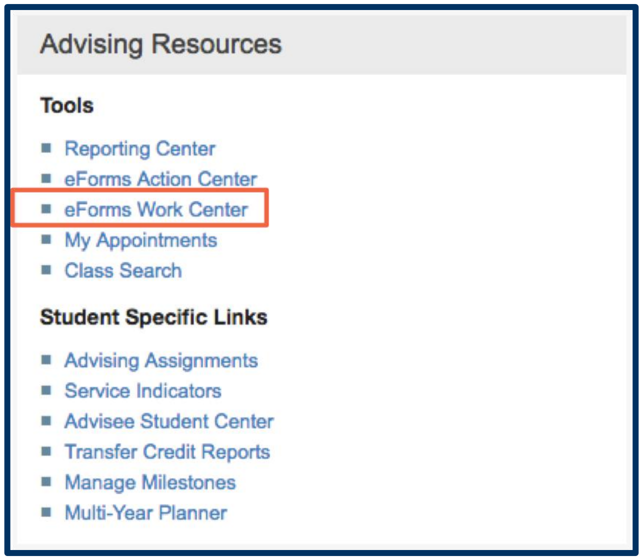
Add a Minor (CPP eForm)

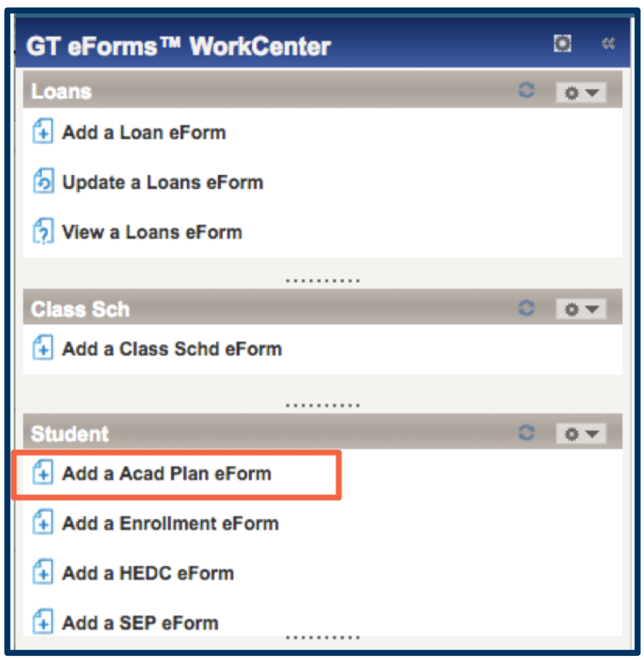
This Job Aid covers the process for adding a minor plan using the Career Program Plan Stack (CPP) eForm. For Job Aids on evaluating, updating, and viewing CPP eForms, see sis.berkeley.edu/training.

1. Navigate to the eForms Work Center from CalCentral My Academics

From your **CalCentral My Dashboard**, under **Advising Resources**, click **eForms Work Center**.



In the **Student** section, click **Add an Acad Plan eForm**. Then, click **Next** to begin the form.

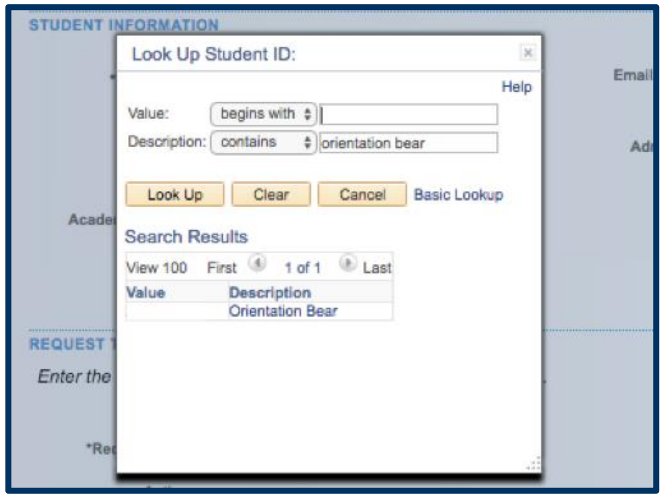


In the **Student Information** section, the SID default is your own. You should **change this to the student's ID**.

