# REGISTRATION RESTRICTIONS

There are three ways to restrict registration in WEN for certain populations of students:

- Classifications: the student's class year.
- Field of Study-Major: the student's chosen major.
- Level: the school in which the student is enrolled (Yale College, Graduate School, and some professional schools).

**Adding Registration Restrictions**

*This is an all-or-nothing process. If you choose to restrict graduate students, it is all graduate students. If you choose to include only majors, it will only let declared majors enroll.*

1. Log into WEN. Navigate to the course you want to edit.
2. Open the *Editing Section* window and click the pencil icon to the right of the *Restrictions* to open the *Restrictions window*.
3. Select the desired restriction type you want set up by clicking its pencil icon.
   a. In the left-side editing column, choose either *Include* or *Exclude*. (*Include* is selected by default.)
   b. Click the green + icon to open a drop-down menu with options.
   c. Select the desired restriction from the drop-down menu.
   d. Click the *Update* arrow.
4. You may add multiple restrictions.
5. Once finished, click *Accept*.

Once you have added restrictions and submitted the revised CIM form, the restrictions will be effective the same day.

(SSARRES)