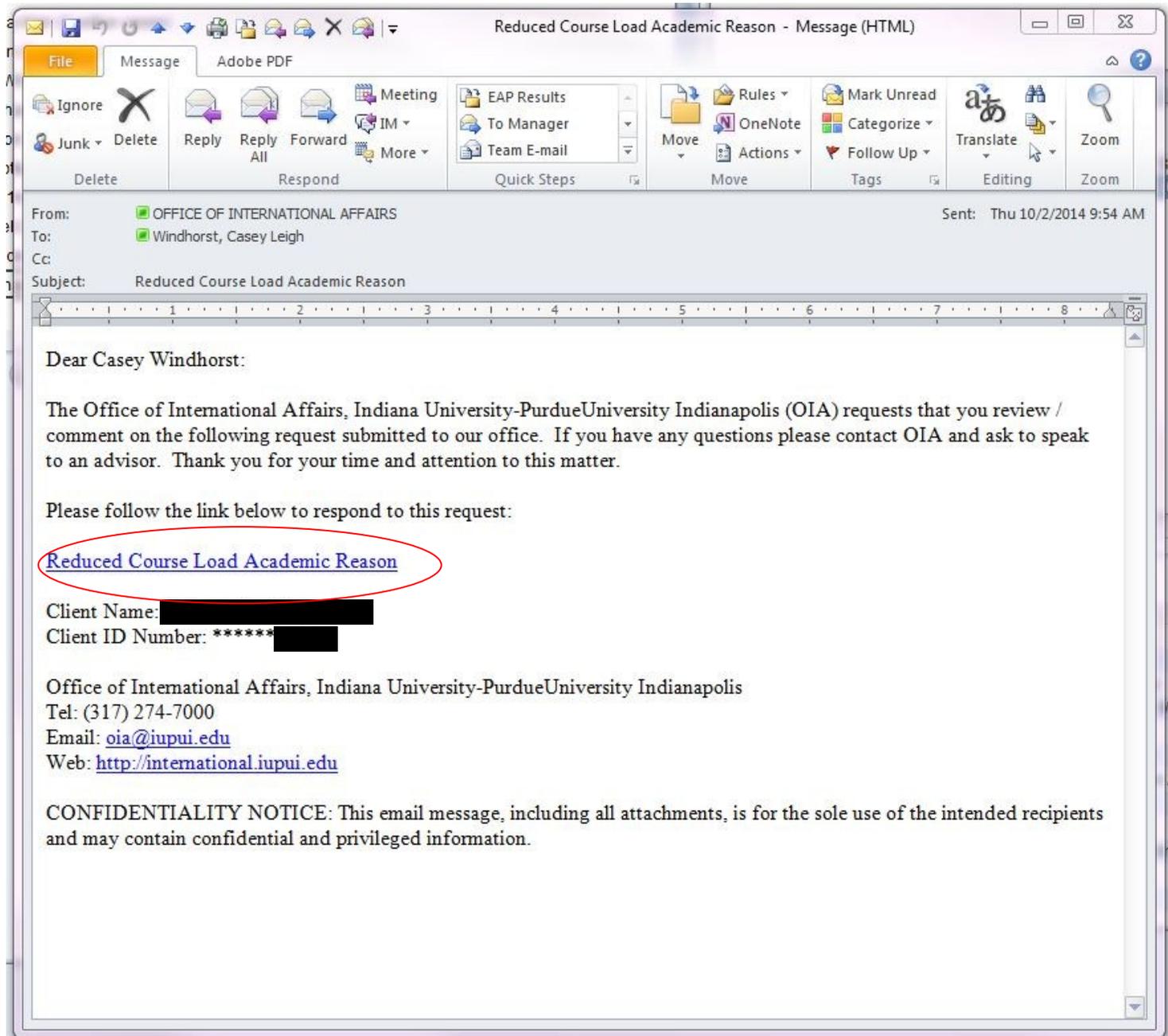


Your initial indication that you have a student requesting a Reduced Course Load will be an email like this. You will see the student's name and last four digits of their university ID number. Click on the link provided and you will be routed to iStart (you will need to CAS Authenticate).



