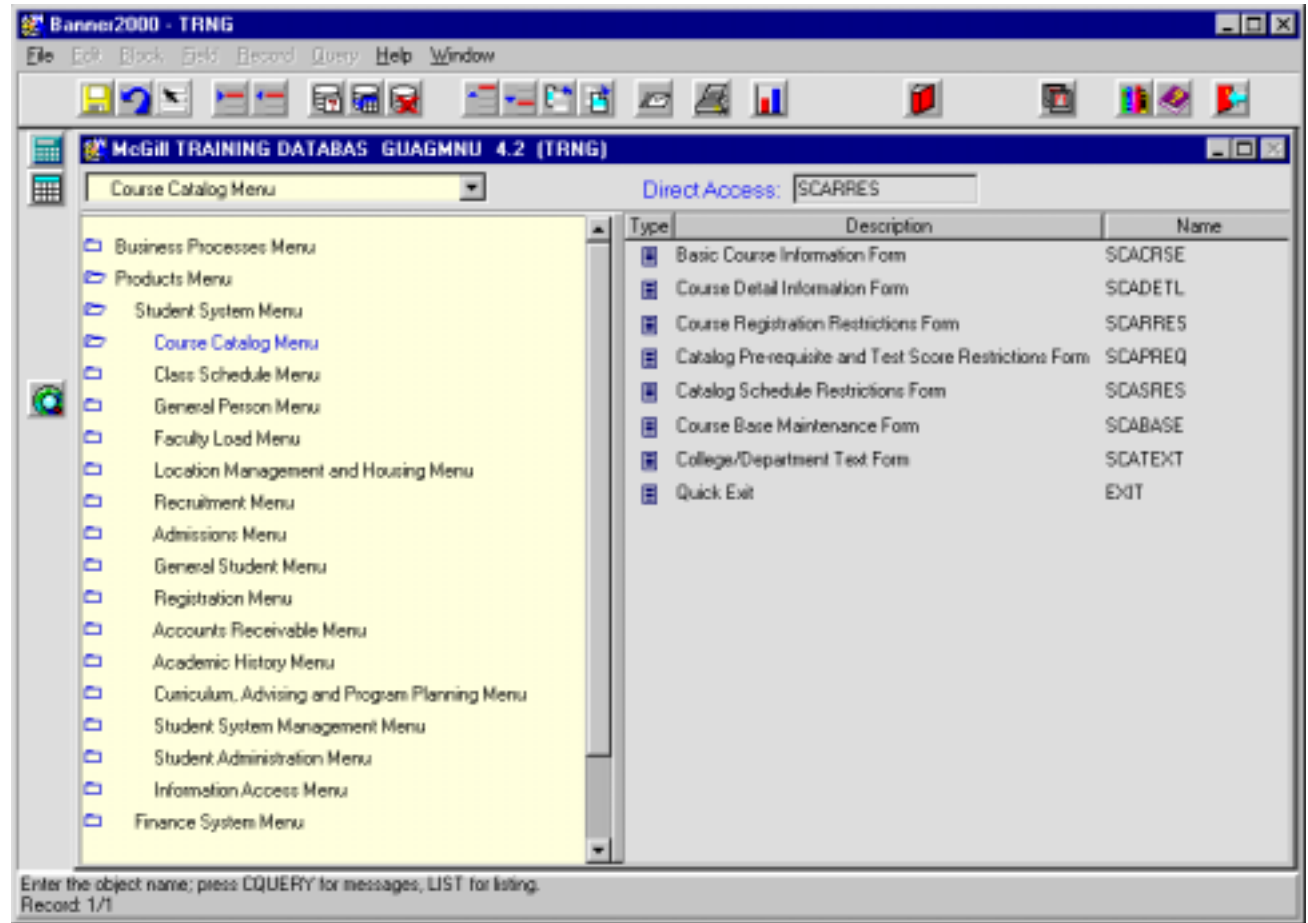
**Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

