Overview

This process will allow a student to electronically drop and add a class. Rather than having a student walk a paper form around campus to obtain authorization signatures, the eDrop/eAdd document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path. Note: not all instructors, classes, or campuses are participating in eAdd.

- eDrop and eAdd as a pair where the eDrop receiving an automatic grade of W is available through One.IU and will be useable 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”). The task in One.IU is labeled Late Drop Add Classes (Administrative). The task in One.IU for students is labeled Late Drop / Add Classes (after 1st week of classes).

- In exceptional cases, some campuses and programs allow eDrops later in the term (the day after the Auto W deadline through the fully graded date for the class, which is the WF period). In these cases, a grade of W or F may be assigned.

- The date used to update SIS is the date the student submitted the request, irrespective of how long it takes to be approved.

- Workgroups may include multiple individuals and when one takes action, the item is removed from the action list of all individuals within the workgroup.

- “Nodes” of approval are set at each campus, according to their academic policies and will include some or all of the following:

For eDrop:

- (WF only) Pre-academic authority workgroup (based on institution, student career, program, and plan). (Bloomington only)

- Student academic advisor/advisor workgroup (based on student career, program, plan, and potential school/department usage of the SIS Advisor table)

- If International student, routes to International Affairs workgroup
  - o Specs: VISM Student Group code and transaction will drop student below fulltime

- If Student-Athlete, routes to Student-Athlete advisor workgroup
  - o Specs: USSC Student Group (Bloomington and IUPUI) or RS24, RS25, RS27, RS28, RS29, RS30, and RS31 Student Groups

- (WF only) Pre-course authority workgroup (based on institution, class career, class subject, course prefix, catalog #, and related component). (Bloomington only)

- (WF only) Instructor must assign a grade of W or F. The following instructor roles will receive the document in the action list: primary instructor, secondary instructor, associate instructor, and supervisory instructor. Only one instructor is required to take action on the document. After one instructor takes action, the other instructors cannot modify the document.

- Course Authority – Department offering the course

- (WF only) Pre-registrar authority workgroup (based on institution, student career, program, session, and term withdrawal). (Bloomington only)

- Academic Authority – Dean of student’s school and Dual Program Authority – Dean of student’s school if in a dual program (Bloomington only).

- 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
Approver – eDrop & eAdd as a Pair

dates of the class. The Registrar may also approve other drops based on each campus’ setup. If not a special session or an eDrop in the WF period, once all approvals are secured, the students’ SIS enrollment will be automatically updated. If the eDrop is in the WF period, the document will go to EXCEPTION status and require manual processing by the Registrar’s Office. Then SIS will be updated.

For eAdd:

- Instructor - The following instructor roles will receive the document in the action list: primary instructor, secondary instructor, associate instructor, and supervisory instructor. Only one instructor is required to take action on the document. After one instructor takes action, the other instructors cannot modify the document.

- Course Authority (used at Bloomington and in special circumstances at Indianapolis)

- Student academic advisor/advisor workgroup (based on student career, program, plan)
  - Workgroups may include multiple individuals and when one takes action, the item is removed from the action list of all individuals within the workgroup.

- 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

- Academic Authority/Student’s school (Bloomington only)

- Dual program authority (Bloomington only)

- If a Special Session code (Non, NS1, NS2), it will route to Registrar workgroup for action. This will allow Registrar staff to review class begin/end dates and to waive late fees, if appropriate. The Registrar may also approve other adds based on each campus’ setup.

- If not a special session, once all approvals are secured, SIS enrollment table will be automatically updated.

- Since these document were submitted together (as a pair), neither document will be processed until both have been approved by all required nodes.

- Once both documents have been approved and SIS enrollment table updated:
  - Email confirmation is sent to the University email address of student
  - Registrar Office receives a daily audit of activity along with an error report of any problems to be addressed
  - Faculty rosters in One.IU updated with newly added students
  - Other notifications possible (for example, SF, FA, and Veteran’s Affairs)

- Since the class instructor has first authority for allowing a student to add their class, it is critical that faculty be aware of and responsive to their workflow Action List. Faculty unwilling to use their Action List should provide approval in some fashion agreed upon by their course department (e.g. signing the student’s eAdd receipt, signing a paper drop/add from, etc.)

Steps

Approver Action

1. Log into one.iu.edu.
2. In the Search box, type, “action list” and press ENTER.
3. Click the Action List (Kuali Rice) task icon.
Note: Instructors can also access eDrop and eAdd documents pending action in Canvas on the dashboard or course home page. See more details in the Additional Information section of this document.

Your Action List will display.

4. The initial sort is by document ID. You can sort this page by any of the links at the top of the list (Id, Type, Status, Initiator, etc). To sort, double click on the underlined title of the column and the list will sort by that column.

   The Initiator column displays the student’s name.

   The Title column contains pertinent information specific to the request, which may help in sorting and filtering a list among the workgroup. The title includes the institution, career, program and plan of the student submitting the request. It also includes the course subject and catalog numbers of the course in review.

   Note that the Action List can be colored coded if the user sets color preferences in the User Preferences window.

