Office of the Registrar Tip Sheet
Faculty Approval of eAdd Request

FOUR STEPS to ADD a Student to Your Class via eAdd:

1. If a student has initiated an electronic request to add a class, a message will appear in your inbox:
   - From: WORKFLOW (Note: At some campuses this may come from “SIS Help Desk”)
   - Subject: Action List Reminder

2. Within the message will be a link to the student’s “add” request. Click on the link.
   - Note: you may be asked for your username and passphrase.

3. Click on the Document ID link.

4. Review the information and either click Approve (officially adding the student to the class) or Disapprove (adding a note as to why the student is not allowed to add at this date).

Standard E-mail Message

If a student has initiated an electronic request to add a class, the following message will be received in the faculty email inbox:

Authenticate (if not logged in to One.IU)

1. Click on link within the email message or go to one.iu.edu and search for Action List. Then click the Action List task.
2. If not logged in already, you will need to authenticate with username and passphrase.
3. Once authenticated, the Action List will display.
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4. Click on Id (for example, 5913724).

5. Review the document to make a decision about whether the student request should be approved.

NOTE: Depending on the business process for your department, you may have the responsibility of checking to see if the class is full before giving approval for a student to add. Talk to your department to determine your business process.

Faculty Action

1. If your department requires you to maintain enrollment limits for the classes you teach, or override class limits to add students into full classes, you must check the Enrollment information for this class before selecting an action. If the Cur Enrollment is equal to the Max Enrollment and there are no Pending Drops, you must click the Override Class Limit check box before approving the add.

If you do not override the class limit, when the document is approved and sent to SIS for processing, it will return an error that the add failed because the class was full.
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2. Click (approve) or (disapprove). A note will automatically be added to the document showing the ID of the approver.
   - If you have the option to **Override Class Limits** and don’t check this box, a reminder will appear in red at the top of the page: “If the student should be enrolled regardless of enrollment limit or requisites, click on Class Limit or Requisite override checkbox before clicking ‘APPROVE’ again.”
     - If you want to add the student to the class, regardless of if the class is full, click **Override Class Limit**, then click (approve).
     - If the **Class Limits** should be obeyed, click (approve).

3. Student will receive email notification when routing/approval is complete. The email will also specify if the add was successful or explain why it failed (time conflict, class full, etc.).

4. If approved, the student will appear on the class roster.