Electronic Class Add (eAdd)

eAdd will be available from the second week of classes through the Automatic Withdrawal (Auto W) deadline for each session.

Using eAdd

2. Click the Services tab at the top of the page.
3. Click Student Self-Service in the left sidebar.
4. Click Late Drop/Add Classes.
5. Click Add only.
6. Click the link that says If you are eligible to use the system, click here.
7. Enter the class number (4 - 5 digits) of the class you would like to add or click Search to look up the class number (a class search window will open for viewing purposes only). When you have entered the class number, click continue.
8. Review your eAdd request and read the conditions. If you have selected the wrong class, click back to correct your selection.
9. Once you have read the conditions, check the box next to Accept the Conditions (see Accepting the Conditions at right).
10. Click submit for approval (a confirmation page will display).
11. If you would like to add another class, click create another request and follow the steps above. If you are finished, click close window.
12. You may view your requests in OneStart by using Track My eDocs (see Track My eDocs at right).

Note: It is the responsibility of the student 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. Once an eAdd request is approved, fees will be determined based on the date of submission. Submitting an eAdd request does not guarantee that the course will be added to your schedule. You are not officially enrolled in the class until your request has been approved and processed. Please monitor your Indiana University email account for updates concerning your eAdd request.

Accepting the Conditions

2. Click the Services tab at the top of the page.
3. Click Student Self-Service in the left sidebar.
4. Scroll down to the section entitled Services & Information.
5. Click Track My eDocs.