

HOW TO QUERY SCHEDULE RESTRICTIONS IN BANNER SIS Schedule Restrictions Form (SCASRES)

General:

The *Schedule Restrictions form* is used to query restrictions on what terms and campuses course sections can be created/scheduled for a course. This form is **not** used to build restrictions on who may register for the course.

Check List:

Before you proceed, you must have the following information:

- ❖ Course subject code
- ❖ 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.

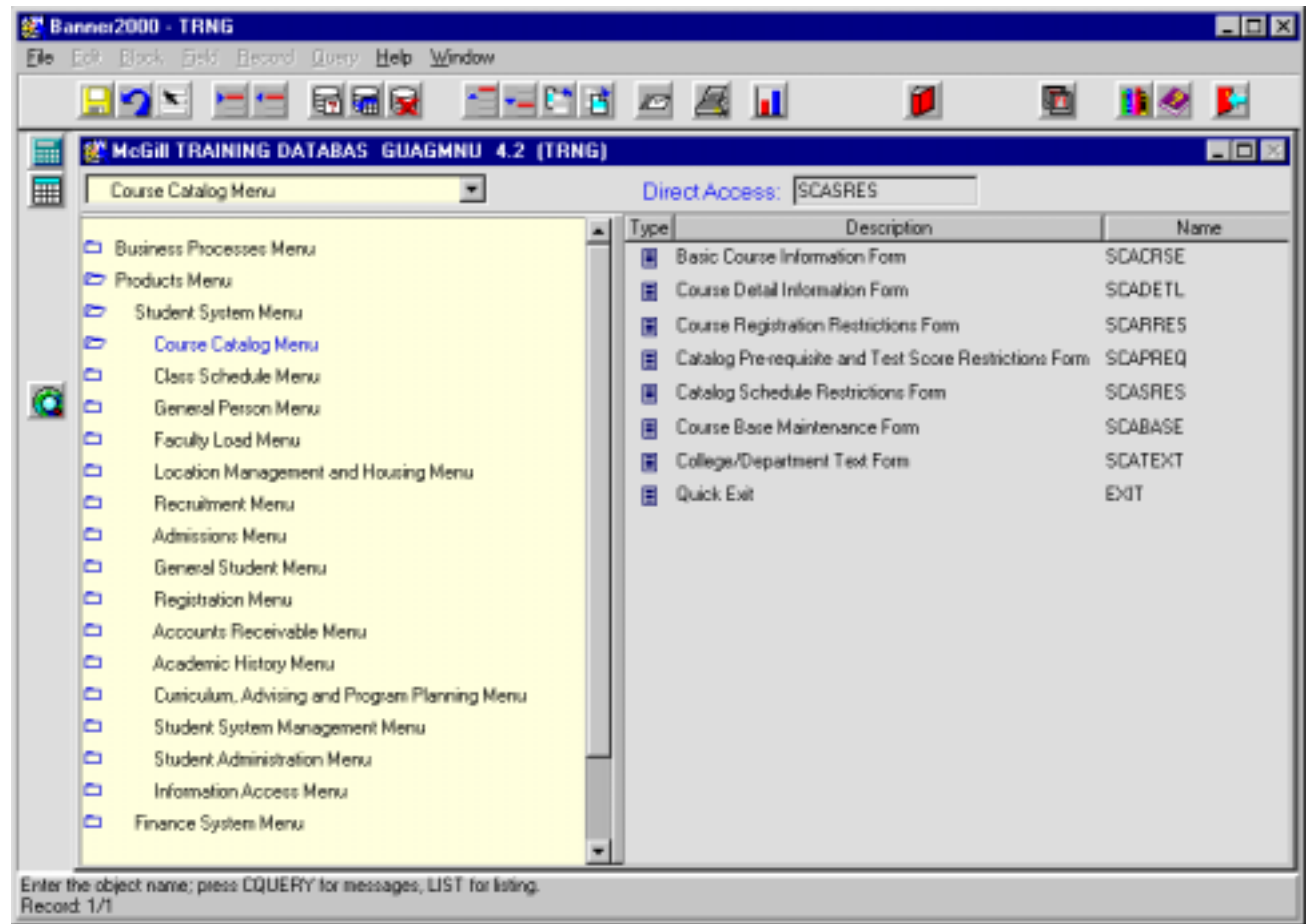
Accessing the Schedule Restrictions Form (SCASRES)

Type the name of the form **SCASRES** 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 **Schedule Restrictions Form (SCASRES)**



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
Key Block						
✓	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		Course numbers. Valid course numbers are 3 (single term	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
			code by double clicking in field.		courses) or 5 characters (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: Term Code Validation Table (STVTERM)
✓			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			

Term Restriction Block: This block is used to query restricted scheduling to or from specified term(s).

	4.	From Term			First term for which the term restriction applies.	
	5.	To Term			Last term for which the term restriction applies. Defaults to 999999 (End of Time) unless the College restriction was changed.	
	6.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	Validation Table referenced: Term Validation Table STVTERM
	7.	Include/Exclude (I/E)			Include/Exclude. E - Exclude I - Include When "I" (Include) is displayed the course is scheduled using form	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					SSASECT only for the term(s) specified below. When "E" (Exclude) is displayed the course cannot be scheduled for the specified term(s).	
	8.	Term/Description			Terms & Descriptions. Multiple term codes can be listed for inclusion or exclusion.	Validation table referenced: Term Restriction Code Validation (STVRTRM)
✓			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			

Campus Restriction Block: This block is used to query restricted scheduling to or from specified campus(s).

	9.	From Term			Restricts course section scheduling to or from specified campus(s).	
	10.	To Term			Last term for which the campus restriction applies.	
	11.	Maintenance			Used to end or modify restrictions. Cannot be used in query mode.	
	12.	Include/Exclude (I/E)			Include/Exclude. E – Exclude I – Include When "I" (Include) is displayed the courses may be scheduled using form SSASECT only for the campus(es) specified below. When "E" (Exclude) is entered the course cannot be scheduled for the specified campus(es).	
	15.	Campus/Description			Campus is used to specify physical location for most courses. However, in order to address our complex fee	Validation table referenced: Campus Code Validation STVCAMP

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					<p>assessment requirements, the campus field may also contain some non-physical values. Campus will also be used to identify Distance Education courses.</p> <p>More than one campus code can be listed for inclusion or exclusion.</p>	