

Electronic Class Add (eAdd)

Indiana University Bloomington is “piloting” an electronic add (eAdd) process to allow students to add a class via the web after the first week of classes. eAdd will be available from the second week of classes until approximately one month prior to the end of the term.

All undergraduate students in the **College of Arts and Sciences**, and all students in the **Jacobs School of Music**, the **Masters Programs of the Kelley School of Business**, the **School of Health, Physical Education and Recreation**, and **University Division** are eligible to use eAdd.

Using eAdd

1. Log into OneStart <https://onestart.iu.edu>.
2. On the **Services** tab, click **Student Self-Service** in the sidebar, and under **Registration and Classes**, click **Drop/Add Classes**.
3. Click **Add only after the first week** . . .
4. On the eAdd info page, go to the bottom and click the **click here to access the system link**.
5. Click **Add only**.
6. Enter the class number (4 – 5 digits) you'd like to add or click the **Search** link to find the class number.
7. Once you've entered a class number, click **continue** .

**** It is your responsibility to avoid time conflicts. If you are currently enrolled in a class which meets at the same time as a class you are trying to add, the eAdd request will not be processed. ****

8. Review your eAdd request. If you selected the wrong course, click **back** to return to the previous screen.
9. Review all conditions, then **Accept the conditions, enter a reason for adding the class**, and click the **submit for approval** button.

10. A confirmation page will display. **We highly recommend that you print this confirmation page for your records!**
11. If you would like to add another class, click **create another request** . Follow the above steps.

12. When you are finished, click **close window** .

Monitoring eAdd requests

1. Log into OneStart <https://onestart.iu.edu>.
2. On the **Services** tab, click **Student Self-Service** in the sidebar, and under **Personal Info**, click **My eDocs**.
3. Locate **Route Status**.
ENROUTE = still under review
FINAL = approved and completed
DISAPPROVED = denied

My eDocs

- ▶ If there are any SIS eDocs associated with your 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.
 - ▶ Note: Once a document has been approved, it cannot be retracted.
- ▶ Click on the Route Log icon to view the routing status of your request.
- ▶ The Route Status column indicates whether the document:
 - ▶ is still under review (ENROUTE)
 - ▶ has been approved and completed (FINAL)
 - ▶ has been denied (DISAPPROVED)

12 Items found, displaying 1 to 10 (First/Prev) 1, 2 (Next/Last)

Document ID	Type	Title	Route Status	Initiator	Date Created	Route Log
1020266	S15 SR Drop Course Document	Drop Class#0503, CHEM-C 101, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scully, Lisa M	09:32 AM 06/15/2007	
1020265	S15 SR Drop Course Document	Drop Class#1507, MUS-P 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scully, Lisa M	08:22 AM 06/15/2007	
1020264	S15 SR Drop Course Document	Drop Class#31022, BUS-A 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	ENROUTE	Scully, Lisa M	08:18 AM 06/15/2007	
1020270	S15 SR Drop Course Document	Drop Class#4599, INFO-I 491, IUBLA, GRAD, Music Graduate, Choral Conducting MM	FINAL	Scully, Lisa M	01:42 PM 06/14/2007	
1020440	S15 SR Drop Course Document	Drop Class#1507, MUS-P 100, IUBLA, GRAD, Music Graduate, Choral Conducting MM	FINAL	Scully, Lisa M	03:25 PM 06/08/2007	
1020433	S15 SR Drop Course Document	Drop Class#25777, POLS-Y 561, IUBLA, GRAD, Music Graduate, Choral Conducting MM	DISAPPROVED	Scully, Lisa M	01:25 PM 06/09/2007	

What you need to know about eAdd

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

Adding classes that cause your schedule to go over the flat-fee 12-17 credit hour range can result in considerable financial assessments. It can also impact financial aid awards and eligibility.

Submitting an eAdd request does not guarantee that the course will be added to your schedule.

Once submitted, eAdd requests automatically route to the appropriate reviewers (instructors, advisors, department chairs, school deans, etc.) for approval.

It is your responsibility to monitor the status of your eAdd request. You are not officially registered and your schedule will NOT change until your request is approved and the class is added to your class schedule.

If your eAdd request is approved, it will be processed and a confirmation will be sent to your University email account.

If there is a problem with your request or additional information is required, you will be notified via your University email account.