SSARRES- Schedule Restrictions
Guidelines

Course restrictions are approved by Academic Councils at the course level and inputted by the Office of the Registrar. The restrictions placed at the course level may not be amended without going through Academic Councils.

Immunization requirements are managed using restrictions on all courses that are not AD (100% online). IMMY (immunized-yes) is a student attribute and a course restriction of INCLUDE IMMY is added to most sections that are not AD. If there is already an EXCLUDE attribute rule set up for a section, then the IMMN (immunized-no) restriction will be used. Even for courses that meet off campus (not online), students must demonstrate meeting immunization requirements and IMMN/IMMY restrictions will be placed on those sections as well. **Immunization restrictions should never be removed. The URO will monitor these restrictions daily to ensure compliance.** If INCLUDE IMMY is currently on a section, and you need to EXCLUDE a student attribute, you may change IMMY to IMMN but only if the restriction is to EXCLUDE.

After familiarizing yourself with the catalog level and immunization restriction on the course section, other restrictions may be placed at the section level when there is an enrollment management need. Below are the most common examples in order of granularity (most granular to least). **Once you determine the most granular for your need, build that and skip the rest:**

Business Case	Procedure
Attribute Restriction: Specific section open or closed to students with a certain attribute, where there are other sections available to students regardless of student attribute	Add Include for open or Exclude for closed and the attribute code(s). *Be sure to follow the IMMY/IMMN logic above.*
Scenario: Used to hold a section for Honors student only.	Start section long text, add: "Restricted course: For honors students only."
Major Restriction: Specific section open or closed to certain majors, where there are other sections available to all majors	Add Include for open or Exclude for closed and the major code(s). Be sure to add pre-One USF major codes to aid in teach out. *Also, be sure to follow the IMMY/IMMN logic above.*
Scenario: Used in conjunction with a cohort restriction to ensure seniors in a certain major are able to register for this section ahead of other students for Finish In Four initiatives.	Start section long text, add: "Restricted course: For [major code(s)] majors only" or "Restricted course: [major code(s)] majors may not register." **Never waste space stating a section is "open to all majors," unless it's all majors in a specific department.**
College Restriction: Specific section open or closed to all majors in one or more colleges, where there are other sections available for majors in any college	Add Include for open or Exclude for closed and the college code(s). Be sure to add pre-One USF college codes to aid in teach out. *Also, be sure to follow the IMMY/IMMN logic above.*
Scenario: Used in conjunction with a cohort restriction to ensure seniors in a college are able to register for this section ahead of other students for Finish In Four initiatives.	Start section long text, add: "Restricted course: For [One USF college name(s)] students only" or "Restricted course: [One USF college name(s)] students may not register." **Never waste space stating a section is "open to all majors," unless it's all majors in a specific department.**

Campus Restriction	Use not permitted in OneUSF
Class Restriction: Specific section open or closed to freshman, sophomore, juniors, seniors, or post-baccalaureate, non-degree, doctoral candidates, doctorate, master's students, etc., where there are other sections available	Add Include for open or Exclude for closed and the class code(s). If the course is open to seniors only, it may be smart to also include post-baccalaureate. Always consider whether non-degree students should be allowed to register. *Be sure to follow the IMMY/IMMN logic above.*
Scenario: Used in conjunction with a major restriction to ensure new freshman in a certain major are able to register for this section ahead of other students in Summer B.	Start section long text, add: "Restricted course: For [class] students only" or "Restricted course: [class] students may not register." **Never waste space stating a section is "open to all classes."**
Degree Restriction: Specific section open or closed to students in a certain degree, where there are other sections available	Add Include for open or Exclude for closed and the degree code(s). *Be sure to follow the IMMY/IMMN logic above.*
Scenario: Used to exclude non-degree students from a section to ensure enough seats for degree-seeking students to aid in degree progression.	Start section long text, add: "Restricted course: For [degree(s)] students only" or "Restricted course: [degree(s)] students may not register." **Never waste space stating a section is "open to all levels."**
Level Restriction: Specific section open or closed to undergraduate, graduate, professional or non-degree, etc., where there are other sections available	Add Include for open or Exclude for closed and the level code(s). If the course is open to graduates only, it may be smart to also include professional students. *Be sure to follow the IMMY/IMMN logic above.*
Scenario: Used to exclude non-degree students from a section to ensure enough seats for degree-seeking students to aid in degree progression.	Start section long text, add: "Restricted course: For [level(s)] students only" or "Restricted course: [level(s)] students may not register." **Never waste space stating a section is "open to all levels."**

Please note: Choose the most appropriate of the above restrictions; don't use more than one.

Using multiple is redundant and slows the system.