

# Student Initiated - Electronic Drop (eDrop)

## Overview

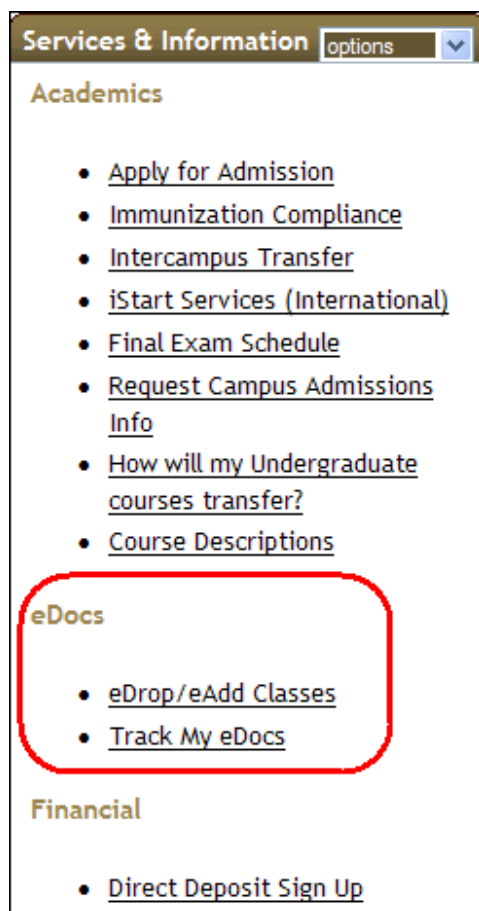
This process will allow a student to electronically drop a class.

- eDrop is available for students in participating programs on all IU campuses.
- eDrop is available through OneStart beginning in the second week of classes through Auto W deadline to replace paper form processing.
- Note: University College students at IUPUI will be directed to meet with an advisor prior to being able to submit an eDrop request.

## Steps

### Student Initiates an eDrop

1. Log into OneStart.
2. On the *Student Self-Service* page, under **Services & Information**, locate the **eDocs** label and click on the **eDrop/eAdd Classes** link.



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- The *Drop/Add* page will be displayed.

The screenshot shows the OneStart Student Self-Service interface. The main content area is titled "Services & Information" and contains the following text:

Note: To drop/add classes for a future term or during the first week of the term, [Go to Student Center](#)

**eDrop/eAdd Classes (After the first week of the term)**

Please select one of the following:

- [Drop & Add together](#) (each processed only if both are approved; see list of participating schools below)
- [Drop only - eDrop](#) (see list of participating schools below)
- [Add only - eAdd](#) (see list of participating schools below)

**eDrop Participating Schools**

Campus	Eligible Students
Bloomington	-All Undergraduate Students -All Graduate Students -All School of Optometry Students
Indianapolis	-All students EXCEPT those in University College (University College students must see their advisor who may initiate eDrop on their behalf.)
Columbus	-All students
East	-All students
Kokomo	-All students
Northwest	-All students
South Bend	-All students
Southeast	-All students

**eAdd Participating Schools**

Campus	Eligible Students
Bloomington	-All undergraduate students in the College of Arts and Sciences (for courses in Astronomy, Communication and Culture, Chemistry, History, Mathematics, Physics, Sociology, Spanish and Portuguese) -All students in Music -All students in Health, Physical Education, and Recreation -All students in the University Division -Graduate Students in the Kelley School of Business
Indianapolis	-All students

[Go Back to Menu](#)

MORE INFO: [UITS Support Center](#)

At the bottom of the page, there are links for "contact", "privacy statement", and "logout". The footer contains the copyright notice: "©2001-2008, The Trustees of Indiana University. OneStart and the OneStart character are registered trademarks of Indiana University."

- Click the link, **Drop only – eDrop**. The intervening *eDrop* page will be displayed
- To drop a class, click at the bottom of this page where it says, "**If you are eligible to use eDrop, click here to access the system**".
- Depending on your campus' setup, you may be asked, "Are you planning to drop one class and add another class to replace it?" You can choose "drop & add," "drop only," or "cancel." If you choose "drop only," you will be prompted to select the correct term, if necessary. Your schedule will be displayed.

# Student Initiated - Electronic Drop (eDrop)

### Initiate eDrop Request

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

Please select one or more classes to drop.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
<input type="checkbox"/>	MICR-J 200	MICROBIOLOGY & IMMUNOLOGY	1080 (Lecture)	TuTh 2:30PM-5:15PM	Chauret,Christian P.	3	Summer Session 1
<input type="checkbox"/>	PSY-P 216	LIFE SPAN DEVELOPMENTAL PSYCH	1103 (Lecture)	MW 1:00PM-4:15PM	Clark,Kevin M.	3	Summer Session 2
<input type="checkbox"/>	SPCH-S 121	PUBLIC SPEAKING	1113 (Lecture)	TuTh 6:00PM-9:15PM	Darr,Christopher R	3	Summer Session 2
completed	MICR-J 201	MICROBIOLOGY LABORATORY	1081 (Laboratory)	TuTh 11:30AM-2:00PM	Chauret,Christian P.	1	Summer Session 1

■ Current total enrollment units for this term: 10.0

**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.**

- Click the checkbox next to the course you would like to drop.
  - 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.
- Review the course selected to drop. If the incorrect course was selected by mistake, click  to return to the previous screen
- If the course selected is correct, click .