Once CAS Authenticated, you will see a list of students who have routed eForms to your attention. Simply click on the link for the record you wish to evaluate.



iStart

online services for international students, scholars & staff

Secure Online Session

Casey Windhorst

Network ID: cwindhor

Logout in order to end your session.

Logout of iStart services

Respond to E-Form Requests

Any outstanding e-form requests that have been submitted for you to respond to will be listed below. Click on each link below to open the eform request in a new window, fill out the e-form, and submit. E-form requests that you have recently submitted may also be listed further below, in a second section, until office staff have reviewed and approved them.

If you are not seeing any requests listed, there are a number of possible reasons why:

- **Are you logged in as someone else?** Please look on the left-hand side of the page at the listed "Network ID", which should be your username or Guest Account email address. If you see something different, you are logged in as another user.
- **Was the eform request cancelled?** If the request was cancelled, you will no longer see it listed.

Current E-Form Requests:

UID	NAME	Reduced Course Load Academic Reason
UID	NAME	Transfer In Request

INDIANA UNIVERSITY

iStart online services for international students, scholars & staff

Secure Online Session
 NAME
 Campus: Indianapolis
 Network ID: NAME

Reduced Course Load Academic Reason

The following links provide you with information submitted as part of the e-form request tied to the following client record:

[Reduced Course Load Academic Reason](#)

= Incomplete = Submit Another = Follow-Up Required
 = Optional = Not Yet Available = Routed to a 3rd Party
 = Complete = Pending Review = Denied
 = Draft

Logout of iStart Services

CLIENT NAME & ID NUMBER: NAME UID

COMMENTS / REVIEW FOR REDUCED COURSE LOAD ACADEMIC REASON

This is a time sensitive request based on federal immigration deadlines so your prompt attention is greatly appreciated. The student named below has submitted a request for a reduced course load. Approval of this request would allow the student to be enrolled in less than a full course of study. Please review the student's request by following the link provided. You will need to indicate the number of credit hours in which this student must be enrolled for the term indicated. Please provide any comments that you feel may be pertinent or helpful.

Please note, a student recommended for a reduced course load based on an academic difficulty (difficulty with English language, difficulty with reading requirements, unfamiliarity with US teaching methods, or improper course level placement) must be registered for at least 1/2 of their full-time enrollment requirement. For example, undergraduates must be registered for at least 6 credit hours, most graduate students must be registered for at least 4 credit hours.

I verify that the student is having academic difficulties as described. YES NO

I verify that the student will be in their final semester during the term indicated on their request. YES NO

I verify that this is a graduate student with a thesis/dissertation requirement and they are in the last semester of course work required for their degree program. YES NO

Comments Concerning this Request

I support this student's eligibility to be under-enrolled.

I do not support this student's eligibility to be under-enrolled. Please comment on why you do not support this request.

Last Updated 10/02/2014 09:53 AM

* required fields

You can review what the student has submitted in his/her eForm by click on the link. (Contents displayed on page 4)

Please let us know how you feel about this request. It is OK to answer 'No' to these questions if you do not support the statement. We do ask that you include additional information in the Comments section if needed. Don't be alarmed if you get an email from an OIA advisor with additional questions. Just click 'Submit' when you are finished.

We do appreciate your time and attention to these requests!

If you click on the “Reduced Course Load Academic Reason” link from the previous screen, you will see a table set up like this one. If the student selected this statement as a reason for their need to be enrolled less than full-time, you will see a “1” in the second column. This particular student selected all the options.

