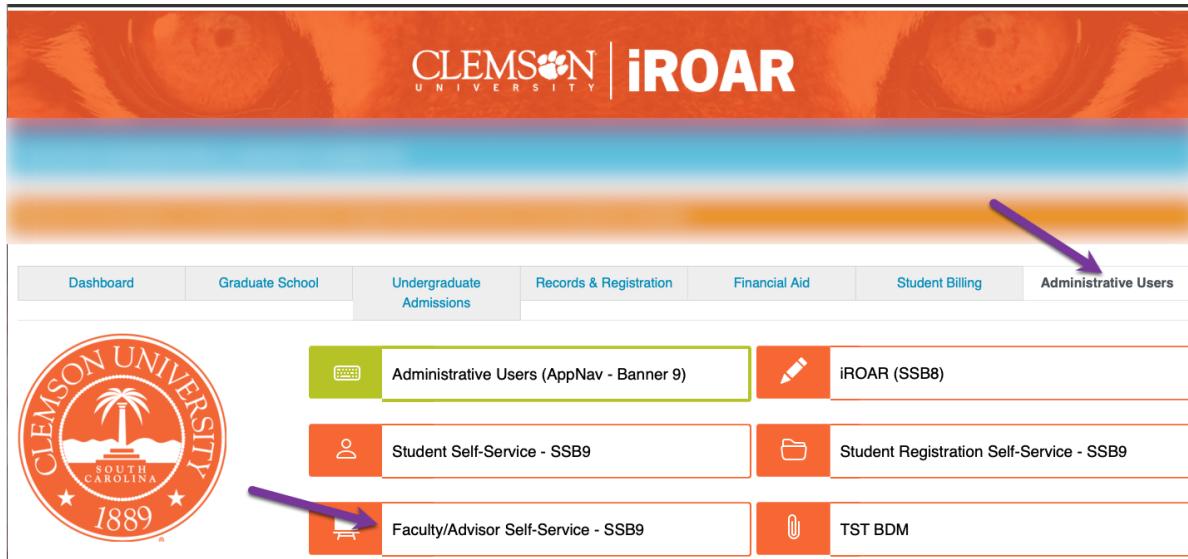




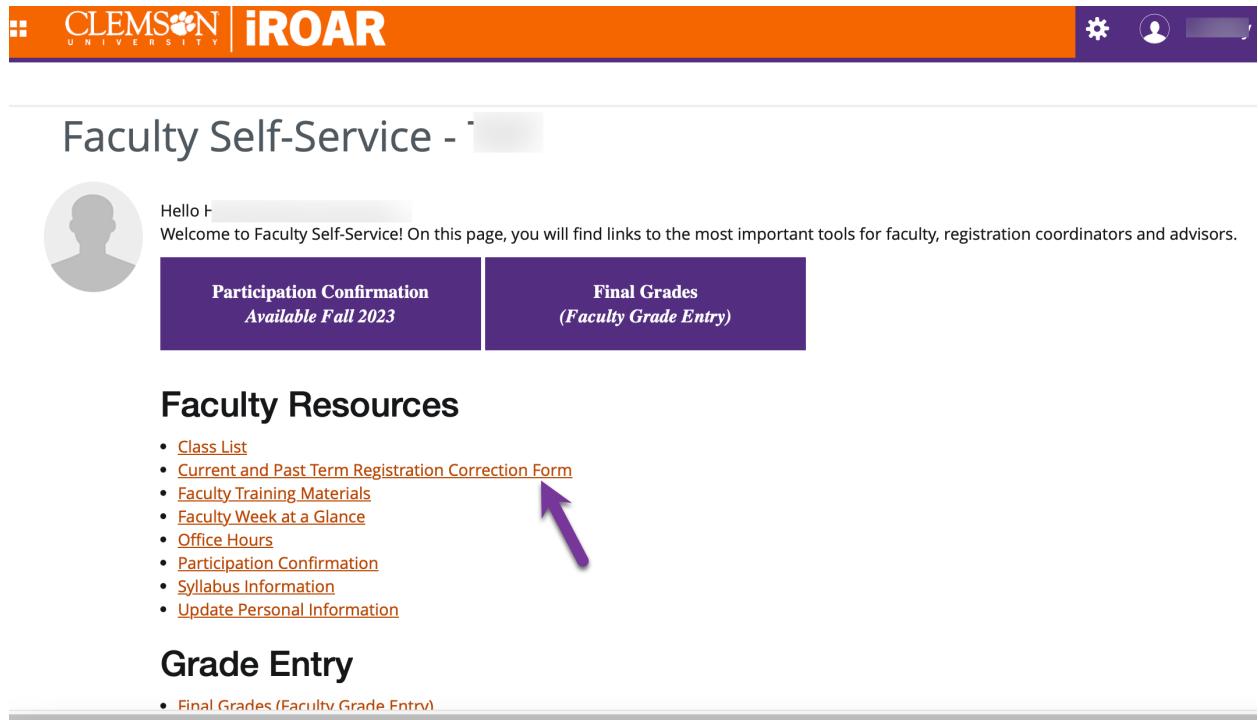
Office of
**RECORDS AND
REGISTRATION**

1. Log into iROAR with your credentials > **Administrative Users** > **Faculty/Advisor Self- Service**



The screenshot shows the Clemson University iROAR homepage. At the top, the Clemson University logo and the word 'iROAR' are displayed. Below the logo, there is a navigation bar with several tabs: Dashboard, Graduate School, Undergraduate Admissions, Records & Registration, Financial Aid, Student Billing, and Administrative Users. The 'Administrative Users' tab is highlighted with a purple arrow. Below the navigation bar, there is a large circular seal of Clemson University. To the right of the seal, there are several service links arranged in a grid. One link, 'Faculty/Advisor Self-Service - SSB9', is highlighted with a purple arrow. The other links in the grid are: 'Administrative Users (AppNav - Banner 9)', 'iROAR (SSB8)', 'Student Self-Service - SSB9', 'Student Registration Self-Service - SSB9', and 'TST BDM'.

2. Click on **Current and Past Term Registration Correction Form**



The screenshot shows the 'Faculty Self-Service' page. At the top, the Clemson University logo and the word 'iROAR' are displayed. Below the logo, there is a 'Hello' greeting and a message: 'Welcome to Faculty Self-Service! On this page, you will find links to the most important tools for faculty, registration coordinators and advisors.' There are two purple buttons: 'Participation Confirmation Available Fall 2023' and 'Final Grades (Faculty Grade Entry)'. Below these buttons, there is a section titled 'Faculty Resources' with a list of links. One link, 'Current and Past Term Registration Correction Form', is highlighted with a purple arrow. At the bottom, there is a section titled 'Grade Entry' with a single link: 'Final Grades (Faculty Grade Entry)'.

3. Instructions about the form will populate, along with a dropdown to select the Term and CID #.

- The registration correction form is used for dropping a student's registration after the deadline, section changes, or changing variable credit hours.
- The past term correction form is used for adding students, dropping student, making section changes, or change variable credit hours for a previous term.
- To add a student after the last day to add for each part of term, please work with your subject's Registration Coordinator. They will process the add through the Enrollment Manager tool. Adds can be done through Enrollment Manager through the last day to drop without final grades for each part of term.
- If there is a need to add a student past the last day to drop without final grades for each part of term, department chair approval will be required. Their approval, along with the student information (CID, CRN, subject, course number, section, variable credits, if applicable) should be emailed to corrforms@clemson.edu for processing.



The screenshot shows the iROAR registration correction menu. At the top, there is a navigation bar with the Clemson University logo and a search bar. Below the navigation bar, a blue header bar contains the text "Registration Correction Menu". The main content area is a white page with a sub-header "Registration Correction Form" and a list of instructions. At the bottom of the page, there are two blue buttons: "Registration Correction Form" and "Past Term Correction Form".