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### Initiate eDrop Request

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**Term:** Summer 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Nursing-Assoc. Undergraduate (NSAA1)  
**Plan:** Nursing-Asn (Pre) ASN (NASPASNPR)

Please confirm that you want to drop the following:

Course	Description	Class#	Day & Time	Instructor	Units	Session
SPCH-S 121	PUBLIC SPEAKING	1113 (Lecture)	TuTh 6:00PM-9:15PM	Darr, Christopher R,	3	Summer Session 2

▪ If this request and any pending requests are approved, total enrollment units for this term will be: 7.0

Please review the following conditions carefully:

- I recognize that any course drop/add activity could have an impact on my financial aid awards and eligibility (for this term and for the future). Any possible implications have been considered and/or discussed with a financial aid advisor and I wish to proceed.
- I understand that dropping below full-time status could have implications for medical insurance and other potential benefits and wish to proceed.
- I recognize that any course drop/add activity could have an impact on my Bursar's account and I may still owe all or a portion of my fees for the term. Any possible refund, credit, and/or financial aid implications have been considered and/or discussed with the Bursar's Office and Financial Aid Office. For fee refund information on a standard course, please contact the Bursar's Office regarding the refund/credit.

I accept the conditions above.

To expedite, enter reason for drop (visible to approver):

submit for approval    back

10. Carefully review the conditions/statements about ramifications of dropping below full time status as there could be financial aid, refund, and insurance implications.

11. Once you have read the conditions and agree, click the **I accept the conditions above** checkbox.

Once this checkbox is selected, the **submit for approval** button will be enabled.

12. Enter your reason for dropping the class in the textbox. If the reason is required, the textbox will be labeled: **REQUIRED: Enter drop reason below**.

13. Click **submit for approval**.

Once you have clicked the button, you will receive a receipt page. It will include the following information:

- **Print this page for future reference.**
- **Your schedule has NOT yet changed; it has been submitted for approval; continue attending class until confirmation of the change has been received.**
- **Confirmation of your requested change(s) will be sent to your University email account.**
- **If further communication is required, you will be notified through your University email account.**

14. Click **print** to print this receipt page.

15. If you would like to drop another class, click **create another request**. Your class schedule will appear with the previous course listed as **pending drop**. Follow the above steps to drop another class. If you are done, click **close window**.

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## Other Information

### No available classes to Drop

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

**Initiate eDrop Request**

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

**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.

### Total Withdrawal

If you select a class to drop and this is the last class you are 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.

### 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

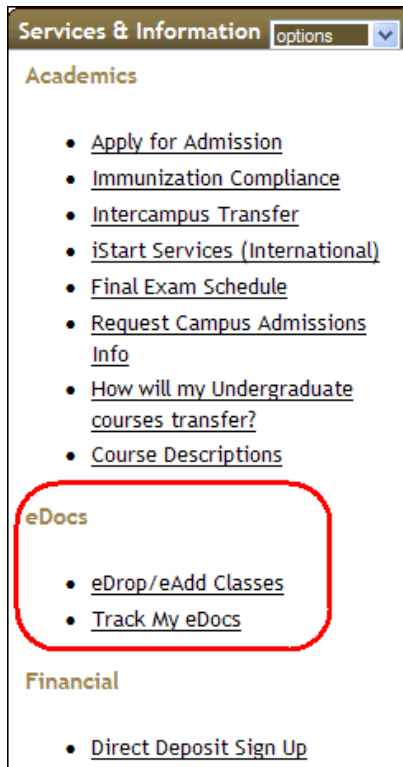
Once you select the appropriate Institution/Career and click , the *Class Selection* page will be displayed and you can follow the steps above to drop a class.

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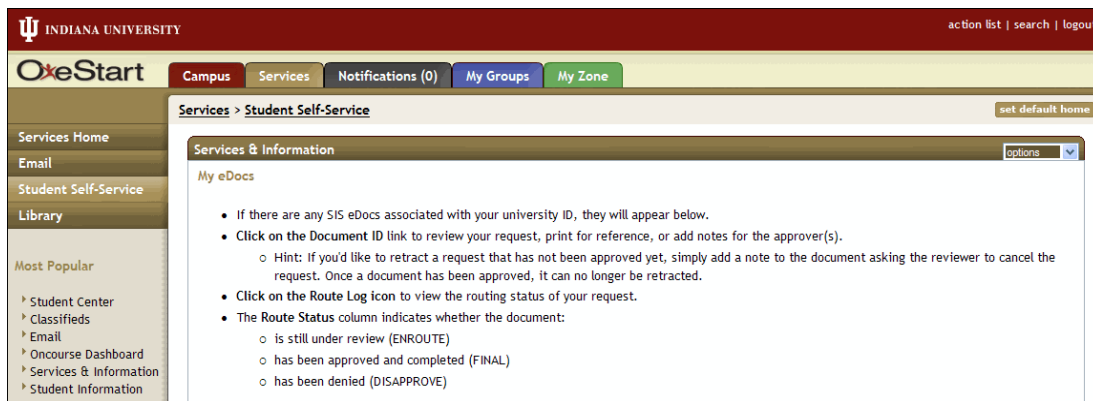
## Viewing the Status of Your eDocs

You can view the status of your electronic documents (eDocs) in OneStart.

1. Log into OneStart (if you haven't done so already).
2. On the *Student Self-Service* page, under **Services & Information**, locate the **eDocs** label and click the **Track My eDocs** link.



3. The *My eDocs* page will be displayed.



4. Follow the instructions to access the eDocs.