Schedule

Registration Restrictions for a Section
**REGISTRATION RESTRICTIONS FOR SECTION**

All tabs contain restrictions that can be applied to a CRN. This provides flexibility as a specific group needs to be included or excluded in the restriction. Possible restrictions are field of study, class, level, degree, program (which is a combination of major, minor, concentration, degree, and college), campus, college, student attribute, and cohort.

1. Type SSARRES in the Go To… box

![Image of Go To window](image1)

2. Enter

3. If the Key Block contains the correct CRN, proceed to step 4.

If it is not correct and you do not know the CRN...

a. Click the drop-down arrow to the right of the CRN box. The Schedule Section Query SSASECQ form will open, and the Term field will populate.

![Image of Schedule Section Query](image2)

b. Type as much information as you know about the section you wish to change in the appropriate fields. The more information you enter, the more specific your query results.
c. From the menu at the top, select Query, then Execute.

![Image of a menu with options]

d. The course section information will populate, including the CRN. In the example below, the CRN is 80001.

![Course section information table]

f. Double-click in the CRN field. You will be returned to the form you were on originally. The CRN field will be populated with the correct number.

4. Perform a Next Block 🔄.

5. Following are procedures to apply specific types of restrictions to a section.
**DEPARTMENT RESTRICTION**

Clemson does not associate students with departments so DO NOT set department restrictions for a section.

**FIELD OF STUDY RESTRICTION**

**NOTE:** If a Field of Study restriction is applied to a CRN (section), students associated with specific fields of study (major, minor or concentration/emphasis) will either be “included” (the ONLY students allowed to register) or “excluded” (the ONLY students not allowed to register) for the section.

1. Select the Include or Exclude radio button.

2. Place cursor in the Type field. Click the drop-down arrow to the right of the field.

3. The Learner Field of Study Type (GTVLFST) table will pop up. The choices will be Concentration (which includes Emphasis Area), Major or Minor. Note that you may only choose ONE field of study to exclude for the section.

4. Select the appropriate field of study type and click OK.

5. Place cursor in a field under Code.

6. Click the drop-down arrow under the Code field.
7. The All Major Codes (STVMAJR) validation table will pop up.

![All Major Codes (STVMAJR) validation table](image)

**NOTE:** Though the name of this table is Major Codes, it includes all majors, minors and concentrations. A “Y” is used to identify which field of study type(s) apply to a particular subject. Note in the example above that there are three separate columns (Major Ind, Minor Ind, and Conc Ind) to identify the field of study types for each subject. In the example above, ACCT Accounting has a Y under the Major Ind and Minor Ind columns, but not under the Conc Ind column. This means Clemson offers an Accounting major, an Accounting minor, but no concentration named “Accounting.”

8. Select the appropriate code. Repeat this step as necessary if there are multiple codes you wish to include or exclude. In the example below, only students who are Accounting minors will be able to register for this section.
9. Click Save.
1. Click on Class and Level tab.

2. Select the Include or Exclude radio button.

4. Click your cursor in a field under Class.

5. Click the drop-down arrow under Class.

6. The Class Code Validation (STVCLAS) table will pop up.

7. Select the appropriate class and click OK. Repeat this process if there are multiple classes you wish to include or exclude.

8. Click Save.
**Degree Restriction**

**NOTE:** If a Degree Restriction is applied to a CRN (section), students pursuing certain degrees (BA, MS, PhD, etc.) will either be “included” (the ONLY students allowed to register) or “excluded” (the ONLY students not allowed to register) for the section. Unlimited Degree Code selections can be entered.

1. Click on the Degree and Program tab.
2. Select the Include or Exclude radio button.
3. Place the cursor in a field under Degree.
4. Click the drop-down arrow under Degree.
5. The Degree Code Validation (STVDEGC) table will pop up.

