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

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

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

<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 3700</td>
<td>Survey of Brand Communications</td>
<td>3</td>
<td>MTWF</td>
<td>12:01-12:02</td>
<td>TBA</td>
<td>Section Change</td>
</tr>
</tbody>
</table>
   
   7. Please select the **New section** using the drop down function.

<table>
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<tr>
<th>CRN</th>
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</table>

   *What constitutes “attendance” or “participation” for drops?*

   **Justification (required)**

   | Submit Requested Changes |

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 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 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
- **CRN:** 53091
- **Course:** GC 3790 003
- **Title:** Survey of Brand Communications
- **Instructor:** TBA

**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.

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.
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.

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:**