SECTION MIGRATION

ASSIST TOOL
Section Migration Assist Tool

NOTE: The Section Migration Assist Tool enables you to move one or more students from one section to another without conflicts.

The Assist Tool should **NOT** be used if there are students on the waitlist for any section involved in the migrating.

You have access to this tool starting on the first day of early registration until the last day to add for the selected term.

After this deadline, you must submit registration correction forms available on the Registrar’s website: [http://www.registrar.clemson.edu/html/facultyForms.htm](http://www.registrar.clemson.edu/html/facultyForms.htm).

If you do not have access to the form, email Kelly McDavid at mcdavid@clemson.edu.

1. Log into iROAR and click on the **Faculty Services** tab.

2. A drop down list will open. Scroll down and select **Section Migration** from the bottom of the list.
3. A new page will open. Click on the **Section Migration Assist Tool** heading.

4. Select a course you wish to move students **FROM**. Use the **Course Subject** drop down arrow to find a subject then enter the 4 digit **Course Number** and the 3 digit **Section** number in the next fields. Change the term, if necessary. Then click on the **Select Courses Section** button.

5. The “from section” will be displayed on the top and all other sections for that course will open. Select the “destination section” for analysis by clicking on **Select** in its line.

The “destination section” will appear on the top of the page.
6. This step is optional: enter any criteria you wish to sort the students by. You can include and exclude certain majors or set a minimum required GPR.

**NOTE:** If you leave all three lines blank, the conflict analysis will run for all students signed up for the selected section.

Then click on the **Next Step: Apply Restrictions** button. Wait for the analysis to load.

7. A new page will open. You will see the **Source** (from) and **Destination Courses** on the top of the screen. Before you move forward, confirm that these are correct.

8. Scroll down to see all enrolled students in the chart. They may or may not have conflicts. This tool only allows you to select students without a conflict. Check the select boxes for those students you wish to move.
You can always redisplay all, excluded, or included students for review. Click the **Redisplay Students** button.

Another option is to randomly select a certain number of students from the list. Section Migration will tell you the maximum number you may select. Once entered, click the **Random Select** button.

9. After you have selected all students you wish to move to the destination section, email them information about the change by clicking on the **Email Selected Students** button.

10. A) If the last day to add for the term has passed, click **Download** and send the Excel sheet to regserv@clemson.edu. The students’ registrations will then be dropped from the source section and added to the destination section. Sending this Excel sheet replaces the need to submit registration correction forms. Please, DO NOT send registration correction forms for these students.

B) If early registration has started but the last day to add for a term has not passed yet, you can use the **Migrate Selected Students** button to move students from the source to the destination section.

A new window will pop up showing all details of the move. Review the list and if it is correct, click on the **Add to Class** button.
The results will show. If there are any errors (i.e.: registration holds, prerequisite error, section restrictions, corequisite requirements, closed section) they will show for each student in the **Status** column. You may override any error where a check box displays. **For the “Closed section” error, be aware of the room capacity.** Click on **Add to Class** again.