eAdd Instructions for Approvers

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

Using eAdd

1. Log into One.IU (https://one.iu.edu).
2. Search using the term Kuali: Action List
3. Select Action List (Kuali Rice) and click Start inside the application.
4. Click a Document ID link to view an eAdd request (see Notifications at right).
5. Take appropriate action by clicking one of the buttons (see eAdd request below).

Notifications

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegetor</th>
<th>Date Created</th>
<th>Workgroup Request</th>
<th>Route Leg</th>
</tr>
</thead>
<tbody>
<tr>
<td>547238</td>
<td>05 SR Add</td>
<td>Drop Class #020, BUS-C 201, IRUL-A, IRUL-B, University Div Pre-Business, Accounting BS</td>
<td>EXCEPT</td>
<td>COMPLETE</td>
<td>08:30PM</td>
<td>02/25/2010</td>
<td></td>
<td></td>
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MORE INFO: workflow@indiana.edu

Note: Approve accepts the request and sends it to the next person in the process.

Approve

Disapprove
denies the request.

Hold

Hold allows the reviewer to postpone action on the request for further review.

Add Note

Add Note allows information to be added to the request. If you add a comment, be sure to click Add Note before taking another action, or the note will not be saved.

eAdd Request

Student’s Name: John Student
Term: Summer 2010
Institution: Bloomington
Career: Undergrad
Program: Accounting BS (ACTGBSBN)
Administrative Center: PSC201

DROP CLASS REQUEST:

BUS-K 201 THE COMPUTER IN BUSINESS, Units: 3.0, Regular Academic Session
Component: Class # | Instructor | CRN | Days & Time (Location) Meeting Dates
Discussion | 5420 Instructor, Jane | MW 5:45 PM-6:55 PM (BUS04) 01/11/2010-05/07/2010
Lecture | 5446 Instructor, John | F 11:15 AM-12:05 PM (BUS01G) 01/11/2010-05/07/2010

If all pending requests are approved, total units for the term will be: 14.0
Minimum enrollment units for this term: 12.0
Maximum enrollment units for this form: 19.0

Enrollment information for this class:
- Car Enrollment: 31
- Pending Adds: 0
- Projected Enrollment: 20
- Pending Drops: 1
- Max Enrollment: 33
- Dropped with W: 2
- Reg Room Capacity: 33

Note: eAdd is available to all currently enrolled IU Bloomington students, with the exceptions of students in the Maurer School of Law and Kelley Direct. For ease in processing an eAdd request, the instructor will receive an e-mail stating that a student has requested to add the instructor’s course. The instructor may click on the link provided in the e-mail and follow the steps to add the student to the course. However, if the instructor has multiple eAdd requests to approve, it is more expedient to begin with the Action List in OneStart.

*After the instructor approves an eAdd, it will route automatically to the appropriate reviewer (advisors, department course authorities, school deans, et al.) for approval.

Office of the Registrar, Indiana University Bloomington