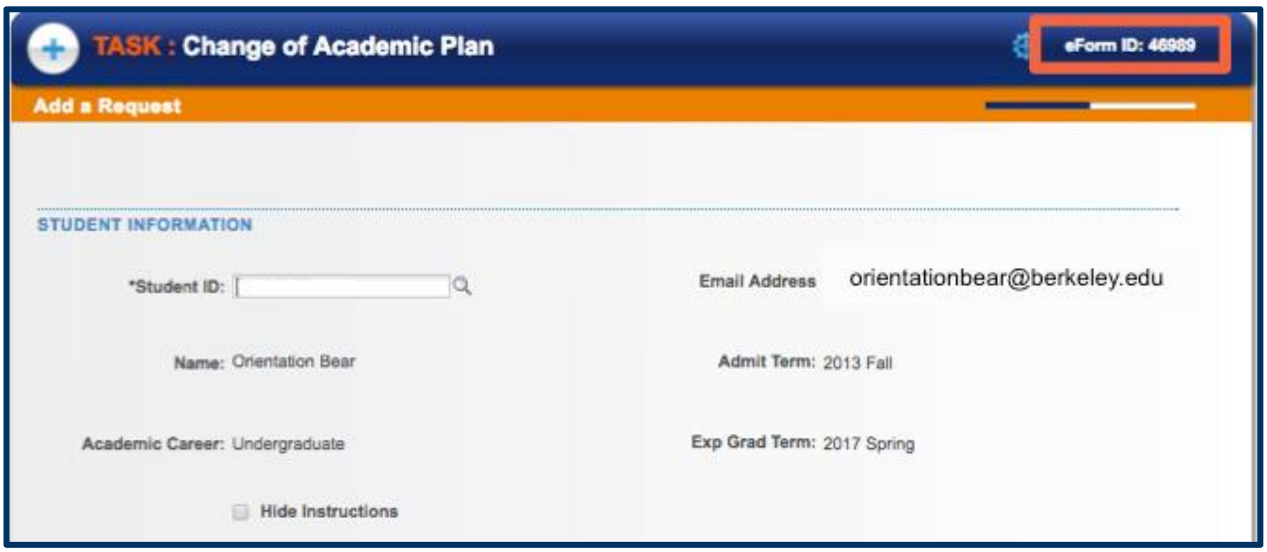
Search for a student by entering the student's **SID** or clicking the magnifying glass to search for the student by **value** (SID) or **description** (name).

Select the correct student

The student's information will populate.



NOTE: The **eForm ID** is listed in the top right corner. You may want to save this ID so that you can quickly locate the form at a future date.

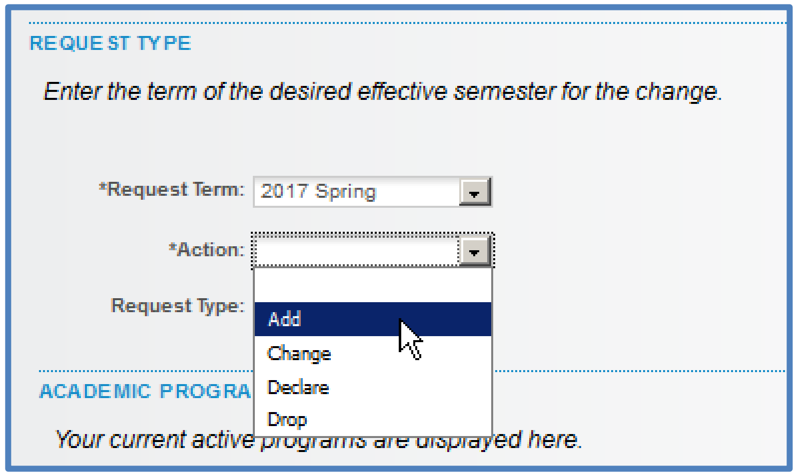


3. Fill out the eForm

Request Term: First, enter the **term** in which the request will be effective.