## Accessing the Course Registration Restrictions Form (SCARRES)

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

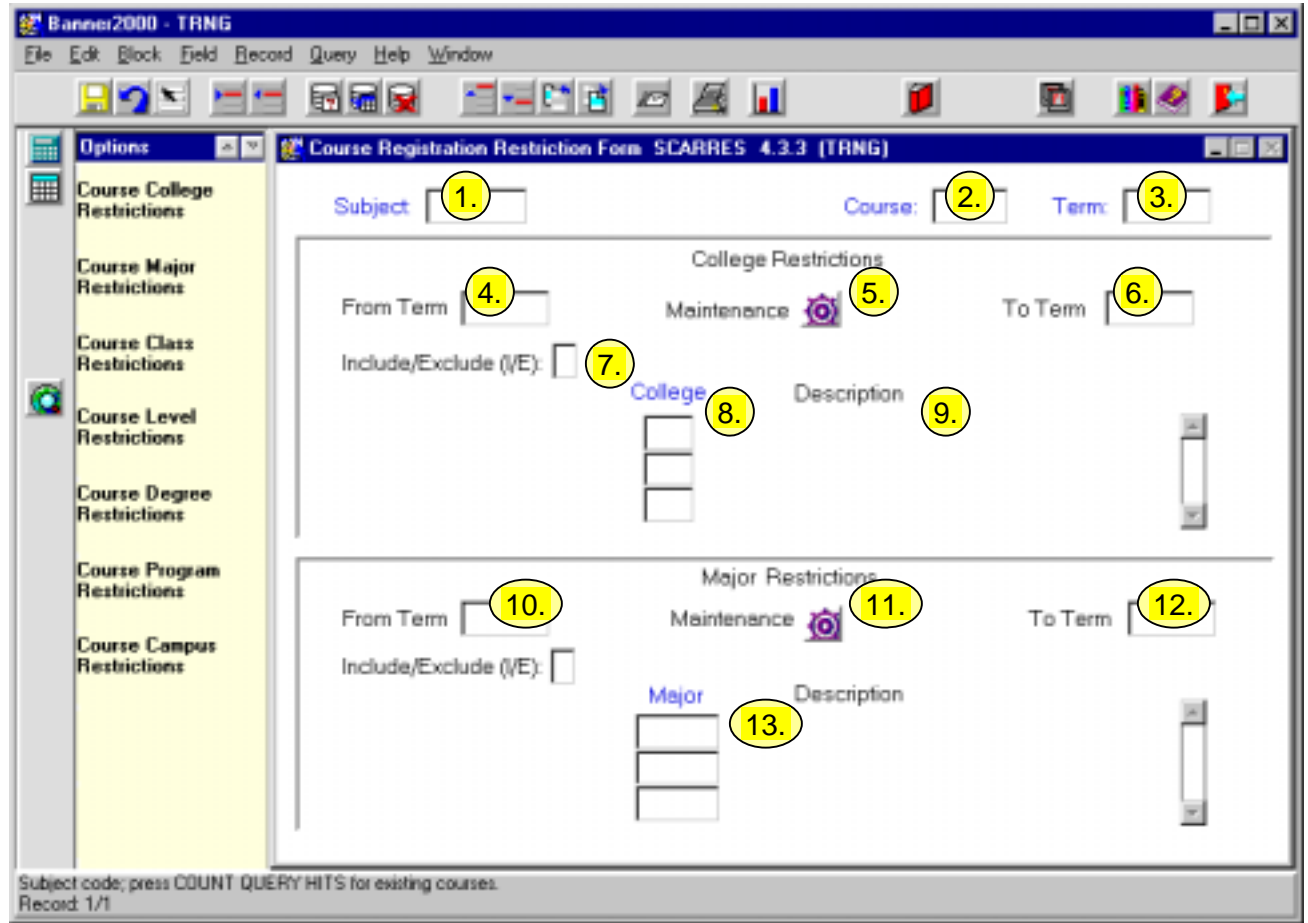
Use the Menu Selection:

