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 van 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
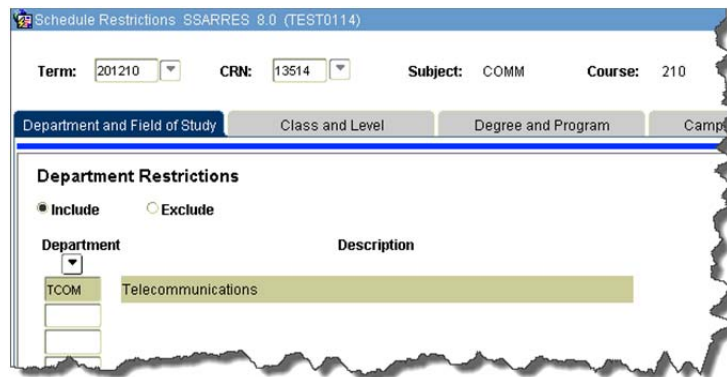- Cohort (not currently used by BSU)

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

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.

3. If this restriction applies to a majors, minors of 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

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

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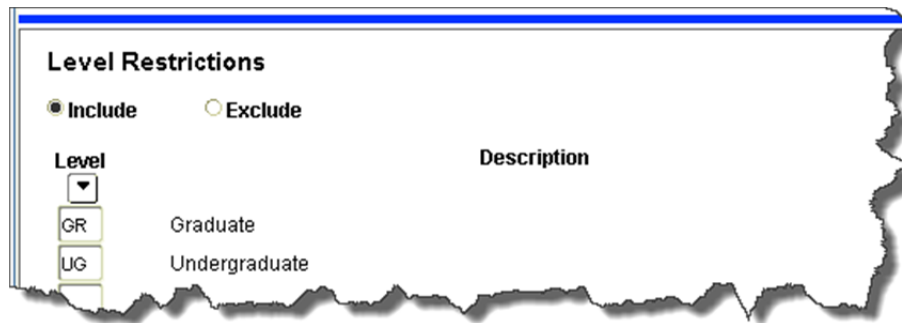3. Search for/select the appropriate **Class** value(s)
4. Save the record

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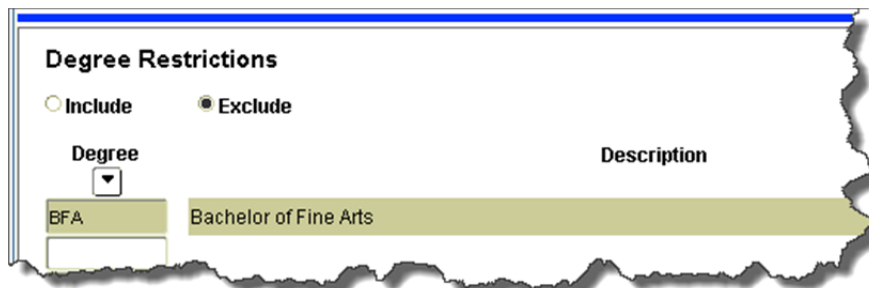
Degree Restriction
1. Select Degree and Program Tab
2. Select the appropriate **Include** or **Exclude** indicator
3. Search for/select the appropriate **Degree** value(s)
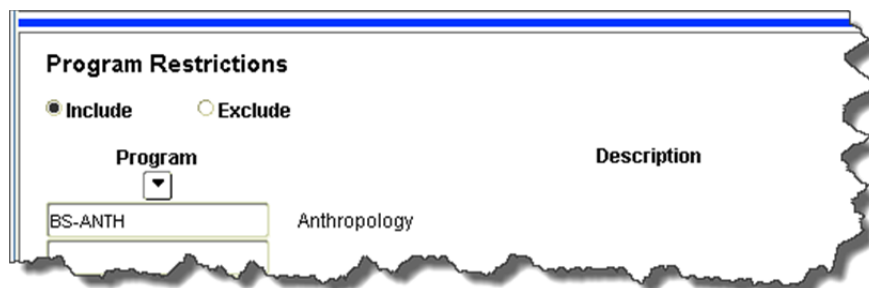4. Save the record

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

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)
   Save the record

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

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