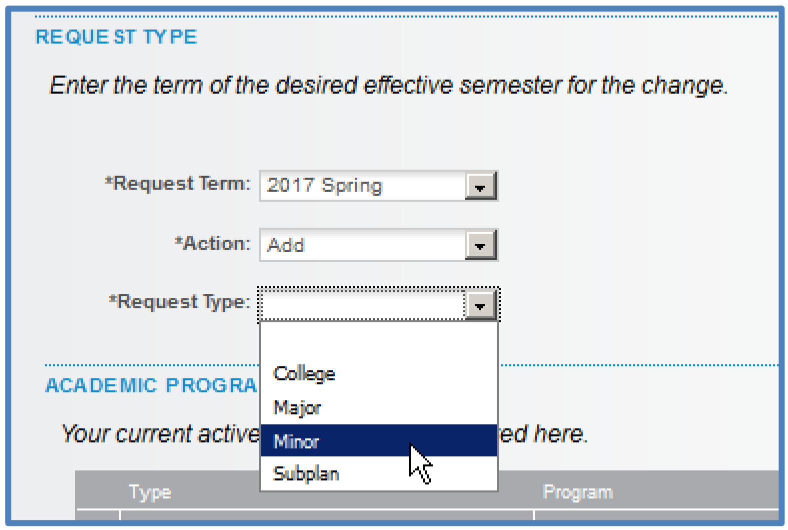
Actions: Next, choose the desired action.

- **Add**: Add a minor.
- **Change**: Drop and add a minor in one request.
- **Drop**: Drop a minor.



Request Type: The part of the CPP Stack you wish to take action on.

In this example, we are adding a minor, so **action** = **Add** and **Request Type** = **Minor**.



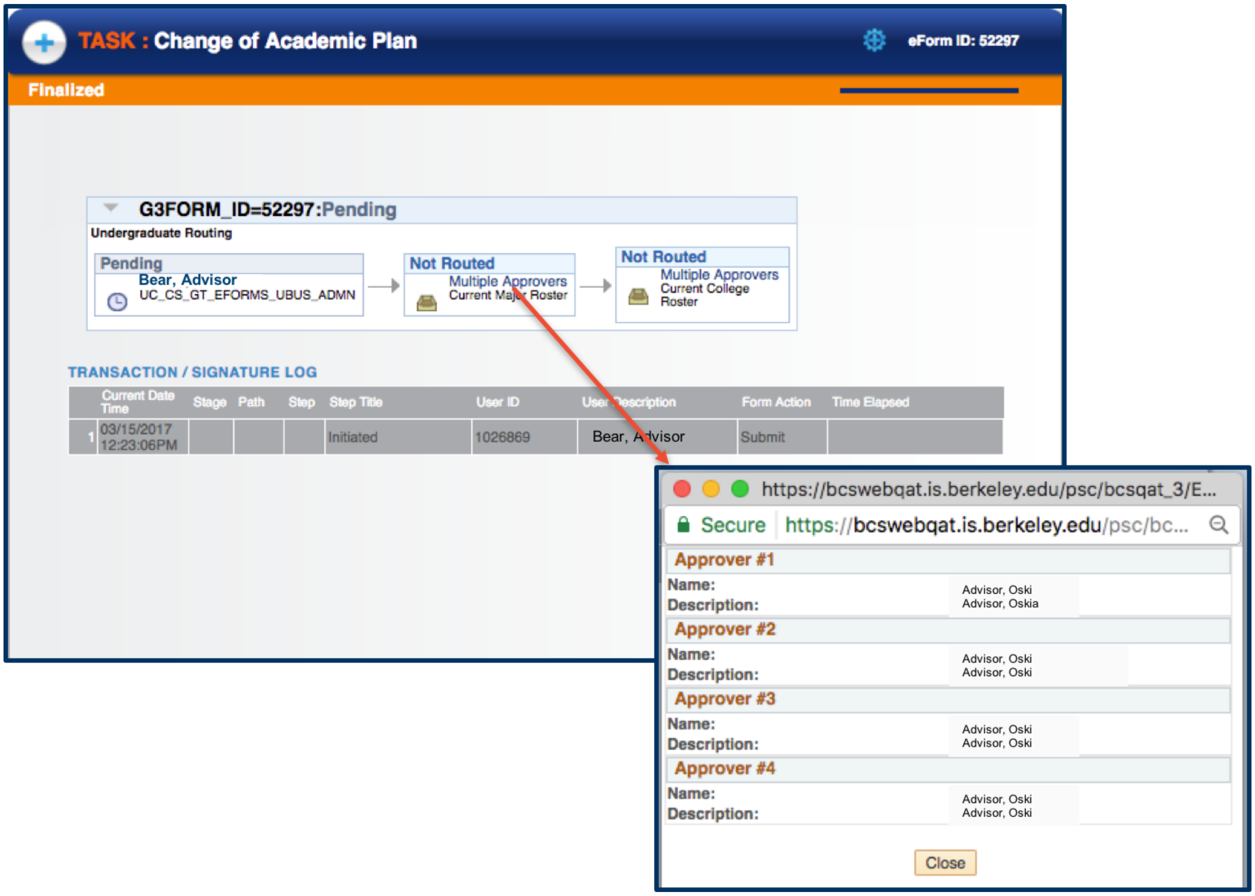
If there are supplementary files you wish to include, you can upload those here. Click **Upload** to choose the file and include a **description** of file you have attached (optional). Click **Add File Attachment** to add additional files. Click **Delete** to delete uploaded files.

