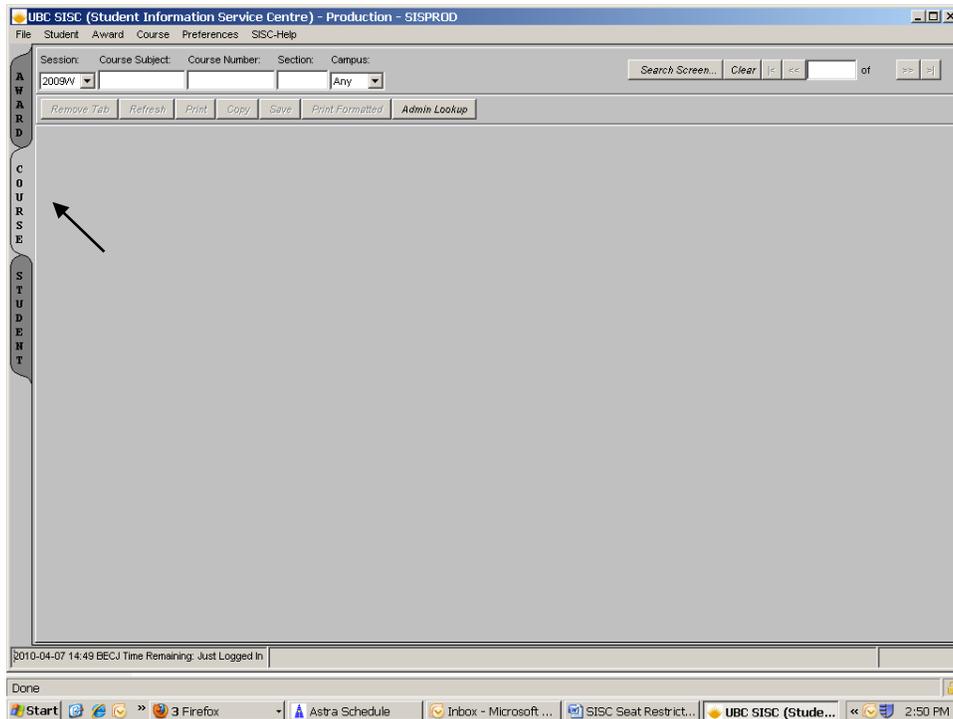# SISC Seat Restrictions

To get the course you wish to add Seat Restrictions to click on the 'Course' tab running along the left hand side of the screen.


From there you can select the course you want by entering the Session (first drop-down along top), Course, Course Number, and Campus (there is a space for the Section, but that can be left blank). To bring up an entire year level of courses you can use the number and an asterisk (2*) in the Course Number space.

You can then click Course and it will drop down to a button that says "Courses ". Two options, SISC Restriction Viewer and SISC Sections Controls will come up, select SISC Sections Controls.
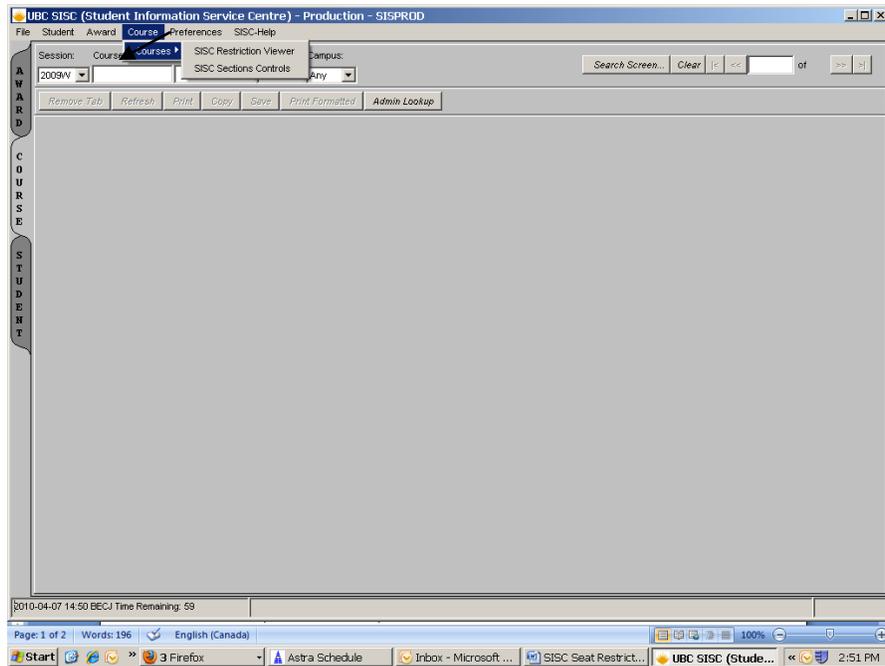

Go back to where you entered the course information and click in any box and hit Enter.
