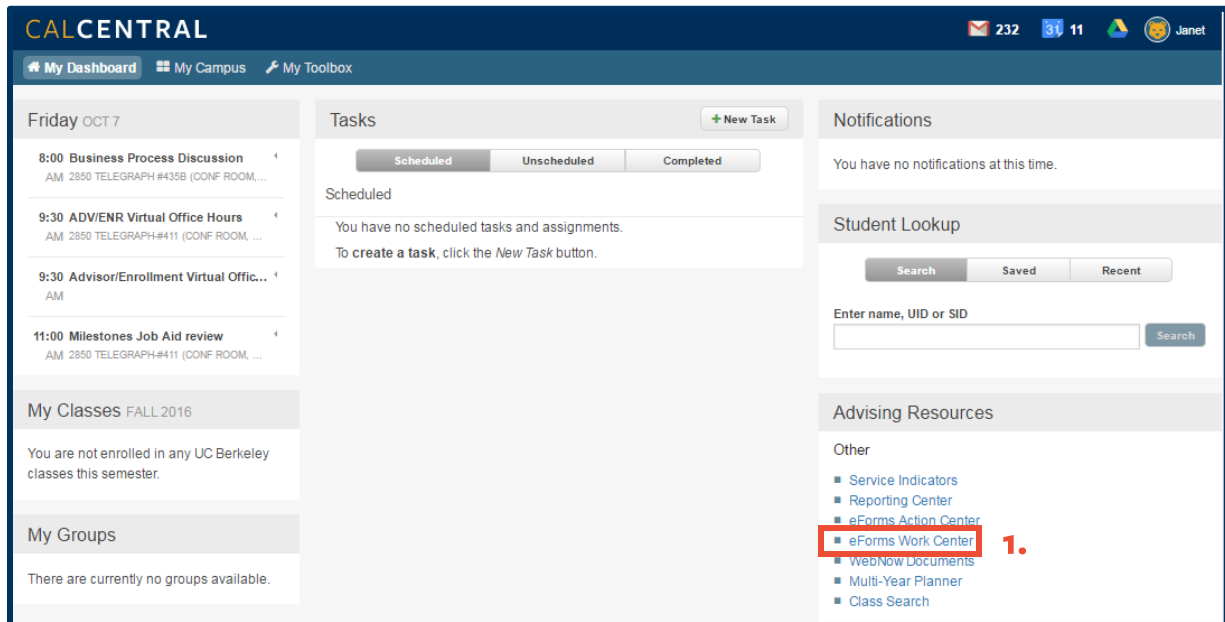


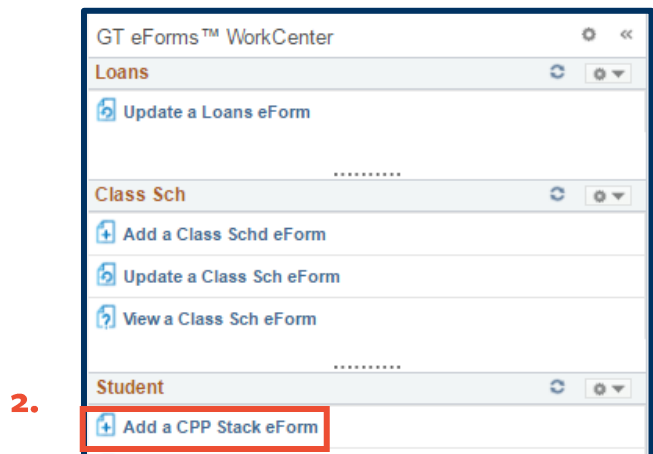
## CPPSTACK eForm – for Graduate Students

The CPPSTACK eForm is what was previously known as the *Change of Major* form in DB2. It is used to add, drop, or change a graduate student’s self-supporting, professional, or academic Program; department (Plan); Designated Emphasis; or Subplan. You modify the student’s CPPSTACK to carry out any of these tasks.