Registration Correction Form

- Use this form for course corrections in the current term.
- Form is available beginning the first day of classes for each part of term.
- Registration Coordinators and Instructors may use this form to drop students, make section changes, or change variable credit hours.

Past Term Correction Form

- Use this form for course corrections of previous terms.
- Registration Coordinators and Instructors may use this form to add students, drop students, make section changes, or change variable credit hours.
- Do not use this form to change an incomplete (I) grade or to correct a letter grade. For grade corrections, go to iROAR > Faculty/Advisor Self-Service > Grade Correction.

[Registration Correction Form](#)

[Past Term Correction Form](#)

Registration Correction Form

1. Click Registration Correction Form.

- The landing page will populate with instructions.
- To add a student after the last day to add for each part of term, please work with your subject's Registration Coordinator. They will process the add through the Enrollment Manager tool. Adds can be done through Enrollment Manager through the last day to drop without final grades for each part of term.
- If there is a need to add a student past the last day to drop without final grades for each part of term, department chair approval will be required. Their approval, along with the student information (CID, CRN, subject, course number, section, variable credits, if applicable) should be emailed to corrforms@clemson.edu for processing.



Registration Correction Menu

Registration Correction Menu

Registration Correction Form

- Use this form for course corrections in the current term.
- Form is available beginning the first day of classes for each part of term.
- Registration Coordinators and Instructors may use this form to drop students, make section changes, or change variable credit hours.

Past Term Correction Form

- Use this form for course corrections of previous terms.
- Registration Coordinators and Instructors may use this form to add students, drop students, make section changes, or change variable credit hours.
- Do not use this form to change an incomplete (I) grade or to correct a letter grade. For grade corrections, go to iROAR > Faculty/Advisor Self-Service > Grade Correction.

[Registration Correction Form](#)

[Past Term Correction Form](#)

4. Enter in the Student ID and hit enter. The student's name will auto populate.

[Registration Correction Menu](#) • [Registration Correction](#)

Registration Correction

Instructions▲

This form is to be used for dropping a student's registration after the deadline or for changing the section in which a student is registered. It is not to be used for dropping a student during the published drop period for the term. If a form is sent during the drop period, it will be returned to the sender. To ADD a student after the deadline, you must send the necessary information (CID, subject, course number, section) to your Registration Coordinator. **They will process the add on your behalf through the Enrollment Manager tool.** If you need assistance or have questions, please contact Registration Services at regserv@clemson.edu.

I acknowledge that moving the student to a new section will not increase the section enrollment beyond maximum capacity and that I have permission from the instructor of the new section.

Student ID: St



5. You have the option under the **Action** column to:
 - Drop
 - Section Change (if there are other, scheduled sections of the course)
 - Update Variable Credit Hours (if the course is a variable credit)
6. Example: A registration coordinator wants to change the section a student was registered in.

CRN	Course	Title	Credits	Days	Time	Instructor	Action
53091	GC 3700 003	Survey of Brand Communications	3	MTWRF	12:01-12:02	TBA	<input style="border: 1px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="Section Change"/> <input style="border: 1px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="New section: 002"/>

7. Please select the **New section** using the drop down function.

CRN	Course	Title	Credits	Days	Time	Instructor	Action
53091	GC 3700 003	Survey of Brand Communications	3	MTWRF	12:01-12:02	TBA	<input style="border: 1px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="Section Change"/> <input style="border: 1px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="New section: 002"/>

*What constitutes "attendance" or "participation" for drops?▼

Justification (required)

8. Enter in a required justification as to why this form is being submitted. One-two sentences will be sufficient.

9. Once you click **Submit Requested Changes**, a confirmation screen will populate.

Part-Of-Term: Student ID:

CRN	Course	Title	Credits	Days	Time	Instructor	Action
53091	GC 3700 003	Survey of Brand Communications	3	MTWRF	12:01-12:02	TBA	<input type="button" value="Section Change"/> <input type="text" value="New section: 002"/>

*What constitutes "attendance" or "participation" for drops?▼

Justification (required)

This student was in the wrong section.