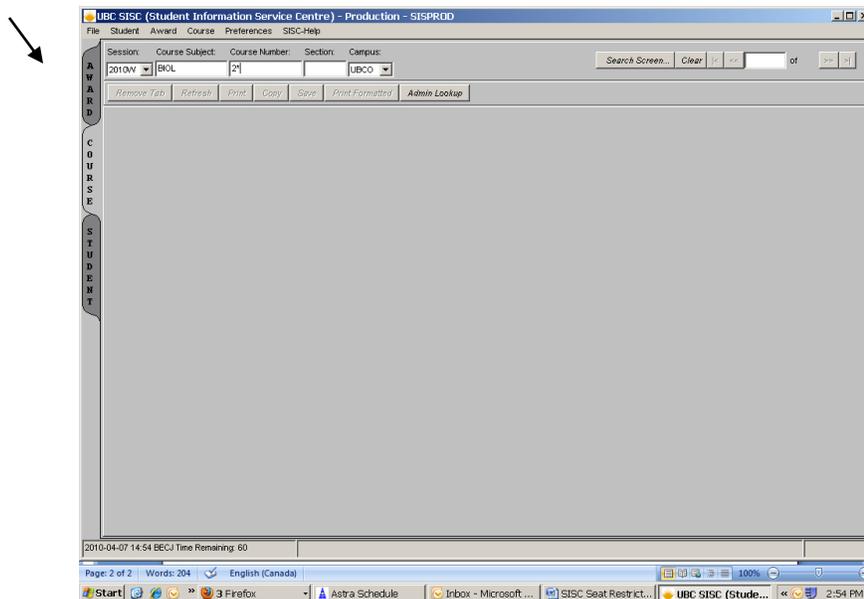
Course Search Screen will pop up and then disappear and will leave you with the first course that comes up from your search criteria.
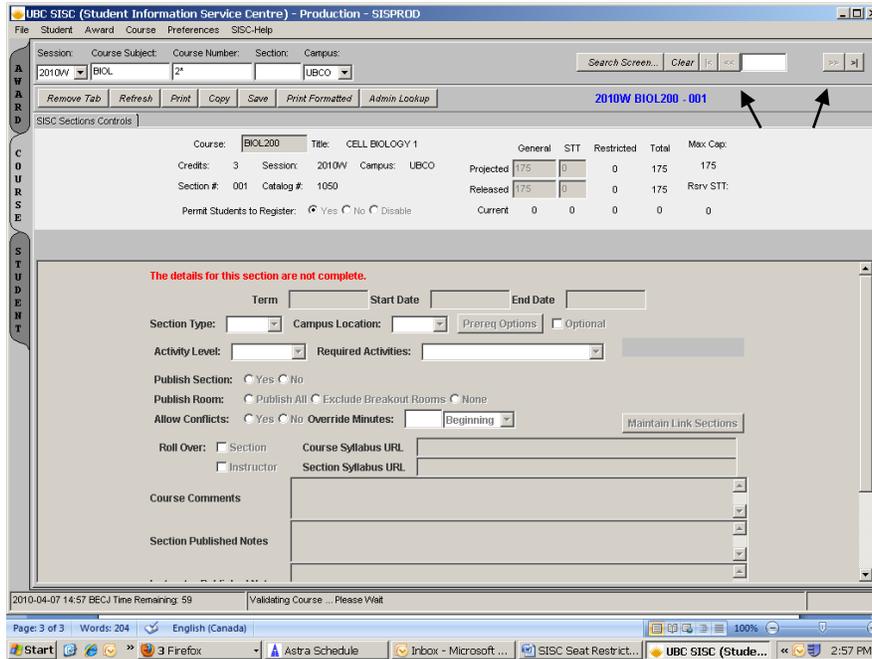

You can either scroll through the courses by clicking the arrow buttons (<< and >>) or you can click the new window on your toolbar (Course Search with the Java icon) and look through the list to find the course you want. Double click on the course you want and it will take you to the SISC main screen with the course information (see above).