REDUCED COURSE LOAD ACADEMIC REASON	
Semester for Reduced Course Load	Fall 2014
You are having difficulty adjusting to U.S. teaching methods. <i>(Please note, you must be registered 1/2 time)</i>	1
You are having difficulty with the English language or reading requirements. <i>(Please note, you must be registered 1/2 time)</i>	1
Improper Course Level Placement. (Your academic advisor must verify this situation.) <i>(Please note, you must be registered 1/2 time)</i>	1
You are in your last semester in a degree program and need less than a full course load to complete your degree requirements this semester.	1
You are a graduate student with a thesis/dissertation requirement and you are in your last semester of course work for your degree program.	1
Other academic difficulty (Please explain below).	
Department	Should be your department
Academic Advisor Name	Should be your name
Academic Advisor Email (please include only @iupui.edu email addresses, @cs.iupui.edu or @iuhealth email addresses do not work in this system)	Should be your email
Re-type Academic Advisor Email (please include only @iupui.edu email addresses, @cs.iupui.edu or @iuhealth email addresses do not work in this system)	Should be your email
If this request is being made after this semester has already begun, I understand that I need to maintain full time enrollment until this request is approved by the Office of International Affairs.	1
I understand that I am eligible for only one semester of under-enrollment for this academic program.	1




