Entering Schedule Restrictions

1. Access your INB account.

2. Enter SSASECT in the Go To... field.

3. Click Enter.

4. Enter the term code in the Term field by either entering the correct code or by the search arrow to find the correct code.

5. Enter the course section CRN number.

6. Click the Next Block button on the Banner tool bar to populate the form.

7. From the Options menu, select Schedule Restrictions.

8. Click the Next Block button on the Banner tool bar to populate the form.

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

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

9. 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.

10. To restrict based on Major, Minor or Concentration, select the Department and Field of Study tab.

11. Click the Next block button on the Banner tool bar to go to the Field of Study Restrictions.

12. Click the Include or Exclude radio button to select the correct criteria.
13. In the **Type** field, click the search arrow to search the appropriate code (Major, Minor or Concentration).

14. **Double click** the criteria to include/exclude by Major, Minor, or Concentration

15. **Click the Code search arrow** to search for the code.

16. **Double click** the appropriate code

17. Click the **Save button** on the Banner toolbar.

**ADDING COURSE ATTRIBUTES**

1. From the **Options menu, Course Section Detail**.

2. Click the **Next Block** button on the Banner toolbar to populate the form.

3. **Click** on the Degree Program Attributes Tab

4. **Click** the Attribute Down arrow to see a list of Attributes that can be added to a class.
**NOTE:** If you have selected Instructional Method 07, be sure to add the County/Country code in which the class will be taught.