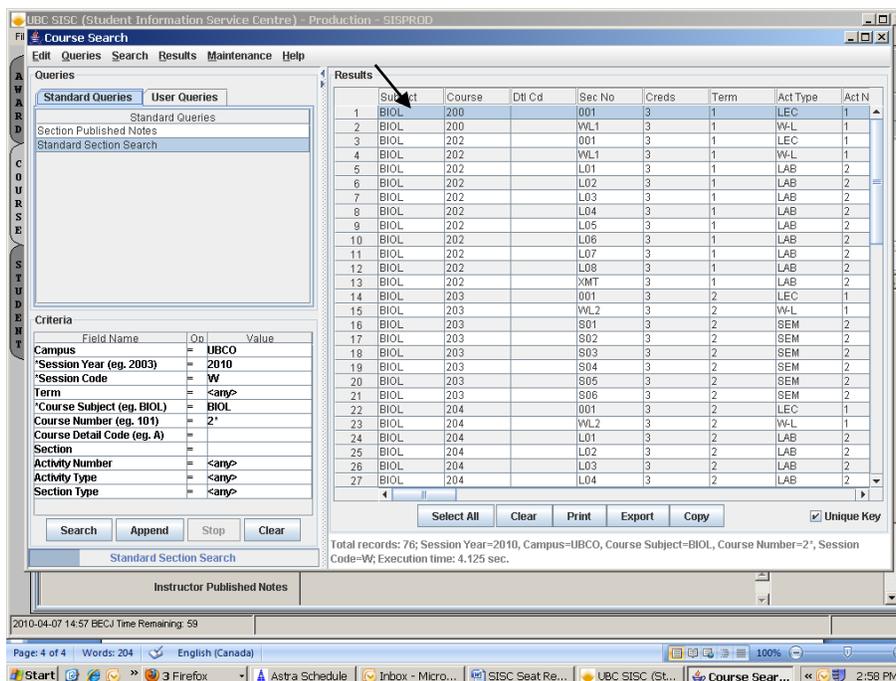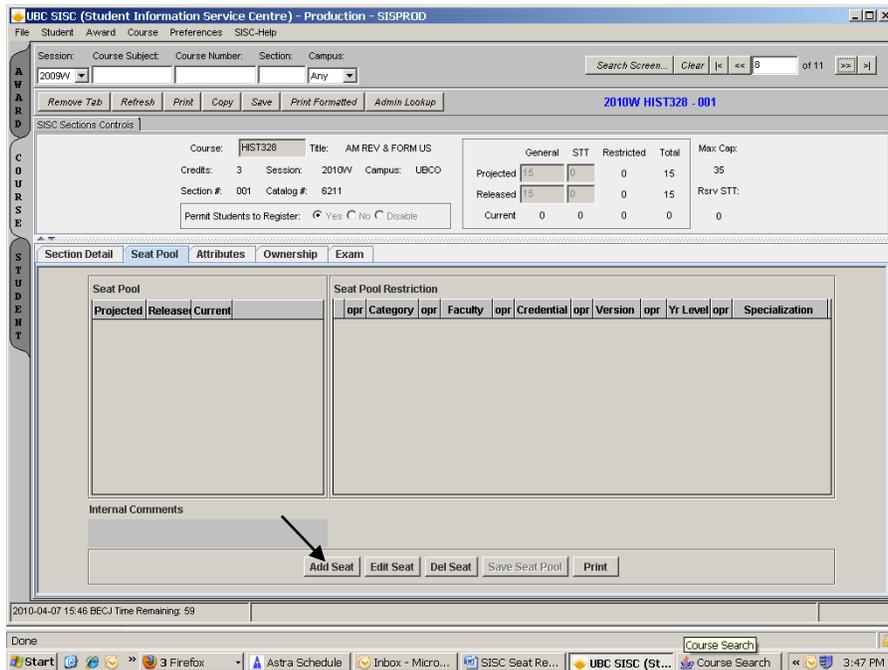

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*Quick tip: **Total** Released Seats is equal to the number of General released