

# Student Initiated - Electronic Add (eAdd)

## Overview

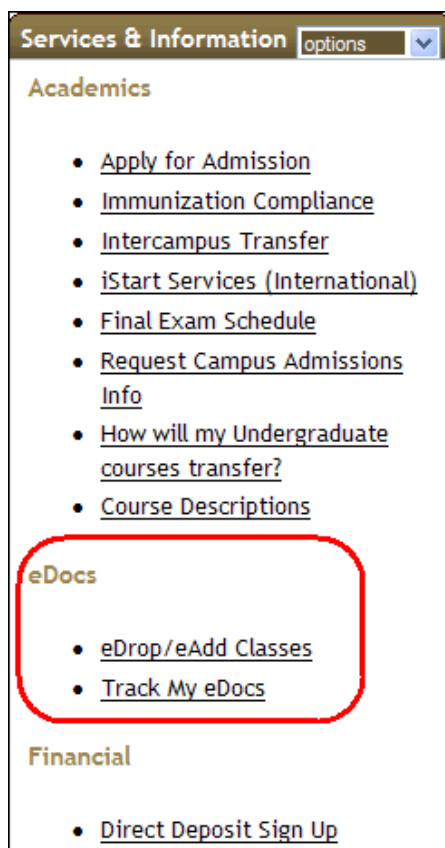
This process will allow a student to electronically add a class.

- eAdd will be available through OneStart beginning the second week of classes, for each campus (through the campus eAdd deadline) to replace paper form processing.

## Steps

### Student Initiates an eAdd

1. Log into OneStart.
2. On the *Student Self-Service* page, under **Services & Information**, locate the **eDocs** label and click on the **eDrop/eAdd Classes** link.



3. The *Drop/Add* page will be displayed.

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The screenshot shows the OneStart Student Self-Service interface. The page title is "Services > Student Self-Service". The main content area is titled "Services & Information" and contains the following text:

Note: To drop/add classes for a future term or during the first week of the term, [Go to Student Center](#)

**eDrop/eAdd Classes (After the first week of the term)**

Please select one of the following:

- [Drop & Add together](#) (each processed only if both are approved; see list of participating schools below)
- [Drop only](#) - eDrop (see list of participating schools below)
- [Add only](#) - eAdd (see list of participating schools below)

**eDrop Participating Schools**

Campus	Eligible Students
Bloomington	-All Undergraduate Students -All Graduate Students -All School of Optometry Students
Indianapolis	-All students EXCEPT those in University College (University College students must see their advisor who may initiate eDrop on their behalf.)
Columbus	-All students
East	-All students
Kokomo	-All students
Northwest	-All students
South Bend	-All students
Southeast	-All students

**eAdd Participating Schools**

Campus	Eligible Students
Bloomington	-All undergraduate students in the College of Arts and Sciences (for courses in Astronomy, Communication and Culture, Chemistry, History, Mathematics, Physics, Sociology, Spanish and Portuguese) -All students in Music -All students in Health, Physical Education, and Recreation -All students in the University Division -Graduate Students in the Kelley School of Business
Indianapolis	-All students

[Go Back to Menu](#)

MORE INFO: [UITS Support Center](#)

At the bottom of the page, there are links for "contact", "privacy statement", and "logout". The footer contains the copyright information: "©2001-2008, The Trustees of Indiana University. OneStart and the OneStart character are registered trademarks of Indiana University."

4. Click the link, **Add only – eAdd**. The intervening *eAdd* page will be displayed.
5. To add a class, click at the bottom of this page where it says, "**If you are eligible to use eAdd, click here to access the system**".
6. Select the correct term, if necessary. Your schedule will be displayed.

# Student Initiated - Electronic Add (eAdd)

### Initiate eAdd Request

**Name:** Student. Ima  
**ID:** 0000011111  
**Term:** Summer 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Pub & Envir Aff Undergraduate (SPEA1)  
**Plan:** Criminal Justice BS (CJUSTBS)

**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.**

[View Study List w/meeting dates, times, and locations...](#)

**Study List for Kokomo, Summer 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)	Jones,Scott L.	3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)	Cox,Steven R.	3	Summer Session 1

If pending requests are approved (if any), total enrollment units for this term will be: 6.0

7. 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.
8. Once you have entered the class number, click  .
  - 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.

# Student Initiated - Electronic Add (eAdd)

**Initiate eAdd Request**

**Name:** Student, Ima  
**ID:** 0000011111  
**Term:** Summer 2007  
**Institution:** Kokomo  
**Career:** Undergrad  
**Program:** Pub & Envir Aff Undergraduate (SPEA1)  
**Plan:** Criminal Justice BS (CJUSTBS)

**Please confirm that you would like to add this class:**

<b>Term:</b>	Summer 2007
<b>Session:</b>	Summer Session 2
<b>Class:</b>	SPCH-S 121
<b>Title:</b>	PUBLIC SPEAKING
<b>Units:</b>	3.0

Component	Class#	Day & Time (Location)	Meeting Dates	Instructor
Lecture	1114	9:00 AM-12:15 PM TuTh (KOMN289)	06/25/2007-08/08/2007	Darr, Christopher R