If you would like to leave any comments, click the down arrow to expand the **comments box**. The student will be able to view these comments when he/she navigates to **View Submitted eForms** in the **Student Resources** section on their **CalCentral My Dashboard** page.

Once you have reviewed all of the information, click **Submit**.

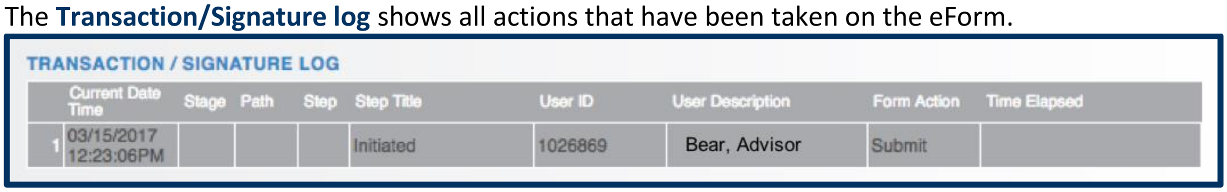
4. Review Approval Status/Routing Process

You will then see the **eForm status**. Under **Additional Routing** you will see the path of approval that the eForm must take before the action is executed. In this example, the form must go through three sets of approvers.



To see the list of who can approve the eForm, click **Multiple Approvers**. One of the listed approvers must approve the form in order for it to execute. **If you believe the routing process is incorrect** and needs to be changed, please contact **SIS Support** (listed at the bottom of this document).

The **Transaction/Signature log** shows all actions that have been taken on the eForm.



TRANSACTION / SIGNATURE LOG

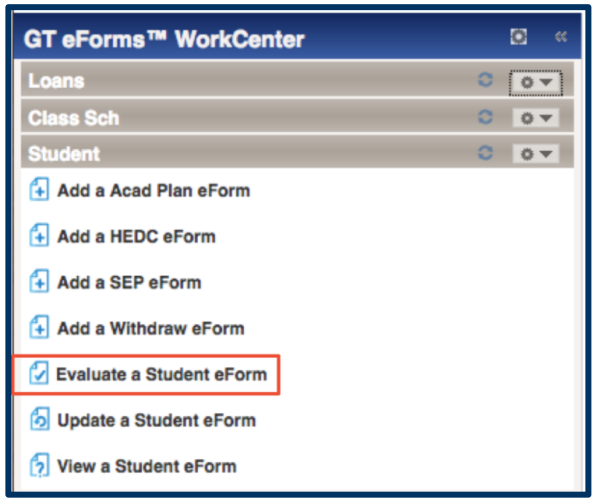
	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	03/15/2017 12:23:06PM				Initiated	1026869	Bear, Advisor	Submit	

Reminder: The **eForm ID** is in the top right. If you have not already, make note of the ID, especially if you are an approver.