seats **+** Restricted release seats.*
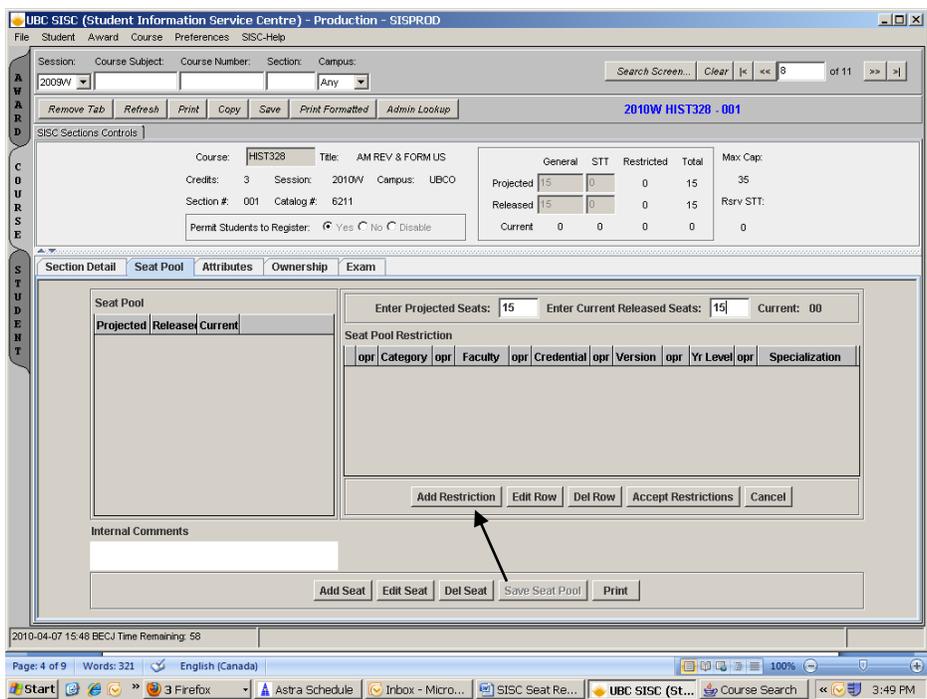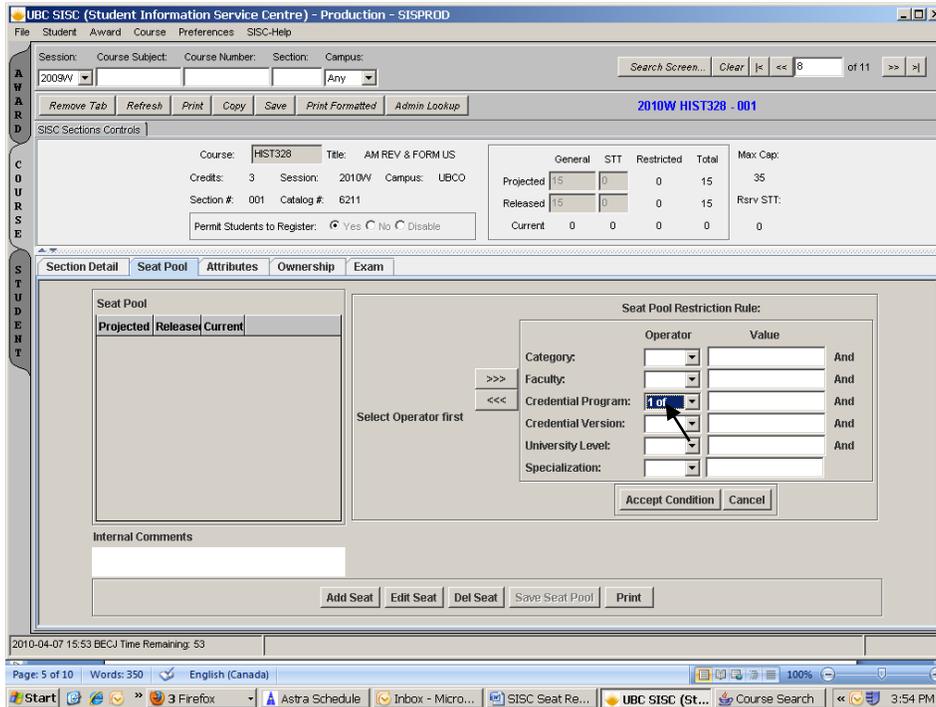
Click Seat Pool.
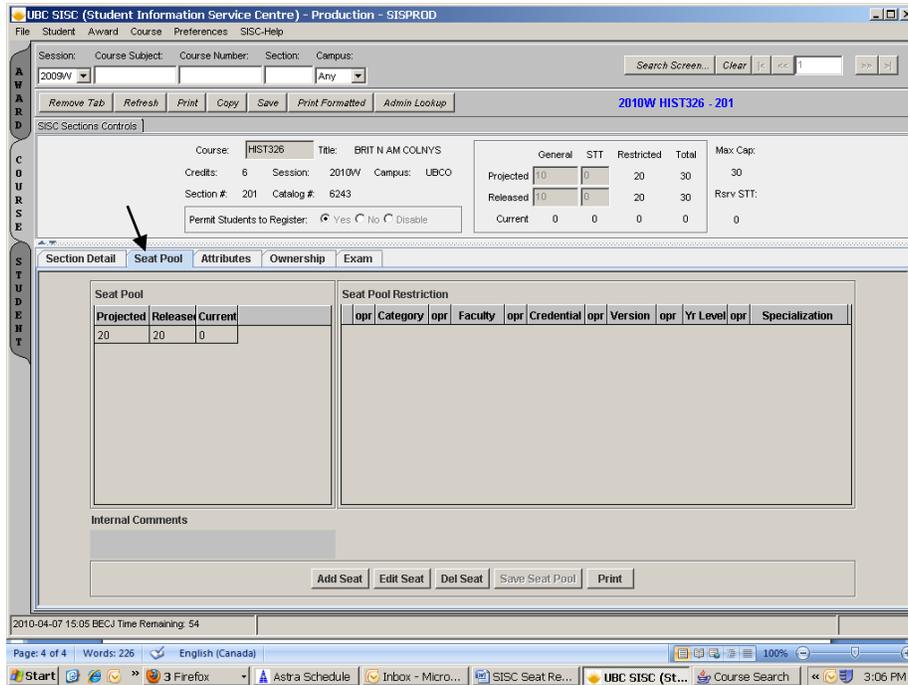
To add a new restriction click Add Seat.

