Yale university registrar's office

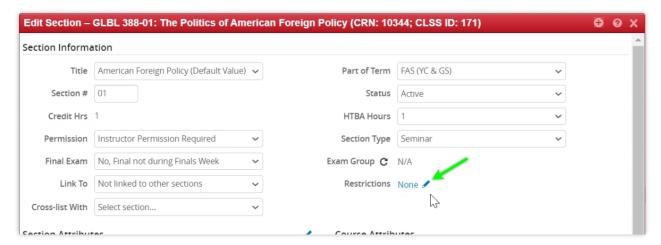
WEN – Registration Restrictions

Registration restrictions can be set on a course offering to include or exclude students within defined restriction types:

Classification: The student's class year	, ,	Level: The school in which the student is enrolled
	chosen major	enrolled

Adding Registration Restrictions

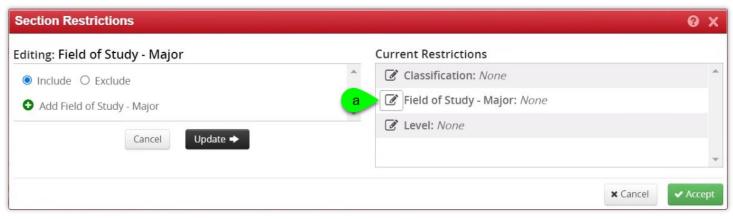
- 1. Log in to WEN. https://next.catalog.yale.edu/wen/
- 2. Navigate to the course you want to edit.
- 3. Edit Section window—click the pencil icon to the right of the Restrictions field to begin adding restrictions.



4. Section Restrictions window:



a. In the *Current Restrictions* column, edit the desired restriction type (*Classification, Field of Study*, or *Level*) by clicking its edit icon.

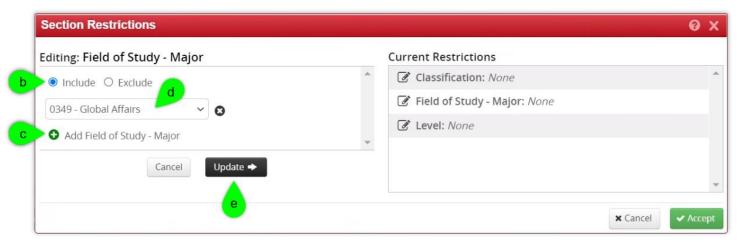


Author: De Vaughn Long Created: 03/23/2022 Modified: 03/23/2022 Page 1

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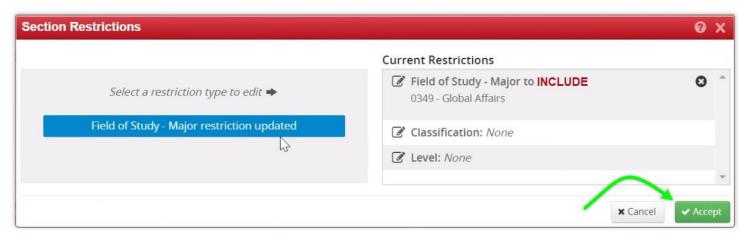
- b. In the Editing column, choose either Include or Exclude. (Include is selected by default.)
- c. Click the green plus icon to display the selected restriction's options.
- d. Select the desired restriction from the drop-down menu. You may use the search box in the top of the drop-down menu to find the target item.
- e. Click the *Update* button to apply the restriction. You will see a confirmation message that the restriction has been added.



<u></u>

You may add multiple restrictions by repeating steps 4.a. through 4.e.

5. Click *Accept* to exit the restrictions window.



Author: De Vaughn Long Created: 03/23/2022 Modified: 03/23/2022 Page 2