iStart

online services for international students, scholars & staff

Secure Online Session

Student's name

Campus: Indianapolis

Network ID: **Student's name**

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

Logout of iStart Services

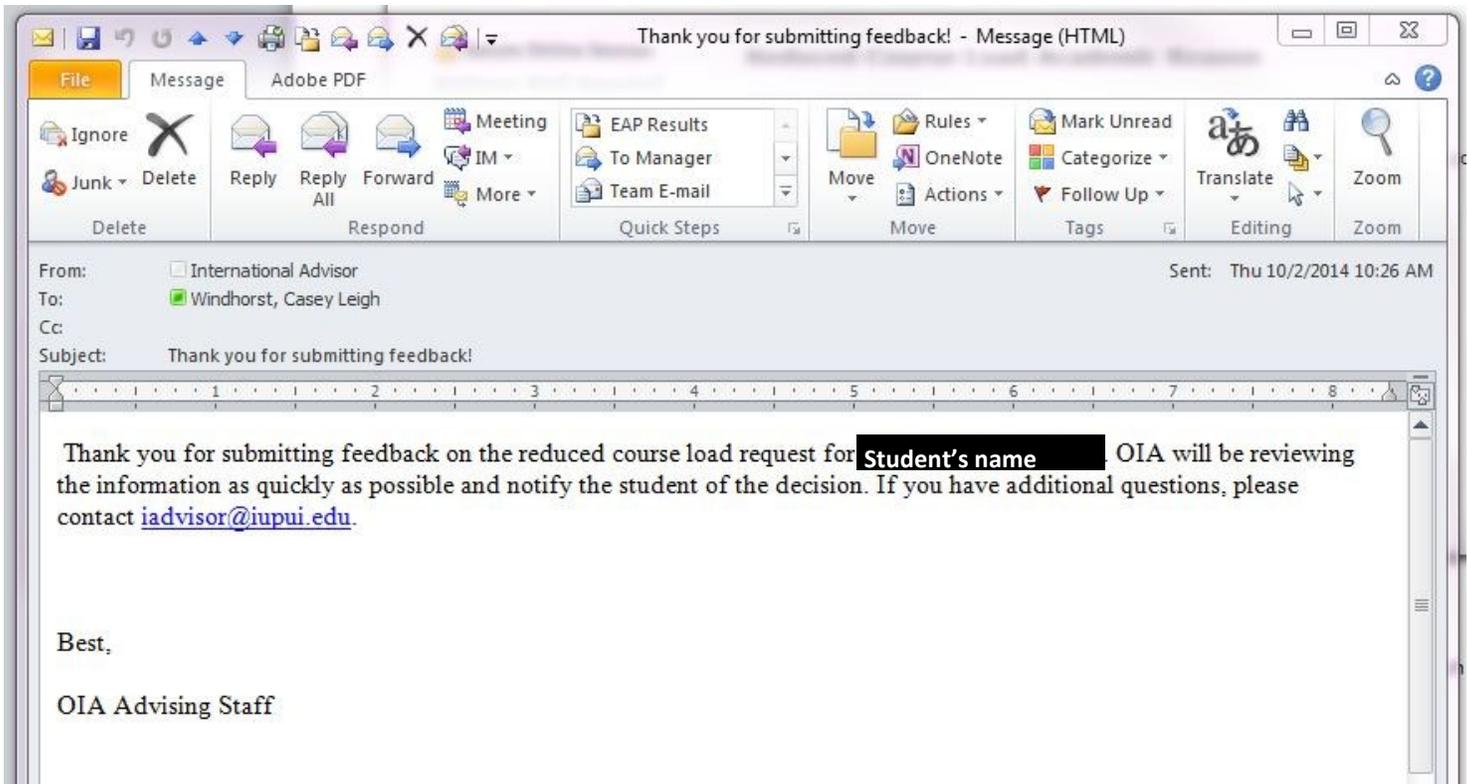
Reduced Course Load Academic Reason

FORM SUBMITTED

Thank you for submission of this information. The Office of International Affairs, Indiana University-PurdueUniversity Indianapolis will review what you submitted concerning this Reduced Course Load Academic Reason.

Office of International Affairs
 902 W. New York St., ES 2126
 Indianapolis, IN 46202
 Phone: (317) 274-7000 Fax: (317) 278-2213
 Email: uia@iupui.edu

Once you have submitted the eForm request, you should see the screen above. In addition, you should get an email such as the one below. In addition, you will get an email (example on page 6) once the request has been approved by OIA.



Thank you for submitting feedback! - Message (HTML)

From: International Advisor Sent: Thu 10/2/2014 10:26 AM

To: Windhorst, Casey Leigh

Cc:

Subject: Thank you for submitting feedback!

Thank you for submitting feedback on the reduced course load request for **Student's name**. OIA will be reviewing the information as quickly as possible and notify the student of the decision. If you have additional questions, please contact iadvisor@iupui.edu.

Best,

OIA Advising Staff

The screenshot shows an email client window with a ribbon menu at the top. The ribbon includes tabs for 'File', 'Message', and 'Adobe PDF'. The 'Message' tab is active, showing various actions like 'Ignore', 'Delete', 'Reply', 'Forward', 'More', 'EAP Results', 'To Manager', 'Done', 'Create New', 'Move', 'OneNote', 'Actions', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', 'Find', 'Related', 'Select', and 'Zoom'. The email header shows it is from 'OFFICE OF INTERNATIONAL AFFAIRS' sent on 'Thu 10/2/2014 10:40 AM'. The recipient is 'Windhorst, Casey Leigh'. The subject is 'Approval for Reduced Course Load'. The body of the email starts with 'Dear Student's name' and contains the following text:

Thank you for submitting your request for reduced enrollment. This request has been approved on the basis of Reason identified. Please be aware that this is the only semester during your degree program that you can be under-enrolled for academic difficulty, and you will not be eligible to do so again. **You must remain registered in half of the credits to meet your full-time enrollment requirements (undergraduates = 6 credits; graduates = 4 credits).**

Please be aware that receiving OIA approval to be under-enrolled is not the same as dropping a course. Please see the Office of the Registrar website, <http://registrar.iupui.edu/drop.html>, to make sure that you have completed the necessary steps to withdraw from your class.

Feel free to contact our office if you have any further questions.

OIA staff

Office of International Affairs
Indiana University – Purdue University Indianapolis
902 W New York Street, ES 2126, Indianapolis, IN 46202
Phone: **OIA staff contact information**
Email: **OIA staff contact information**

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international.iupui.edu