

# Administrator Initiated eDrop & eAdd Pair

## Overview

This process will allow an administrator (in the 'SR E Initiator 2 DA' role) to initiate an electronic drop and add pair for a student. Rather than having a student walk a paper form around campus to obtain authorization signatures, the eDrop and eAdd documents are routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

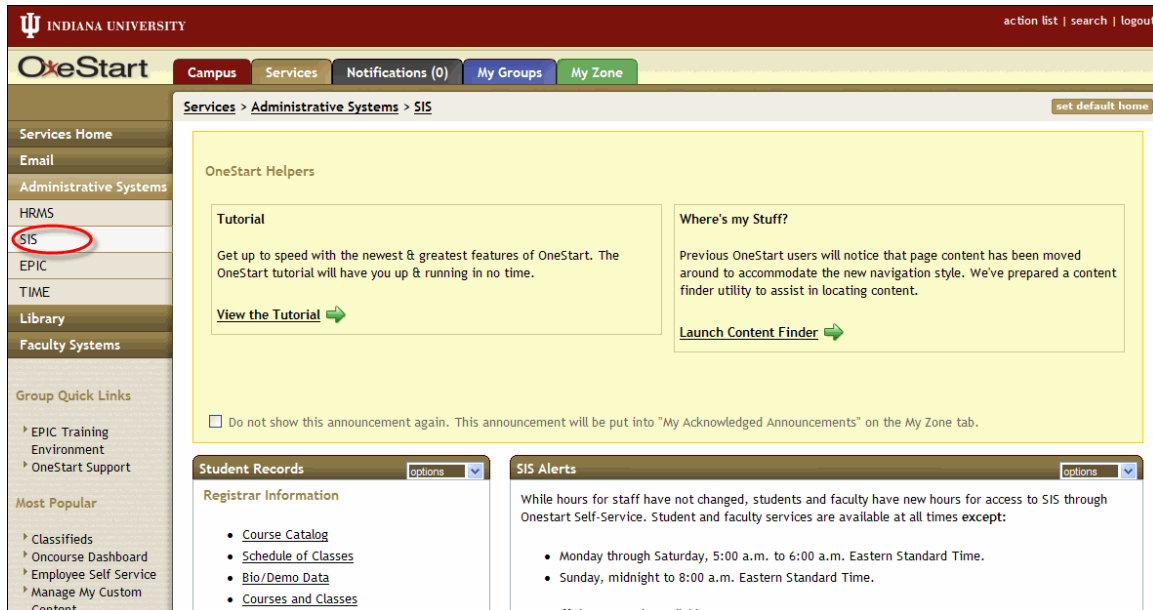
- eDrop and eAdd as a pair will be available through Onestart beginning in the second week of classes through the last day to withdraw from a course with an automatic grade of W ("Auto W deadline) to replace paper form processing.
- The date used to update SIS is the date you, the administrator, *submitted* 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. The Registrar may also approve other drops based on each campus' setup.
  7. If not a special session, once all approvals are secured, the students' SIS enrollment will be automatically updated.
- If student is dropping his/her last class in the Fall or Spring term, it will also update student *Term History* pages with student withdrawal if this action is approved by the campus.
- 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)

# Administrator Initiated eDrop & eAdd Pair

## Steps

### Administrator Initiates an eDrop & eAdd as a Pair

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 & Add** (approved & processed as a pair).

# Administrator Initiated eDrop & eAdd Pair

### Admin Initiate Drop/Add Pair Request

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

**Instructions:**

Step 1: Select class to drop.  
 Step 2: Select class to add.  
 Step 3: Confirm & submit selections together.

- Your drop & add selections will be approved & processed together, as a pair.
- If either selection is disapproved or cancelled, the other will be automatically cancelled too.
- In other words, the drop request must succeed in order for the add to occur, and vice-versa.

7. Read the instructions and click .

### Admin Initiate Drop/Add Pair Request

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

**Please select a class to drop.**

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
<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 279	PERCEPTN/INTERACTION:PRACTICUM	8648 (Clinic)		Narwold,Lynda D.	2	Eight Week - First
<input checked="" type="checkbox"/>	NURS-A 274	BEGINNING/EVOLVING FAMILIES	8655 (Lecture)	MW 12:00PM-2:50PM	Horoho,Debra Sue Whitson	3	Eight Week - Second
<input type="checkbox"/>	NURS-A 275	PERCEPTN/INTERACTION:PRACTICUM	8658 (Clinic)		Narwold,Lynda D.	3	Eight Week - Second
dropp			8517 (Activity)	MW 5:20PM-6:20PM		(1)	Eight Week - First

Current total enrollment units for this term: 11.0

**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.**

# Administrator Initiated eDrop & eAdd Pair

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

### Admin Initiate Drop/Add Pair Request

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**Term:** Fall 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Nursing-Assoc. Undergraduate (NSAA1)  
**Plan:** Nursing ASN (NSAAASN)

**Drop selection:** NURS-A 286, BEGINNING/EVOLVING FAMILIES, Class# 8655

Please enter the class number you'd like to add (4-5 digits):

 [Search](#) (★ indicates an ENROLLMENT section)

**Note:** Once approved, the date you submit this request will be the date used to add the class. Fees will be determined based on that date.