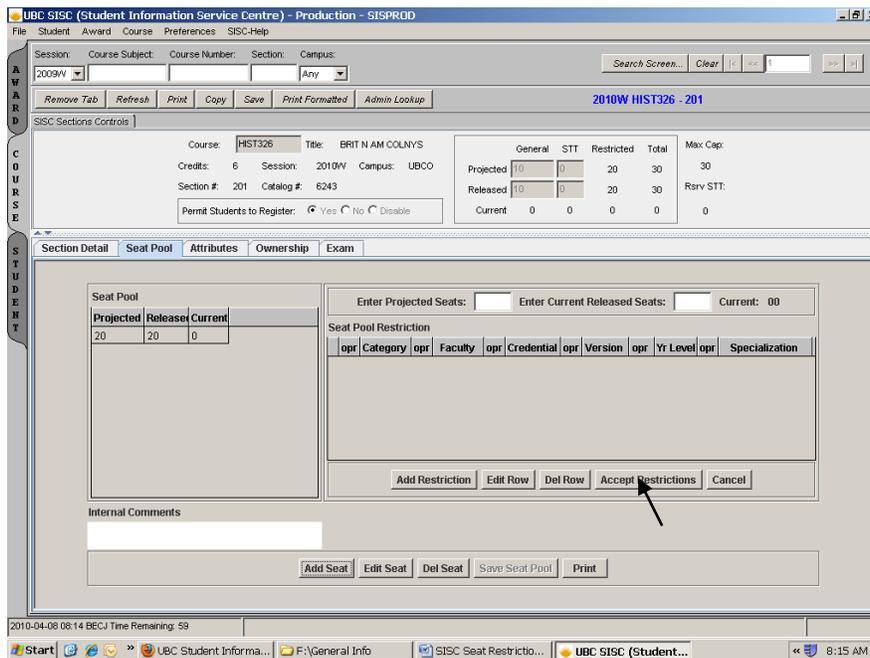Enter both Projected Seats and Current Released Seats. Click Add Restriction.

Select the operator for the type of restriction (Category, Faculty, Credential Program, Credential Version, University Level or Specialization) and click inside the empty box beside it.

Choose the restriction from the list that will appear to the left of Seat Pool Restriction Rule box. (Note: In Specializations there is an empty space at