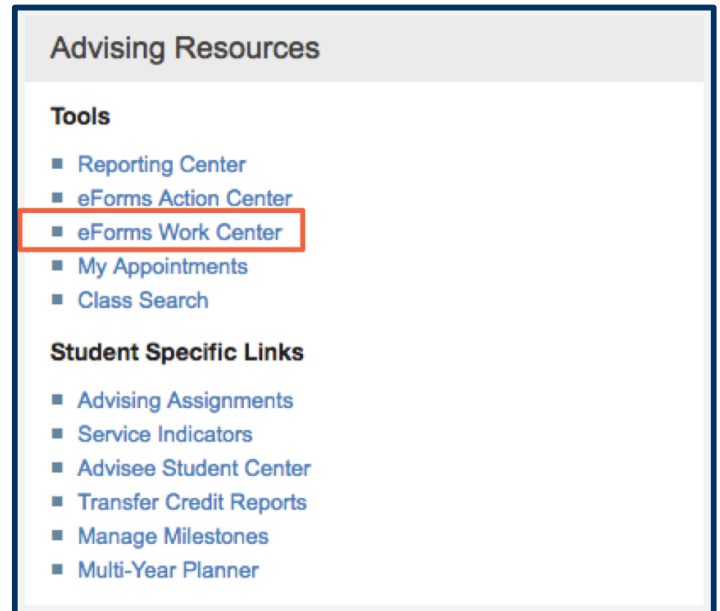# Add an Acad Plan eForm (CPP eForm)

This Job Aid covers the process for adding or making changes to an academic plan using the Career Program Plan Stack (CPP) eForm.

Below is a chart with the possible actions you can take on a student's academic plan using the eForm. This may be a useful reference when filling out the form. We will go over where to input **Action** and **Request Type** later in this job aid.
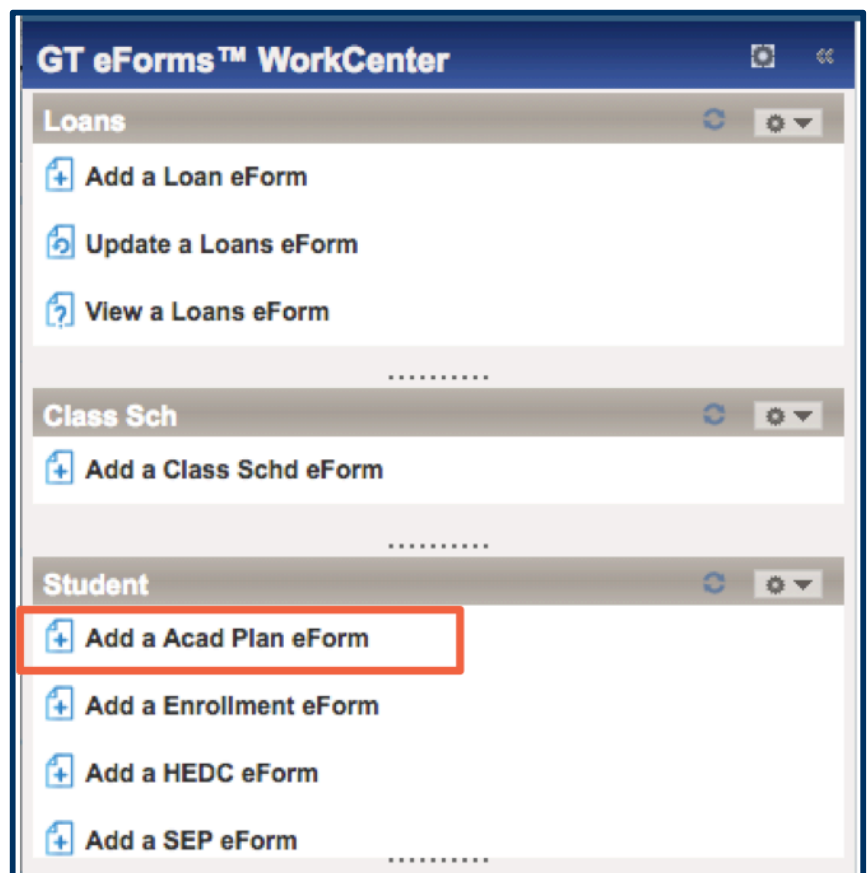
Desired Action	Action	Request Type
Add a **new college and major** to a student's academic plan (Advisor only)	Add	College
Add a **major** to a student's academic plan (if you are adding their first major, use Declare **See below**)	Add	Major
Add a **minor** to a student's academic plan	Add	Minor
Add a **subplan** to a student's academic plan	Add	Subplan
Change the student's current **college and major**	Change	College
Change the student's current **expected graduation term**	Change	Exp Grad Term
Change the student's **major** (the student must already have declared a major)	Change	Major
Change the student's **minor**	Change	Minor
Change the student's **subplan**	Change	Subplan
Declare the student (adding their first **major**)	Declare	Major
Drop a **college** from the student's academic plan	Drop	College
Drop a **major** from the student's academic plan (use change to simultaneously add a new major and drop the old major)	Drop	Major
Drop a **minor** from the student's academic plan	Drop	Minor
Drop a **subplan** from the student's academic plan	Drop	Subplan

