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.

<table>
<thead>
<tr>
<th>Desired Action</th>
<th>Action</th>
<th>Request Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a new college and major to a student’s academic plan (Advisor only)</td>
<td>Add</td>
<td>College</td>
</tr>
<tr>
<td>Add a major to a student’s academic plan (if you are adding their first major, use Declare <strong>See below</strong>)</td>
<td>Add</td>
<td>Major</td>
</tr>
<tr>
<td>Add a minor to a student’s academic plan</td>
<td>Add</td>
<td>Minor</td>
</tr>
<tr>
<td>Add a subplan to a student’s academic plan</td>
<td>Add</td>
<td>Subplan</td>
</tr>
<tr>
<td>Change the student’s current college and major</td>
<td>Change</td>
<td>College</td>
</tr>
<tr>
<td>Change the student’s current expected graduation term</td>
<td>Change</td>
<td>Exp Grad Term</td>
</tr>
<tr>
<td>Change the student’s major (the student must already have declared a major)</td>
<td>Change</td>
<td>Major</td>
</tr>
<tr>
<td>Change the student’s minor</td>
<td>Change</td>
<td>Minor</td>
</tr>
<tr>
<td>Change the student’s subplan</td>
<td>Change</td>
<td>Subplan</td>
</tr>
<tr>
<td>Declare the student (adding their first major)</td>
<td>Declare</td>
<td>Major</td>
</tr>
<tr>
<td>Drop a college from the student’s academic plan</td>
<td>Drop</td>
<td>College</td>
</tr>
<tr>
<td>Drop a major from the student's academic plan (use change to simultaneously add a new major and drop the old major)</td>
<td>Drop</td>
<td>Major</td>
</tr>
<tr>
<td>Drop a minor from the student's academic plan</td>
<td>Drop</td>
<td>Minor</td>
</tr>
<tr>
<td>Drop a subplan from the student's academic plan</td>
<td>Drop</td>
<td>Subplan</td>
</tr>
</tbody>
</table>
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.
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:** 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**.
You can see a list of the student’s **current active program(s)** here:

![Academic Programs and Plans Table]

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**.

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.
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