

Office of the Registrar Tip Sheet

Faculty Approval of eAdd Request

FOUR STEPS to ADD a Student to Your Class via eAdd:

1. If a student has initiated an electronic request to add a class, a message will appear in your inbox:

From: ONESTART WORKFLOW
Subject: OneStart Action List Reminder

2. Within the message will be a link to the student's add request. Click on the link.
Note: you may be asked for your username and passphrase.
3. Click on the **Document ID** link.
4. Review the information and either click **Approve** (officially adding the student to the class) or **Disapprove** (adding a note as to why the student is not allowed to add at this date).

Standard E-mail Message

If a student has initiated an electronic request to add a class, the following message will be received in the faculty email inbox:

From: ONESTART WORKFLOW (**Note: At some campuses this may come from "SIS Help Desk"**)
Subject: OneStart Action List Reminder

Your OneStart Action List has 1 eDoc (electronic documents) that need your attention:

- 1 SIS.SR.AddCourse

To respond to each of these eDocs:

Go to <https://uisapp2.iu.edu/en-prd/ActionList.do>, and then click on its numeric Document ID in the first column of the List.

To change how these email notifications are sent (immediately, weekly or none):

Go to <https://uisapp2.iu.edu/en-prd/Preferences.do>

For additional help, email <<mailto:workflow@indiana.edu>>

Authenticate (if not logged in to OneStart)


1. Click on link within the email message or click on the *Notifications* tab in OneStart, then click "**Go to Full Action List.**"
2. If not logged in already, you will need to authenticate with username and passphrase.
3. Once authenticated, the **Action List** will display.

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Action List

1 items found, displaying all items. 1

<u>Document Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Workgroup Request</u>	<u>Route Log</u>
2453020	SIS SR Add Course Document	Add Class#4484, NELC-A 131, IUINA, UGRD, Liberal Arts Undergraduate, Pre- Individualized Major	ENROUTE	APPROVAL	Student Name here		01:58 PM 10/16/2007		

1 items found, displaying all items. 1

- Click on **Document Id** ([2453020](#)).
- Review document to make decision about whether student request should be approved.

eAdd Request		Document ID:	1084427	Status:	ENROUTE
		Initiator:	istudent	Created:	2007-12-06 15:15:21.0
Student's Name:	Student, Jma				
ID:	0000011111				
Term:	Fall 2007				
Institution:	Bloomington				
Career:	Undergrad				
Program:	University Div Pre-SPEA (UDSP1)				
Plan:	Management BSPA (MGMTSBSAP)				
Learning Management	PS1PRD				
ADD CLASS REQUEST:					
HPER-E 132 BEGINNING IRISH DANCE, Units: 1.0, Regular Academic Session					
Component	Class#	Instructor	Day & Time (Location) Meeting Dates		
Activity	17524	Instructor, Joe	12:20 PM-1:10 PM MW (HPER173A) 08/27/2007-12/14/2007		
Enrollment information for this class:					
Cur Enrollment	16	Pending Adds	2		
*Projected Enrollment	18	Pending Drops	0		
Max Enrollment	20	Dropped with W	0		
Req Room Capacity	20				
*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's					
Add Note (viewable by student & approvers):					
<input type="text"/>					
<input type="button" value="approve"/>		<input type="button" value="disapprove"/>		<input type="button" value="hold"/>	

NOTE: Depending on the business process for your department, you may have the responsibility of checking to see if the class is full before giving approval for a student to add. Talk to your department to determine your business process.

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Faculty Action

1. If your department requires you to maintain the enrollment limits for the classes you teach or override class limits to add students into full classes, you must check the **Enrollment information for this class** before selecting an action. If the **Cur Enrollment** is equal to the **Max Enrollment** and there are no **Pending Drops**, you must click the **Override Class Limit** check box before approving the add.

If you do not override the class limit, when the document is approved and sent to SIS for processing, it will return an error that the add failed because the class was full.

The screenshot shows the 'eAdd Request' form. At the top right, it displays 'Document ID: 566267' and 'Status: ENROUTE'. Below this, there are fields for 'Initiator' and 'Created: 2008-09-12 16:00'. The form contains student information: 'Student's Name', 'ID', 'Term: Fall 2008', 'Institution: Bloomington', 'Career: Undergrad', 'Program: Health, PE & Rec Undergraduate (HPER1)', 'Plan: Sport Communic-Print BSK (KNSCPBS)', and 'Administrative Center: PS3TST'. A section titled 'ADD CLASS REQUEST:' shows details for 'TEL-T 351 VIDEO FIELD & POST PRODUCTION, Units: 3.0, Regular Academic Session'. Below this is a table with columns 'Component', 'Class#', 'Instructor', 'Day & Time (Location)', and 'Meeting Dates'. The table lists 'Lecture' with class number '13165' and meeting dates 'M 8:00 AM-8:50 AM (RTV245) 09/02/2008-12/19/2008' and 'M 1:30 PM-5:00 PM (RTV157) 09/02/2008-12/19/2008'. The 'Enrollment information for this class:' section shows 'Cur Enrollment: 12', 'Pending Adds: 1', '*Projected Enrollment: 13', 'Pending Drops: 0', 'Max Enrollment: 12', and 'Dropped with W: 0'. Below this is the 'Req Room Capacity: 76' and the formula '*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops - Dropped with W's'. The 'Enrollment Engine Override:' section has a checkbox for 'Override Class Limit' which is circled in red. At the bottom, there is a 'Note (viewable by student & approvers):' field and three buttons: 'approve', 'disapprove', and 'hold'.

2. Click **approve** (approve) or **disapprove** (disapprove). A note will automatically be added to the document showing the ID of the approver.
 - If you have the option to **Override Class Limits** and don't check this box, a reminder will appear in red at the top of the page: "If the student should be enrolled regardless of enrollment limit or requisites, click on Class Limit or Requisite override checkbox before clicking 'APPROVE' again."
 - If you want to add the student to the class, regardless of if the class is full, click **Override Class Limit**, then click **approve**.
 - If the **Class Limits** should be obeyed, click **approve**.
3. Student will receive email notification when routing/approval is complete. The email will also specify if the add was successful or explain why it failed (time conflict, class full, etc.).
4. If approved, the student will appear on the class roster.