

Electronic Class Drop (eDrop)

Indiana University has developed an electronic drop (eDrop) process to allow students to request class drops via the web. eDrop will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline.

All students (except those in the **School of Law**) are eligible to use eDrop.

Using eDrop

1. Log into OneStart <https://onestart.iu.edu>.
2. On the **Services** tab, click **Self-Service** in the sidebar, and under **Registration and Classes**, click **Drop/Add Classes**.
3. Click **Drop classes after the first week** . . .
4. On the eDrop info page, go to the bottom and click the **click here to access the system** link.
5. Select the course/s you would like to drop and click

continue

eDrop Request

Name: Student, Ina
 ID: 000001111
 Terms: Spr 2007
 Institution: IU/PUI
 Career: Undergrad
 Program: University Coll Undergraduate (UCOL1)
 Plan: Tourism/Conv/Event Mgt (TCEHPR)

Please select one or more classes to drop.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
<input type="checkbox"/>	ENG-W 132	ELEMENTARY COMPOSITION 2	25757 (Lecture)	M 6:00PM-8:40PM	Mosbrugger,Megan	3	Regular Academic Session
<input type="checkbox"/>	GEOG-G 110	INTRO TO HUMAN GEOGRAPHY	19916 (Lecture)	TuTh 12:00PM-1:15PM	Beck,Robert L.	3	Regular Academic Session
<input type="checkbox"/>	STAT 113	STATISTICS AND SOCIETY	25402 (Lecture)	TuTh 10:30AM-11:45AM	Dona,Christopher Thomas	3	Regular Academic Session
<input type="checkbox"/>	TCEM 100	INTRO TOURISM & HOSPITLTY MGMT	21818 (Lecture)	MW 9:00AM-10:15AM	Brothers,Linda Ruth	3	Regular Academic Session
<input type="checkbox"/>	TCEM 181	FRONT OFFICE OPERATIONS	25643 (Lecture)	MW 12:05PM-1:15PM	Worthington,John Timothy	3	Regular Academic Session

* Current total enrollment units for this term: 15.0

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.

continue **clear**

**** In Fall and Spring terms, you'll have to see an advisor or student advocate to withdraw from every subject. During Summer terms you are allowed to drop all of your classes online. ****

6. Review your eDrop request. If you selected the wrong course, click **back** to return to the previous screen.
7. Once you have carefully reviewed the conditions, **Accept the conditions**, and click the **submit for approval** button.
8. A confirmation page will display. **We highly recommend that you print this confirmation page for your records!**
9. If you would like to drop another class, click **create another request**. Follow the above steps to drop another class.
10. When you are finished, click **close window**.

Monitoring eDrop requests

1. Log into OneStart <https://onestart.iu.edu>.
2. On the **Services** tab, click **Self-Service** in the sidebar, and under **Personal Info**, click **My eDocs**.



3. Locate **Route Status**.
ENROUTE = still under review
FINAL = approved and completed
DISAPPROVED = denied

My eDocs

- If there are any SIS eDocs associated with your 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.
 - Note: Once a document has been approved, it cannot be retracted.
- Click on the Route Log icon to view the routing status of your request.
- The Route Status column indicates whether the document:
 - is still under review (ENROUTE)
 - has been approved and completed (FINAL)
 - has been denied (DISAPPROVE)

12 items found, displaying 1 to 10 (First/Prev) 1, 2 (Next/Last)

Document ID	Type	Title	Route Status	Initiator	Date Created	Route Log
1070266	SIS SR Drop Course Document	Drop Class#0503, CHEM-C 101, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scullis_LISA M	09:32 AM 06/15/2007	
1070265	SIS SR Drop Course Document	Drop Class#12587, MUS-P 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scullis_LISA M	08:22 AM 06/15/2007	
1070264	SIS SR Drop Course Document	Drop Class#14102, BUS-A 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scullis_LISA M	08:19 AM 06/15/2007	
1070210	SIS SR Drop Course Document	Drop Class#8599, JPOD-1491, IUBLA, GRAD, Music Graduate, Choral Conducting MM	FINAL	Scullis_LISA M	01:42 PM 06/14/2007	
1070440	SIS SR Drop Course Document	Drop Class#12587, MUS-P 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	FINAL	Scullis_LISA M	03:55 PM 06/08/2007	
1070433	SIS SR Drop Course Document	Drop Class#25777, POLS-Y 561, IUBLA, GRAD, Music Graduate, Choral Conducting MM	DISAPPROVED	Scullis_LISA M	01:25 PM 06/08/2007	

What you need to know about eDrop

Dropping classes could result in reduction or repayment of financial aid and ADDITIONAL TUITION CHARGES MAY APPLY.

Submitting an eDrop request is not a confirmation that the course has been dropped from your schedule.

Once submitted, your eDrop request will be routed to the appropriate advisor, department chair, and/or dean for approval.

Once approved, your request will be processed and an email confirming that the Drop is official will be sent to your University email account.

Until you receive an email which says the Drop has been approved and processed, or until you confirm via My eDocs that the status of your request is **FINAL**, **you are still enrolled in the course**. All rules and requirements still apply, and you should continue to attend the class.