- 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 the 4 character alpha subject code for a course. <b>OR</b> Double-click on field to select from a list of Existing Courses. Double-click or click	- If the subject code is entered, the description of the 4-character code is displayed. If a course was selected from the list of Existing Courses both the subject and course	Identifies the subject of the course.	Validation Table referenced: <a href="#">Subject Validation Table (STVSUBJ)</a>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			and select "OK" to enter course on the <a href="#">SCARRES</a> form.	number will be entered on the <a href="#">SCARRES</a> form.		
✓	2.	Course	If blank, enter a valid course number <b>OR</b> Double-click on field to view all courses with the specified subject. Double-click or click and select "OK" to select a course.	Course number will be displayed.	Valid course numbers are between 3 (single term courses) and 5 characters (spanned courses) in length.	
✓	3.	Term	Enter 6 digit term code indicating the first term for which this course is valid <b>OR</b> Double-click on field. Select "Terms for Course" or "View Existing Courses."	If 6 digit term code is entered, proceed to next block (Ctrl + Page Down or Next Block icon toolbar) <b>OR</b> If "Terms for course" is selected, double-click or click and select "OK" to select the desired term Proceed to Next Block (Ctrl + Page down or next block icon on toolbar) <b>OR</b> If "View Existing Courses" is selected, double-click or click and select "OK" to select the appropriate course. Proceed to Next Block (Ctrl + page down or next block icon on toolbar).	Term 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			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			toolbar or by pressing Ctrl + Page down on your keyboard.			
<b>College Restrictions block:</b> Used to restrict course section registration to or from students in specified Colleges – i.e. McGill Faculties (Schools, Centre).						
	4.	From Term	Defaults from key block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The first term for which the College registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	5	Maintenance	To end or modify restrictions for college, enter in the key block area the term that the restriction should become invalid or modified.		Used to end or modify restrictions.	
	6	To Term	Defaults to 999999 (End of Time) unless the College restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the College registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	7.	Include/Exclude (I/E)	Default is “E” for “Exclude”. Enter I for “Include” or E for “Exclude”.	When “I” (Include) is entered the course will be restricted <b>only</b> to students in that College. When “E” (Exclude) is entered the course excludes students in that College (faculty).		
	8.	College/Description	Enter a two character College code. <b>OR</b> Double-click on field to bring up list of Colleges. Double-click or click and select “OK” to enter appropriate	College code and description will be displayed. Registration will check for the College of the student’s primary and secondary curriculum and restrict their	College is equivalent to Faculty, School or Centre at McGill.	Validation Table referenced: <a href="#">College Code Validation STV COLL</a>

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			College on the SCARRES form.	registration in the course as per the Include or Exclude flag.		
✓			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:** Used to restrict course section registration to or from students in specified major(s).

	9.	From Term	Defaults from Key Block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The first term for which the Major registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	11.	To Term	Defaults to 999999 (End of Time) unless the Major restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Major registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	12.	Maintenance	To end or modify restrictions for major enter in the key block area the term that the restriction should become invalid or modified		Used to end or modify restrictions.	
	13.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Major. When "E" (Exclude) is entered the course excludes students in that Major.		

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
	14.	Major/ Description	Enter a valid 3 or 4 character Major code. <b>OR</b> Double-click on field to bring up list of all Major codes. Double-click or click on appropriate Major and select "OK".	The Major code and description will be entered on the form.	Registration's restrictions by Major will only check 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> Used to restrict course section registration to or from students in specified class(es).						
	1.	From Term	Defaults from key block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The first term for which the Class registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	2	Maintenance	To end or modify restrictions for class enter in the key block		Used to end or modify restrictions.	



<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			area the term that the restriction should become invalid or modified.			
	3	To Term	Defaults to 999999 (End of Time) unless the Class restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Class registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table STVTERM</a>
	4.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Class. When "E" (Exclude) is entered the course excludes students in that Class.		
	5.	Class/ Description	Enter 2-character Class code. <b>OR</b> Double-click on field to bring up Class list. Double-click or click and select "OK" to enter appropriate Class on form.	<b>Note: Values have not yet been defined for McGill.</b>	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.	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> Used to restrict course section registration to or from students in specified levels.						
	6.	From Term	Defaults from key block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The 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	Defaults to 999999 (End of Time) unless the Level restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Level registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	8.	Maintenance	To end or modify restrictions for level enter in the key block area the term that the restriction should become invalid or modified.		Used to end or modify restrictions.	
	9.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Level. When "E" (Exclude) is entered the course excludes students in that Level.		
	10.	Level/Description	Enter the 2 character level code. <b>OR</b> Double-click on field to bring up Level Code Validation list. Double-click or click and select "OK" to enter the appropriate level code restriction.	Level code and description will be displayed on the form.	Registration in a course section will be restricted to or from students if the level code(s) specified match 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