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

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

Advising Resources

Tools
- Reporting Center
- eForms Action Center
- eForms Work Center
- My Appointments
- Class Search

Student Specific Links
- Advising Assignments
- Service Indicators
- Advisee Student Center
- Transfer Credit Reports
- Manage Milestones
- Multi-Year Planner

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

GT eForms™ WorkCenter

Loans
- Add a Loan eForm
- Update a Loans eForm
- View a Loans eForm

Class Sch
- Add a Class Schd eForm

Student
- Add a Acad Plan eForm
- Add a Enrollment eForm
- Add a HEDC eForm
- Add a SEP eForm

2. Search for the Student

In the **Student Information** section, the SID default is your own. 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.

Request Instructions will populate based on the student's academic career. You can collapse these instructions by checking the **Hide Instructions** box.

3. Fill out the eForm

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

Actions: Next, choose the desired action. **See chart above**
- **Add**: Add a college, major, minor, or subplan.
- **Change**: Drop and add a new College, Major, Minor or Subplan in one request. You can also use Change to change the student's expected graduation date.
- **Declare**: To declare a student's first Major.
- **Drop**: Drop a College, Major, Minor or Subplan from the student's academic plan.

REQUEST TYPE

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

*Request Term: 2017 Spring

*Action ✓
    Add
    Change
Request Type   Declare
    Drop

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

In this example, we are changing the student's major to one in a different college, so **action** = **Change** and **Request Type** = **College**.

REQUEST TYPE

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

*Request Term: 2017 Spring

*Action: Change

*Request Type ✓
    College
    Exp Grad Term
    Major
    Minor
    Subplan

ACADEMIC PROGR...

Your current activ...ed here.

You can see a list of the student's **current active program(s)** here:

ACADEMIC PROGRAMS AND PLANS

Your current active programs are displayed here.

	Type	Program	Plan
1	Major - Regular Acad/Prfnl	Undergrad Letters & Science	Computer Science BA

Since we are changing the student's college, we will need to input the **current program** as well as the **new program** and **plan**.

You can look to the **Academic Programs and Plans** table for the list of the student's current program(s).

Select the **New Program/College**.

CHANGE CAREER PROGRAM INFO

Action: Change College

*Current Program: Undergrad Letters & Sc ⬍

*New Program ✓

    Undergrad Business
    Undergrad Chemistry
    Undergrad Engineering
    Undergrad Environmental Design
    Undergrad Letters & Science
    Undergrad Natural Resources

Use the drop down to select the **New Plan/Major** you wish to add.

If you are adding a second major, you can then add **Overlap Courses**, which are courses that the student wishes to use to fulfill requirements for both majors/minors.

CHANGE CAREER PROGRAM INFO

Action: Change College

*Current Program: Undergrad Letters & Sc ⬍

*New Program: Undergrad Business ⬍

*New Plan ✓

    Business Administration BS

Subplan (Optional):

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.

Example: If the student turns in a paper form requesting a major declaration, you can include that here with the description "Major Declaration Packet".

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.

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

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

Support:

For questions or assistance, please contact Campus Shared Services IT.

- 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**