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 One.IU and will be useable beginning in the second week of classes through Auto W deadline.
- Note: University College and freshmen Engineering & Technology 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. Sign in to One.IU (one.iu.edu).
2. In the search bar, type “Late Drop” and press ENTER.
3. Click on the Late Drop / Add Classes after 1st week of classes task.

Note: click on the View Task Details icon located in the task to review eDrop and eAdd eligibility.

The Initiate eDrop/eAdd Request page is displayed.
4. Click on Drop Only.

5. Depending on your campus’s 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.

6. 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.

7. Review the course selected to drop. If the incorrect course was selected by mistake, click back to return to the previous screen.

8. If the course selected is correct, click continue.
9. Carefully review the conditions/statements about ramifications of dropping below full time status as there could be financial aid, refund, and insurance implications.

10. 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.

11. 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**.

12. 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.

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

14. 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**.
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:

<table>
<thead>
<tr>
<th>Initiate eDrop Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Student, Lma</td>
</tr>
<tr>
<td>ID: 0000001111</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Please select the Term, Institution, and Career for your request.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Term</td>
</tr>
<tr>
<td>Spr 2007</td>
</tr>
<tr>
<td>Spr 2007</td>
</tr>
</tbody>
</table>

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

You can view the status of your electronic documents (eDocs) via One.IU.

1. Sign in to One.IU (if you have not done so already).
2. Using the One.IU search bar, type "eDocs" and press ENTER.
3. Click on the Track My SIS eDocs task.

The My SIS eDocs page is displayed.

Any SIS eDocs associated with your university ID will appear at the bottom of the page.