Instructor Training:

Appropriate Use of Overrides and Registration Correction Forms
The general rule about when to provide an override and when to submit a registration correction form is dictated by the Academic Calendar.

If the student is still able to add themselves to a class, an override should always be provided. Therefore, a Registration Correction form is only appropriate after the last day to add a class has passed.

Once grades have rolled to history for a particular term, a past term Registration Correction form should be used.

**Providing an Override**

Overrides are given using iROAR. For more information on the process of giving an override, please see the manual entitled, *Providing an Override using iROAR*. This is found on the Registrar’s website under Faculty and Staff, then iROAR Training.
When a student informs you they are getting a Registration Add Error when trying to add your class, please ask them what type of error they are getting. This determines the type of override you should provide. All overrides correspond with the type of Registration Add Errors. See table below.

**ATTR**
Allows a student to enroll in a course that is restricted to a specific attribute, usually Honors or Athlete. The ATTR override should never be given

**CAPACITY**
Allows a student to enroll in a course that has reached department capacity. Do not go over room capacity

**CLASS**
Allows a student to enroll in a course that is restricted by academic class (e.g., Senior)

**COLL**
Allows a student to enroll in a course that is restricted to a particular college (e.g., 4 Engineering and Science). Rarely used; better to restrict by field of study or program

**COREQ**
Allows a student to add a course without the required corequisite component. Should only be given if the student has already completed one of the courses

**DEGR**
Allows a student to enroll in a course that is restricted to a particular degree (e.g., BA, BS, MENG, etc.) Rarely used; better to restrict by program

**DEPT**
Allows a student to enroll in a course that is restricted to a particular department (e.g., 1309 Economics). Rarely used; better to restrict by field of study or program

**DUPL**
Allows a student to enroll in a course if he is already enrolled in a course with the same number in the same term (usually courses such as Creative Inquiry, Independent Study, etc.)
FIELD
Allows a student to enroll in a course that is restricted to a specific field of study (major, minor, or concentration)

PREREQ
Allows a student to enroll in a course for which they do not have the required prerequisite

PROG
Allows a student to enroll in a course that is restricted to a specific academic program (e.g., BA-ENGL-2)

REPC
Allows a student to enroll in a class for which they have already received credit, are currently enrolled in, or are registered for in a future term. Also allows students to repeat a course for which they have already received the maximum credits allowed. (NOTE: STUDENTS CANNOT USE THESE CREDITS TOWARD GRADUATION REQUIREMENTS.)

SPEC
Allows a student to enroll in a course that requires SPECial approval

- See Dept Chair for Consent
- See Graduate Schl for Consent
- See Instructor for Consent
- See Registr Coord for Consent
- See Study Abrd Off for Consent
- See Advisor for Consent

TIME
Allows a student to enroll in a course that overlaps another scheduled course
Using a Registration Correction Form

Registration Correction forms should be used after the last day that a student is able to add a class themselves. You can use these forms to add or drop a student from a class, move the student to another section of a class or change the variable credits of a class. You should use these forms at your own discretion to help a student. This form is processed by Registration Services.

Finding the Form

Go to www.registrar.clemson.edu then click on Faculty and Staff and Forms. The link for the Registration Correction form is half-way down that page. There is also a form for multiple students.
# The Registration Correction Form

**Enter sender information**

- **Submitted by:**
- **Email:**
- **Phone:**

**Enter student information**

- **First name:**
- **Last name:**
- **Student ID:**
- **Term:**

<table>
<thead>
<tr>
<th>Add</th>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add the student to this class:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add the student to this list:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drop</th>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop the student from this class:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop the student from this list:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date student last participated in class/section:***

**Section Change**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Change class/section from:**

**Change class/section to:**

**Credit - Required/optional course credits**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Section</th>
<th>New Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enter justification for change(s):***

**Note:**

- Registration corrections only
- Provide last date of attendance for drops
- Provide major and leader
- Not for overrides. Use ROAIF or NS
- Multiple corrections

- Did you mean Full Term Correction?
- [ ] Yes
- [ ] No

- Did you mean Term Correction?
- [ ] Yes
- [ ] No

- Course title may vary.
- A final grade is required for most courses.
- Take these classes for credit.
- See Academic Calendar for summer term.
Required Information

Certain information is required for these forms to be submitted correctly. You must give the student’s name, CUID number, all course information and a justification for why you are submitting the form. This must be a detailed description of why you are allowing the student to have their schedule amended after the last day for them to make changes to their own schedule.

Dropping a Class

If you are allowing a student to drop your class, the justification must have a date of last attendance. This is for financial aid reasons. If the student never attended the class, you must state that in the justification so that the student can receive a full refund from Student Financial Services. If the student attended part of the class, you must provide a date of last attendance so the student may either receive a partial refund from SFS or may need to pay back financial aid received.

Multiple Student Form

You would use this form if you had more than one student with the same issue, for example you needed to change the variable credits for a course for more than one student in your class.
Using a Past-Term Registration Correction Form

Past Term Registration Correction forms are used when grades have rolled for the term. Once grades have rolled to history, changes cannot be made to a student’s past schedule, unless you submit a Registration Correction form. These forms are processed by Enrolled Student Services.

Finding the Form

Go to www.registrar.clemson.edu then click on Faculty and Staff and Forms. The link for the Past Term Registration Correction form is half-way down that page, underneath the regular Registration Correction form. Undergraduate and Graduate students have separate forms.
The Past Term Registration Correction Form

Enter sender information

Submitted by:* 
Email:* @clemson.edu 
Phone:* 

Past term corrections only! 
Not for current term changes 
Provide last date of attendance for drops 
Read instructions

Did you mean Summer II 2015 sessions correction? 
Current Term Correction Form

Today is July 30. Term is Summer II 2015 sessions. 
Not for changing grade previously entered 
Grade change form available in 104 Sikes 
See complete Academic Calendar

Enter student information & term

First name:* 
Last name:* 
Clemson ID#:* 
Select term:* Please select one

Add

Add the student to this course:
Add the student to this lab:
If grade is F, enter last date of attendance:

*Credit -- Required only for variable credit course 
**CRN -- Use NA for terms prior to fall 2013

Drop

Drop the student from this class:
Drop the student from this lab:
Date student last attended class/lab:

*CRN -- Use NA for terms prior to fall 2013

Change Variable Credit

Change credits for this class:

*CRN -- Use NA for terms prior to fall 2013

Enter justification for change(s):* 

* denotes required field.

reset form

submit