eDrop/eAdd Pair

eDrop and eAdd will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline.

Submitting a Drop/Add Pair

1. Log into One.IU.

2. Search for "drop and add classes"

3. Select **Late drop add classes (after first week)**

4. Click **If you are eligible to use the system, click here**.

5. Read the instructions and click [continue]

6. Check the box next to the class you would like to drop and click [continue]

7. Enter the class number (4-5 digits) you would like to add or click Class Search to look up the class number (opens in a new window with viewing capability only). When you have entered the class number, click [continue]

8. Review the eDrop/eAdd request. Read the conditions and make sure you have selected the correct courses. If you need to select another course, click [back]

9. Once you have read the conditions, check the box next to **Accept the Conditions**.

10. Click [submit for approval] A confirmation page will display.

11. If you would like to submit another drop/add request, click [create another request] and follow the steps above. If you are finished, click [close window]

Selecting the Drop

Please select one or more classes to drop.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
☑	BIOL-L 111	EVOLUTION AND DIVERSITY	1234 (Discussion) 2345 (Lecture)	Th 11:15 AM-12:05 PM	Instructor, Jane	3	Regular Academic Session
☐	CHEM-C 101	ELEMENTARY CHEMISTRY 1	3456 (Discussion) 4567 (Lecture)	Th 2:30 PM-3:20 PM	Instructor, Joe	3	Regular Academic Session
☐	ENG-W 231	PROFESSIONAL WRITING SKILLS	5678 (Discussion)	TuTh 12:20 PM-1:10 PM	Instructor, Jimmy	3	Regular Academic Session
☐	HPER-A 382	LAB PRACT IN ATHLETIC TRNG 2	6789 (Laboratory)	Tu 6:30 PM-8:30 PM	Instructor, James	2	Regular Academic Session
☐	HPER-A 384	PRIN/TECHS OF THERAPEUTIC EXER	7890 (Lecture)	TuTh 9:30 AM-10:45 PM	Instructor, Josh	3	Regular Academic Session
pending drop	HPER-P 409	BASIC PHYSIOLOGY OF EXERCISE	8901 (Laboratory) 9012 (Lecture)	Th 4:40 PM-6:35 PM	Instructor, Josephine	(3)	Regular Academic Session

- Current total enrollment units for this term: 17.0

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]

Selecting the Add

Drop selection: BIOL-L 111, EVOLUTION & DIVERSITY, Class# 1234

Please enter the class number you'd like to add (4-5 digits):

[_____] Search (☆ indicates an ENROLLMENT section)

Note: Once approved, the date you submit this request will be the date used to add the class. Fees will be determined based on that date.

[continue] [back]

View Study List w/meeting dates, times, and locations...

Study List for Bloomington, Fall 2010:

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	CHEM-C 117	PRINCIPLES OF CHEM I	34567 (Lab)	Instructor, Jane	3	Regular Academic Session
enrolled	BUS-A 100	INTRO TO ACCOUNTING	54679 (Lecture)	Instructor, Jimmy	3	Regular Academic Session
enrolled	ENG-W 131	ELEMENTARY COMP I	65432 (Lecture)	Instructor, Joe	3	Regular Academic Session
enrolled	CLAS-C 310	CLASSICAL DRAMA	2960 (Lecture)	Instructor, Janet	3	Regular Academic Session

If pending requests are approved (if any), total enrollment units for this term will be: 0.0

Monitoring eAdd Requests

1. Log into One.IU (https://one.iu.edu).

2. Search **Track My SIS eDocs**

3. Click **Track My SIS eDocs**. (Select **Start** inside the application)

My eDocs

- 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:
  - is still under review (ENROUTE)
  - has been approved and completed (FINAL)
  - has been denied (DISAPPROVE)

1 item found, displaying all items.

Id	Type	Title	Route Status	Initiator	Date Created	Route Log
1218239	SIS SR Add Course Document	Add Class #7700, HPER-C 611, IUBLA, UGRD, Health, PE & Rec Undergraduate, Athletic Training BSK	ENROUTE		09:01 AM 03/01/2010	🔍

NOTE: Once an eDrop/eAdd request is approved, fees will be determined based on the date of submission. Submitting a request does not guarantee that the course(s) will be added to or dropped from your schedule. You are not officially enrolled in the class you requested to add, nor officially withdrawn from the class you requested to drop, until your request has been approved and processed. Please monitor your Indiana University e-mail account for updates concerning your eAdd request. Dropping classes could result in reduction or repayment of financial aid. Additional tuition charges may apply. Please refer questions about fee payment to the Office of the Bursar.