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

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.

** 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, click **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

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

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.