Administrator Initiated eAdd

Overview

This process will allow an administrator to initiate an electronic add for a student. Rather than having a student walk a paper form around campus to obtain authorization signatures, the eAdd document is routed electronically to the same people who previously signed the forms. The electronic routing is called a path.

- eAdd will be available through One.IU and will be useable beginning the second week of classes for each campus (through the campus eAdd deadline). The task in One.IU for students is labeled Late Drop /Add Classes (after 1st week of classes).
- The date used to update SIS is the date you, the administrator, submitted the request, irrespective of how long it takes to be approved.
- “Nodes” of approval are set at each campus, according to their academic policies. **NOTE:** If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).

1. **For eAdd, the administrator takes the place of the instructor.** Before initiating an eAdd request, you must obtain permission (phone call, memo, email, etc. - as determined by the department) from the instructor for the student to add his/her class.

2. Student academic advisor/advisor workgroup (based on student career, program, plan, and potential school/department usage of the SIS Advisor table)
   - Workgroups may include multiple individuals and when one takes action, the item is removed from the action list of all individuals within the workgroup.

3. If International student, routes to International Affairs workgroup
   - Specs: VISM Student Group code and transaction will drop student below fulltime

4. If Student-Athlete, routes to Student-Athlete advisor workgroup
   - Specs: USSC Student Group (Bloomington and IUPUI) or RS24, RS25, RS27, RS28, RS29, RS30, and RS31 Student Groups

5. Course Authority – Department offering the course (Bloomington and IUPUI only)

6. Academic Authority – Dean of student’s school and Dual Program Authority – Dean of student’s school if in a dual problem (Bloomington only).

7. If a Special Session code (Non, NS1, NS2), it will route to Registrar workgroup for action.

8. If not a special session, once all approvals are secured, the students’ SIS enrollment will be automatically updated.

- Once approved and SIS enrollment table updated:
  - Email confirmation sent to University email address of student
  - Registrar Office receives daily audit of activity along with error report of any problems to be addressed
  - Faculty rosters in One.IU updated with add activity.
  - Other notifications possible (for example, SF, FA, and Veteran’s Affairs)
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Steps

Administrator Initiates an eAdd

1. Log into one.iu.edu.
2. In the Search box, type "eAdd" or "late add" and press ENTER.
3. Click on the Late Drop Add Classes (Administrative) task.
4. Enter the student’s EMPLID or Network ID.
5. Click Submit.
6. Select Add Only.

7. Enter the class number (4 to 5 digits) of the class you would like to add. If you do not know the class number, click Search to look it up. **NOTE:** The Search function is the same as the Self-Service class search in SIS. It is only available to term activated students. If you are a term activated student, then you will be able to use this. If not, you will have to look up the class number in SIS and then enter it here.

8. Once you have entered the class number, click continue.
   - Note that the net credit hour total is reflected.
   - Note that the date used for processing the add will be the date the request is submitted.
   - You will be asked to confirm the requested add.
9. Review the course selected to add. If the incorrect course was selected by mistake, click **back** to return to the previous screen.

10. 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 the student into the class.

11. If the course selected is correct, select the "I acknowledge the conditions above" checkbox.
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Once this checkbox is selected, the submit for approval button will be enabled.

12. Add a reason for adding the class late in the “To expedite, enter reason for add (visible to approver & student)” text box.

13. Click submit for approval.

14. Click print to print a copy of the page for future reference.

15. To add another class click create another request. If you are finished, click close window.

NOTE: It is important to note that for eDrop, the process is the same as if a student were initiating the document. However, for eAdd, an administrator-initiated document skips the instructor node so the administrator must already have instructor approval. After that, the routing is the same as if the student had initiated the document.

Check Status of eDoc

1. To check the status of an eDoc in One.IU, go to one.iu.edu and in the Search box, type
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“document search” and press ENTER.

2. Click the Document Search Kuali Rice task.

The Document Search page will display.

3. Enter the Document Id and click to view the document and route path. For more detailed information, see the Instructor/Approver eAdd job aid.

Other Information

No available classes to Add

If the student does not have courses that are available to be added via the system at the time of the request, you will get the following message:
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Student is Not Enrolled

If the student is term activated, but not enrolled, you will see the following message when you try to add a class.

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

If the student is enrolled at two campuses or in two 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.
Additional Information:

- The operator ID, creation date, and comment text are stored.
- The final approval date is stored even though it is not displayed.
- The IUJE report SR Workflow Aged Items (IE_SIS_SR_WRKFLOW_AGED_ITEMS) reflects items that are still sitting in an action list and it will show the name of the individual who needs to take action. This report can be used to monitor the action lists of staff in the departments.