
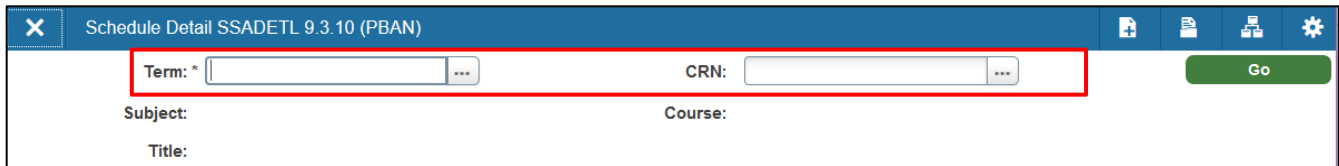


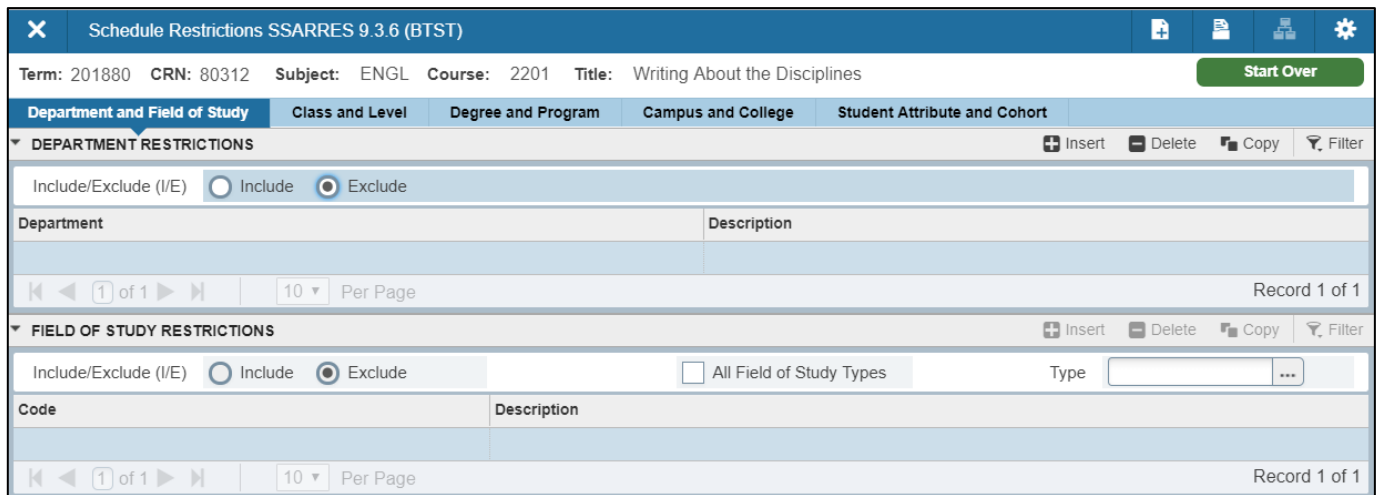
Entering schedule restrictions in Banner 9

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.



Screenshot of the Banner 9 Schedule Detail search screen. The title bar reads "Schedule Detail SSADETL 9.3.10 (PBAN)". Below the title bar, there are input fields for "Term:" and "CRN:". A red box highlights these two fields. To the right of the "CRN:" field is a "CRN look up" button (three dots in a box). Below the "Term:" and "CRN:" fields are fields for "Subject:" and "Course:". At the bottom right is a green "Go" button.

4. Click the **GO**  button.

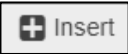



Screenshot of the Banner 9 Schedule Restrictions screen. The title bar reads "Schedule Restrictions SSARRES 9.3.6 (BTST)". Below the title bar, there are fields for "Term: 201880", "CRN: 80312", "Subject: ENGL", "Course: 2201", and "Title: Writing About the Disciplines". A green "Start Over" button is on the right. Below these fields are tabs for "Department and Field of Study", "Class and Level", "Degree and Program", "Campus and College", and "Student Attribute and Cohort". The "Department and Field of Study" tab is active, showing "DEPARTMENT RESTRICTIONS" with "Include/Exclude (I/E)" options (radio buttons for "Include" and "Exclude", with "Exclude" selected). Below this is a table with columns "Department" and "Description". At the bottom of the table are navigation controls (back, forward, page 1 of 1) and "Per Page" (10). Below the table is a section for "FIELD OF STUDY RESTRICTIONS" with similar "Include/Exclude" options, a checkbox for "All Field of Study Types", and a "Type" dropdown menu. Below this is another table with columns "Code" and "Description", and similar navigation controls.


There are several types of restrictions that may be added including:

Department	Degree
Major	Program
Minor	Campus
Concentration	College
Class	Attribute (e.g. HNRS – Honors)
Level	Cohort

7. To enter a restriction, select the appropriate tab to enter the desired override. Be certain you are selecting the correct criteria (include or exclude) for each restriction.

8. To restrict based on Major, Minor or Concentration, select the Department and Field tab.
9. Click in the blank Type field under the Field of Study Restrictions section if no restriction exists or click the Insert button  to add a new record if one or more restriction is already listed.
10. Click the **Include or Exclude radio button** to select the correct criteria.

11. In the **Type** field, click the look up  button to select the appropriate type (major, minor or concentration).

12. Click the Save button  in the bottom right corner of the screen to save the record.
13. A confirmation message will display confirming the record was updated successfully.