

# Student Initiated - Electronic Drop (eDrop)

## Overview

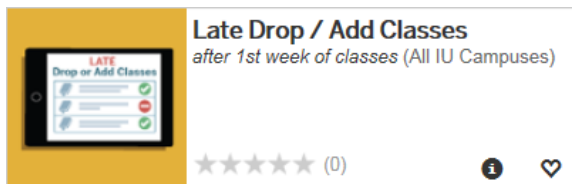
This process will allow a student to electronically drop a class.

- eDrop is available for students in participating programs on all IU campuses.
- An 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 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 drop with greater penalty 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 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 1<sup>st</sup> 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.

**Initiate eDrop/eAdd Request**

**Name:** Student, Ima  
**ID:** 0000001111

**What would you like to do?**

[Drop only](#)

[Add only](#)

[Drop & Add \(approved & processed as a pair\)](#)

4. Click on [Drop Only](#).

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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. Classes will display differently depending on the time period for the class:
  - If all of the classes are in the Auto W period (grade of W will automatically be assigned), a checkbox will display next to each class available to drop. See image below.

The screen will look similar to this if all classes are in the Auto W period.

**Initiate eDrop Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**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		3	Summer Session 1
<input type="checkbox"/>	PSY-P 216	LIFE SPAN DEVELOPMENTAL PSYCH	1103 (Lecture)	MW 1:00PM-4:15PM		3	Summer Session 2
<input type="checkbox"/>	SPCH-S 121	PUBLIC SPEAKING	1113 (Lecture)	TuTh 6:00PM-9:15PM		3	Summer Session 2
completed	MICR-J 201	MICROBIOLOGY LABORATORY	1081 (Laboratory)	TuTh 11:30AM-2:00PM		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.**

- 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 checkbox next to each class below a green bar with a message stating that the below classes 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. See image below.

# Student Initiated - Electronic Drop (eDrop)

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

**Initiate eDrop Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**Term:** Summer 2016  
**Institution:** IUPUI  
**Career:** Undergrad  
**Program:** Science Undergraduate (SCI1)  
**Plan:** For & Invest Sci BS PU (F&ISBSPU)

Please note the grades that could be assigned for each of the classes below. Grades will appear on your official transcript.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
Classes listed below that meet for the full semester will be assigned a grade of W when dropped after the first week of classes. Classes that do not meet for the full semester may receive a grade of W at any time after the first day of the class.							
<input type="checkbox"/>	PHYS-P 201	GENERAL PHYSICS 1	9357 (Laboratory) 9356 (Recitation) 9358 (Lecture)	MTuWThF 3:30 PM-5:20 PM	[redacted]	5	Summer Session 1
<input type="checkbox"/>	SPEA-J 260	TOPICS IN CRIMINAL JUSTICE	10074 (Lecture)	F 8:00 AM-5:00 PM	[redacted]	1	Non Standard Session 2
Requests to withdraw from the classes listed below require the approval of the instructor and additional academic officials. Withdrawal requests received after the period to withdraw from classes and receive an automatic grade of W are considered only in extraordinary situations which are beyond the student's control. Poor performance in a course is not considered a valid reason for a late withdrawal. The student may be required to submit supporting documentation and/or meet with a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned. <a href="#">CLICK HERE to continue to select these classes and acknowledge the potential consequences of withdrawing from these classes late in the semester.</a>							
<input type="checkbox"/>	CHEM-C 126	EXPERIMENTAL CHEMISTRY II	8942 (Laboratory)	MTuTh 2:30 PM-5:35 PM	[redacted]	2	Summer Session 2
<input type="checkbox"/>	ASL-A 131	FIRST YEAR ASL I	11020 (Lecture)	TuWTh 9:00 AM-11:45 AM	[redacted]	4	Summer Session 2

▪ Current total enrollment units for this term: 12.0

**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.

- If there are any classes available to drop in the WF period, they will display without a checkbox 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. See image below.

The screen will look similar to this if there are only classes available to drop in the WF period:

**Initiate eDrop Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**Term:** Summer 2016  
**Institution:** IUPUI  
**Career:** Undergrad  
**Program:** Liberal Arts Undergraduate (LIBA1)  
**Plan:** Communication Studies BA (COMSTBA)

Follow the appropriate approval processes to drop one or more of these classes.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
Requests to withdraw from the classes listed below require the approval of the instructor and additional academic officials. Withdrawal requests received after the period to withdraw from classes and receive an automatic grade of W are considered only in extraordinary situations which are beyond the student's control. Poor performance in a course is not considered a valid reason for a late withdrawal. The student may be required to submit supporting documentation and/or meet with a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned. <a href="#">CLICK HERE to continue to select these classes and acknowledge the potential consequences of withdrawing from these classes late in the semester.</a>							
<input type="checkbox"/>	ASL-A 131	FIRST YEAR ASL I	11020 (Lecture)	TuWTh 9:00 AM-11:45 AM	[redacted]	4	Summer Session 2

▪ Current total enrollment units for this term: 4.0

**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.

# Student Initiated - Electronic Drop (eDrop)

- 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 checkbox next to the class 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.
  8. If the course selected is correct, click **continue**.
  9. 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.

I acknowledge that by selecting a class that requires additional approvals to drop, I may receive a grade of W or F from the instructor.

- Click **ok** to continue or **cancel** to return to the *select classes* page.
10. Review the class selected to drop. If the incorrect course was selected by mistake, click **back** to return to the previous screen.

