

Common Questions – How do I do that?

How to DROP a Class PRIOR TO THE END OF THE FIRST WEEK of the Semester

1

Sign in to [One.IU](#)
Select the category [Enrollment](#)
Click on [Drop or Add Classes \(through 1st week of classes\)](#)
Click on [Drop](#) at the top of the page
Select the [check box](#) of the course(s) you would like to drop
Click on [Drop Selected Classes](#) (A confirm your selection page will display)
Click on [Finish Dropping](#)

To ensure that you have successfully completed the drop, review your class schedule to make sure the class has been removed or indicates dropped.

How to Find Your REGISTRATION APPOINTMENT

2

Sign in to [One.IU](#)
Select the category [Academics](#)
Click on [Student Center \(SIS\)](#)
On the right of the screen under [Enrollment Dates](#) click on [details](#).
It will provide a date & time when you can begin enrolling into classes for the upcoming semester. It is not an appointment to meet with anyone.

How to Complete CITIZENSHIP VERIFICATION

4

Sign in to [One.IU](#)
Select the category [Personal Information](#)
Click on [Citizenship verification](#)
Click on [Click here to complete the Citizenship Answer the question "Are you a U.S. Citizen, Permanent Resident, Asylee, or Refugee?" Yes or No](#)
Click on [continue](#)
(If you answer No, additional questions will appear)
Select the [check box](#) indicating that *I verify that I have completed the citizenship verification.*
Click on [Verify](#)

How to DROP a Class AFTER THE FIRST WEEK of the Semester

3

Sign in to [One.IU](#)
Select the category [Academics](#)
Click on the [Late Drop / Add Classes \(After 1st week of classes\)](#) task
Note: you may also click the [Details](#) button located on the task to review eDrop and eAdd eligibility
From the [Initiate eDrop/eAdd](#) page, click on [Drop Only](#)
Choose the class(es) that you wish to drop and follow the steps to completion

To ensure that you have successfully completed the drop, review your class schedule to make sure the class is either dropped or withdrawn (W).

How to Complete IMMUNIZATION COMPLIANCE

6

Sign in to [One.IU](#)
Select the category [Personal Information](#)
Click on [Immunization Compliance Form](#)
Click on and read [Risks Associated with Meningococcal Disease](#)
Select the [check box](#)
Click on [Submit](#)
Your Immunization Status will indicate: [Compliant](#)

If you had an Immunization Compliance hold on your account it will be removed automatically in 24 hours.

How to View My UNOFFICIAL TRANSCRIPT & ACADEMIC ADVISING REPORT

5

Sign in to [One.IU](#)
Select the category [Academics](#)
Click on [Student Center \(SIS\)](#)
Click on [My Academics & Grades](#)
Click on [View My Advisement Report](#)
Three drop boxes will appear - enter the following:
***Institution:** select your Institution (i.e. Southeast)
***Academic Program:** select a program if you have more than one
***Report Type:** select the [AAR & Transcript](#) option
Click on [Process Request](#)
Click on [Expand All](#)

*At the top, your transcript will appear with transfer credit (if any).
After the transcript, your Academic Advising Report will appear.
The Academic Advising Report will provide information on your degree progress. It will show classes you've taken and classes you need to take.*

How to Get an OFFICIAL TRANSCRIPT OR DUPLICATE DIPLOMA

7

Instructions for either [Current Students](#) or [Former Students](#) are available on your Registrar's website.

How to Obtain an ENROLLMENT VERIFICATION or GOOD STUDENT DISCOUNT CERTIFICATE

8

The enrollment verification or good student discount can be provided to either health or car insurance companies to show that you are a currently enrolled student or have a 3.0 GPA.

Sign in to [One.IU](#)
Select the category [Enrollment](#)
Click on [Enrollment Verification Certificate](#) for your campus
Click either [Obtain an enrollment certificate](#) (choose either [Current enrollment](#) or [All enrollment](#)) or [Obtain a Good Student Discount Certificate Print off Certificate](#)

If you do not have a 3.0 GPA you will not be able to choose Good Student Discount.