Student Initiated – eDrop & eAdd

Overview

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

- An eDrop and eAdd pair with the drop receiving an automatic grade of W is available through One.IU and will be useable beginning in the second week of classes through the Auto W deadline on your campus.
- 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). These are exceptional cases. In these cases, a grade of W or F may be assigned.
- Note: University College students and freshmen students in the School of Engineering & Technology 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. Sign in to One.IU (one.iu.edu).
2. In the search bar, type “Late Drop” or “Late Add” 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 on the task to review eDrop and eAdd eligibility.

The Initiate eDrop/eAdd Request page is displayed.
4. Click the link, Drop & Add.

The Initiate Drop/Add Pair Request page is displayed.

5. Read the instructions and click continue. The current class schedule will be displayed.

The screen will look similar to this if all classes are in the Auto W period:
6. Classes will display differently depending on the time period for the class:
   - If there are classes in both the Auto W (grade of W will automatically be assigned) and WF (instructor can assign a grade of W or F) periods available to drop, then the Auto W classes will display with a radio button next to each class below a green bar with a message stating that the classes below will be assigned a grade of W when dropped. If only Auto W classes are available to drop, then this green bar will not appear on the document.

   The screen will look similar to this if there are classes in both the Auto W and WF periods available to drop:

   ![Initiate Drop/Add Pair Request](image)

   - If there are any classes available to drop in the WF period, they will display without a radio button next to each class below a yellow bar. The yellow bar contains a message stating that the classes below require approval to drop and may result in a grade of W or F. You must click the link in this yellow bar to acknowledge that you have read and understand this message in order to select a WF class to drop.
   - If there are any classes no longer available to drop, the Select column will display the dates the drop was allowed, “eDrop allowed MM/DD-MM/DD.”
     - **Note:** If the class is in a non-standard session (as specified by the campus) the Auto W period will be calculated based on the number of days the class meets. Each campus specifies the percentage of the class that is considered the Auto W period.

7. Click the radio button next to the class(es) you would like to drop and click **continue**.
8. If you selected a class that could result in a W or F grade, you will see a pop-up confirming you understand you could receive a W or F grade.

Click **ok** to continue or **cancel** to return to the **Select Classes** page.

9. Review the class selected to drop. (If the incorrect course was selected by mistake, click **back** to return to the previous screen.)

10. 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.

11. Once you have entered the class number, click **continue**.
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- 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.

12. Review the class selected to add. (If an incorrect class was selected by mistake, click back to return to the previous screen.)

13. 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.
14. If you are dropping a class in the WF period, carefully review the statements about ramifications of dropping a class requiring an appeal. Once you have read the conditions and agree, click the I accept the conditions above checkbox. If you are not dropping a WF class, skip to #16.

The screen will look similar to this if you are dropping a class in the WF period.
15. Carefully review the conditions/statements about ramifications of dropping and adding the classes. These statements will vary by campus.

16. Once you have read the additional conditions and agree, click the I accept the conditions above checkbox.

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

17. 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. Note that if you are submitting a request to drop a course in the WF period, this text box will be labeled with a message stating: “REQUIRED: Enter the reason for dropping the class that may result in a grade of W or F. This note will appear on all classes dropped. If you have different reasons for dropping multiple classes, please specify the class with each reason.”

The screen will look similar to this if you are submitting a request to drop a course in the WF period.
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18. 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.

19. 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.

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

<table>
<thead>
<tr>
<th>Study List for Kokomo, Fall 2007:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>enrolled</td>
</tr>
<tr>
<td>enrolled</td>
</tr>
<tr>
<td>enrolled</td>
</tr>
<tr>
<td>pending drop</td>
</tr>
<tr>
<td>pending drop</td>
</tr>
<tr>
<td>pending drop</td>
</tr>
</tbody>
</table>

21. 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:**
If the drop is in the Auto W period, 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.
eDrop and eAdd pairs where the drop is in the WF period will go to EXCEPTION status prior to processing. This does not mean there is a problem with your request. The Registrar’s Office must determine how the drop should be processed and will do that manually. Once the document has been processed, the status should be FINAL.

**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 routing of your request and to assure completion. You are not officially registered until the class is added to your class schedule.
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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:

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.

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 add 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.

If there are any SIS eDocs associated with your university ID, they will appear below.

**Click on the Document ID** link to review your request, print for reference, or add notes for the approver(s).
- *Hint:* If you’d like to retract a request that has not been approved yet, simply add a note to the document asking the reviewer to cancel the request. Once a document has been approved, it can no longer be retracted.

**Click on the Route Log icon** to view the routing status of your request.

The **Route Status** column indicates whether the document:
- has been saved, but not yet submitted (SAVED)
- has been submitted, but is still under review (ENROUTE)
- has been approved and completed (FINAL)
- has been denied (DISAPPROVE, CANCEL)
- has been approved, but encountered difficulties during processing, and is under further review (EXCEPTION)

There are no returnable items within the results. Please perform another search or click cancel or return with no value to return to the previous page.

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