

## Add a Minor (CPP eForm)

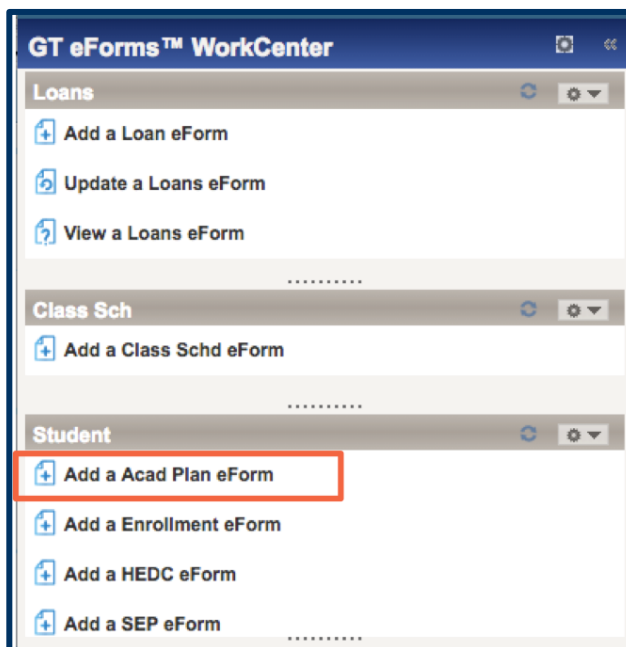
This Job Aid covers the process for adding a minor plan using the Career Program Plan Stack (CPP) eForm. For Job Aids on evaluating, updating, and viewing CPP eForms, see [sis.berkeley.edu/training](http://sis.berkeley.edu/training).

### 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.

**Look Up Student ID:**

Value: begins with \$

Description: contains orientation bear

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1 of 1 Last

Value	Description
	Orientation Bear

**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.

**TASK : Change of Academic Plan** eForm ID: 46989

Add a Request

**STUDENT INFORMATION**

\*Student ID: [Search]

Name: Orientation Bear

Academic Career: Undergraduate

Email Address: orientationbear@berkeley.edu

Admit Term: 2013 Fall

Exp Grad Term: 2017 Spring

☐ Hide Instructions

### 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**

Enter the term of the desired effective semester for the change.

\*Request Term: 2017 Spring

\*Action: Add

Request Type: Add

**ACADEMIC PROGRAM**

Your current active programs are displayed here.

**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**.

**REQUEST TYPE**

Enter the term of the desired effective semester for the change.

\*Request Term: 2017 Spring

\*Action: Add

\*Request Type: Minor

**ACADEMIC PROGRAM**

Your current active programs are displayed here.

Type	Program

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.

**TASK : Change of Academic Plan** eForm ID: 52297

**Finalized**

**G3FORM\_ID=52297:Pending**

Undergraduate Routing

**Pending**  
Bear, Advisor  
UC\_CS\_GT\_EFORMS\_UBUS\_ADMN

**Not Routed**  
Multiple Approvers  
Current Major Roster

**Not Routed**  
Multiple Approvers  
Current College Roster

**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	

**Approver #1**  
Name: Advisor, Oski  
Description: Advisor, Oskia

**Approver #2**  
Name: Advisor, Oski  
Description: Advisor, Oski

**Approver #3**  
Name: Advisor, Oski  
Description: Advisor, Oski

**Approver #4**  
Name: Advisor, Oski  
Description: Advisor, Oski

Close

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**.

GT eForms™ WorkCenter

- Loans
- Class Sch
- Student
  - Add a Acad Plan eForm
  - Add a HEDC eForm
  - Add a SEP eForm
  - Add a Withdraw eForm
  - Evaluate a Student eForm**
  - Update a Student eForm
  - View a Student eForm

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

**SEARCH: View a Student eForms eForm**

Search by:

Empl ID: Begins With [ ]

Form ID: Begins With [ ]

**Display Name: Contains [ zeng ]**

**Form Type: Begins With [ cpp ]**

Form Condition: Begins With [ ]

Form Status: Begins With [ ]

Original Operator: Begins With [ ]

Original Date: Equals [ ]

Last Operator: Begins With [ ]

Last Date: Equals [ ]

**Search** **Clear**

Form ID	Form Type	Form Condition	Form Status	Empl ID	Display Name	Original Operator	Original Date	Last Operator	Last Date
34478	CPPSTACK	Default	Executed	25072945		975241	2017-01-05	980424	2017-01-20
41939	CPPSTACK	Default	Denied	25072945		1104056	2017-01-18	279137	2017-01-24

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



The screenshot shows a 'COMMENTS' section with a search bar and several action buttons. The 'Approve' and 'Deny' buttons are highlighted with red boxes. The 'Approve' button has a checkmark icon, and the 'Deny' button has a red X icon. The 'Hold' button has a clock icon. The 'Search' button has a magnifying glass icon, and the 'Next' button has a right arrow icon. At the bottom left, it says 'Authorized by GIDEON TAYLOR'. At the bottom right, there is a 'Close' button with an X icon.

### 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](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)