SECTION MIGRATION
Section Migration Enrollment Management

**NOTE:** The Section Migration Enrollment Manager enables you to add or to drop students from sections. You may only do this for courses you schedule and are responsible for.

**DO NOT use this tool to add to or drop from courses with waitlisted students.**

You have access to this tool beginning the first day of early registration until the last day to add for the term. After this deadline you may submit registration correction forms available on the Registrar’s Office’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 **Enrollment Management** heading.

4. Once on the **Course Enrollment Manager** page, enter the **Course Subject**, **Course Number**, **Section Number**, and correct **Term** of the source section.

5. If you wish to add students to this section, enter their Clemson ID numbers in the blank fields. Then click on the **Select Course Section** button.
The students will show up on the class list. Email them about the change.

NOTE: The #RM column indicates the number of times the student has been added to a section of the same course using enrollment manager.

NOTE: All sections with open seats for that course will show next to the students’ name. Click on the appropriate section number to be able to add them to the section. In the Section/Room Seats column (shown below), the seats displayed after each available section indicates the number of seats remaining based on room capacity. Those with the asterisk indicate the section has available seats based on the department capacity. Those that have been stricken through are at or above room capacity and may have negative seats.
7. A new window will open with the student and section information.

8. Click on the Add to Class button. If no overrides are required, the Status will change to Success.

If overrides are required, they will appear under the Status column. Check the boxes where you wish to apply overrides and click Add to Class.

The following overrides can be applied from this screen:
- Time Conflict
- Special Approval
- Field of Study Restriction
- Class Restriction
- Degree Restriction
- Program Restriction

As seen above, when adding students to courses that allow variable credits, a textbox will be available to specify the credit hours.
When adding or dropping courses that have corequisite requirements, a list of corequisite courses that will not cause a time conflict will display, allowing the user to select a corequisite course to add to the student’s schedule.

**DROP STUDENTS**

9. If you wish to drop currently enrolled students, leave the CID fields blank and click directly to the Select Course Section button to pull up the current class roll.
10. First, send an email to all students you wish to drop by checking the Select box then clicking Email Selected Students.

11. Then, click on the Drop link next to their names one by one to remove them from the class list.

12. A new window will show with the student’s name and the section’s information. Click on the Drop from Class link. Status will change to Success when drop is complete.