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 1st 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.

4. Click the link, Add only.
5. Select the correct term, if necessary. Your schedule will be displayed.

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.
8. Review the course selected to add. If an incorrect course was selected by mistake, click back to return to the previous screen.

9. 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.
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 **submit for approval** button will be enabled.

12. Enter your reason for adding the class late in the textbox.

13. Click **submit for approval**. 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 **print** 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**.

16. If you would like to add another class, click **create another request** and follow the above steps to add another class.

   If you are done, click **close window**.

**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.

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.

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