5. If you would like to see the individuals in a Workgroup, click on the Workgroup link in the Group Request column (for example, SIS.EA.REGR).
6. Click **Close** to return to the previous screen.

7. Click on **Log** icon for details of when the request was submitted. It also provides other information related to the document.

8. Close the window to be returned to the **Action List**.

9. From the **Action List**, click on the document **Id** to access the request. Note that an eDrop document for a class that is being dropped after the Auto W period will be slightly different from a standard eDrop Request (see screenshots for details).
The screen will look similar to this image if the class is being dropped during the WF period.

![Class Drop Screen]

**NOTE:** Depending on the business process for the department offering the course, you may have the responsibility of checking to see if the class is full before giving approval for a student to add. Talk to your department to determine your business process. If you can override the class limit, you will see the following box below the Enrollment Information for this class.

**Enrollment Engine Override:**
- [Override Class Limit]

10. Once the document is retrieved, you need to review it to determine whether approval may be granted. Standards for approval/non-approval are the same as those used with the paper-driven process. A link to the Administrative Center is available if you need additional information prior to
making a decision. Clicking on this link brings up the Administrative Center screen with the EMPLID pre-populated.

- **Drop class request:** Reflects drop requested and is put into context with the student’s entire class schedule listed below.

- **Enrollment Engine Override:** Whether or not this button appears depends on the business process in the department offering the course and if they want you to monitor the class limit and override it when adding a student to a class that will exceed the class limit.

- If class was dropped after the Auto W period, **Assign Course Grade** field may be used by instructor to assign a grade. If a grade has already been assigned, it will be displayed as a read-only field on the document to all approvers who are not authorized to assign a grade.

The screen will look similar to this if the class was dropped after the Auto W period and the instructor can assign a grade.
Add Note field may be used by approver. The note will be returned to the student along with a message about whether the request was approved or not approved. Notes should always be used if disapproving or cancelling a request to explain to the student the reason for such action. Note that Notes are visible to anyone on the route path, including the student as mentioned above. Do not enter any information that should not be considered part of the academic record, to be viewed by personnel in the academic departments, schools or the Offices of the Bursars, Financial Assistance and/or the Registrar.

Notes that have been previously submitted from other reviewers also appear.

Study List is available so the advisor has all relevant course/degree progress information available.

Net units are calculated.

11. If the document is ready for approval, click approved. If not, you may place the document in a “hold” status by clicking hold. It may also be disapproved at this level, which will nullify the document and return it to the initiator.

approve = advisor approves action and submits for next level of approval or update to SIS. If you have the option to Override Class Limits and don’t check this box, a reminder will appear in red at the top of the page: “If the student should be enrolled regardless of enrollment limit or requisites, click on Class Limit or Requisite override checkbox before clicking ‘APPROVE’ again.”

- If you want to add the student to the class, regardless of if the class is full, click override. Override Class Limit, then click approve.
- If the Class Limits should be obeyed, click approve.
Approver – eDrop & eAdd as a Pair

- **disapprove** = advisor disapproves action and notification of that action will be returned to the student via the action list. A note will be important here to advise the student as to rationale and possible alternative actions.
- **hold** = advisor has reviewed, but is not ready to take action.
  - If the advisor chooses to use the action of hold, the following message will be displayed: “You have placed this request on hold. The document has been marked with your username in the action list.” Note: When putting a document on hold, no message is sent to the student; you have simply put the document on hold while you take further action. Communication with the student will need to be conducted by some other means before taking future action on the eDocument.
  - If an individual in the workgroup takes this action, others in the workgroup will see the advisor’s username next to this Document ID when they view their Action List. “Holding” a document does not lock others from accessing the document nor does it prevent anyone else from taking action.

12. Once the document is approved, the following will be displayed. When a document is approved or disapproved, a note is automatically added to the document showing the ID of the approver.

<table>
<thead>
<tr>
<th>eDrop Request</th>
<th>Document ID: 1077855</th>
<th>Status: ENROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator:</td>
<td>istudent</td>
<td>Created: 2007-08-13 14:24:22.0</td>
</tr>
</tbody>
</table>

**Student’s Name:** Student, Jane  
**ID:** 0000011111  
**Career:** Undergrad  
**Program:** University Div Undergraduate (UDIVI)  
**Plan:** Nursing BSN (NRNBSN)  

**Drop Class Request:**  
CSCI-A 110 INTRO TO COMPUTERS & COMPUTING, Units: 3.0, Twelve Week  

<table>
<thead>
<tr>
<th>Component</th>
<th>Class#</th>
<th>Instructor</th>
<th>Day &amp; Time (Location) Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>6415</td>
<td>Doe, Jane</td>
<td>05/14/2007-08/13/2007</td>
</tr>
</tbody>
</table>

If all pending requests are approved, total units for the term will be: 5.0  
Minimum enrollment units for this term: 0.0  
Maximum enrollment units for this term: 18.0

**The request has been approved.**

Add Note (viewable by student)  

