



Office of

**RECORDS AND
REGISTRATION**

Course Substitution: Student

iROAR STUDENT TRAINING GUIDE

1. Log into [IROAR](#) > Dashboard > Student Self-Service

iRoar Portal

CLEMSON UNIVERSITY | iROAR

Dashboard Graduate School Undergraduate Admissions Records & Registration Financial Aid Student Billing Administrative Users

Student Self-Service Student Registration Self-Service

Faculty/Advisor Self-Service CU Navigate

CANVAS my.Clemson

Library Account Redfern Health Services

2. Request Substitution for an Academic Requirement

Student Registration -

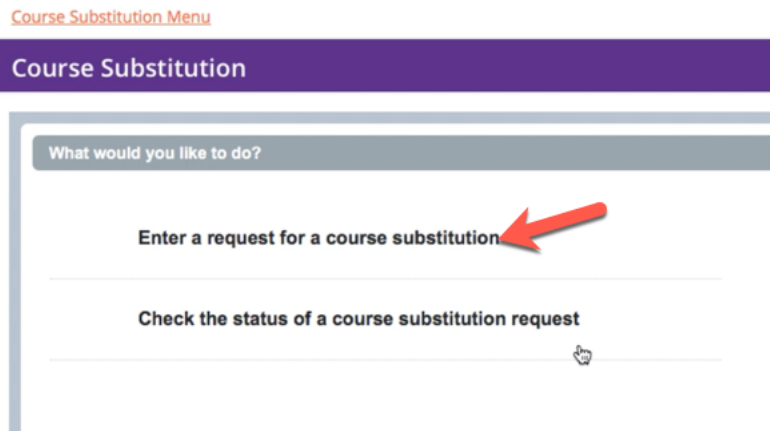
- Add/Drop Classes, Plan Ahead and View Schedule
- Bookstore
- Course Catalog
- Request Closed Course
- Request to Audit a Course
- Schedule of Classes
- View Registration
- View Transfer Credits

If you have any questions, please email [Registration Services](#).