The screen will look similar to this if all of the classes are in the Auto W period:

**Initiate eDrop Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**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		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. If you are a non-standard course, please contact the Bursar's Office regarding the refund/credit. For fee refund if

I accept the conditions above.

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

Enter a reason for dropping the class.

# Student Initiated - Electronic Drop (eDrop)

11. If you are dropping a class in the WF period, carefully review the statements about ramifications of dropping a class requiring an appeal. If you are not dropping a WF class skip to #13.

The screen will look similar to this if you selected a class in the WF period:

**Initiate eDrop Request**

Name: Student, Ima  
ID: 000001111  
Term: Summer 2016  
Institution: IUPUI  
Career: Undergrad  
Program: Science Undergraduate (SC11)  
Plan: For & Invest Sci BS PU (F&ISBSPU)

Please confirm that you want to drop the following:

Course	Description	Class#	Day & Time	Instructor	Units	Session
<b>Requests to withdraw from the classes listed below require the approval of the instructor and additional academic officials. Withdrawal requests received after the period to withdraw from classes and receive an automatic grade of W are considered only in extraordinary situations which are beyond the student's control. Poor performance in a course is not considered a valid reason for a late withdrawal. The student may be required to submit supporting documentation and/or meet with a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned.</b>						
SPEA-J 260	TOPICS IN CRIMINAL JUSTICE	10074 (Lecture)	F 8:00 AM-5:00 PM		1	Non Standard Session 2

If this request and any pending requests are approved, total enrollment units for this term will be: 11.0

**Conditions for dropping a class requiring an appeal:**

- I understand that I have selected to drop one or more classes that will result in the grade of W or F (at the instructor's discretion).
- I understand the potential consequences associated with this request.

I accept the conditions above.

**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.**

12. Once you have read the conditions and agree, click the **I accept the conditions above** checkbox. Once you have clicked this checkbox, further conditions will appear.
13. Carefully review the conditions/statements about ramifications of dropping below full time status as there could be financial aid, refund, and insurance implications.
14. Once you have read the additional conditions and agree, click the **I accept the conditions above** checkbox. Once this checkbox is selected, the  button will be enabled.
15. 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**. 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 like **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.**

# Student Initiated - Electronic Drop (eDrop)

The screen will look similar to this if dropping a class in the WF period. Classes not in the WF period will still show the second set of conditions, but not the first.

**Initiate eDrop Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**Term:** Summer 2016  
**Institution:** IUPUI  
**Career:** Undergrad  
**Program:** Science Undergraduate (SCI1)  
**Plan:** For & Invest Sci BS PU (F&ISBSPU)

Please confirm that you want to drop the following:

Course	Description	Class#	Day & Time	Instructor	Units	Session
Requests to withdraw from the classes listed below require the approval of the instructor and additional academic officials. Withdrawal requests received after the period to withdraw from classes and receive an automatic grade of W are considered only in extraordinary situations which are beyond the student's control. Poor performance in a course is not considered a valid reason for a late withdrawal. The student may be required to submit supporting documentation and/or meet with a university official. Dependent on the circumstances, this request may be denied or a final grade of W or F may be assigned.						
SPEA-J 260	TOPICS IN CRIMINAL JUSTICE	10074 (Lecture)	F 8:00 AM-5:00 PM		1	Non Standard Session 2

▪ If this request and any pending requests are approved, total enrollment units for this term will be: 11.0

Conditions for dropping a class requiring an appeal:

- I understand that I have selected to drop one or more classes that will result in the grade of W or F (at the instructor's discretion).
- I understand the potential consequences associated with this request.

I accept the conditions above.

Please review the following conditions carefully:

- I understand that dropping below full time status could have implications for medical insurance and other potential benefits and wish to proceed. For more information, contact the [Office of the Registrar](#).
- I understand and have taken into account the amount of refund I may or may not receive as well as any late fees that may be assessed and wish to proceed. For more information, review the [Academic Calendar](#) or contact the Office of the Registrar at 317-274-1519.
- I recognize that any course drop/add activity could have an impact on my veterans benefits/eligibility (for this term and for the future). Any possible implications have been considered and/or discussed with my VA rep and I wish to proceed. For more information, contact [gibenefi@iupui.edu](mailto:gibenefi@iupui.edu).

I accept the conditions above.

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.

16. Click  . 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.

17. Click  to print this receipt page.

18. If you would like to drop another class, click  . 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  .

# Student Initiated - Electronic Drop (eDrop)

## 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:** 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.

### 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.

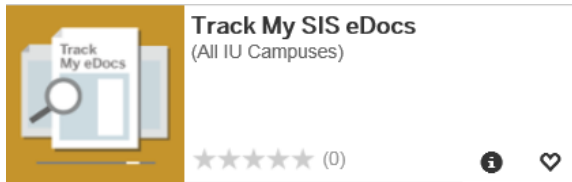
## Viewing the Status of Your eDocs

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.



# Student Initiated - Electronic Drop (eDrop)



The *My SIS eDocs* page is displayed.

 **My SIS eDocs** imastudent  
[Logout](#)

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)

One item retrieved.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
00000001	SIS SR Drop Course Document	Drop Class#20319, BUS-F 260, IUEAA, UGRD, Hum & Social Sc Undergraduate, General Studies BGS	FINAL	Doe, Jane	10/01/2015 10:46 AM	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

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