Electronic Class Add (eAdd)

Indiana University Bloomington is "piloting" an electronic add (eAdd) process to allow students to add a class via the web after the first week of classes. eAdd will be available from the second week of classes until approximately one month prior to the end of the term.

All undergraduate students in the College of Arts and Sciences, and all students in the Jacobs School of Music, the Masters Programs of the Kelley School of Business, the School of Health, Physical Education and Recreation, and University Division are eligible to use eAdd.

Using eAdd
2. On the Services tab, click Student Self-Service in the sidebar, and under Registration and Classes, click Drop/Add Classes.
3. Click Add only after the first week...
4. On the eAdd info page, go to the bottom and click the click here to access the system link.
5. Click Add only.
6. Enter the class number (4 – 5 digits) you’d like to add or click the Search link to find the class number.
7. Once you’ve entered a class number, click continue.

12. When you are finished, click close window.

Monitoring eAdd requests
2. On the Services tab, click Student Self-Service in the sidebar, and under Personal Info, click My eDocs.
3. Locate Route Status. ENROUTE = still under review FINAL = approved and completed DISAPPROVED = denied

What you need to know about eAdd
Once approved, the date you submit the eAdd request will be the date used to add the class. Fees will be determined based on that date.

Adding classes that cause your schedule to go over the flat-fee 12-17 credit hour range can result in considerable financial assessments. It can also impact financial aid awards and eligibility.

Submitting an eAdd request does not guarantee that the course will be added to your schedule.

Once submitted, eAdd requests automatically route to the appropriate reviewers (instructors, advisors, department chairs, school deans, etc.) for approval.

It is your responsibility to monitor the status of your eAdd request. You are not officially registered and your schedule will NOT change until your request is approved and the class is added to your class schedule.

If your eAdd request is approved, it will be processed and a confirmation will be sent to your University email account.

If there is a problem with your request or additional information is required, you will be notified via your University email account.

10. A confirmation page will display. We highly recommend that you print this confirmation page for your records!
11. If you would like to add another class, click create another request. Follow the above steps.