

Overview

Once a catalog course has been created on SCACRSE, catalog level restrictions can be entered on SCARRES. After this is completed the restrictions will copy to the schedule level where they can be changed if needed.

Restrictions can be entered for:

- Department (of associated student record)
- Field of Study (Major, Minor, concentration)
- Class
- Level
- Degree
- Program
- Campus
- College
- Student Attribute
- Cohort (not currently used by BSU)

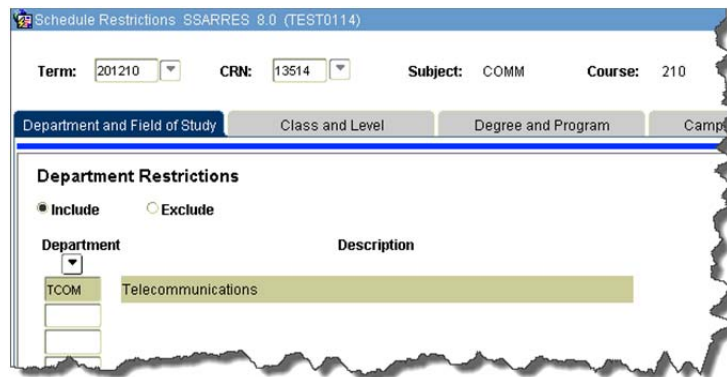
Each restriction can be an include or exclude value. Within each block, there is an “or” relationship. Fro block to block is an “and” relationship.

Steps

1. Access the SSARRES form
2. Search for/select a **CRN** in the key block
3. Next block

Department Restrictions

1. Select the appropriate **Include** or **Exclude** indicator
2. Search for/select the appropriate **Department** value
3. Save the record



Screenshot of the SSARRES 8.0 (TEST0114) form. The form displays the following information:

- Term: 201210
- CRN: 13514
- Subject: COMM
- Course: 210

The form is divided into tabs: Department and Field of Study, Class and Level, Degree and Program, and Campus. The 'Department and Field of Study' tab is active.

Department Restrictions

Include Exclude

Department	Description
TCOM	Telecommunications

Field of Study Restrictions

1. Select the appropriate **Include** or **Exclude** indicator
2. Select the **All Field of Study Types** indicator if this restriction applies to major, minor and concentration values. If not, leave this unselected.

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3. If this restriction applies to a majors, minors or concentrations only, select one of those values for the **Type**
4. In the **Code** field, search for/select the correct major, minor, concentration value
5. Save the record

Example of record to include any student with a major, minor or concentration in TCOM

The screenshot shows the 'Field of Study Restrictions' form. The 'Include' radio button is selected. The 'All Field of Study Types' checkbox is checked. The 'Type' dropdown menu is set to 'All Field of Study Types'. The 'Code' dropdown menu is set to 'TCOM'. The 'Description' field contains 'Telecommunications'.

Example of a record to include only TCOM majors (not minors or concentrators)

The screenshot shows the 'Field of Study Restrictions' form. The 'Include' radio button is selected. The 'All Field of Study Types' checkbox is unchecked. The 'Type' dropdown menu is set to 'MAJOR'. The 'Code' dropdown menu is set to 'TCOM'. The 'Description' field contains 'Telecommunications'.

Class Restriction

1. Select Class and Level Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Class** value(s)
4. Save the record

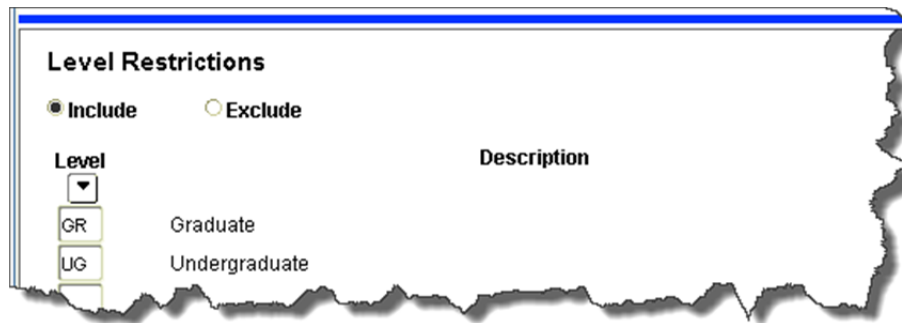
The screenshot shows the 'Class Restrictions' form. The 'Exclude' radio button is selected. The 'Class' dropdown menu is set to 'Freshman'. The 'Description' field contains 'Freshman'.

Level Restriction

1. Select Class and Level Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Level** value(s)
4. Save the record

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Schedule Level Restrictions (SSARRES)



Level Restrictions

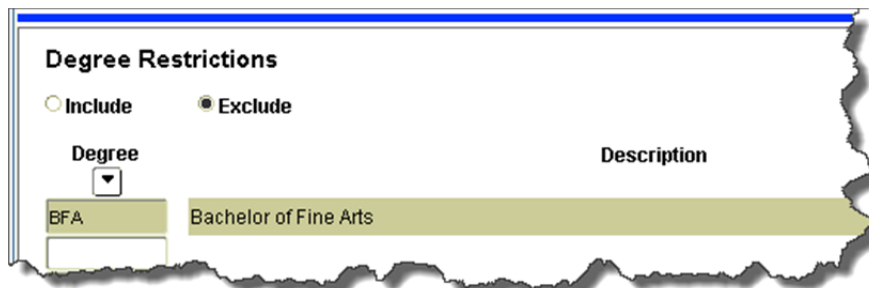
Include Exclude

Level
 Graduate
 Undergraduate

Description

Degree Restriction

1. Select Degree and Program Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Degree** value(s)
4. Save the record



Degree Restrictions

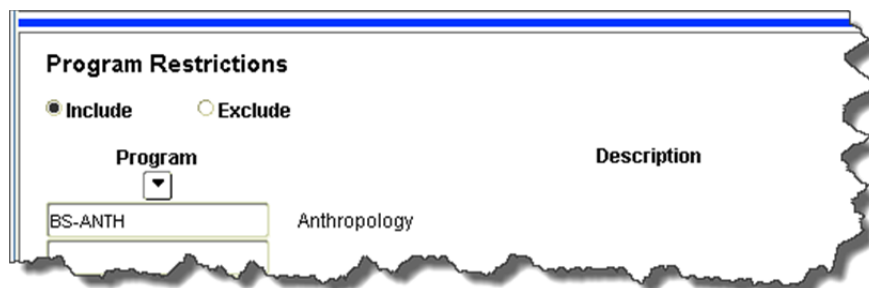
Include Exclude

Degree
 Bachelor of Fine Arts

Description

Program Restriction

1. Select Degree and Program Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Program** value(s)
4. Save the record



Program Restrictions

Include Exclude

Program
 Anthropology

Description

Campus Restriction (campus of the student record)

1. Select Campus and College Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Campus** value(s)
4. Save the record

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Schedule Level Restrictions (SSARRES)

Campus Restrictions

Include Exclude

Campus	Description
M	Main

College Restriction (college of the student record)

1. Select Campus and College Tab
 2. Select the appropriate **Include** or **Exclude** indicator
 3. Search for/select the appropriate **Campus** value(s)
- Save the record

College Restrictions

Include Exclude

College	Description
TC	Teachers College

Student Attribute Restriction

1. Select Student Attribute and Cohort Tab
 2. Select the appropriate **Include** or **Exclude** indicator
 3. Search for/select the appropriate **Attribute** value(s)
- Save the record

Student Attribute Restrictions

Include Exclude

Attribute	Description
HONR	Honors College Student