

Electronic Class Drop (eDrop)

eDrop will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline for each session.

Using eDrop

1. Log into OneStart (<https://onestart.iu.edu>).
2. Click the **Services** tab at the top of the page.
3. Click **Student Self-Service** in the left sidebar.
4. Click **Late Drop/Add Classes**.
5. Click **Drop only**.
6. Click the link that says **If you are eligible to use the system, click here**.
7. Click **drop only**.
8. Check the box next to the class you would like to drop and click **continue** (see Selecting A Class at right).
9. Review your eDrop request and read the conditions. If you have selected the wrong class, click **back** to correct your selection.
10. Once you have read the conditions, check the box next to **Accept the Conditions** (see Accepting the Conditions at right).
11. Click **submit for approval** (a confirmation page will display).
12. If you would like to drop another class, click **create another request** and follow the steps above. If you are finished, click **close window**.
13. You may view your requests in OneStart by using **Track My eDocs** (see Track My eDocs at right).

Selecting A Class

Name: Student, Ima
ID: 0123456789
Term: Spring 2010
Institution: Bloomington
Career: Undergrad
Program: Health, PE & Rec Undergraduate (HPER1)
Plan: Athletic Training BSK (KNSATBS)

Please note that it is always best to discuss course schedule changes with your advisor!

Please select one or more classes to drop.

Select	Course	Description	Class#	Day & Time	Instructor	Units	Session
<input checked="" type="checkbox"/>	BIOL-L 111	EVOLUTION AND DIVERSITY	5156 (Discussion) 5145 (Lecture)	Th 11:15 AM-12:05 PM	Instructor, Jane	3	Regular Academic Session
<input type="checkbox"/>	CHEM-C 101	ELEMENTARY CHEMISTRY 1	5717 (Discussion) 5713 (Lecture)	Th 2:30 PM-3:20 PM	Instructor, John	3	Regular Academic Session
<input type="checkbox"/>	ENG-W 231	PROFESSIONAL WRITING SKILLS	6989 (Discussion)	TuTh 12:20 PM-1:10 PM	Instructor, Jan	3	Regular Academic Session
<input type="checkbox"/>	HPER-A 382	LAB PRACT IN ATHLETIC TRNG 2	7687 (Laboratory)	Tu 6:30 PM-8:30 PM	Instructor, Joe	2	Regular Academic Session
<input type="checkbox"/>	HPER-A 384	PRIN/TECHS OF THERAPEUTIC EXER	7688 (Lecture)	TuTh 9:30 AM-10:45 AM	Instructor, James	3	Regular Academic Session
pending drop	HPER-P 409	BASIC PHYSIOLOGY OF EXERCISE	10833 (Laboratory) 8038 (Lecture)	Th 4:40 PM-6:35 PM	Instructor, Jess	(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](#)

Accepting the Conditions

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. For more information, click on **Office of Student Financial Assistance**.
- 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, please see **Full-Time Student Status**.
- I understand and have taken into account the amount of refund I may or may not receive and wish to proceed. For more information, contact the **Office of the Bursar**.

I accept the conditions above.

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

[submit for approval](#) [back](#)

NOTE: Submitting an eDrop request is not a confirmation that the course has been dropped from your schedule. Until you receive an email confirming the success of your eDrop request, you are still enrolled in the class and you should continue to attend. 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.

To withdraw from all courses during Fall or Spring terms, please consult your academic advisor or contact the Student Advocates office at (812) 855-0761. Complete withdrawal during Summer terms can be done online.

Track My eDocs

1. Log into OneStart (<https://onestart.iu.edu>).
2. Click the **Services** tab at the top of the page.
3. Click **Student Self-Service** in the left sidebar.
4. Scroll down to the section entitled **Services & Information**.
5. Click **Track My eDocs**.

One item found.1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
1217956	SIS SR Drop Course Document	Drop Class#10833, HPER-P 409, IUOLA, UGRD, Health, PE & Rec Undergraduate, Athletic Training BSK	ENROUTE		03:37 PM 02/19/2010	

Click the **Document ID** link to review notes and check the status of your request.

Click the magnifying glass under **Route Log** to view approver information.