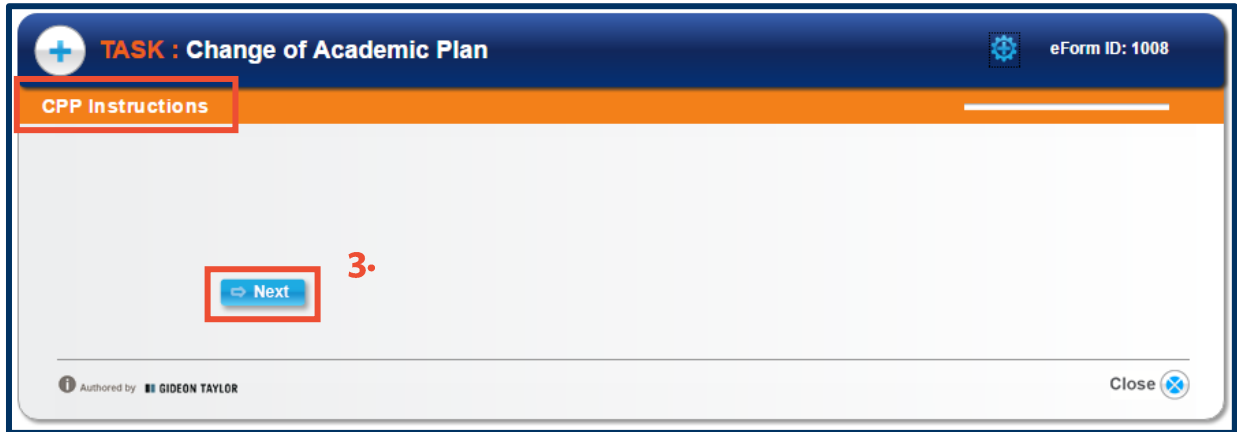
1. Log in to CalCentral using your CalNet ID and passphrase:  
 Select **eForms WorkCenter** from under the list of **Advising Resources**.



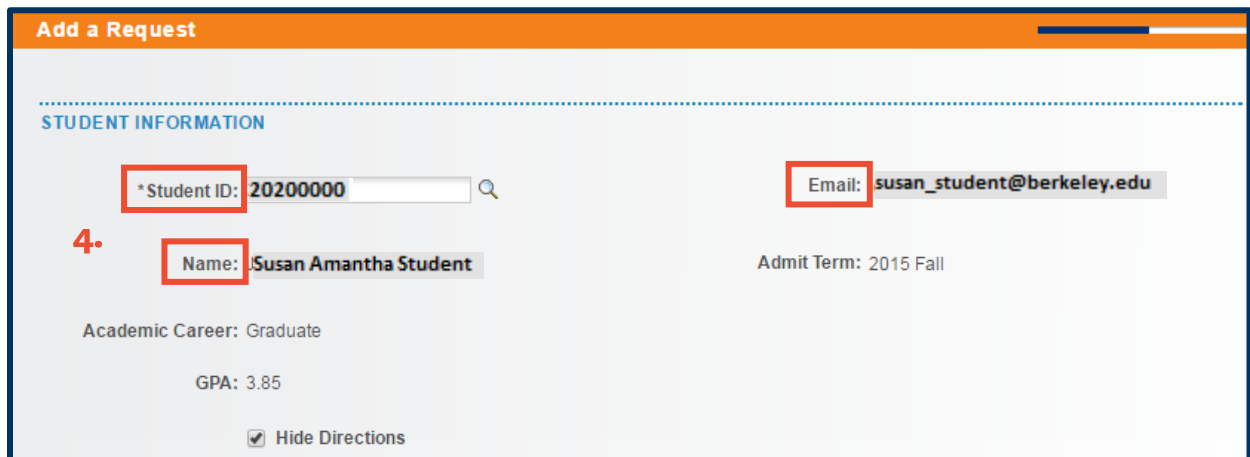
2. Under the **Student** heading, click on **Add a CPPSTACK eForm**.



- At the **CPP Instructions** window, click the **Next** button. (For staff, the Instructions window is blank.)



- You arrive at the **Add a Request** window.



- Note that the student ID is input manually or through the **Look Up** magnifying glass. Press the tab key, once you have entered the student's ID, to change from your UID to the student's ID. The student's Name and Email will then auto-populate.

6. Select a **Term** from the **Request Term** drop-list (6a). Once you select a **Term**, **Action** becomes available (6b).

**REQUEST TYPE**  
Enter the term of the desired effective semester for the change.

\*Request Term: 2016 Fall **6a.**

\*Action: **6b.**

Request Type:

7. Select an **Action** (Add, Change, or Drop). In this instance, we are choosing “Add”.

\*Request Term: 2016 Fall

\*Action: Add

\*Request Type: Add  
Change  
Drop **7.**

8. Select from the **Request Type** drop list. (Here, our student wants to add a **Subplan**.)

\*Request Term: 2016 Fall

\*Action: Add

\*Request Type: Subplan  
Academic Plan  
Academic Program  
Designated Emphasis  
Subplan **8.**

**ACADEMIC PROGRAMS AND PLANS**  
Your current active programs are displayed here.

9. Next, you will see the student’s current **Academic Programs and Plans**.

**ACADEMIC PROGRAMS AND PLANS**  
Your current active programs are displayed here.

Type	Program	Plan
1 Major - Regular Acad/Prfnl	Graduate Professional Programs	Journalism MJ

**9.**

10. Under **CHANGE CAREER PROGRAM INFO**, select the current program from the Current Program drop list. Then **Current Plan** and **New Subplan** can be configured.