![Degree Code Validation Table]

6. Select the degree code you wish to include or exclude. [NOTE: Do not select numbered codes.] Repeat this process as necessary if there are multiple degree codes you wish to include or exclude.
7. Click Save.
PROGRAM RESTRICTION

NOTE: Program code is composed of three elements:
1. Degree (BA, BS, MA, MS, MARCH, MBA, PHD, etc.)
2. Major field of study (BIOL, ENGL, APEC, PHYS, etc.)
3. College associated with the program (CAFLS=1, AAH=2, BBS=3, CES=4, HEHD=5, Interdisciplinary=6)

NOTE: If a Program Restriction is applied to a CRN, students assigned to that program will either be “included” (the ONLY students allowed to register) or “excluded” (the ONLY students not allowed to register) for the section. Unlimited Program Code selections can be entered.

NOTE: If you choose to apply a Program Restriction, you MUST also apply the applicable Field of Study Restriction found on the Department and Field of Study tab.

1. Select the Include or Exclude radio button.
2. Place the cursor in a field under Program.
3. Click the drop-down arrow under Program.
4. The Existing Programs table will pop up.

5. Select the Program Code you wish to include or exclude and click OK. Repeat this process if there are multiple Program Codes you wish to include or exclude.
6. In the example below, only students pursuing a BA degree in Modern Languages will be allowed to register for this particular section.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/MA/PhD</td>
<td>BA Modern Languages</td>
</tr>
</tbody>
</table>

6. Click Save.

***Do not apply Campus Restrictions to any sections. Clemson’s definition of campus differs from the developers of the purchased student system***
**COLLEGE RESTRICTION**

**NOTE:** If a College Restriction is applied to a CRN, students will either be “included” (the ONLY students allowed to register) or “excluded” (the ONLY students not allowed to register) for the section based on the college administering their program(s) of study. Unlimited College Code selections can be entered.

1. Select the Include or Exclude radio button.

2. Place the cursor in a field under College.

3. Click the drop-down arrow under College.

4. The College Validation (STVCOLL) table will pop up.

![College Validation Table](image1)

5. Select the College whose students you wish to include or exclude. Repeat this process as necessary if there are multiple colleges whose students you wish to include or exclude. In the screen shot below, all students in the College of Business and Behavioral Science will be excluded from (not allowed to register for) registering for this section.

![College Restrictions](image2)

6. Click Save.
**STUDENT ATTRIBUTE RESTRICTION**

**NOTE:** If a Student Attribute Restriction is applied to a CRN, students who have been assigned that attribute (Athlete, Honors, Coop, Senior Citizen, etc.) will either be “included” (the ONLY students allowed to register) or “excluded” (the ONLY students not allowed to register) for the section. Unlimited Student Attribute Code selections can be entered.

1. Select the Include or Exclude radio button.
2. Place the cursor in a field under Attribute.
3. Click the drop-down arrow under Attribute.
4. The Student Attribute Validation (STVATTTS) table will pop up.

![STVATTTS Table]

5. Select the Attribute for the students you want to include or exclude. Repeat process as necessary if you wish to include or exclude more than one attribute. In the example below, only students with a student attribute of HONR (honors students) will be allowed to register for this section.

![STVATTTS Table]

6. Click Save.

**NOTE:** Do not assign any restrictions in the Cohort Restrictions block. Cohorts are assigned at the time of admission and should not be used to restrict students from sections.
SSAPREQ - VIEWING PREREQUISITES & TEST SCORE RESTRICTIONS FOR A SECTION

Prerequisites are approved through the curriculum approval process and added to the Catalog in Banner. The prerequisites in the Catalog will default to each section created using the SSASECT form. No changes may be made to these prerequisites in SSAPREQ. Proper curriculum approval must be given and the change applied in the Catalog (maintained by the Registrar’s Office).

To VIEW the prerequisites being applied to this section/CRN follow these steps:

1. Enter SSAPREQ in the Go To… box and press Enter.

   ![Go To... SSAPREQ](image)

2. Enter the term in the Term field. (If the term defaulted is the correct term, tab to CRN field.)

3. Enter the Course Reference Number (CRN) for this course in the CRN field.

4. Perform a Next Block function to navigate to the Section Information section. The Subject, Course Number, and Section Title will populate.

5. Click the Section Test Score and Prerequisite Restriction tab.

   **NOTE:** The information entered on the Catalog by the Registrar’s Office will populate in the form.

6. Click the X in the top right-hand corner.