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

2. Click on Registration Correction Form (under the Scheduling header)
   - Currently, the Past Term Registration Correction form is still located on the Registrar’s website. If you need to edit a student’s registration from a past term, use that form.
3. Instructions about the form will populate, along with a dropdown to select the Term and CID #.
   - This form is used for dropping a student’s registration after the deadline, section changes, or changing variable credit hours.
   - 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.

4. Select the “Part of Term” the student is registered in, along with their CID #. Their registered courses for that term will populate below.
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.

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

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.
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 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

**Term:** Summer 2023  **Part-Of-Term:** H2  **Student ID:** C__________K__________

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>53091</td>
<td>GC 3790</td>
<td>Survey of Brand Communications</td>
<td>3</td>
<td>MTWF</td>
<td>12:01-12:02</td>
<td>TBA</td>
<td>Change to section 002</td>
</tr>
</tbody>
</table>

**Justification:**

This student was in the wrong section.