**Study List for  East, Summer 2007:**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Description</th>
<th>Class#</th>
<th>Instructor</th>
<th>Units</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>pending drop (this doc)</td>
<td>CSCI-A 110 INTRO TO COMPUTERS &amp; COMPUTING</td>
<td>6415 (Lecture)</td>
<td>Doe, Jane</td>
<td>3</td>
<td>Twelve Week</td>
<td></td>
</tr>
<tr>
<td>enrolled</td>
<td>BIOL-L 107 BIOLOGICAL CONCEPTS</td>
<td>6285 (Laboratory)</td>
<td></td>
<td>5</td>
<td>10 Week</td>
<td></td>
</tr>
</tbody>
</table>

13. (eDrop in Auto W only) The final approval based on campus-specific requirements (refer back to page 1) will send the drop request to the SIS enrollment engine or the Registrar’s office for processing. Consequently, the course will be dropped with a grade of **W**.

(eDrop in WF only) A grade of either **W** or **F** will be assigned by the instructor in the route path of the document and the final approval will send the drop request to the Registrar’s office for processing.
If the drop does not require approval, the document will go into **FINAL** status, but a note will be added to the record that this document will not be processed until the dependent document has been approved.

In addition, an email is automatically generated to the student, informing him/her of the successful completion of the drop request as well as providing the document ID.

Click on the **Document ID** to access the request. Note: If the approver is the instructor, the total units and study list will not be visible due to FERPA regulations.

**NOTE:** Depending on the business process for the department offering the course, you may have the responsibility of checking to see if the class is full before giving approval for a student to add. Talk to your department to determine your business process. If you can override the class limit, you will see the following box below the **Enrollment Information for this class.**

14. Once the document is retrieved, you need to review it to determine whether approval may be granted. Standards for approval/non-approval are the same as those used with the paper-driven process.

- **Add Class Request:** Shows the details for the class the student is attempting to add.
• **Class #:** The class number is a link to the SIS Enrollment Information Browser so you can check the current enrollment in each part of the class before taking action on the request. It is recommended that you check all parts of the class (discussion, lab, lecture, etc.).

![](SIS Enrollment Information Browser)

- **Total Units:** The student’s pending units, minimum enrollment units, and maximum enrollment units are listed. (Not visible to instructor due to FERPA regulations.)
- **Enrollment information for this class:** Class enrollment information is provided to assist the instructor/approver in determining if there is pending activity that could affect the class enrollment limits.
- **Add Note** field may be used by approver. The note will be returned to the student along with a message about whether the request was approved or not approved. Notes should always be used if disapproving or cancelling a request to explain to the student the reason for such action. Note that *Notes* are visible to anyone on the route path, including the student as mentioned above. Do not enter any information that should not be considered part of the academic record, to be viewed by personnel in the academic departments, schools or the Offices of the Bursars, Financial Assistance and/or the Registrar.
- **Notes** that have been previously submitted also appear.

15. If the document is ready for approval, click **approve**. If not, you may place the document in a “hold” status by clicking **hold**. It may also be disapproved at this level, which will nullify the document and return it to the initiator.

- **approve** = instructor/reviewer approves action and submits for next level of approval or update to SIS.
- **disapprove** = instructor/reviewer disapproves action and notification of that action will be returned to the student via the action list. A note will be important here to advise the student as to rationale and possible alternative actions.
- **hold** = instructor/advisor has reviewed, but is not ready to take action.
  - If the advisor chooses to use the action of **hold**, the following message will be displayed: “You have placed this request on hold. The document has been marked
Approver – eDrop & eAdd as a Pair

with your username in the action list.” Note: When putting a document on hold, no message is sent to the student; you have simply put the document on hold while you take further action. Communication with the student will need to be conducted by some other means before taking future action on the eDocument.

- If an individual in the workgroup takes this action, others in the workgroup will see the advisor’s username next to this document Id when they view their Action List. “Holding” a document does not lock others from accessing the document nor does it prevent anyone else from taking action.

16. Once the document is approved, the following will be displayed.

17. When you are finished reviewing/approving the request, click close window.

18. The final approval based on campus-specific requirements (refer back to page 1) will send the add request to the SIS enrollment engine for processing. Consequently, the course will be added to the student’s schedule. If there is an error in processing, the document will either be returned to the student (in the case of a time conflict, for example) or go to the Registrar’s office for resolution.

In addition, an email is automatically generated to the student, informing him/her of the successful completion of the add request as well as providing the enrollment request ID.

If the add request is Disapproved or Canceled:
- The SIS Enrollment Table will not be updated.
- Activity will be written to the audit table maintained by the Registrar.
Approver – eDrop & eAdd as a Pair

- Notification email will be sent to the student for a disapproval, but not a cancellation.

Additional Information:
- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.
- Unlike administrator initiated eAdd documents, eDrops in the WF period will always route to the instructor for a grade. The instructor node cannot be skipped. If a grade isn’t assigned, the document will go to EXCEPTION status for manual processing.
- Instructors can access eDrop and eAdd documents pending their action in Canvas on the course home page or the dashboard. The number of pending eDrop WF documents will be listed as “students waiting to withdraw.” eAdds will be listed as “students waiting to add.”