**ACADEMIC PROGRAMS AND PLANS**  
Your current active programs are displayed here.

Type	Program	Plan
1 Major - Regular Acad/Prfnl	Graduate Professional Programs	Journalism MJ

---

**CHANGE CAREER PROGRAM INFO**

Action: Add Subplan

\*Current Program:  **10.**

Current Plan:

New Subplan:

11. Next, select **Current Plan**.

**CHANGE CAREER PROGRAM INFO**

Action: Add Subplan

\*Current Program:

**11.** \*Current Plan:

New Subplan:

12. Then select **Subplan**.

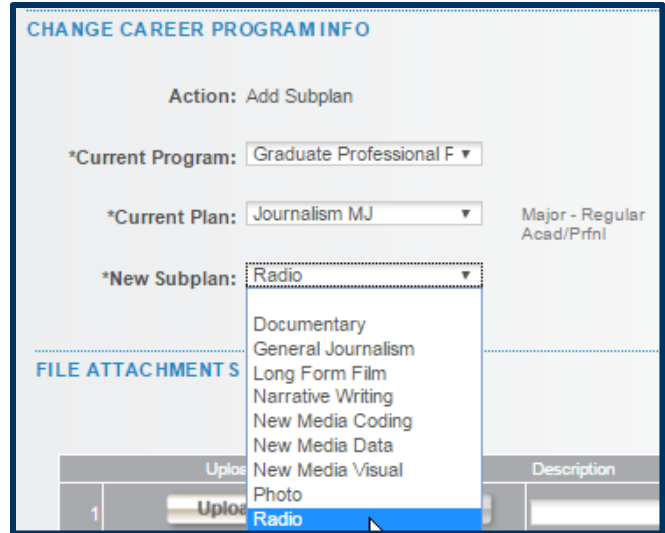
**CHANGE CAREER PROGRAM INFO**

Action: Add Subplan

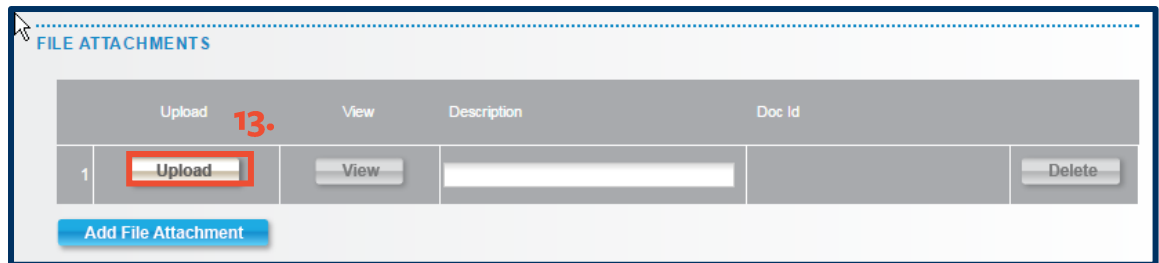
\*Current Program:

