

# Student Initiated - Electronic Add (eAdd)

## Overview

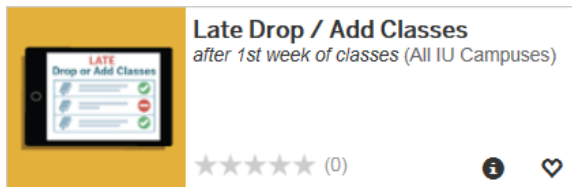
This process will allow a student to electronically add a class.

- eAdd is available through One.IU and will be usable beginning the second week of classes for each campus (through the campus eAdd deadline).

## Steps

### Student Initiates an eAdd

1. Sign in to One.IU (one.iu.edu).
2. In the search bar, type "*Late Add*" and press **ENTER**.
3. Click on the **Late Drop / Add Classes after 1<sup>st</sup> week of classes** task.



Note: click on the View Task Details icon  located on the task to review eDrop and eAdd eligibility.

The *Initiate eDrop/eAdd Request* page is displayed.

### Initiate eDrop/eAdd Request

**Name:** Student, Ima  
**ID:** 0000001111

**What would you like to do?**

[Drop only](#)

[Add only](#)

[Drop & Add \(approved & processed as a pair\)](#)

4. Click the link, [Add only](#).

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5. Select the correct term, if necessary. Your schedule will be displayed.

**Initiate eAdd Request**

**Name:** Student Ima  
**ID:** 0000001111  
**Term:** Summer 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Pub & Envir Aff Undergraduate (SPEA1)  
**Plan:** Criminal Justice BS (CJUSTBS)

Please enter the class number you'd like to add (4-5 digits):

[Search](#) (★ indicates an ENROLLMENT section)

Note: Once approved, the date you submit this request will be the date used to add the class. Fees will be determined based on that date.

[continue](#) [back](#)

[View Study List w/meeting dates, times, and locations...](#)

**Study List for Kokomo, Summer 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)		3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)		3	Summer Session 1

If pending requests are approved (if any), total enrollment units for this term will be: 6.0

6. Enter the **class number** (4 to 5 digits) of the class you would like to add to your schedule. **It is the student's responsibility to avoid time conflicts.** A class that conflicts with something on your schedule will not be processed. Be sure to check all meeting times against your existing schedule prior to entering a class number.
- If you do not know the class number, click the [Search](#) link to look it up. Note that you will not be able to "carry" the class number from the [Search](#) page. You will need to copy it down and enter it in the field on the eAdd form. Be sure you are entering the correct class number.
7. Once you have entered the class number, click [continue](#).
- Note that once the class is approved, the date you submit this request will be the date used to add the class. Fees will be determined based on that date.
  - Note that the net credit hour total is reflected.
  - You will be asked to confirm the requested add.

# Student Initiated - Electronic Add (eAdd)

**Initiate eAdd Request**

**Name:** Student, Ima  
**ID:** 0000001111  
**Term:** Summer 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Pub & Envir Aff Undergraduate (SPEA1)  
**Plan:** Criminal Justice BS (CJUSTBS)

**Please confirm that you would like to add this class:**

<b>Term:</b>	Summer 2007
<b>Session:</b>	Summer Session 2
<b>Class:</b>	SPCH-S 121
<b>Title:</b>	PUBLIC SPEAKING
<b>Units:</b>	3.0

Component	Class#	Day & Time (Location)	Meeting Dates	Instructor
Lecture	1114	9:00 AM-12:15 PM TuTh	(KOMN289) 06/25/2007-08/08/2007	

**If this request and any pending requests are approved, total enrollment units for this term will be: 9.0**

**Please review the following conditions carefully:**

- I have checked to ensure that the course I am adding is appropriate for my degree program.
- I understand that if I am currently enrolled in 12-17 credit hours and will be going either above or below this flat-fee credit hour range, I am at risk for considerable financial assessments and/or forfeiture of fees. For more information, please contact the **Office of the Bursar**.
- I am aware of any course-related fees that might be associated with enrollment in this course. For more information, please contact the **Office of the Bursar**.
- 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 discussed with a financial aid advisor and I wish to proceed.
- I have verified that this class does not conflict with any other classes I am already enrolled. (Note: If you intend to drop a class to avoid a time conflict, follow the [Drop/Add](#) process.)

I accept the conditions above.

**After reviewing the conditions, click this checkbox.**

**Enter a reason for adding the class.**

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

**View Study List w/meeting dates, times, and locations...**

**Study List for Kokomo, Summer 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)		3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)		3	Summer Session 1

- Review the course selected to add. If an incorrect course was selected by mistake, click  to return to the previous screen.
- If your campus obeys the class limit and doesn't automatically allow students to add full classes, you will see the enrollment information for the class you are attempting to add. If the **Class Limit** is equal to the **Projected Enrollment**, be advised that you may not be allowed to add this class since it is full. You can try to add the class, but it will be up to the instructor or department whether or not they allow you into the class.