the top of the list that is highlighted dark blue, click on it to un-highlight it. If it is left highlighted when you make your selections they will not work). Click Accept Condition.
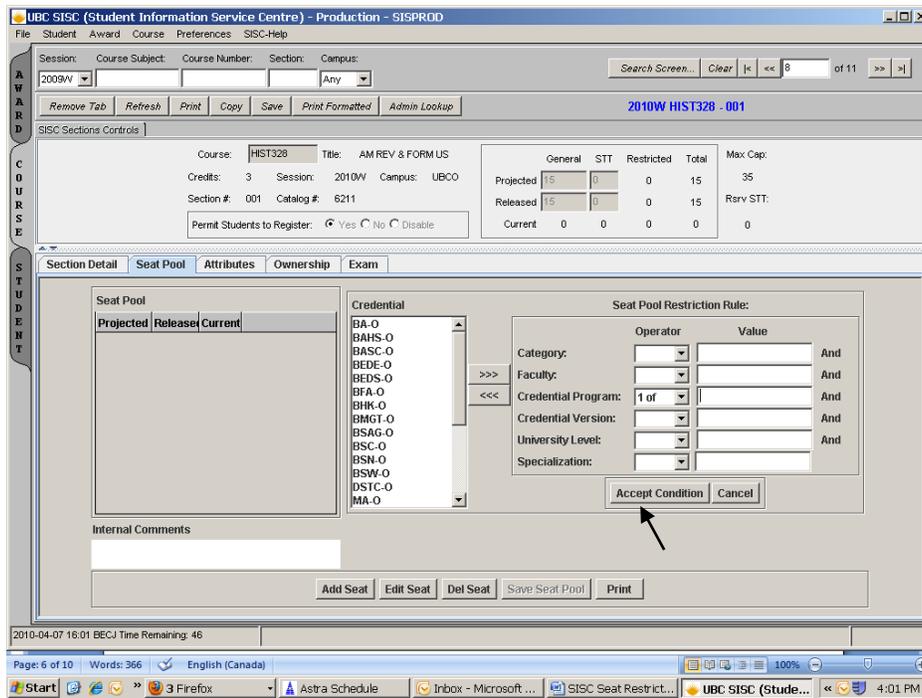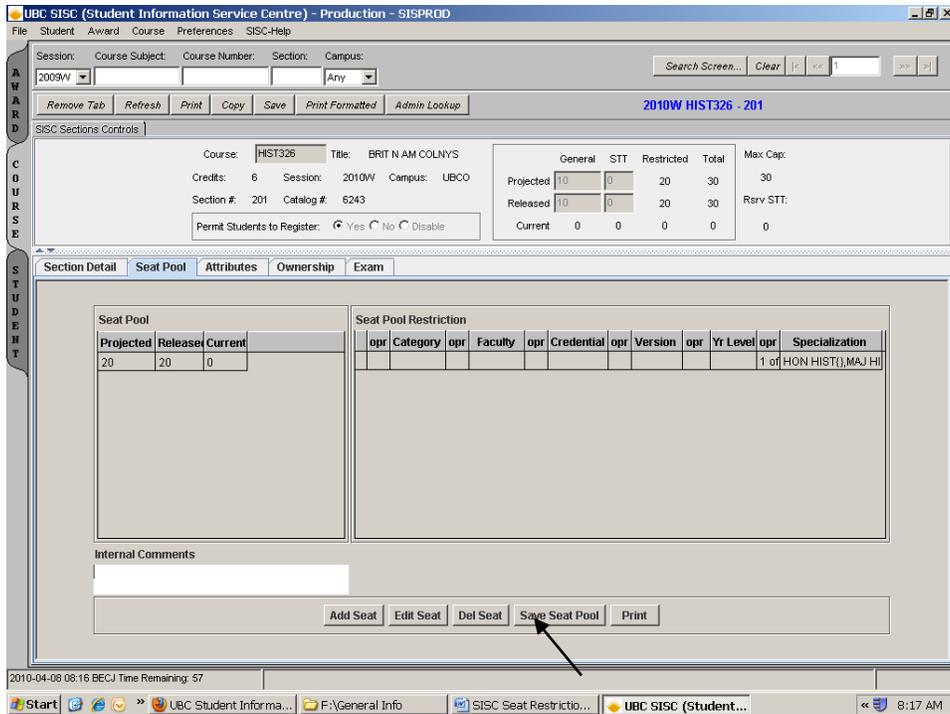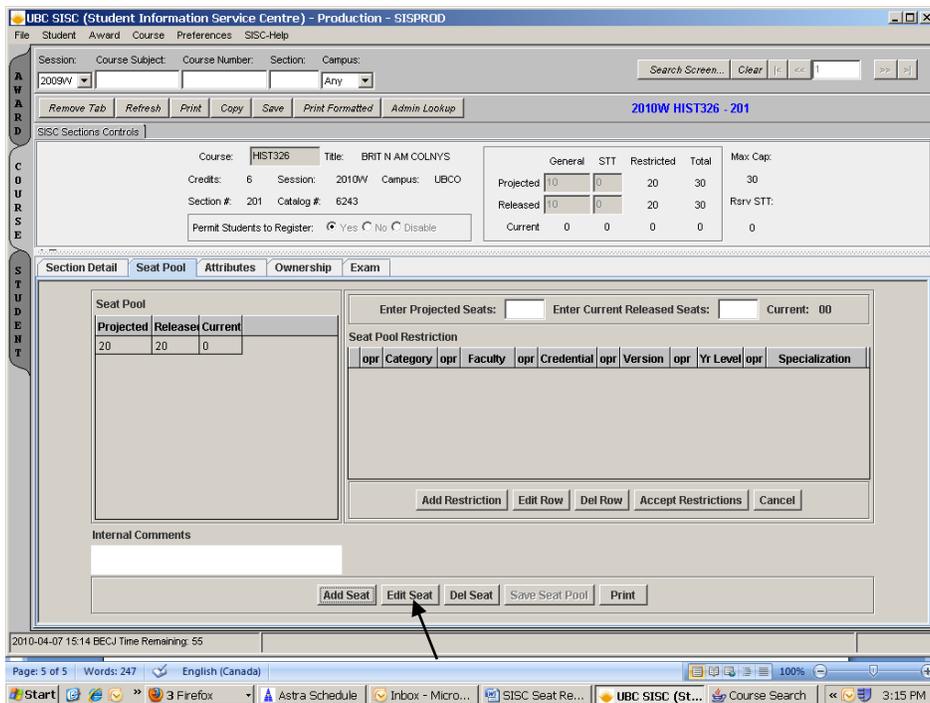
Click Accept Restrictions.

Click Save Seat Pool. A box will pop up for you to confirm the changes.

To edit restrictions go to Seat Pool and click Edit Seat.

