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

4. You arrive at the Add a Request window.

5. 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).

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

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

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

Your current active programs are displayed here.

<table>
<thead>
<tr>
<th>Type</th>
<th>Program</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major - Regular Acad/Frhl</td>
<td>Graduate Professional Programs</td>
<td>Journalism MJ</td>
</tr>
</tbody>
</table>
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.


12. Then select Subplan.
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**.

![COMMENTS](image)

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.

![Submit button](image)

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**).

![Pending](image)

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

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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.

Support:

For questions or assistance, please contact the SIS Project:

- Call 510-664-9000 (press option 6)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it
For job aids and videos, go to:

- sis@berkeley.edu/training