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.

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:**

<table>
<thead>
<tr>
<th>UID</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reduced Course Load Academic Reason</td>
</tr>
<tr>
<td></td>
<td>Transfer In Request</td>
</tr>
</tbody>
</table>
Reduced Course Load — Example Screenshots

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.

<table>
<thead>
<tr>
<th>REDUCED COURSE LOAD ACADEMIC REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester for Reduced Course Load</td>
</tr>
<tr>
<td>You are having difficulty adjusting to U.S. teaching methods. <em>(Please note, you must be registered 1/2 time)</em></td>
</tr>
<tr>
<td>You are having difficulty with the English language or reading requirements. <em>(Please note, you must be registered 1/2 time)</em></td>
</tr>
<tr>
<td>Improper Course Level Placement. <em>(Your academic advisor must verify this situation.)</em> <em>(Please note, you must be registered 1/2 time)</em></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>You are a graduate student with a thesis/dissertation requirement and you are in your last semester of course work for your degree program.</td>
</tr>
<tr>
<td>Other academic difficulty <em>(Please explain below).</em></td>
</tr>
</tbody>
</table>

Department

Academic Advisor Name: Should be your name

Academic Advisor Email *(please include only @iupui.edu email addresses, @cs.iupui.edu or @iuehealth 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 @iuehealth 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
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
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@iu.edu.

Best,

OIA Advising Staff
Student's name

Reason identified

OIA staff

OIA staff contact information

Office of International Affairs

Indiana University – Purdue University Indianapolis

902 W New York Street, ES 2126, Indianapolis, IN 46202

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