\*Current Plan:  Major - Regular Acad/Prfnl

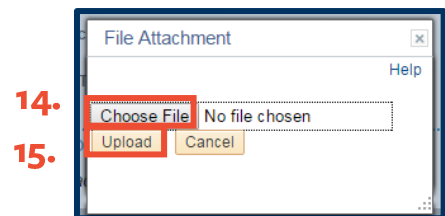
\*New Subplan:  **12.**



13. Following that, there is a section within which you can attach a file. To do so, click the **Upload** button.

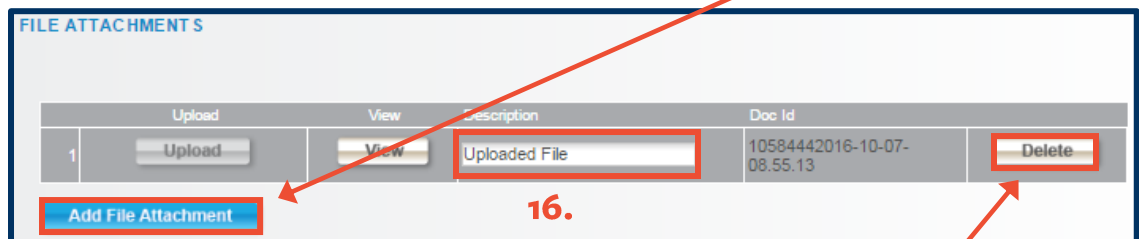


14. Next, click the **Choose File** button, and select a file from a local or network drive.



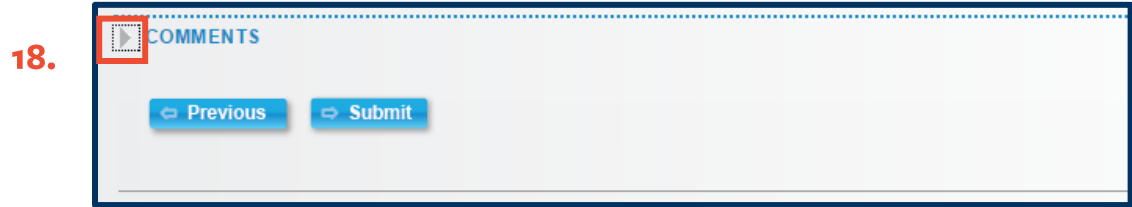
15. Click the second **Upload** button.

16. Finally, type a **Description** for the file. Descriptions are mandatory. (Click the **Add File Attachments** button to upload more files.)

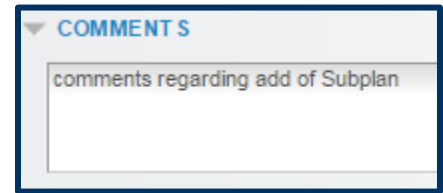


(Note that the attachment can be deleted.)

17. The **COMMENTS** section appears below attachments. To add a comment, click the **right-pointing triangle** next to the word, **COMMENTS**.



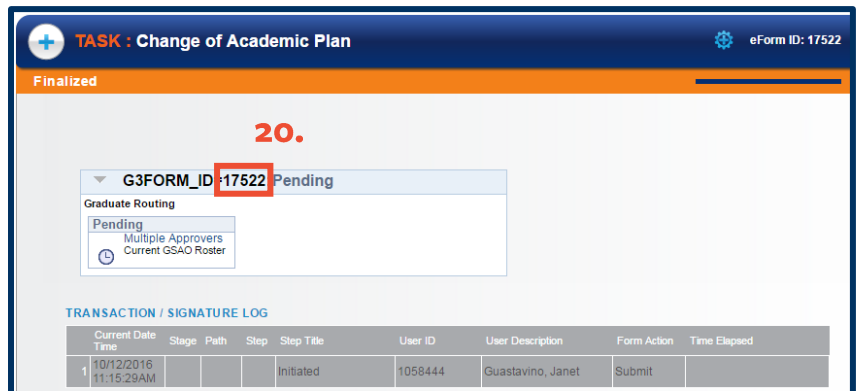
This opens a text box into which you may type comments.



18. To save the **CPPSTACK Add**, click the **Submit** button below the **Comments** box.



19. The second-to-last step in the process is routing the submitted request. Different requests pass through different routes, but in this case, routing led to the Subplan change being **Pending** (with an eForm ID number of **17522**).



20. Finally, click the **Close** button in the lower-right corner of the screen ( **Close**  ).

## Afterword:

Once a CPPSTACK is routed, an email is sent to the initiating advisor, notifying them of the status of the CPPSTACK request. If the request is pending, a follow-up email will be sent when it is either approved/denied. These letters will also include the eForm ID number.

An email will also be sent to the student, notifying them of the approval or denial of a student- or advisor-initiated request. If a request is approved, the student will be told that the change in program, plan, subplan,, or designated emphasis will be viewable in CalCentral.

To the right you see the **Search eForm** that appears when you click on **“View a Student eForm”**, under the heading, **GT eForms™ WorkCenter**.

Here, we are searching for an eForm for a student (**Susan Samantha Student**) with the ID number of **20200000**.

You could also have searched by form status, such as **“pending”**.

Below the **“Search by:”** criteria are the search results, showing 2 CPPSTACKS carried out by the same advisor.

To view one, click on its Form ID number.

GT eForms™ WorkCenter

SEARCH : View a Student eForms eForm

Search by:

Empl ID Begins With

Form ID Begins With

Name Begins With

Form Type Begins With

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	Original Operator	Original Date	Last Operator	Last Date
17462	CPPSTACK	Default	Pending	1058444	2016-10-11	1058444	2016-10-11
17520	CPPSTACK	Default	Pending	1058444	2016-10-12	1058444	2016-10-12

Form ID	Form Type	Form Condition	Form Status
17462	CPPSTACK	Default	Pending
17520	CPPSTACK	Default	Pending

## Support:

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- 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)

For job aids and videos, go to:

- [sis@berkeley.edu/training](mailto:sis@berkeley.edu/training)