

Administrator Initiated eDrop

Overview

This process will allow an administrator to initiate an electronic drop for a student. Rather than having a student walk a paper form around campus to obtain authorization signatures, the eDrop document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

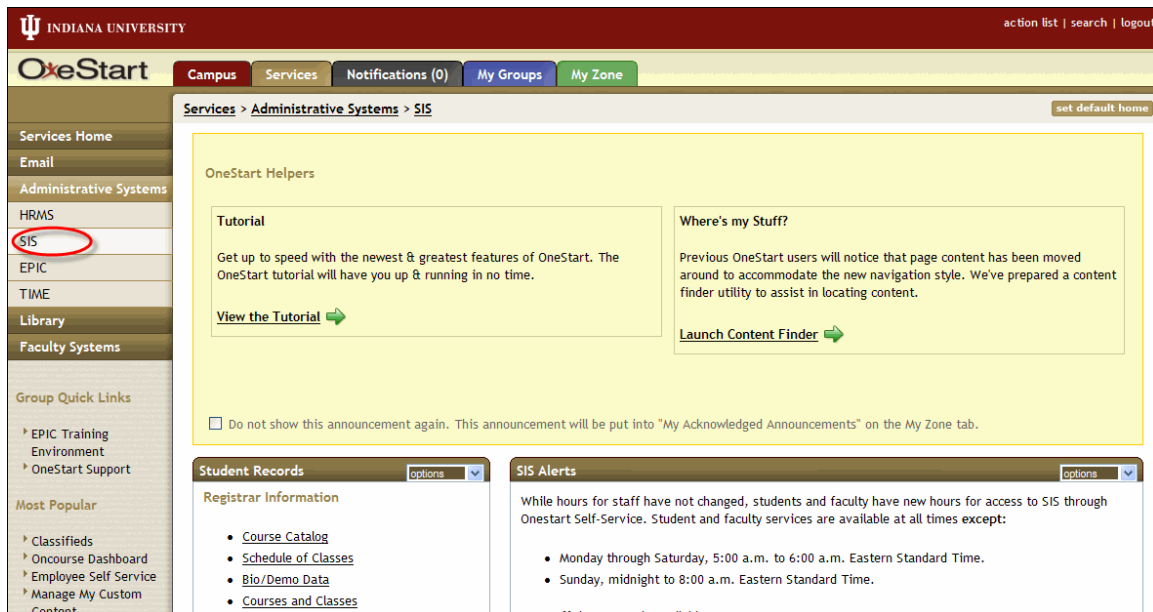
- eDrop will be available through Onestart beginning in the second week of classes through Auto W deadline to replace paper form processing.
- The date used to update SIS is the date you, the administrator, *submitted* the request, irrespective of how long it takes to be approved.
- “Nodes” of approval are set at each campus, according to their academic policies. NOTE: If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).
 1. Student academic advisor/advisor workgroup (based on student career, program, plan, and potential school/department usage of the SIS Advisor table)
 - Workgroups may include multiple individuals and when one takes action, the item is removed from the action list of all individuals within the workgroup.
 2. If International student, routes to International Affairs workgroup
 - Specs: VSIM Student Group code and transaction will drop student below fulltime
 3. If Student-Athlete, routes to Student-Athlete advisor workgroup
 - Specs: USSC Student Group (Bloomington and IUPUI) or RS24, RS25, RS27, RS28, RS29, RS30, and RS31 Student Groups
 4. Course Authority – Department offering the course (Bloomington only)
 5. Academic Authority – Dean of student’s school and Dual Program Authority – Dean of student’s school if in a dual problem (Bloomington only).
 6. If a Special Session code (Non, NS1, NS2), it will route to Registrar workgroup for action. This allows the Registrar staff to assign appropriate grades and refund amounts, based on the actual dates of the class. If the student is dropping his last class/es (resulting in a term withdrawal) and requires an override to the refunds, assign the drop reasons as usual within eDrop, then contact your campus Bursar to ensure that the term withdrawal reason is adjusted to reflect the appropriate refund. The Registrar may also approve other drops based on each campus’ setup.
 7. Once all approvals are secured, the students’ SIS enrollment will be automatically updated.
- If student is dropping his/her last class, it will also update student *Term History* pages with student withdrawal if this action is approved by the campus. (See note in #6 above regarding refunds for a term withdrawal.)
- Once approved and SIS enrollment table updated:
 - Email confirmation sent to University email address of student
 - Registrar Office receives daily audit of activity along with error report of any problems to be addressed
 - Faculty rosters in OneStart/Oncourse updated with drop activity (“W” grade)
 - Other notifications possible (for example, SF, FA, and Veteran’s Affairs)

