

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.

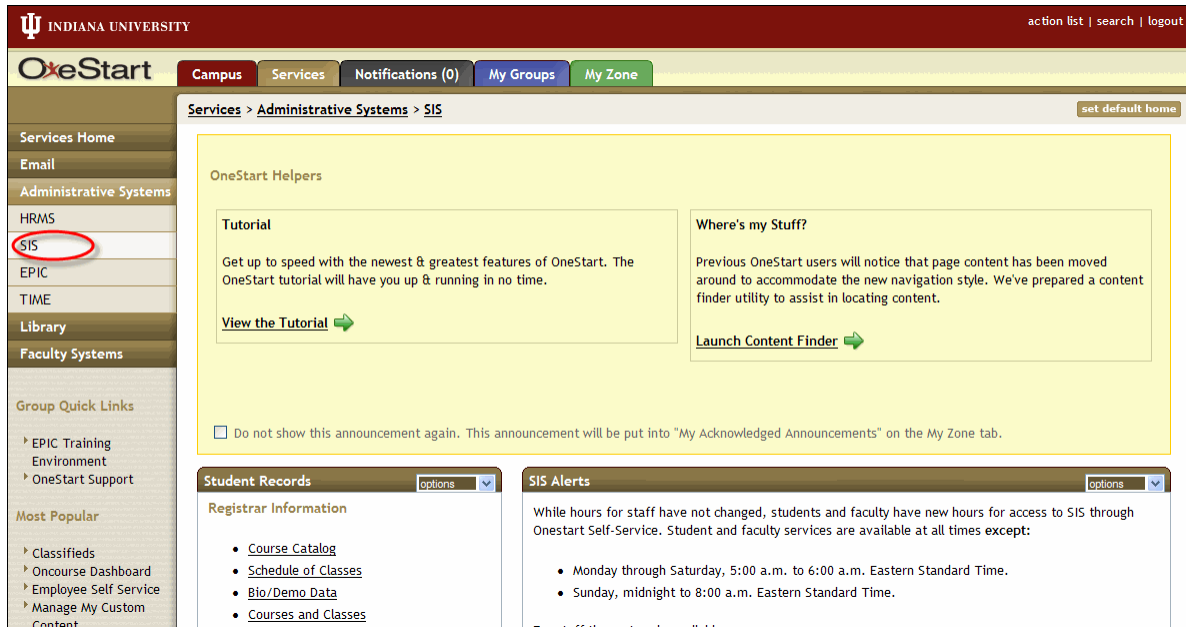
- eAdd will be available through OneStart beginning the second week of classes for each campus (through the campus eAdd deadline).
 - The date used to update SIS is the date you, the administrator, *submitted* the request, irrespective of how long it takes to be approved.
 - “Nodes” of approval are set 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: VSIM 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 OneStart/Oncourse updated with add activity.
 - Other notifications possible (for example, SF, FA, and Veteran’s Affairs)

Administrator Initiated eAdd

Steps

Administrator Initiates an eAdd

1. Log into OneStart.



The screenshot shows the OneStart web application interface. The top navigation bar includes 'Campus', 'Services', 'Notifications (0)', 'My Groups', and 'My Zone'. The breadcrumb trail is 'Services > Administrative Systems > SIS'. The left sidebar shows a navigation menu with 'SIS' highlighted in a red circle. The main content area features a 'Tutorial' section with a 'View the Tutorial' link and a 'Where's my Stuff?' section with a 'Launch Content Finder' link. Below these are sections for 'Student Records' and 'SIS Alerts'.

2. Under the *Administrative Systems* section, select **SIS**.
3. In the **Academic Services** content area, click on **eDrop/eAdd** under the **eForms Processing** heading.

Initiate eDrop/eAdd Request

Enter student's EMPLID or Network ID:

4. Enter the student's **EMPLID** or **Network ID**.
5. Click .
6. Select **Add Only**.

Administrator Initiated eAdd

Admin Initiate eAdd Request

Name: Student, Ima
ID: 0000011111
Term: Summer 2007
Institution: Bloomington
Career: Undergrad
Program: Labor Studies Undergraduate (LSTU1)
Plan: Labor Studies BS (LSTUBBS2)

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](#)

[Learning Management](#)

Study List for Kokomo, Summer 2007:

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	LSTU-L 290	TOPICS IN LABOR STUDIES	1175 (Lecture)	Chary,Linda R Kaatz	2	Summer Session 2

If pending requests are approved (if any), total enrollment units for this term will be: 2.0

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.