If only changing number just change the number in both Projected Seats and Current Released Seats. If changing restriction click on restriction to be changed so that it is highlighted light blue, then click Edit Row.
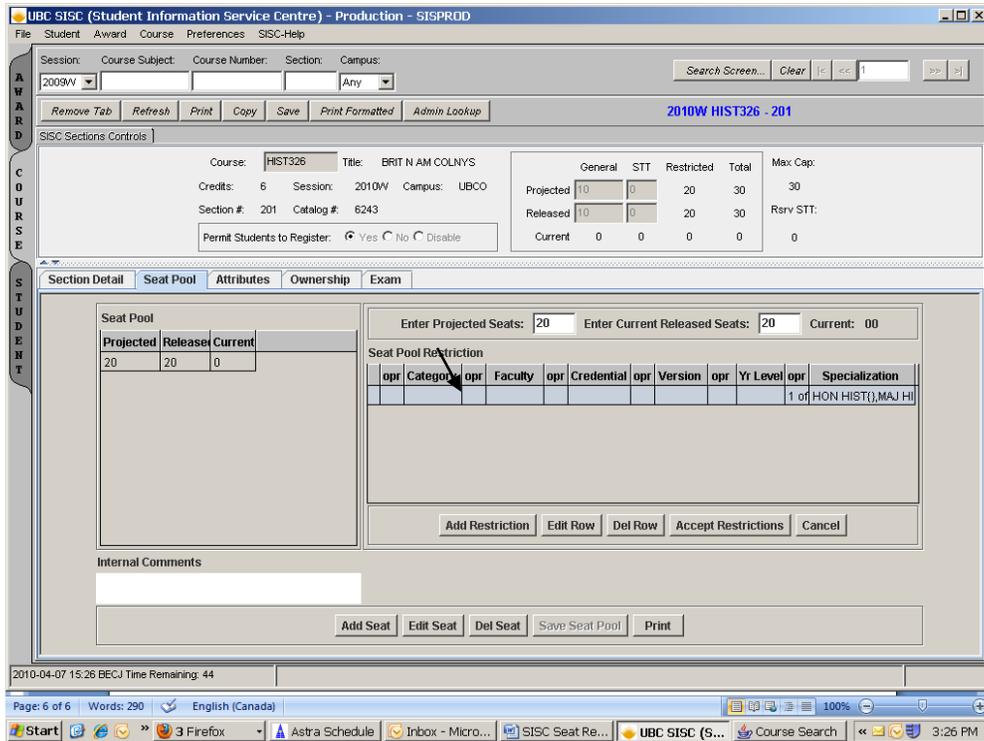
Make the changes you need to and click Accept Condition.