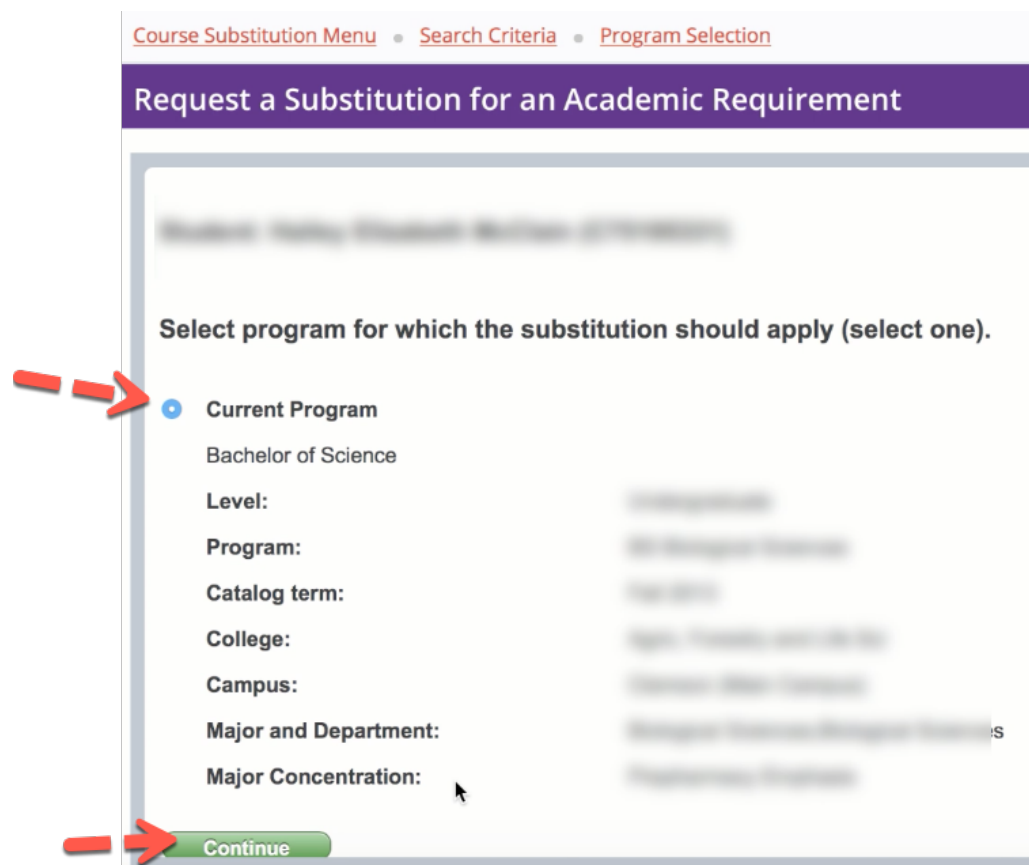
Student Records

- Academic Transcript
- Advising Student Profile
- CU Navigate
- Enrollment Verification
- Graduate Change of Program (GS14)
- Graduate Degree Evaluation
- Graduate Student Request for Leave of Absence
- GS2 Committee Selection
- GS2 Plan of Study
- May Graduation Application
- Name Change
- Request Academic Forgiveness
- Request an External Advisor (Do not use for Clemson Faculty in other departments)
- Request Printed Transcript
- Request a Spring 2020 Special Grade Change
- [Request Substitution for an Academic Requirement](#)
- Undergraduate Change of Program: Major, Minor, Emphasis, Catalog Year
- Undergraduate Degree Works
- View Application to Graduate

- You may choose to either “Enter a Request for a Course Substitution” or “Check the Status of a Course Substitution Request”
First, let’s Enter a Request.



- Your current program(s) will populate. Please select the one from which the substitution should apply and hit Continue.



5. You will, then, be asked to which requirement will the substitution be applied, then write a justification for request.
 - Maximum 500 characters
 - Click the box that you “have read and understood the Substitution Policy” (hyperlink below)
 - Hit Continue

To which requirement will the substitution be applied? (select one)

Major Requirement
 Concentration/Emphasis Requirement
 General Education Requirement
 General Education CCA Requirement
 General Education STS Requirement

Justification for request - (maximum 500 characters):
 Any documentation relevant to this course substitution request must be attached to the student's record in CU Navigate. To do so, log in at: <https://clemsun.campus.eab.com>, search for the student's profile, and select "Add a Note on this Student." Select "Course Substitution" as the note reason. For more training documents related to CU Navigate, please follow the link [here](#).

course substitution (TEST)

I have knowledge that I have read and understand the Substitution Policy found at the link below.
[Course Substitution Menu](#) • [Search Criteria](#) • [Program Selection](#) • [Requirement Selection](#) • [Course Selection](#)

Request a Substitution for an Academic Requirement

Substitute THIS:

Choose up to **TWO** courses which are the basis for the substitution. Scroll to the bottom to finish the substitution, and click Continue.

	Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree level	Subject	Course	Title
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

6. Select up to TWO courses for which are the basis for the substitution. Scroll to the bottom and hit Continue.



7. You will, then, select for which course the student should receive credit for.
 - Must enter Subject AND Course Number (Example: ENGL 1030)
 - You may also describe the academic requirement with a maximum of 100 characters
 - Hit Continue

Course Substitution Menu • Search Criteria • Program Selection • Requirement Selection • Course Selection • Substitution Selection

Request a Substitution for an Academic Requirement

Student Name: Student Number: 123456789

For THIS:
 Choose the course for which the student should receive credit:

Subject: ENGL-English
 Course Number: 1030

OR
 Describe the academic requirement the student is seeking (maximum 100 characters):

- You will get a confirmation of the substitution request with a notice of “Are you sure you want to submit this substitution request”
 If so, hit Submit.