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Steps

Administrator Initiates an eDrop

1. Log into OneStart.



2. Under the *Administrative Systems* section, select **SIS**.
3. In the **Academic Services** content area, click on **eDrop/eAdd** under the **eForms Processing** heading.

Initiate eDrop/eAdd Request

Enter student's EMPLID or Network ID:

4. Enter the student's **EMPLID** or **Network ID**.
5. Click .
6. Select **Drop Only** or **Drop & Add (approved & processed as a pair)**. For the Fall 2007 term, Bloomington is the only campus participating in the eAdd pilot.
7. Select the correct **Term** (if necessary) and click .

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Admin Initiate eDrop Request

Name: Student, Ima
ID: 0000011111
Term: Fall 2007
Institution: Kokomo
Career: Undergrad
Program: Nursing-Assoc. Undergraduate (NSAA1)
Plan: Nursing ASN (NSAAASN)

Please select one or more classes to drop.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
<input type="checkbox"/>	HPER-E 102	GROUP EXERCISE	8517 (Activity)	MW 5:20PM-6:20PM		1	Eight Week - First
<input type="checkbox"/>	NURS-A 278	COGNITN/PERCEPTION/INTERACTION	8645 (Lecture)	MW 12:00PM-2:50PM	Hendricks,Susan	3	Eight Week - First
<input type="checkbox"/>	NURS-A 278	PERCEPTN/INTERACTION:PRACTICUM	8648 (Clinic)		Narwold,Lynda D.	2	Eight Week - First
<input type="checkbox"/>		FAMILIES	8655 (Lecture)	MW 12:00PM-2:50PM	Horoho,Debra Sue Whitson	3	Eight Week - Second
<input type="checkbox"/>		S: PRACT	8658 (Clinic)		Narwold,Lynda D.	3	Eight Week - Second

■ Current total enrollment units for this term: 12.0

Note: Once approved, the date you submit this request will be the date used to drop the class. Refunds and grades will be determined based on that date.

[continue](#) [clear](#) [back](#)

8. Click the checkbox next to the course(es) the student would like to drop and click [continue](#).

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ID: 0000011111
Term: Fall 2007
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Career: Undergrad
Program: Nursing-Assoc. Undergraduate (NSAA1)
Plan: Nursing ASN (NSAAASN)

Please confirm that you want to drop the following:

Course	Description	Class#	Day & Time	Instructor	Units	Session
NURS-A 287	BEG/EVOLVING FAMILIES: PRACT	8658 (Clinic)		Narwold,Lynda D.	3	Eight Week - Second

■ If this request and any pending requests are approved, total enrollment units for this term will be: 5.0

Please acknowledge the following:

- Student has requested initiation of this drop request.
- Verified that the student does not need to process a drop & add combination.

I acknowledge the conditions above.

REQUIRED: Enter drop reason below.

[submit for approval](#) [back](#)

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- Note that the net credit hour total is reflected.
 - Note that the date used for processing the drop will be the date the request is submitted.
 - You will be asked to confirm the requested drop.
9. Review the course selected to drop. If the incorrect course was selected by mistake, click **back** to return to the previous screen.
 10. If the course selected is correct, select the **I acknowledge the conditions above** checkbox. Once this checkbox is selected, the **submit for approval** button will be enabled.
 11. Add a reason for dropping the class. If your campus requires a drop reason be entered, you will see the **REQUIRED: Enter drop reason below** text box.
 12. Click **submit for approval**.