**If this request and any pending requests are approved, total enrollment units for this term will be: 9.0**

**Please review the following conditions carefully:**

- I have checked to ensure that the course I am adding is appropriate for my degree program.
- I understand that if I am currently enrolled in 12-17 credit hours and will be going either above or below this flat-fee credit hour range, I am at risk for considerable financial assessments and/or forfeiture of fees. For more information, please contact the **Office of the Bursar**.
- I am aware of any course-related fees that might be associated with enrollment in this course. For more information, please contact the **Office of the Bursar**.
- I recognize that any course drop/add activity could have an impact on my financial aid awards and eligibility (for this term and for the future). Any possible implications have been discussed with a financial aid advisor and I wish to proceed.
- I have verified that this class does not conflict with any other classes I am already enrolled. (Note: If you intend to drop a class to avoid a time conflict, follow the [Drop/Add](#) process.)

I accept the conditions above.

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

**View Study List w/meeting dates, times, and locations...**

**Study List for Kokomo, Summer 2007:**

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)	Jones, Scott L.	3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)	Cox, Steven R.	3	Summer Session 1

9. Review the course selected to add. If an incorrect course was selected by mistake, click  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 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**

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- Carefully review the conditions/statements about ramifications of adding the class. These statements will vary by campus.
- 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.
- Enter your reason for adding the class late in the textbox.
- 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.
- 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**.
- Your class schedule will appear with the previous course listed as **pending add**.

Status	Course	Description	Class#	Instructor	Units	Session
enrolled	ENG-W 231	PROFESSIONAL WRITING SKILLS	1287 (Lecture)	Jones,Scott L.	3	Summer Session 2
pending add (this doc)	SPCH-S 121	PUBLIC SPEAKING	1114 (Lecture)	Darr,Christopher R	+3	Summer Session 2
completed	BUS-K 201	THE COMPUTER IN BUSINESS	1199 (Lecture)	Cox,Steven R	3	Summer Session 1

- 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.

Please select the Term, Institution, and Career for your request.

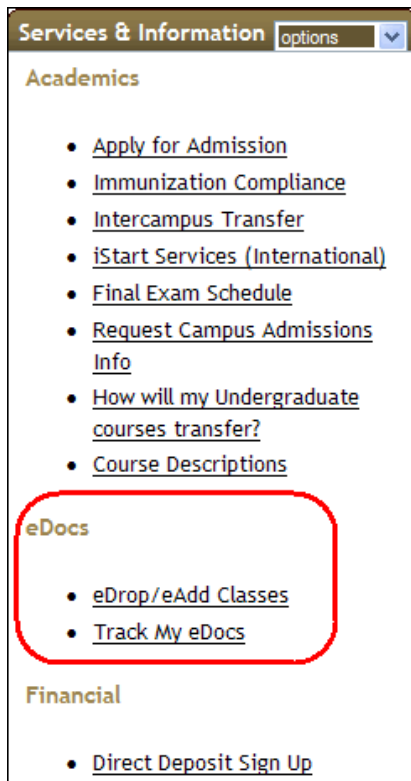
Select?	Term	Institution	Career
<input type="checkbox"/>	Spr 2007	IUPUC	Undergrad
<input type="checkbox"/>	Spr 2007	IUPUI	Undergrad

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

## Viewing the Status of Your eDocs

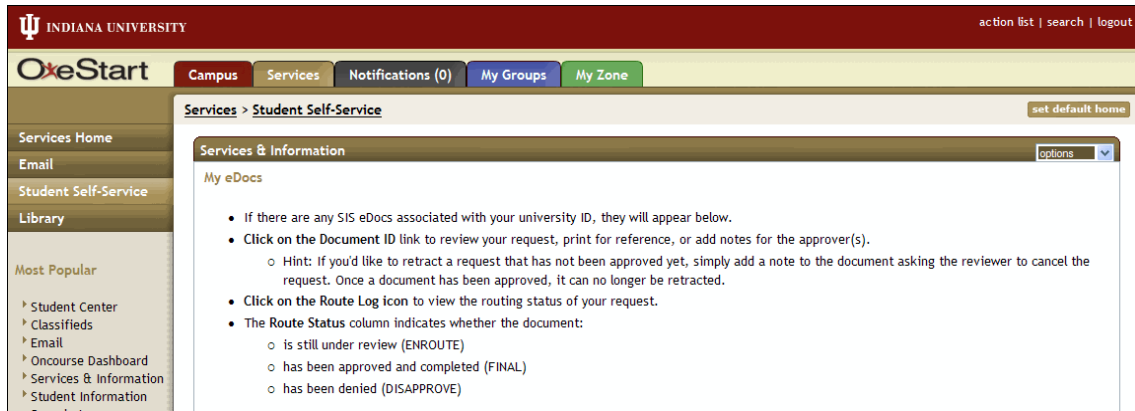
You can view the status of your electronic documents (eDocs) in OneStart.

1. Log into OneStart (if you haven't done so already).
2. On the *Student Self-Service* page, under **Services & Information**, locate the **eDocs** label and click the **Track My eDocs** link.



3. The *My eDocs* page will be displayed.

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4. Follow the instructions to access the eDocs.