Course Substitution Menu • Search Criteria • Program Selection • Requirement Selection • Course Selection • Substitution Selection • Confirmation

Request a Substitution for an Academic Requirement

CONFIRMATION

Here is your substitution request for an academic requirement:

Student Name: Student Number: 123456789

Substitute THIS:

Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree level	Subject	Course	Title
ELEC	0001	Elective Only	3	TR	08/10-07/12	TRANSFER	Tri-County Tech College	YEAR	COL 105		Freshman Seminar
ENGL	1010	Composition I	3	TR	08/10-07/12	TRANSFER	Tri-County Tech College	YEAR	ENG 101		Engl Comp I

For THIS:

Subject	Course	Title
ENGL	1030	Composition and Rhetoric

To meet this requirement:
 Major Requirement

With this justification:

course substitution (TEST)

Are you sure you want to submit this substitution request?

Once you click "Submit", automated approvals and processes will be initiated.

By clicking the Submit button below, I acknowledge that I have read and understand the [Substitution Policy](#) .

Submit

9. A notice will appear "The Substitution Request for an Academic Requirement has been submitted!"

- The student's records will be updated after all approvals have been completed.
- The student will receive an email after the request has been approved or denied
- Print or save the notice for your records.

Request a Substitution for an Academic Requirement

The Substitution Request for an Academic Requirement has been submitted!

([REDACTED]) in

Substitute THIS:

Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree level	Subject	Course	Title
ELEC	0001	Elective Only	3	TR	08/10-07/12	TRANSFER	Tri-County Tech College	YEAR	COL 105		Freshman Seminar
ENGL	1010	Composition I	3	TR	08/10-07/12	TRANSFER	Tri-County Tech College	YEAR	ENG 101		Engl Comp I

For THIS:

Subject	Course	Title
ENGL	1030	Composition and Rhetoric

To meet this requirement:

Major Requirement

For the following program:

The student's records will be updated after all advisor approvals have been completed. The student will receive an email after this request has been approved or denied.

Print or save this page for your records.

[Return to menu](#)

To check on the status of a course substitution request:


1. Click Return to Menu > Check the status of a course substitution request

[Course Substitution Menu](#)

Course Substitution

What would you like to do?

Enter a request for a course substitution

 [Check the status of a course substitution request](#)

2. You will see an update on if the substitution has been approved, denied, or pending.

Course Substitution Status									
Submitted	Submitted by	Student	Candidate	Course(s) to be Substituted	Substitution for	Program Affected	Requirement Type	Advisor	Status
13-APR-2021				ENGL 1030 Composition and Rhetoric	ENGL 3010 Great Books of Western World	BS-PSYC-C	MAJOR	:	Pending Details

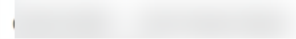
3. If you hit "Details", you'll be able to see your course substitution request that was submitted.

Course Substitution Status									
Submitted	Submitted by	Student	Candidate	Course(s) to be Substituted	Substitution for	Program Affected	Requirement Type	Advisor	Status
13-APR-2021				ENGL 1030 Composition and Rhetoric	ENGL 3010 Great Books of Western World	BS-PSYC-C	MAJOR	§	Pending Details

[Course Substitution Menu](#) - [Status](#) - [Details](#)

Course Substitution Status

Workflow details for workflow 129606



Substitute THIS:

Subject	Course	Title	Credits	Grade	Term taken	Notes	Institution	Degree level	Subject	Course	Title
ENGL	1030	Composition and Rhetoric	3	A	Fall 2018						

For THIS:

Subject	Course	Title
ENGL	3010	Great Books of Western World

To meet this requirement:

Major Requirement for Psychology

For the following program:

Bachelor of Science

Level: Undergraduate
Program: BS Psychology
Catalog term: Fall 2019
College: Behavioral, Soc and Hlth Sci