Admin Initiate eDrop Request		Document ID:	1079119	Status:	ENROUTE
		Initiator:	kkwade	Created:	2007-08-29 15:24:52.0

Name: Student, Ima
ID: 0000011111
Term: Fall 2007
Institution: Kokomo
Career: Undergrad
Program: Nursing-Assoc. Undergraduate (NSAA1)
Plan: Nursing ASN (NSAAASN)

Document ID	Action	Course	Description	Class#	Day & Time	Instructor	Units	Session
1079119	Drop	HPER-E 102	GROUP EXERCISE	8517 (Activity)	MW 5:20PM-6:20PM		1	Eight Week - First

Notes:

Created By	Date/Time	Note
kkwade	08/29/2007 15:24	The student had to drop a class in order to work her part-time job.

▪ If this request and any pending requests are approved, total enrollment units for this term will be: 11.0

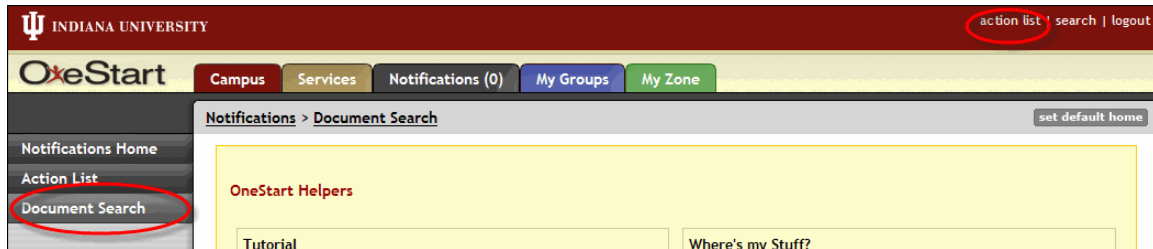
print **create another request** **close window**

13. Click **print** to print a copy of the page for future reference.
14. To drop another class click **create another request**. If you are finished, click **close window** to close the browser window.

NOTE: It is important to note that for eDrop, the process is the same as if a student were initiating the document.

15. To check the status of an eDoc in OneStart, click **action list** in the top right corner or click the **Notifications** tab. Select **Document Search** section on the left side of the screen.

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16. Enter the **Document Id** and click **search** to view the document and route path.
For more detailed information, see the *Advisor/Approver eDrop* job aid.

Other Information

No available classes to Drop

If the student does not have courses that are available to be dropped via the system at the time of the request, you will get the following message:

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Total Withdrawal

If you select a class to drop and this is the last class the student is enrolled in, you will receive the following message: **You have chosen to drop all of your classes. Do you intend to withdraw from the university for this term?** If you chose yes, you will receive a confirmation page.

NOTE: The Bloomington campus only allows term withdrawals online during the summer term.

Enrollment at Two Campuses or in Two Careers at the Same Campus

If you are enrolled at 2 campuses or in 2 careers at the same campus, you will see a page prior to the *Class selection* page.

Please select the Term, Institution, and Career for your request.

Select?	Term	Institution	Career
<input type="checkbox"/>	Spr 2007	IUPUC	Undergrad
<input type="checkbox"/>	Spr 2007	IUPUI	Undergrad

Once you select the appropriate Institution/Career and click , the *Class Selection* page will be displayed and you can follow the steps above to drop a class.

Additional Information:

- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.
- The IUIE report SR Workflow Aged Items (IE_SIS_SR_WRKFLOW_AGED_ITEMS) reflects items that are still sitting in an action list and it will show the name of the individual who needs to take action. This report can be used to monitor the action lists of staff in the departments.

Other Resources:

Workflow online demonstration/tutorial and other eDocs job aids:

http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/