Schedule Desk Procedure - Registration Restrictions for Section:

All tabs contain restrictions you can add to a CRN. This will provide flexibility as a specific group needs to be included or excluded in the restriction. Possible restrictions are department, 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

2. Enter

3. The Key Block may contain the correct CRN. If so, move to step 4. If it is not correct, reference steps 3b – 3f in the Change and Existing Section desk procedure.

4. Perform a Next Block.

5. The following pages are the procedures to apply different types of restrictions. Choose which procedure to follow.
Department Restriction

NOTE: If a Department restriction is applied to a CRN (section), students associated with the department will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which department(s) you select under the down-arrow under Department. Unlimited departments can be entered.

1. Select the Include or the Exclude radio button.
2. Click your cursor in a field under Department.
3. Click on the drop-down arrow under Department.
4. The Department Validation (STVDEPT) table will pop up.
5. Select the Department(s) whose students you wish to include or exclude from registering for the section and click OK.
6. Click Save.
Field of Study

NOTE: If a Field of Study restriction is applied to a CRN (section), students associated with certain fields of study (Major, Minor or Concentration) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button, what type of field of study you select under the Type field (Major, Minor or Concentration), and based on which field(s) of study you select under the drop-down arrow under Code. Unlimited fields of study can be entered.

1. Select the Include or Exclude radio button.

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

   Type:  

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

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

5. Click your cursor in a field under Code.

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

![All Major Codes Table]

NOTE: Though the name of this table is Major Codes, it includes all majors, minors and concentrations. The letter “Y” is used to identify which field of study type(s) apply to a particular subject. Note in the screen shot 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 screen shot below, only students who are Accounting minors will be able to register for this section.

![Field of Study Restrictions]

9. Click Save.
Class Restriction

1. Click on Class and Level tab.

2. If a Class Restriction is applied to a CRN (section), students of a certain class level (Freshman, Sophomore, Junior, Senior, Graduate, Postgraduate, Undergraduate, Teacher Certification) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which Class Code(s) you select under the down arrow under Class. Unlimited Class Code selections are can be entered.

3. 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.

   NOTE: Do not do anything with Level Restrictions. Level Restrictions are approved by the UCC and may not be changed here.

8. Click Save.
Degree Restrictions

1. Click on the Degree and Program tab. You will be in the Degree Restrictions block. If a Degree Restriction is applied to a CRN (section), students pursuing certain degrees (BA, MS, PhD, etc.) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which Degree Code you select under the down arrow under Degree. Unlimited Degree Code selections can be entered.

2. Select the Include or Exclude radio button.

3. Click your cursor in a field under Degree.

4. Click the drop-down arrow under Degree.

5. The Degree Code Validation (STVDEGC) table will pop up.

6. Select the degree code you wish to include or exclude. Repeat this process as necessary if there are multiple degree codes you wish to include or exclude.

7. Click Save.
Program Restrictions

NOTE: A program code is the combination of three items:
1. The degree being pursued (such as BA, BS, MA, MS, MARCH, MBA, PHD, etc.)
2. The major field of study (such as BIOL, ENGL, APEC, PHYS)
3. The college associated with the field of study (Clemson’s colleges are identified in the program code by the numbers 1-6. CAFLS=1; AAH=2; BBS=3; CES=4; HEHD=5; Interdisciplinary=6.

NOTE: Restricting by Program Code may be the most comprehensive way to restrict students.

NOTE: If a Program Restriction is applied to a CRN, students assigned to a certain program(s) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which Program Code you select under the down arrow under Program. 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. Click your 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 as necessary if there are multiple Program Codes you wish to include or exclude.

6. In the screen shot below, only students pursuing a BA degree in Modern Languages will be allow to register for this particular section at the time of registration.

7. 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 Restrictions

NOTE: If a College Restriction is applied to a CRN, students associated with a certain college(s) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which College Code you select under the down arrow under College. Unlimited College Code selections can be entered.

1. Select the Include or Exclude radio button.
2. Click your cursor in a field under College.
3. Click the drop-down arrow under College.
4. The College Validation (STVCOLL) table will pop up.
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 Sciences will be excluded from (not allowed to register for) registering for this section.
6. Click Save.
Student Attribute

NOTE: If a Student Attribute Restriction is applied to a CRN, students who have been assigned a certain attribute(s) (Athlete, Honors, Coop, Senior Citizen, etc.) will either be “included” (will be the ONLY students at Clemson allowed to register) or “excluded” (will be the ONLY students not allowed to register) for the section during registration, depending on whether you choose the Include or Exclude radio button and based on which Student Attribute Code(s) you select under the down arrow under Attribute. Unlimited Student Attribute Code selections can be entered.

1. Select the Include or Exclude radio button.

2. Click your cursor in a field under Attribute.

3. Click the drop-down arrow under Attribute.

4. The Student Attribute Validation (STVATTS) table will pop up.

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 screen shot below, only students with a student attribute of HONR (honors students) will be allowed to register for this section.
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.