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

[Learning Management](#)

**Study List for Kokomo, Fall 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	NURS-A 278	COGNITN/PERCEPTION/INTERACTION	8645 (Lecture)	Hendricks,Susan	3	Eight Week - First
enrolled	NURS-A 279	PERCEPTN/INTERACTION:PRACTICUM	8648 (Clinic)	Narwold,Lynda D.	2	Eight Week - First
enrolled	NURS-A 286	BEGINNING/EVOLVING FAMILIES	8655 (Lecture)	Horoho,Debra Sue Whitson	3	Eight Week - Second
enrolled	NURS-A 287	BEG/EVOLVING FAMILIES: PRACT	8658 (Clinic)	Narwold,Lynda D.	3	Eight Week - Second
dropped (W)	HPER-E 102	GROUP EXERCISE	8517 (Activity)		(1)	Eight Week - First

If pending requests are approved (if any), total enrollment units for this term will be: 8.0

- 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.
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, enter the **class number** (4-5 digits) of the class you would like to add. **NOTE:** The Search function is the same as the Self-Service class search in SIS. It is only available to term activated students. If you are a term activated student, then you will be able to use this. If not, you will have to look up the class number in SIS and then enter it here.
11. Once you have entered the class number, click [continue](#).

# Administrator Initiated eDrop & eAdd Pair

**Admin Initiate Drop/Add Pair Request**

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

**Please confirm that you want to DROP this class:**  
**NURS-A 286 BEGINNING/EVOLVING FAMILIES, Units: 3.0, Eight Week - Second**

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	8655	Horocho, Debra Sue Whitson	12:00 PM-2:50 PM MW (KOMN150)	10/15/2007-12/14/2007

**Also, confirm that if the drop succeeds, you want to ADD this class:**  
**CHEM-C 105 PRINCIPLES OF CHEMISTRY I, Units: 3.0, Regular Academic Session**

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	8360	Gillette, Marcia L	8:30 AM-9:45 AM TuThF (HUNT116)	08/20/2007-12/14/2007

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

**Please acknowledge the following:**

- Student has requested initiation of this request.
- Faculty approval to add this course has been obtained (verbally, email, paper form, etc.)

I acknowledge the conditions above.

**REQUIRED: Enter drop reason below.**

[Learning Management](#)

**Study List for Kokomo, Fall 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	NURS-A 278	COGNITN/PERCEPTION/INTERACTION	8645 (Lecture)	Hendricks, Susan	3	Eight Week - First
enrolled	NURS-A 279	PERCEPTN/INTERACTION:PRACTICUM	8648 (Clinic)	Narwold, Lynda D.	2	Eight Week - First
enrolled	NURS-A 286	BEGINNING/EVOLVING FAMILIES	8655 (Lecture)	Horocho, Debra Sue Whitson	3	Eight Week - Second
enrolled	NURS-A 287	BEG/EVOLVING FAMILIES: PRACT	8658 (Clinic)	Narwold, Lynda D.	3	Eight Week - Second
dropped (W)	HPER-E 102	GROUP EXERCISE	8517 (Activity)		(1)	Eight Week - First

- Note that the net credit hour total is reflected.
- Note that the date used for processing the add will be the date the request is submitted. Fees will be determined based on that date.
- You will be asked to confirm the requested drop/add.

12. If your campus obeys the class limit and doesn't automatically allow students to add full classes, you will see the enrollment information for the class you are attempting to add. If the **Class Limit** is equal to the **Projected Enrollment**, be advised that you may not be allowed to add this class since it is full. You can try to add the class, but it will be up to the instructor or department whether or not they allow you into the class.

# Administrator Initiated eDrop & eAdd Pair

Please confirm that you would like to ADD this class:  
**PHIL-P 250 INTRODUCTORY SYMBOLIC LOGIC, Units: 3.0, Regular Academic Session**

Component	Class#	Instructor	Day & Time (Location) Meeting Dates
Lecture	16848	.	TuTh 11:15 AM-12:30 PM (GBLK101) 09/02/2008-12/19/2008

**Enrollment information for the class you'd like to ADD:**

Cur Enrollment	26	Pending Adds	0
*Projected Enrollment	26	Pending Drops	0
Class Limit	60		

\*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops

If this and any pending requests are approved, total enrollment units for this term will be: 19.0

- Select the **I acknowledge the conditions above** checkbox.  
Once this checkbox is selected, the **submit for approval** button will be enabled.
- 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.
- Click **submit for approval**.

