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

1. Log into One.IU (https://one.iu.edu).

2. **Search** for "drop and add classes"

3. Select **Late drop add classes (after first week)**

4. Click **Start** inside the app

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 One.IU by using **Track My SIS eDocs** (see Track My SIS eDocs at right).

Selecting A Class

Name:	Student, Ima
ID:	0123456789
Term:	Spring 2010
Institution:	Bloomington
Career:	Undergrad
Program:	Health, PE & Rec Undergraduate (HPER1)
Plan:	Athletic Training BSK (KNSATBS)

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

Accepting the Conditions

Name:	Student, Ima
ID:	0123456789
Term:	Spring 2010
Institution:	Bloomington
Career:	Undergrad
Program:	Health, PE & Rec Undergraduate (HPER1)
Plan:	Athletic Training BSK (KNSATBS)

Please confirm that you would like to ADD this class:
HPER-C 611 EPIDEMIOLOGY, Units: 3.0, Regular Academic Session

Component	Class#	Instructor	Day & Time (Location) Meeting Dates
Lecture	7700	Instructor, Jane	TuTh 9:30 AM-10:45 AM (JORDA107) 01/11/2010-05/07/2010

Enrollment information for the class you'd like to ADD:

Cur Enrollment	25	Pending Adds	0
*Projected Enrollment	25	Pending Drops	0
Class Limit	25		

*Projected Enrollment = Cur Enrollment + Pending Adds - Pending Drops

If this and any pending requests are approved, total enrollment units for this term will be: 14.0

Please review the following conditions carefully:

- I have checked to ensure that the course I am adding is appropriate for my degree program.
- I 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 considered and/or discussed with a financial aid advisor and I wish to proceed. For more information, click on **Office of Student Financial Assistance**.
- Please note: *IF* this request creates a time conflict with another course on your class schedule it will not be processed.

☑ I accept the conditions above.

- Please note: *IF* this request creates a time conflict with another course on your class schedule it will not be processed.

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

submit for approval   back

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.

Track My SIS eDocs

1. Log into One.IU (https://one.iu.edu).
2. Search **Track my SIS eDocs**.
3. Select **Track my SIS eDocs**.
4. Select **Start** inside the application.

One item found.1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
1217956	SIS SR Drop Course Document	Drop Class#10833, HPER-P 409, IUBLA, UGRD, Health, PE & Rec Undergraduate, Athletic Training BSK	ENROUTE		03:37 PM 02/19/2010	🔍

Click the **Document ID** link to review notes and check the status of your request.

Click the magnifying glass under **Route Log** to view approver information.