**Please confirm that you would like to ADD this class:**  
**PHIL-P 250 INTRODUCTORY SYMBOLIC LOGIC, Units: 3.0, Regular Academic Session**

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	16848		TuTh 11:15 AM-12:30 PM (GBLK101)	09/02/2008-12/19/2008

**Enrollment information for the class you'd like to ADD:**

<b>Cur Enrollment</b>	26	<b>Pending Adds</b>	0
<b>*Projected Enrollment</b>	26	<b>Pending Drops</b>	0
<b>Class Limit</b>	60		

\*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops

**If this and any pending requests are approved, total enrollment units for this term will be: 19.0**

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10. Carefully review the conditions/statements about ramifications of adding the class. These statements will vary by campus.
11. Once you have read the conditions and agree, click the **I accept the conditions above** checkbox.  
Once this checkbox is selected, the  button will be enabled.
12. Enter your reason for adding the class late in the textbox.
13. Click . Once you have clicked the button, you will receive a receipt page. It will include the following information:
  - **Print this page and take to your instructor for his/her action.**
  - **Your schedule has NOT yet changed; it has been submitted for approval; continue attending class and take your receipt to your instructor notifying him/her that you have submitted a request to add the class.**
  - **You are not officially registered until you receive confirmation of the change at your University email account.**
  - **If further communication is required, you will be notified through your university email account.**
14. Click  to print this receipt page. Take your receipt to your instructor and prompt him or her to approve your request in his/her **action list**.
15. Your class schedule will appear with the previous course listed as **pending add**.

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)		3	Summer Session 2
pending add (this doc)	SPCH-S 121	PUBLIC SPEAKING	1114 (Lecture)		+3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)		3	Summer Session 1

16. If you would like to add another class, click  and follow the above steps to add another class.  
If you are done, click .

## Other Information

In Bloomington, if the class is full, the eAdd document may be cancelled and you will receive an email notifying you of this. It is up to the instructor and/or department whether or not they will accept students into full classes.

If you are currently enrolled in a course which meets at the same time as the course you tried to add, the eAdd document will not be processed and you will receive an email notifying you of this.

It is your responsibility to monitor the routing of your request and to assure completion. You are not officially registered until the class is added to your class schedule.

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## Enrollment at Two Campuses or in Two Careers at the Same Campus

If you are enrolled at 2 campuses or in 2 careers at the same campus, you will see a page prior to the Class selection page.

Please select the Term, Institution, and Career for your request.

Select?	Term	Institution	Career
<input type="checkbox"/>	Spr 2007	IUPUC	Undergrad
<input type="checkbox"/>	Spr 2007	IUPUI	Undergrad

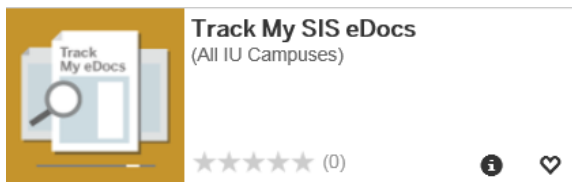
[continue](#)

Once you select the appropriate Institution/Career and click [continue](#), the *Class Selection* page will be displayed and you can follow the steps above to add a class.


## Viewing the Status of Your eDocs

You can view the status of your electronic documents (eDocs) via One.IU.

1. Sign in to One.IU (if you have not done so already).
2. Using the One.IU search bar, type “eDocs” and press **ENTER**.
3. Click on the **Track My SIS eDocs** task.



The *My SIS eDocs* page is displayed.

 **My SIS eDocs** imastudent  
[Logout](#)

If there are any SIS eDocs associated with your university ID, they will appear below.

**Click on the Document ID** link to review your request, print for reference, or add notes for the approver(s).

- Hint: If you'd like to retract a request that has not been approved yet, simply add a note to the document asking the reviewer to cancel the request. Once a document has been approved, it can no longer be retracted.

**Click on the Route Log icon** to view the routing status of your request.

The **Route Status** column indicates whether the document:

- has been saved, but not yet submitted (SAVED)
- has been submitted, but is still under review (ENROUTE)
- has been approved and completed (FINAL)
- has been denied (DISAPPROVE, CANCEL)
- has been approved, but encountered difficulties during processing, and is under further review (EXCEPTION)

There are no returnable items within the results. Please perform another search or click cancel or return with no value to return to the previous page.

Any SIS eDocs associated with your university ID will appear at the bottom of the page.