

Student Initiated – eDrop & eAdd

Overview

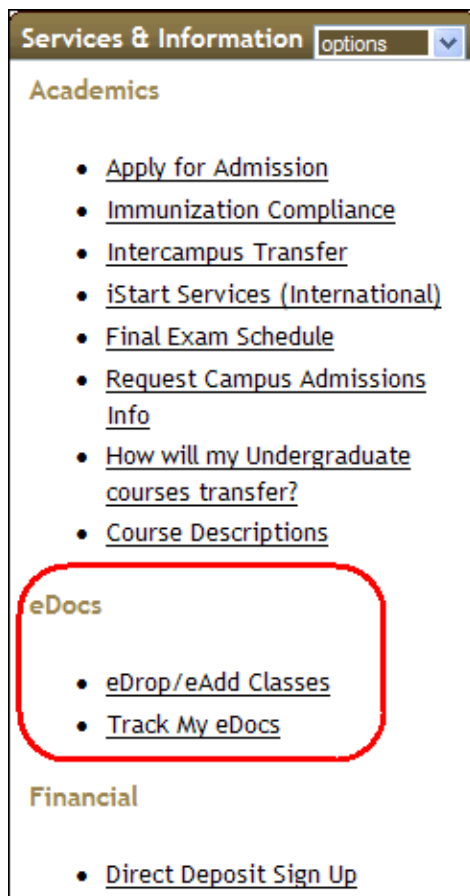
This process will allow a student to electronically drop a class and add another class as a pair.

- eDrop and eAdd as a pair will be available through Onestart beginning in the second week of classes through the campus eAdd 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/eAdd request.

Steps

Student Initiates an eDrop and eAdd Pair

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

The screenshot shows the OneStart Student Self-Service interface. The page title is "Services > Student Self-Service". A note states: "Note: To drop/add classes for a future term or during the first week of the term, [Go to Student Center](#)". Below this, the section is titled "eDrop/eAdd Classes (After the first week of the term)". It asks the user to "Please select one of the following:" and lists three options: "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), and "Add only - eAdd" (see list of participating schools below). There are two tables: "eDrop Participating Schools" and "eAdd 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

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](#)

4. Click the link, **Drop & Add together**. The intervening *eDrop/eAdd* page will be displayed.
5. To drop and add a pair of classes, click at the bottom of the page where it says, "**If you are eligible to use eDrop/eAdd, click here to access the system.**"

Student Initiated – eDrop & eAdd

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.

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

6. Read the instructions and click [continue](#). The current class schedule will be displayed.

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="radio"/>	NURS-A 286	BEGINNING/EVOLVING FAMILIES	8656 (Lecture)	MW 3:00PM-6:00PM	Horoho,Debra Sue Whitson	3	Eight Week - First
<input type="radio"/>	NURS-A 286	BEG/EVOLVING FAMILIES: PRACT	8803 (Clinic)			3	Eight Week - First
<input type="radio"/>		REACTION	8646 (Lecture)	MW 3:00PM-6:00PM	Hendricks,Susan	3	Eight Week - Second
<input type="radio"/>		PRACTICUM	8799 (Clinic)		Mathias,Amber Nicole	2	Eight Week - Second

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.

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

7. Click the radio button next to the course(s) you would like to drop and click [continue](#).

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Initiate Drop/Add Pair Request

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

Drop selection: NURS-A 286, BEGINNING/EVOLVING FAMILIES, Class# 8656

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](#)

[View Study List w/meeting dates, times, and locations...](#)

Study List for Kokomo, Fall 2007:

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	NURS-A 286	BEGINNING/EVOLVING FAMILIES	8656 (Lecture)	Horoho,Debra Sue Whitson	3	Eight Week - First
enrolled	NURS-A 287	BEG/EVOLVING FAMILIES: PRACT	8803 (Clinic)		3	Eight Week - First
enrolled	NURS-A 278	COGNITN/PERCEPTION/INTERACTION	8646 (Lecture)	Hendricks,Susan	3	Eight Week - Second
enrolled	NURS-A 279	PERCEPTN/INTERACTION:PRACTICUM	8799 (Clinic)	Mathias,Amber Nicole	2	Eight Week - Second

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.
8. Review the course selected to drop. (If the incorrect course was selected by mistake, click [back](#) to return to the previous screen.)
 9. Enter the class number (4 to 5 digits) of the class you would like to add to your schedule. It is the student's responsibility to avoid time conflicts. A class that conflicts with something on your schedule will not be processed. Be sure to check all meeting times against your existing schedule prior to entering a class number.
 - If you do not know the class number, click the [Search](#) link to look it up. Note that you will not be able to "carry" the class number from the Search page. You will need to copy it down and enter it in the field on the eAdd form. Be sure you are entering the correct class number.
 10. Once you have entered the class number, click [continue](#).