Subject: 110 ENGLISH Course: 111 Term: 200001

Degree Restriction/Program Restriction SCARRES 4.3.3 (TRNG)

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

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

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

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

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

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Degree Restrictions Block:</b> Used to restrict course section registration to or from students in specified degree(s).						
	1.	From Term	Defaults from key block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The first term for which the Degree registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	2	Maintenance	To end or modify restrictions for degree		Used to end or modify restrictions	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			restrictions for degree enter in the key block area the term that the restriction should become invalid or modified.		restrictions.	
	3	To Term	Defaults to 999999 (End of Time) unless the Degree restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Degree registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	4	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Degree. When "E" (Exclude) is entered the course excludes students in that Degree.		
	5	Degree/Description	Enter the Degree code (up to 6 characters). <b>OR</b> Double-click on field to bring up Degree Code Validation list. Double-click or click and select "OK" to enter the appropriate Degree code restriction.	Degree code and description will be displayed on the form.	Registration in a course section will be restricted to or from students if the Degree code(s) specified match 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 course section registration to or from students in specified program(s).

	6.	From Term	Defaults from key block term.	The From term can only be changed by entering	The first term for which the Program registration restriction	Validation Table referenced:
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<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
				a new term in the key block and using the <b>Maintenance</b> button.	applies.	<a href="#">Term Validation Table (STVTERM)</a>
	7.	Maintenance	To end or modify restrictions for program enter in the key block area the term that the restriction should become invalid or modified		Used to end or modify restrictions.	
	8.	To Term	Defaults to 999999 (End of Time) unless the Program restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Program registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	9.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Program. When "E" (Exclude) is entered the course excludes students in that Program.		
	10.	Program/Description	Enter program code (up to 12 characters). <b>OR</b> Double-click on field to bring up a list of Existing Programs. Double-click or click and select "OK" to enter the appropriate Program code restriction.	Program code and description will be displayed on the form.	Only Curriculum dependent program codes can be selected from the pick list of "Existing Programs". Programs are defined as curriculum independent or curriculum-dependent on the <a href="#">Program Rules Definition form (SMAPRLE)</a> . The student level, college, and degree of the program will need to match the student level, college and degree of the curriculum rule to which the program is attached.	References the <a href="#">Program Rules Definition form SMAPRLE</a>

## Campus 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

Campus Restriction: SCARRES 4.3.3 (TRNG)

Campus Restriction

From Term: 200001 Maintenance To Term: 999999

Include/Exclude (I/E):

Campus

Description

Campus Restriction Indicator: (I)Include, (E)Exclude  
Record: 1/1

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
<b>Campus Restrictions Block:</b> Used to restrict course section registration to or from students in specified campus(es).						
	1.	From Term	Defaults from key block term.	The From term can only be changed by entering a new term in the key block and using the <b>Maintenance</b> button.	The first term for which the Campus registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	2.	Maintenance	To end or modify restrictions for campus		Used to end or modify restrictions.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			enter in the key block area the term that the restriction should become invalid or modified.			
	3.	To Term	Defaults to 999999 (End of Time) unless the Campus restriction was changed.	Can only be changed by ending a restriction using the <b>Maintenance</b> button.	The last term for which the Campus registration restriction applies.	Validation Table referenced: <a href="#">Term Validation Table (STVTERM)</a>
	4.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course will be restricted <b>only</b> to students in that Campus. When "E" (Exclude) is entered the course excludes students in that Campus.		
	5.	Campus/Description	Enter 1 character Campus code. <b>OR</b> Double-click on field to bring up Campus Validation list. Double-click or click and select "OK" to enter the appropriate Campus restriction.	Campus code and description will be displayed on the form.	This is 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>