

How to restrict a course to online only student registration

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Schedule Restriction or SSARRES.
- 3. Enter the following information in the search screen:
 - a. Term code
 - b. Course CRN number OR use the CRN look up button ... search for the course.

| | X @ ellucian Schedule Restric | tions SSARRES 9.3.11 (BTST) | | | | - | ADD | RETRIEVE | RELATED | 🗱 TOOLS | ۰ |
|----|-------------------------------|-----------------------------|---------|---------|-----|---|-----|----------|---------|---------|---|
| | Term: * 202280 | | | CRN: | ••• | | | | | Go | |
| | Subject: | | | Course: | | | | | | | |
| | Title: | | | | | | | | | | |
| 4. | Click the GO | Go | button. | | | | | | | | |

5. Select the Campus and College tab.

| X @ ellucian Schedule Restrictions SSARRES 9.3.11 (BTST) | | 📑 ADD 📓 RETRIEVE 🚔 RELATED 🔅 TOOLS 🌲 |
|---|--|--|
| Term: 202280 CRN: Subject: Course: Title: | | Start Over |
| Department and Field of Study Class and Level Degree and Program Campus a | d College Student Attribute and Cohort | |
| - DEPARTMENT RESTRICTIONS | | 🕸 Settings 📑 Insert 🚍 Delete 🌇 Copy 🎅 Filter |
| Include/Exclude (I/E) O Include O Exclude | | |
| Department | Description | |
| | | |
| M 🚽 1 of 1 🕨 M 10 🗸 Per Page | | Record 1 of 1 |
| ▼FIELD OF STUDY RESTRICTIONS | | 🕸 Settings 📑 Insert 📑 Delete Ta Copy 🌱 Filter |
| Include/Exclude (I/E) O Include Exclude | All Field of Study Types | Туре |
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| Code | Description | |
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6. Enter the 650 Campus restriction to the course. Select Include.

| X @ ellucian Schedule Restrictions SSARRES 9 3.11 (BTST) | | | | | | | | | | | 🔒 Al | DD | 🖺 RETR | IEVE | ₽R | ELATED | * T | D | DOLS | DOLS |
|--|---------------------------|---|--|---|---|---|---|------|------|------|------|----|----------|-------|-----|--------|------------|---|------|--------|
| Term: 202280 CRN: Subject: Course: Title: | | | | | | | | | | | | | | | | | Sta | | rt O | rt Ove |
| Department and Field of Study Class and Level Degree and Program Campus and College Stud | dent Attribute and Cohort | | | | | | | | | | | | | | | _ | _ | | | |
| CAMPUS RESTRICTIONS Include/Exclude (I/E) Include Exclude | | | | | _ | _ | _ | | | | | 4 | Settings | C Ins | ert | Delete | Cop | | ру | oy 1 |
| Campus | Description | | | 1 | | | | | | | | | | | | | | | | |
| 650 | DE/Internet | | | | | | | | | | | | | | | | | | | |
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| COLLEGE RESTRICTIONS | | | | | | | | | | | | 4 | Settings | 🖸 Ins | | Delete | Fill Cop | | by . | y s |
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| College | Description | | | | | | | | | | | | | | | | | | | |
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- 7. Click the Save button SAVE in the bottom right corner of the screen to save the record.
- 8. A confirmation message will display confirming the record was updated successfully.



To Remove the restriction

- 1. Log in to Banner 9 Admin Pages.
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- 4. Click the **GO** button.
- 5. Select the Campus and College tab.

| X @ ellucian Schedule Restrictions SSARRES 9.3.11 (BTST) | | 🔒 ADD | | VE 🗛 | | 🔅 TOOL | s 🌲 |
|---|--|-------|------------|----------|----------|---------|------------|
| Term: 202280 CRN: Subject: Course: Title: | | | | | (| Start C | Over |
| Department and Field of Study Class and Level Degree and Program Campus | and College Student Attribute and Cohort | | | | | | |
| - DEPARTMENT RESTRICTIONS | | | Settings | Insert | Delete | Copy | 9, Filte |
| Include/Exclude (I/E) O Include O Exclude | | | | | | | |
| Department | Description | | | | | | |
| | | | | | | | |
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| ▼FIELD OF STUDY RESTRICTIONS | | | 🏟 Settings | 😫 Insert | 🖨 Delete | Pa Copy | Ŷ, Fite |
| Include/Exclude (I/E) O Include Exclude | All Field of Study Types | Туре | | •••• | | | |
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| Code | Description | | | | | | |
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6. Click on the 650 Campus restriction line, and click on Delete

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|--|---------------------------|-----------|-----------------------|--------------------------|
| Term: 202280 CRN: Subject: Course: Title: | | | | Start Over |
| Department and Field of Study Class and Level Degree and Program Campus and College Stud | lent Attribute and Cohort | | | |
| | | ¢ s | Settings 🖸 Insert | Delete Copy 🤶 Filter |
| Include/Exclude (I/E) Include Exclude | | | _ | |
| Campus | Description | | | |
| 650 | DE/Internet | | | |
| 10 × Per Page | | | Record 1 of 1 | |
| ← COLLEGE RESTRICTIONS | | ¢ 5 | Settings 🛛 🕄 Insert 🛛 | Delete 📲 Copy 🛛 🎗 Filter |
| Include/Exclude (I/E) O Include Exclude | | | | |
| College | Description | | | |
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- 7. Click the Save button SAVE in the bottom right corner of the screen to save the record.
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