

HOW TO ENTER & MAINTAIN REGISTRATION RESTRICTIONS FOR SPECIFIC SECTIONS OF A COURSE IN BANNER SIS Schedule Restriction Form (SSARRES)

General:

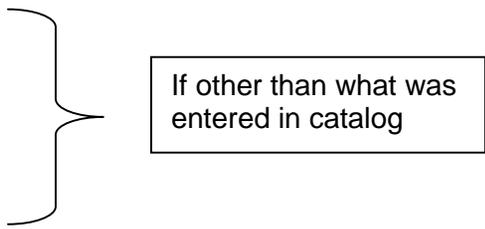
The *Schedule Restrictions Form (SSARRES)* is used to enter and maintain registration restrictions for specific sections of a course. The section registration restriction information will default from Catalogue established in the *Course Registration Restrictions Form (SCARRES)*. This default information can be overridden to create section specific restrictions. Only the schedule level restrictions are checked by the registration module. A section must have been created using the *Schedule Form (SSASECT)*. No new sections can be created using this form.

This form consists of 4 windows. Restrictions may be entered on a term basis for college, major, class, level, degree, program, and campus. In each restriction section, in the Include/Exclude field, enter an I to include restrictions and E to exclude restrictions.

Check List:

Before you proceed, you must have the following information:

- ❖ College restriction
- ❖ Major restriction
- ❖ Class restriction
- ❖ Level restriction
- ❖ Degree restriction
- ❖ Program restriction
- ❖ Campus restriction



If other than what was entered in catalog

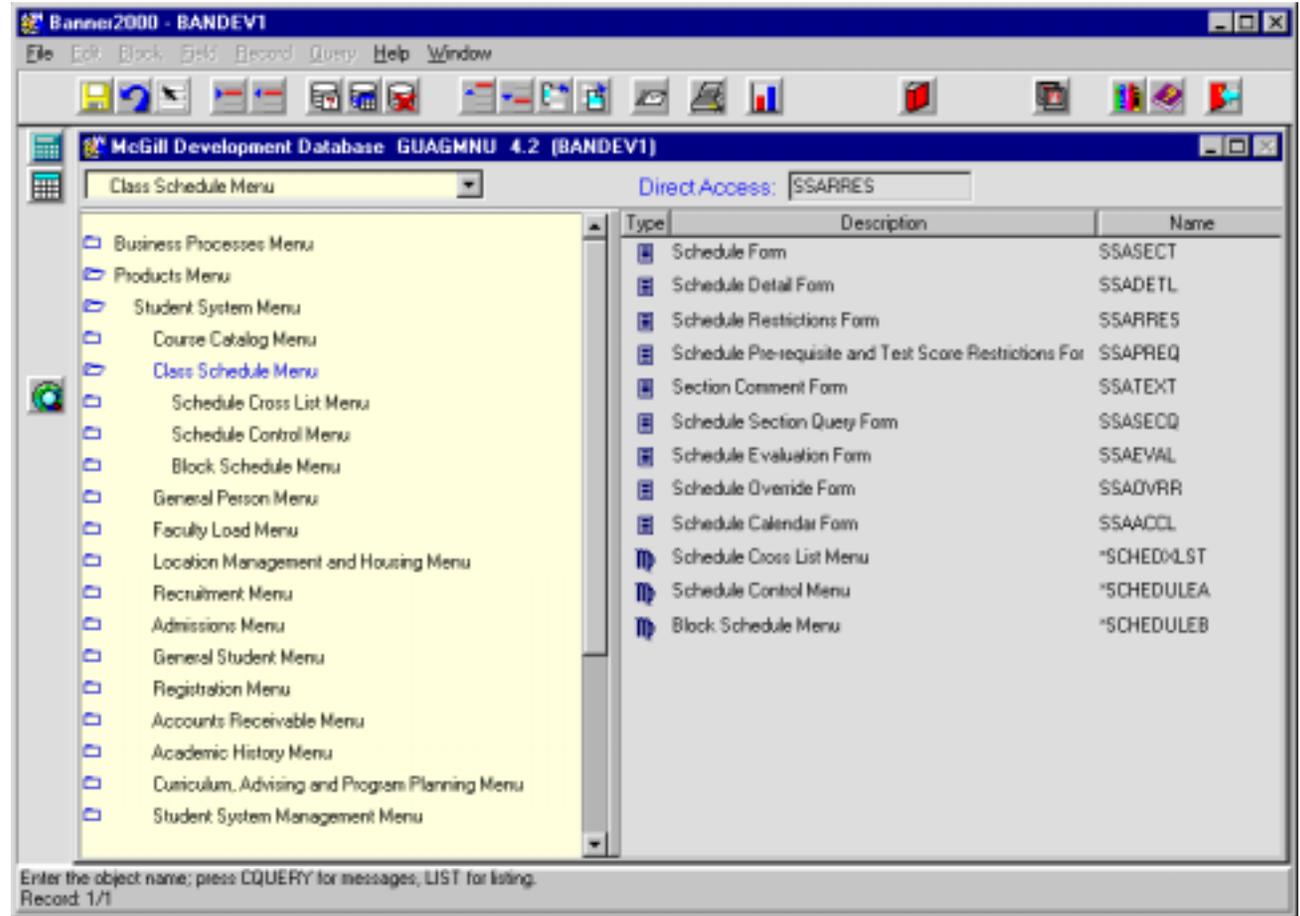
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields,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

Accessing the "Schedule Restriction Form" (SSARRES)

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

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Class Schedule Menu
- 4) Select **Schedule Restriction Form (SSARRES)**



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.