Admin Initiate Drop/Add Pair Request		Document ID:	multiple (see below)	Status:	ENROUTE	
		Initiator:	kkwade	Created:	2007-09-10 09:07:20.0	
<b>Name:</b>	Student, Ima					
<b>ID:</b>	0000011111					
<b>Term:</b>	Fall 2007					
<b>Institution:</b>	Kokomo					
<b>Career:</b>	Undergrad					
<b>Program:</b>	Nursing-Assoc. Undergraduate (NSAA1)					
<b>Plan:</b>	Nursing ASN (NSAAASN)					
<b>Your DROP &amp; ADD requests have been submitted. They will be approved &amp; processed as a pair.</b>						
<b>DROP request:</b>						
NURS-A 286 BEGINNING/EVOLVING FAMILIES, Units: 3.0, Eight Week - Second						
Document ID: 1079323						
Component	Class#	Instructor	Day & Time (Location)	Meeting Dates		
Lecture	8655	Horoho,Debra Sue Whitson				
<b>ADD request:</b>						
CHEM-C 105 PRINCIPLES OF CHEMISTRY I, Units: 3.0, Regular Academic Session						
Document ID: 1079324						
Component	Class#	Instructor	Day & Time (Location)	Meeting Dates		
Lecture	8360	Gillette,Marcia L				
If this request and any other pending requests are approved, total enrollment units for this term will be: 11.0						
<b>Notes:</b>						
Created By	Date/Time	Note				
kkwade	09/10/2007 09:07	Student needed to drop the class to get a part-time job.				
<a href="#">print</a>	<a href="#">create another request</a>	<a href="#">close window</a>				
Learning Management						
<b>Study List for Kokomo, Fall 2007:</b>						
Status	Course	Description	Class#	Instructor	Units	Session
enrolled	NURS-A 278	COGNITN/PERCEPTION/INTERACTION	8645 (Lecture)	Hendricks,Susan	3	Eight Week - First
enrolled	NURS-A 279	PERCEPTN/INTERACTION:PRACTICUM	8648 (Clinic)	Narwold,Lynda D.	2	Eight Week - First
enrolled	NURS-A 287	BEG/EVOLVING FAMILIES: PRACT	8658 (Clinic)	Narwold,Lynda D.	3	Eight Week - Second
pending add (this doc)	CHEM-C 105	PRINCIPLES OF CHEMISTRY I	8360 (Lecture)	Gillette,Marcia L	+3	Regular Academic Session
pending drop (this doc)	NURS-A 286	BEGINNING/EVOLVING FAMILIES	8655 (Lecture)	Horoho,Debra Sue Whitson	(3)	Eight Week - Second
dropped (W)	HPER-E 102	GROUP EXERCISE	8517 (Activity)		(1)	Eight Week - First

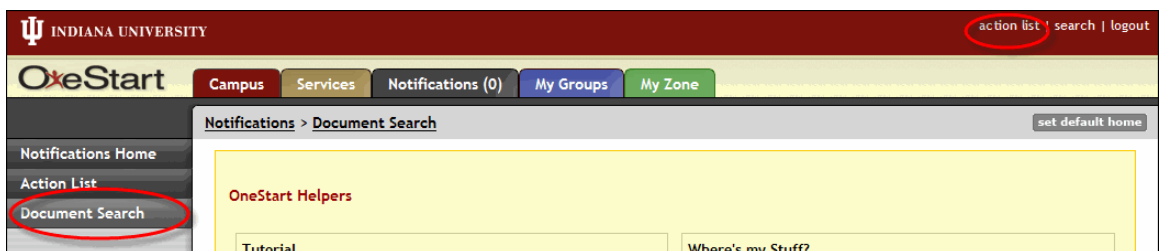
- Click **print** to print a copy of the page for future reference.

# Administrator Initiated eDrop & eAdd Pair

17. To drop/add 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. **However, for eAdd, an administrator-initiated document will skip the instructor node so the administrator must already have instructor approval.** After that, the routing is the same as if the student had initiated the document.

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



19. 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 and the *Instructor/Approver eAdd* job aid.

**NOTE:** Both of these documents will be processed only after they have both been approved. If one document is approved, but the other is disapproved or cancelled, neither document will be processed.

# Administrator Initiated eDrop & eAdd Pair

## 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:

**eDrop Request**

**Name:** Student,Ima  
**ID:** 0000001111

**No classes were found that can be dropped via this system at this time.**

**Possible reasons:**

- None of your enrollments for the current term are within the appropriate Automatic Withdrawal (Auto W) drop period.
- Your academic program may have opted not to use this electronic service.
- A system error may have occurred, and no classes could be retrieved.

Contact your campus [Registrar's Office](#) for further assistance.

### Student is Not Enrolled

If the student is term activated, but not enrolled, you will see the following message when you try to add a class.

**Admin Initiate eAdd Request**

**Name:** Student, Ima  
**ID:** 0000011111

**In order to use the eAdd system, you must be enrolled in at least one class.**  
Contact your campus [Registrar's Office](#) for further assistance.

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

If the student is enrolled at 2 campuses or in 2 careers at the same campus, he/she will see a page prior to the *Class selection* page.

# Administrator Initiated eDrop & eAdd Pair

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.

## Other Resources:

Workflow online demonstration/tutorial and job aids for Admin Users:

[http://ses.indiana.edu/campusServices/sisTraining/SIS9.0\\_onlineHelp/job\\_aids/sr/eDocs/](http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/)