General:

This form is used to build 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, course number, term and campus schedule restrictions to be applied.

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 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)
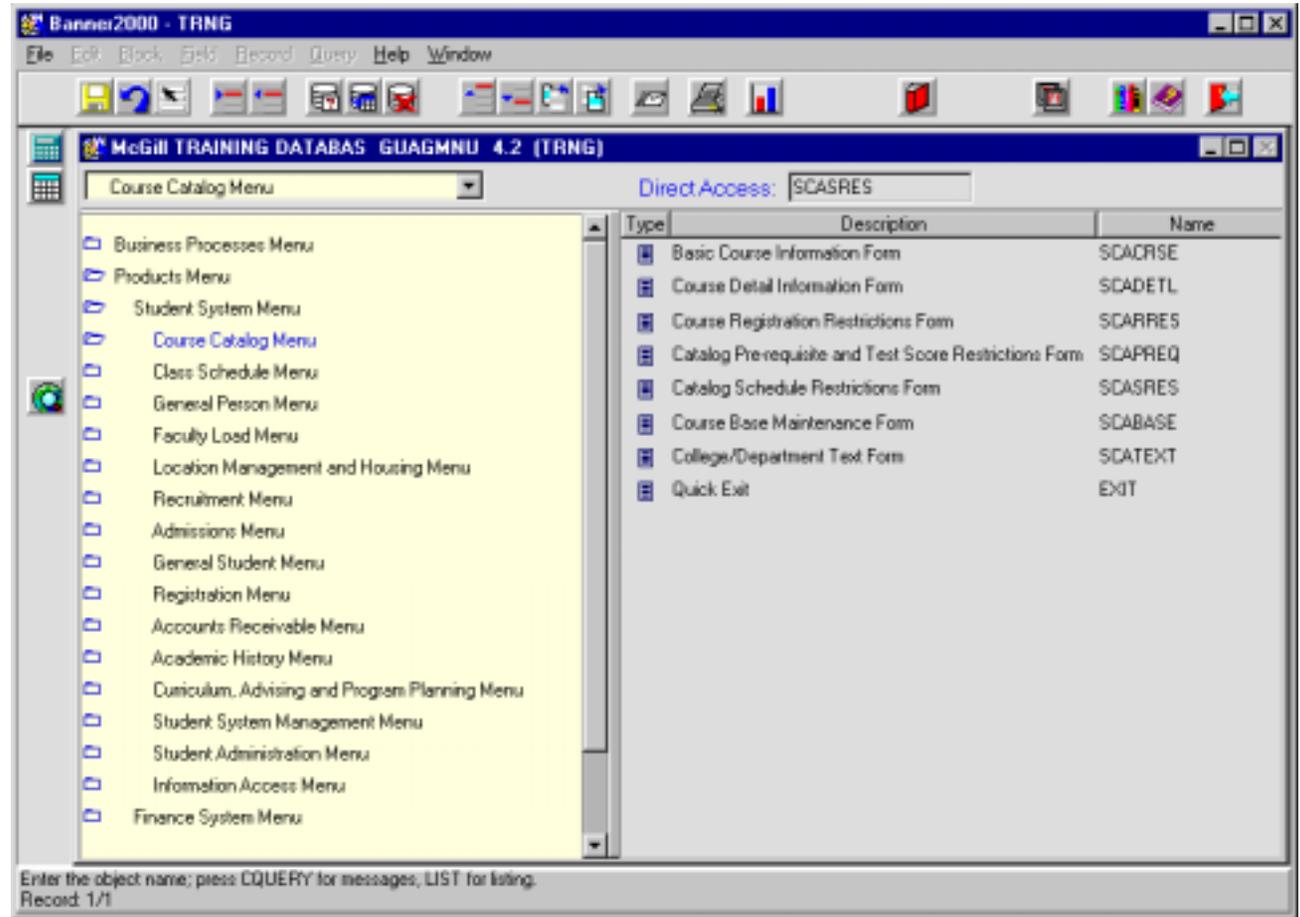
The adjacent screen will appear:

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 the 4-character alpha subject code for a course. **OR** Double-click on field or single click and select "OK" to bring up a list of	- If the subject code is entered, the translation of the 4-character code will be displayed. **OR** To select a course (subject and course	Identifies the subject of the course.	Validation Table referenced: Subject Validation Table (STVSUBJ)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			"Existing Courses".	number) from list of "Existing Courses" double-click on course or click and select "OK" to enter it on the SCASRES form.		
✔	2.	Course	If blank, enter a valid course number **OR** Click on flashlight to view a list of existing courses. Double-click or click and select "OK" to select a course.	Course number will be displayed	Valid McGill course numbers are 3 (single term courses) or 5 characters (spanned courses) in length.	
✔	3.	Term	Enter 6 digit term code indicating the first term for which the schedule restriction is valid. Or Double-click on field. Select "Valid 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 on toolbar) Or If "Select Valid Terms" is chosen, double-click or click and select "OK" to select the desired term. Proceed to Next Block Or If "View Existing Courses" is selected, double-click or click and select "OK" to select the appropriate course if it already exists. Proceed to Next Block. *If the course already exists, all data in the database will be displayed when moving	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: Term Code Validation Table (STVTERM)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
				to the next block.		
✔			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			
Term Restriction Block:						
Used to restrict course section scheduling to or from specified term(s).						
	4.	From Term	Defaults from key block term. The "FromTerm" can only be changed by entering a new effective term in the Key Block and using the **Maintenance** button.		The first term for which the term restriction applies.	
	5.	To Term	Defaults from key block term. The "To Term". Is usually 999999 (End of Time) unless the term restriction was changed.		The last term for which the term restriction applies.	
	6.	Maintenance	To end or modify restrictions, Enter in the Key Block area the term that the restriction should become invalid or modified and press the **Maintenance** button.		Used to end or modify restrictions.	
	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 may be scheduled using form SSASECT) *only* for the term(s) specified below. When "E" (Exclude) is entered the course cannot be scheduled for the specified term(s).		

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	8.	Term/ Description	Enter 2 digit term code Or Double-click on field for list of valid term codes. Double-click or click on term code to enter code and description on SCASRES.		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: Used to restrict course section scheduling to or from specified campus(s).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	9.	From Term	The first term for which the campus restriction applies. Defaults from Key Block term. Can only be changed by using the **Maintenance** button.		Used to restrict course section scheduling to or from specified campus(s).	
	10.	To Term	Defaults from Key Block term. The "To Term". Is usually 999999 (End of Time) unless the term restriction was changed.		The last term for which the campus restriction applies.	
	11.	Maintenance	To end or modify restrictions, Enter in the Key Block area the term that the restriction should become invalid or modified and press the **Maintenance** button.		Used to end or modify restrictions.	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	12.	Include/Exclude (I/E)	Default is "E" for "Exclude". Enter I for "Include" or E for "Exclude".	When "I" (Include) is entered the course 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	Enter the alpha or numeric campus code (up to 3 digits). Or Double-click on field to bring up list of valid campus codes. Double-click or click and select "OK" to enter the selected code on the SCASRES form.		Campus will be used to specify physical location for most courses. However, in order to address our complex fee assessment requirements, the campus field may also contain some non-physical values. Campus will also be used to identify Distance Education courses. More than one campus code can be listed for inclusion or exclusion.	Validation table referenced: Campus Code Validation STVCAMP