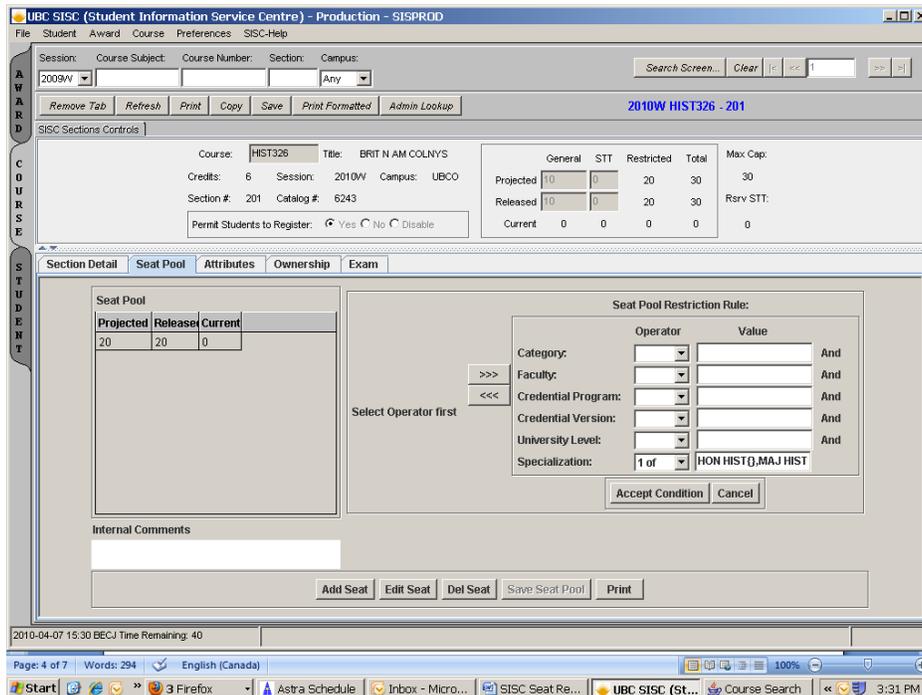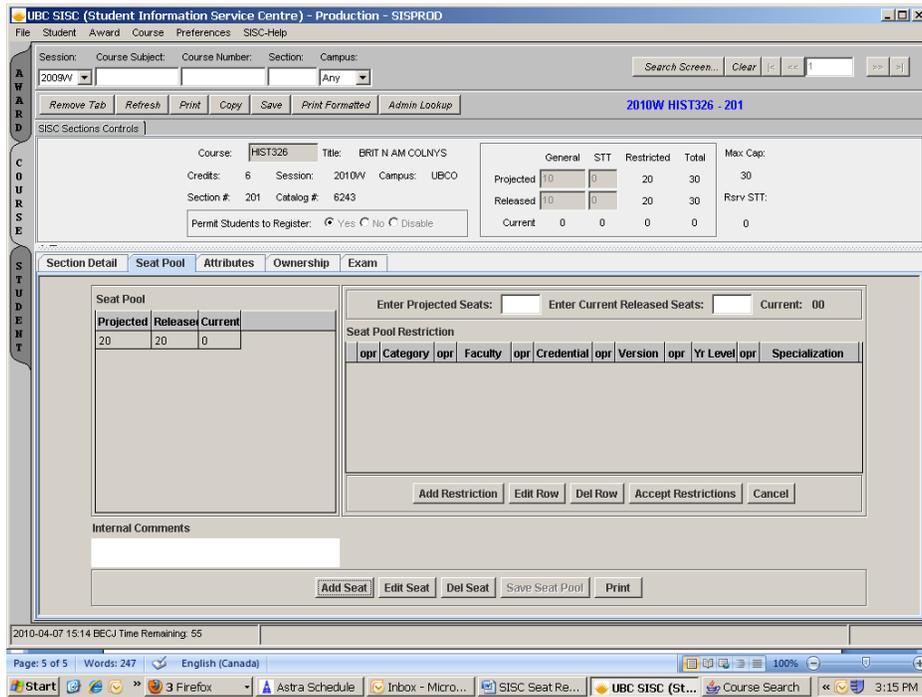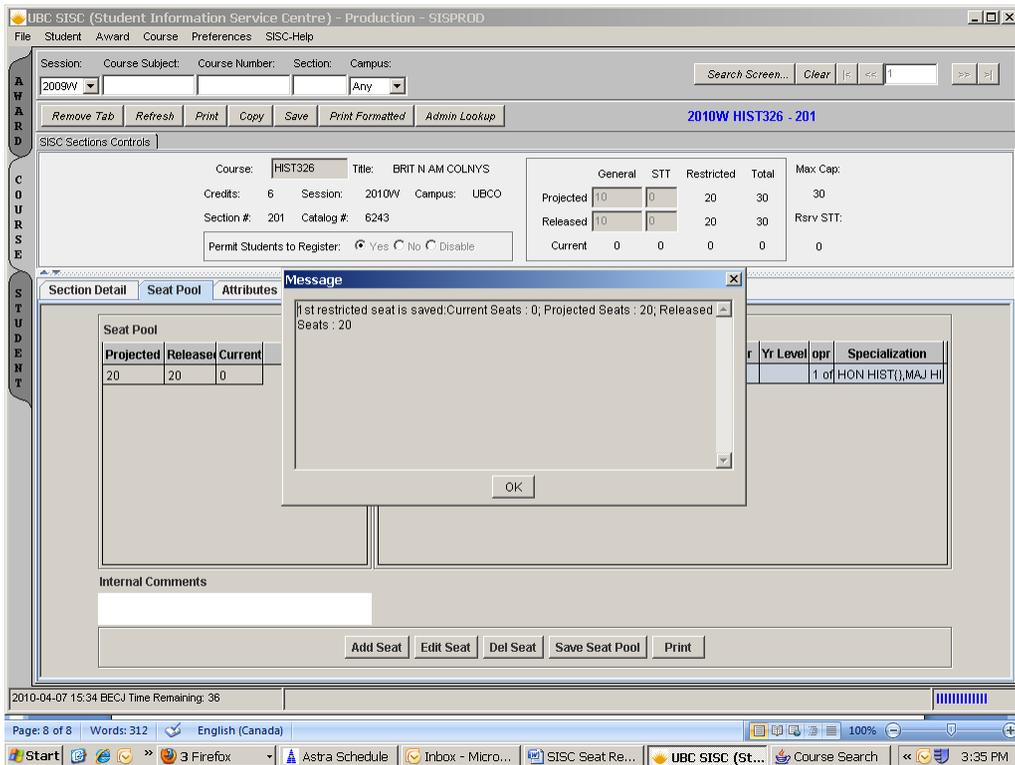
Click Accept Restrictions.

Click Save Seat Pool. A box will pop up for you to confirm the changes.

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