10. Once the form is submitted, a preview will populate. The form will, then, be sent to Registration Services to process.

****Please allow 24-48 hours of processing time****

The submitter will receive an email notification once the form has been processed or if any other questions are needed.

A preview of a submitted form is here:

[Registration Correction](#) • [Registration Correction Confirmation](#)

Registration Correction Confirmation

CONFIRMATION

Your request has been submitted. Print or save this page for your records. Requests are processed in the order they are received. Please allow 24-48 hours for processing.

Term: **Summer 2023** Part-Of-Term: **H2** Student ID: **C** **K**

CRN	Course	Title	Credits	Days	Time	Instructor	Action
53091	GC 3700 003	Survey of Brand Communications	3	MTWRF	12:01-12:02	TBA	Change to section 002

Justification:

This student was in the wrong section.

Past Term Correction Form

1. Click Past Term Correction Form.
 - The landing page will populate with instructions.

2. Enter in the term you are wishing to make the correction for, along with the Student ID and hit enter. The student's name will auto populate.

[Registration Correction Menu](#) • [Past Term Registration Correction](#)

Past Term Registration Correction

Instructions ▾

This form is intended for course corrections needed in previous terms. For current term corrections, select Current Term Corrections. This form is not to be used to change an I-Incomplete grade to a final grade or to correct a letter grade previously entered - Grade Corrections are requested in IROAR > Faculty/Advisor Self-Service. If you need assistance with grade corrections or entering late grades, please contact [Enrolled Student Services](#)

I acknowledge that:

- ALL information entered in this form will be used to update the student's record.
- I have verified all information before submitting.
- Any registration errors that occur during the requested change will be overridden.

Term: Student ID:

3. You have the option to:

- Add
- Drop
- Section Change (if there are other, scheduled sections of the course)
- Update Variable Credit Hours (if the course is a variable credit)

4. Example: A registration coordinator wants to add a student to a previous term course and issue a letter grade of A.

- The registration coordinator for that subject will need to access the Past Term Registration Correction. Enter in the Subject, Course number, Section number, and Grade.

Term: Spring 2023 (202301)

Add Course					Selected Grades Only	
Subject	Course number	Section number	Credits	Grade	Did the student ever attend class?*	Last attendance date
<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>				

*What constitutes "attendance" or "participation" for drops or some grades?▼

Use justification section to substantiate this correction (required):

Submit Requested Changes

5. Enter in a required justification as to why this form is being submitted. One-two sentences will be sufficient.
6. Once you click **Submit Requested Changes**, a confirmation screen will populate.

Term: Spring 2023 (202301) Student ID: C5

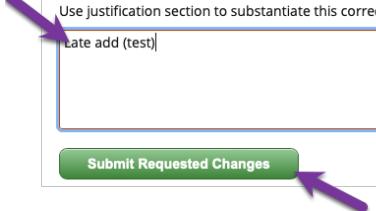
Add Course					Selected Grades Only	
Subject	Course number	Section number	Credits	Grade	Did the student ever attend class?*	Last attendance date
BIO1	1010	001 (part-of-term 1)	A			

*What constitutes "attendance" or "participation" for drops or some grades?▼

Use justification section to substantiate this correction (required):

Late add (test)

Submit Requested Changes



7. Once the form is submitted, a preview will populate. The form will, then, be sent to the Registrar's Office to process.

****Please allow 24-48 hours of processing time****

The submitter will receive an email notification once the form has been processed or if any other questions are needed.

A preview of a submitted form is here:

Registration Correction Menu • Past Term Registration Correction •

Past Term Registration Correction Confirmation

CONFIRMATION
Your request has been submitted. Print or save this page for your records. Requests are processed in the order they are received. Please allow 24-48 hours for processing.

Term: 202301 Student ID: C5

Courses Added					
Subject	Course number	Section number	Credits	Grade	Did the student ever attend class?*
BIO1	1010	001	A		

Justification:

Late add (test)