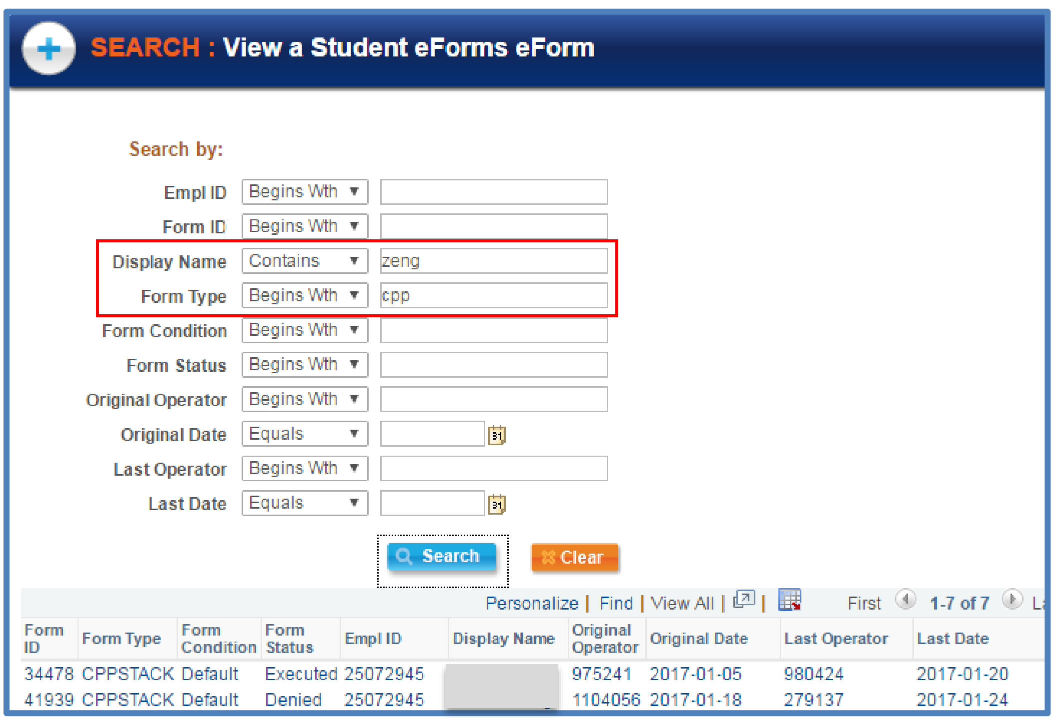
5. Approve the declaration of the minor

If you are also the designated approver for declaring the minor, you must return to the **eForms Work Center** to approve it.

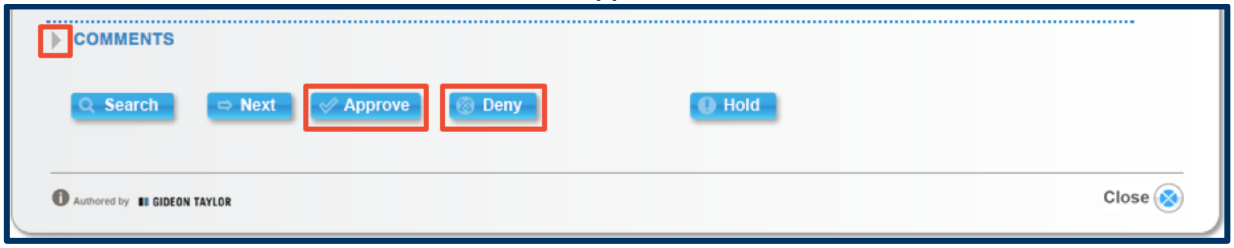
Click on **Evaluate a Student eForm.**



Search for the student's eForm. Use the **Form ID** you noted earlier or other conditions.



Review the form, scroll to the bottom, and click **Approve**.



Support

For questions or assistance, please contact Student Information Systems helpdesk:

- Call 510-664-9000 (press option 6 to reach SIS support)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it