Administrator Initiated eAdd

Admin Initiate eAdd Request

Name: Student, Ima
ID: 0000011111
Term: Summer 2007
Institution: Bloomington
Career: Undergrad
Program: Labor Studies Undergraduate (LSTU1)
Plan: Labor Studies BS (LSTUBBS2)

Please confirm that you would like to ADD this class:
HIST-H 113 HISTORY OF WESTERN CIVILIZ 1, Units: 3.0 Summer Session 1

Component	Class#	Instructor	Day	Time	Dates
Lecture	1053	Nelson,David G	9:00 AM-12:15		06/22/2007

If this and any pending requests are approved, total units will be: 6.0

Please acknowledge the following:

- Student has requested initiation of this add request.
- Faculty approval to add this course has been obtained (verbally, email, paper form, etc.)

I acknowledge the conditions above.

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

[Learning Management](#)

Study List for Kokomo, Summer 2007:

Status	Course	Description	Class#	Instructor	Units	Session
dropped	LSTU-L 205	CONTEMPORARY LABOR PROBLEMS	1062 (Lecture)		(3)	Summer Session 1
dropped (W)	LSTU-L 201	LABOR LAW	1238 (Lecture)	Nicholson,Michael Brendan	(3)	Summer Session 2
completed	LSTU-L 110	INTRO TO LSTU: LABOR & SOCIETY	1235 (Lecture)	Saute',Robert B	3	Summer Session 1

- Review the course selected to add. If the 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:

Cur Enrollment	26	Pending Adds	0
*Projected Enrollment	26	Pending Drops	0
Class Limit	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

- If the course selected is correct, select the **I acknowledge the conditions above** checkbox. Once this checkbox is selected, the button will be enabled.

Administrator Initiated eAdd

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**.

Admin Initiate eAdd Request		Document ID: 1079164	Status: ENROUTE
		Initiator: kkwade	Created: 2007-08-30 15:18:07.0

Name: Student, Ima
ID: 0000011111
Term: Summer 2007
Institution: Bloomington
Career: Undergrad
Program: Labor Studies Undergraduate (LSTU1)
Plan: Labor Studies BS (LSTUBBS2)

Your ADD request has been submitted:

HIST-H 113 HISTORY OF WESTERN CIVILIZ 1, Units: 3.0, Summer Session 1
Document ID: 1079164

Component	Class#	Instructor	Day & Time (Location)	Meeting Dates
Lecture	1053	Nelson,David G		

If this request and any other pending requests are approved, total enrollment units for this term will be: 6.0

Notes:

Created By	Date/Time	Note
kkwade	08/30/2007 15:18	Student would like to pick up an additional class since she is not working this term.

print **create another request** **close window**

Learning Management

Study List for Kokomo, Summer 2007:

Status	Course	Description	Class#	Instructor	Units	Session
pending add (this doc)	HIST-H 113	HISTORY OF WESTERN CIVILIZ 1	1053 (Lecture)	Nelson,David G	+3	Summer Session 1
dropped	LSTU-L 205	CONTEMPORARY LABOR PROBLEMS	1062 (Lecture)		(3)	Summer Session 1
dropped (W)	LSTU-L 201	LABOR LAW	1238 (Lecture)	Nicholson,Michael Brendan	(3)	Summer Session 2
completed	LSTU-L 110	INTRO TO LSTU: LABOR & SOCIETY	1235 (Lecture)	Saute',Robert B	3	Summer Session 1

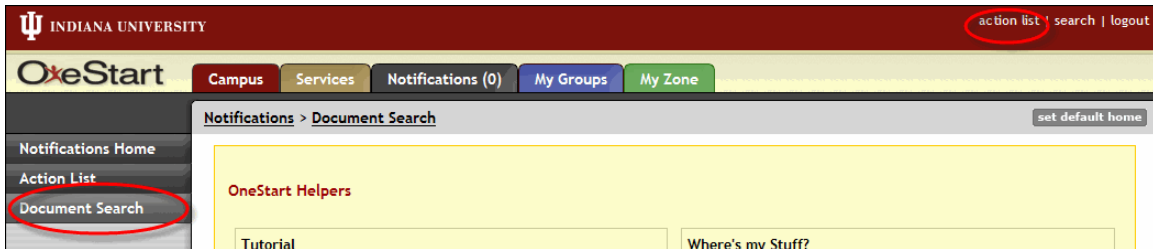
14. Click **print** to print a copy of the page for future reference.

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

16. To check the status of an eDoc in OneStart, click **action list** in the top right corner or click on the **Notifications** tab. Select **Document Search** section on the left side of the screen.

Administrator Initiated eAdd



17. Enter the **Document Id** and click **search** 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:

Administrator Initiated eAdd

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.

Admin Initiate eAdd Request

Name: Student, Ima
ID: 0000011111

In order to use the eAdd system, you must be enrolled in at least one class. Contact your campus Registrar's Office for further assistance.

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

Once you select the appropriate Institution/Career and click , the *Class Selection* page will be displayed and you can follow the steps above to drop 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 IUIE 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.

Other Resources:

Workflow online demonstration/tutorial and job aids for Admin Users:

http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/