Student Initiated – eDrop & eAdd

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 287 BEG/EVOLVING FAMILIES: PRACT, Units: 3.0, Eight Week - Second

Component	Class#	Instructor	Day & Time (Location) Meeting Dates
Clinic	8658	Narwold, Lynda D.	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: 8.0

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 and I wish to proceed. If dropping a non-standard course, please contact the Bursar's Office regarding the refund/credit. For fee refund information, see [Bursar Refund Schedule](#).
- I have checked to ensure that the course I am adding is appropriate for my degree program.
- I am aware of any course-related fees that might be associated with enrollment in this course. For more information, please contact the [Office of the Bursar](#).
- I have verified that this class will not conflict with any courses in which I am already enrolled. (Note: If you intend to drop a class to avoid a time conflict, follow the [Drop/Add](#) process on your campus.)

I accept the conditions above.

REQUIRED: Enter drop reason below.

[View Study List w/meeting dates, times, and locations...](#)

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 287	BEG/EVOLVING FAMILIES: PRACT	8658 (Clinic)	Narwold, Lynda D.	3	Eight Week - Second

- 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.
- Note that the net credit hour total is reflected.
- You will be asked to confirm the requested drop/add.

11. Review the course selected to add. (If an incorrect course was selected by mistake, click to return to the previous screen.)

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.

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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

13. Carefully review the conditions/statements about ramifications of adding the class. These statements will vary by campus.

14. 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.

15. Enter your 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.

16. 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 and take to your instructor for his/her action.
- Your schedule has NOT yet changed; it has been submitted for approval; continue attending class and take your receipt to your instructor notifying him/her that you have submitted a request to drop and add the class. You are not officially registered until you receive confirmation of the change at your University email account.
- If further communication is required, you will be notified through your university email account.

17. Click **print** to print this receipt page. Take your receipt to your instructor and prompt him or her to approve your request in his/her action list.

18. Your class schedule will appear with the previous course listed as **pending drop** and **pending add**.

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 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

19. If you would like to drop/add another class, click **create another request** and follow the above steps to drop/add another class.

If you are done, click **close window**.

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.

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Other Information

In Bloomington, if the class is full, the eAdd document may be cancelled and you will receive an email notifying you of this. It is up to the instructor and/or department whether or not they will accept students into full classes.

If you are currently enrolled in a course which meets at the same time as the course you tried to add, the eAdd document will not be processed and you will receive an email notifying you of this.

It is your responsibility to monitor the touring of your request and to assure completion. You are not officially registered until the class is added to your class schedule.

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:

eDrop Request

Name: Student_lma
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.

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

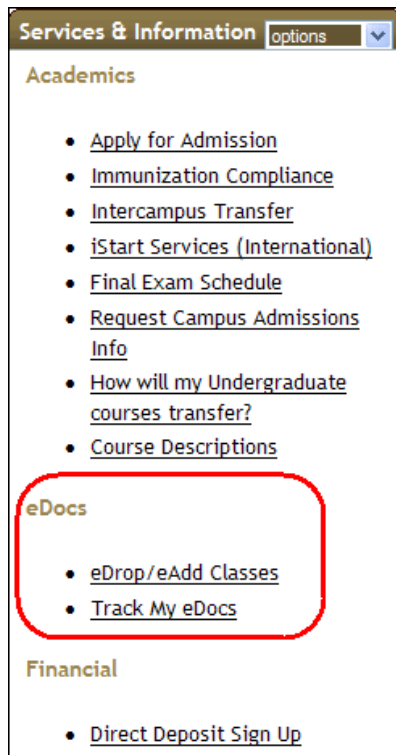
Once you select the appropriate Institution/Career and click , the *Class Selection* page will be displayed and you can follow the steps above to add a class.

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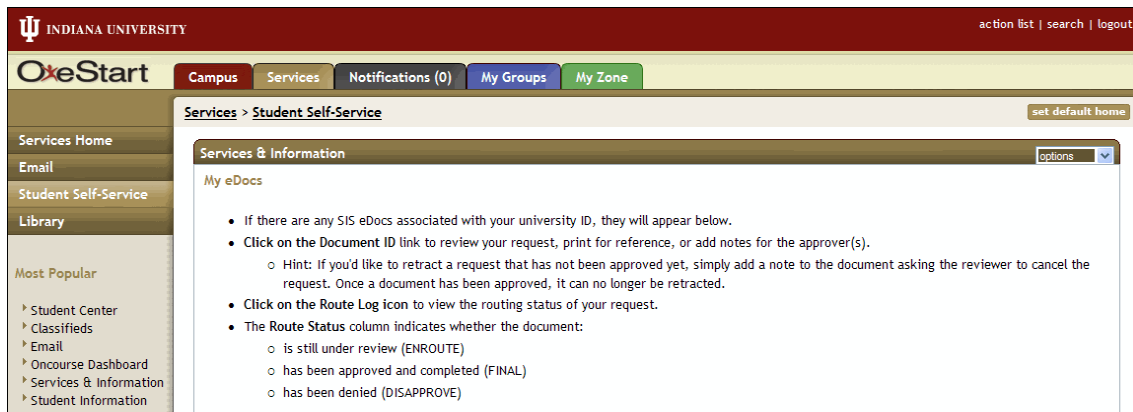
Viewing the Status of Your eDocs

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.