In the key block fields of term, course reference number, subject and course, there must be entries of a term from the *Term Validation Table (STVTERM)*, a valid course reference number (CRN) that had been previously created for a course section in SSASECT for the term specified. The subject and course number are displayed for information only. They cannot be entered or revised on this form.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter the appropriate term or click on the Term button to display valid terms. 6 "characters", required.		Term code. Required field.	Validation Table referenced: Term Validation Table (STVTERM)
✓	2.	Course Ref. Number	Enter CRN.	CRN generated by system for each section newly created.	Course Reference Number (CRN). Required field.	Validation Table referenced: Schedule Section Query Form

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
						(SSASECQ)
✓	3.	Subject	Enter 4-character subject code.		Subject of the course. Display only.	Validation Table referenced: Subject Code Validation Form (STVSUBJ)
✓	4.	Course	Enter 3-character course number.		Course number pertaining to the subject. Display only.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

College Restriction: Registration in a course section may be restricted to or from students registered in colleges (i.e. McGill faculties, schools, or centres) indicated. The college codes are from the College Validation Table (STVCOLL). Registration will check for the college of the student's primary or secondary curriculum, as displayed for the registration term in the General Student Form (SGASTDN).

	5.	Include/Exclude (I/E)	Information defaults from catalog, but can be overridden.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	6.	College			College code.	Validation Table referenced: College Validation Form (STVCOLL) .
	7.	Description			College code description.	

Major Restriction: Registration in a course section may be restricted to or from students registered in majors indicated. The major codes are from the Major Code Validation Table (STVMAJR). Changes will be made so that registration will check for majors, concentrations and minors of the student's primary or secondary curriculum, as displayed for the current registration term in the General Student Form (SGASTDN) and the Student Course Registration form (SFAREGS).

	8.	Include/Exclude (I/E)			Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
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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 Documentation</i>
	9.	Major	Enter Major code.		Major code. 4-character code which identifies the main field(s) of study within a curriculum.	Validation Table referenced: Major, Minor, Concentration Validation Form (STVMAJR)
	10.	Description			Major code description.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Class Restriction/Level Restriction Window

The screenshot shows a window titled "Class Restriction/Level Restriction SSARRES 4.3.3 [BANDEV1]". It contains two main sections:

- Class Restrictions:**
 - Field 1: "Include/Exclude (I/E):" with a dropdown menu.
 - Field 2: A list box labeled "Class" containing three empty entries.
 - Field 3: A text area labeled "Description" with a vertical scrollbar.
- Level Restriction:**
 - Field 4: "Include/Exclude (I/E):" with a dropdown menu.
 - Field 5: A list box labeled "Level" containing three empty entries.
 - Field 6: A text area labeled "Description" with a vertical scrollbar.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
		<p>Class Restrictions: Registration in a course section may be restricted to or from students if the class that has been calculated and displayed for the registration term in the General Student Form (SGASTDN) and the Student Course Registration Form (SFAREGS) is included in the list of classes specified. The codes are from the Class Code Validation Table (STVCLAS).</p>				
	1.	Include/Exclude (I/E)	Information defaults from catalog, but can be overridden.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	2.	Class			Class code. 2-character code indicating which "academic year" the student is in, in his/her program.	Validation Table referenced: Classification Code Validation Form (STVCLAS)
	3.	Description			Class code description.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
<p>Level Restriction: Registration in a course section may be restricted to or from students if the level codes specified match the level code of their primary or secondary curriculum as displayed for the registration term in the General Student Form information in SGASTDN when a student registers for a section. The level codes are from the Level Code Validation Form (STVLEVL).</p>						
	4.	Include/Exclude (I/E)	Information defaults from catalog, but can be overridden.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	5.	Level			Level code. 2-character code, which is used as a method of grouping students and courses according to broad specifications such as college equivalent, professional degree (e.g. MDCM) or Continuing Education (non-credit). e.g. UG: Undergraduate GQ: Graduate Qualifying	Validation Table referenced: Level Code Validation Form (STVLEVL)
	6.	Description			Level code description.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Degree Restriction/Program Restriction

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
<p>Degree Restrictions: Registration in a course section may be restricted to or from students if one of the degree codes specified matches the degree of the primary or secondary curriculum as displayed for the current registration term in the General Student Form (SGASTDN). The degree codes are from the Degree Code Validation Form (STVDEGC).</p>						
	1.	Include/Exclude (I/E)	Information defaults from catalog, but can be overridden.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	2.	Degree			Degree code.	Validation Table referenced: Degree Code Validation Form (STVDEGC)
	3.	Description			Degree code description.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
<p>Program Restriction: Only curriculum-dependent program codes can be entered. If a program is flagged as curriculum dependent on SMAPRLE, 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. If a program is not curriculum dependent, a program code cannot be attached to a curriculum rule. For more info re curriculum dependent see the documentation for SMAPRLE.</p>						
	4.	Include/Exclude (I/E)	Information defaults from catalog.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	5.	Program			Program code.	Validation Table referenced: Program Codes (SMRPRLE)
	6.	Description			Program code description.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Campus Restriction

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
<p>Campus Restriction: Registration in a course section may be restricted to or from students based on the students' campus if the campus, as displayed for the current registered term in the General Student Form (GSASTDN), is included in the list of campuses specified. The campus codes must be valid values on the Campus Validation Form (STVCAMP).</p>						
	1.	Include/Exclude (I/E)	Information defaults from catalog.		Include/Exclude field. Enter an I to include restrictions and E to exclude restrictions.	
	2.	Campus			Campus code.	Validation Table referenced: Campus Code Validation Form (STVCAMP)
	3.	Description			Campus code description.	