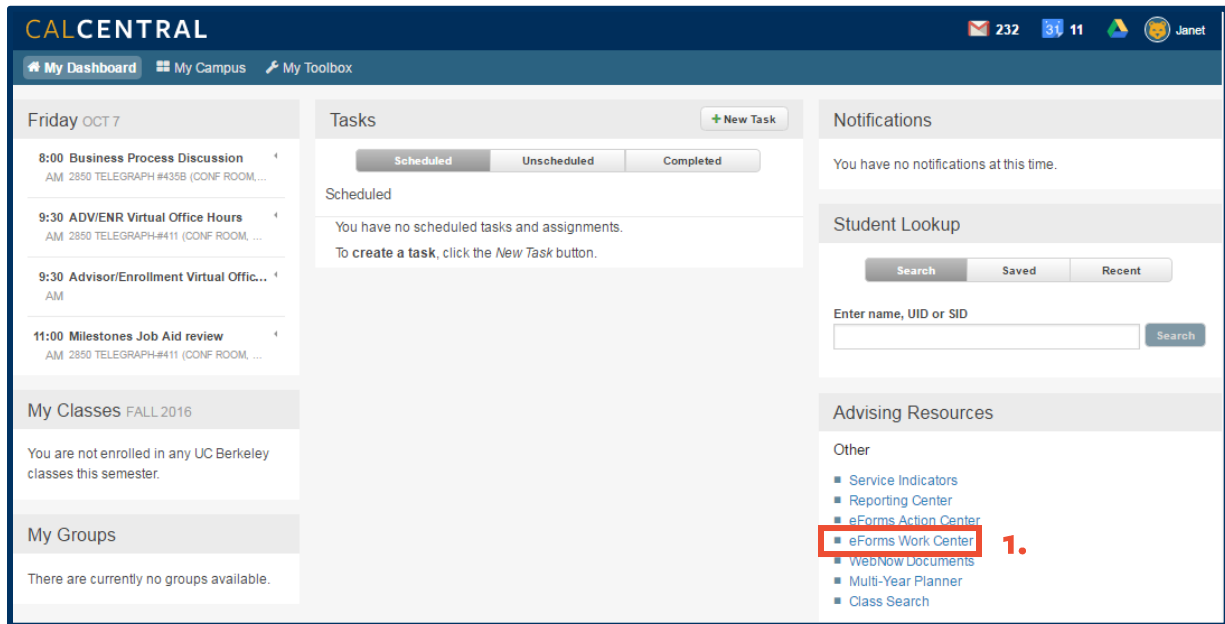


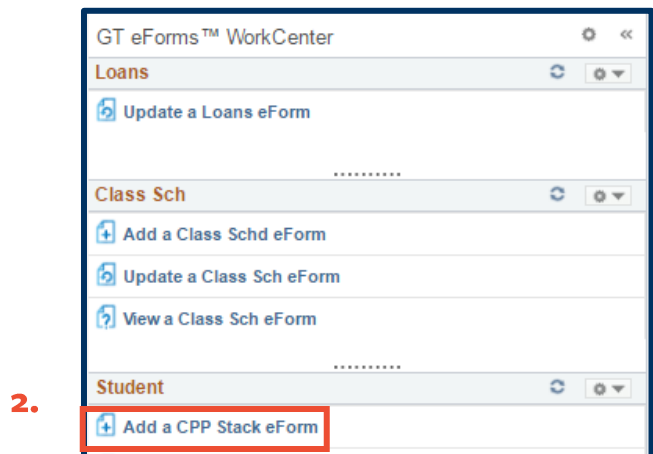
CPPSTACK eForm – for Graduate Students

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. Modify the student’s CPPSTACK to carry out any of these tasks.

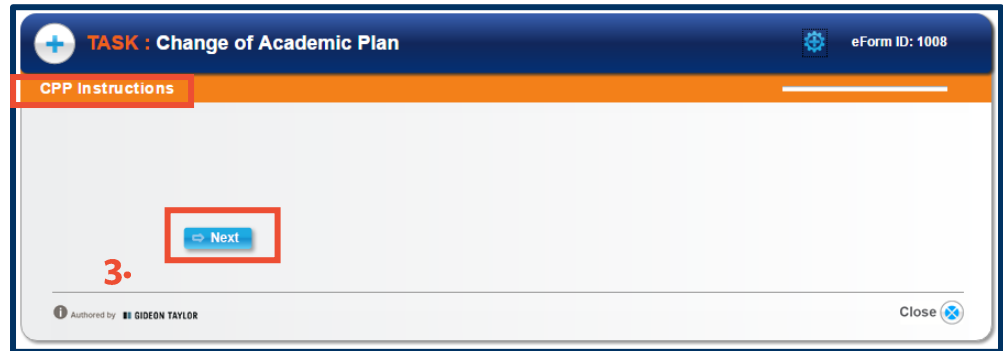
1. Log in to CalCentral using your CalNet ID and passphrase:
 Select **eForms WorkCenter** from under the list of **Advising Resources**.



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.

The screenshot shows the "Add a Request" window. Under the "STUDENT INFORMATION" section, the following fields are visible:

- *Student ID: 20200000 (highlighted with a red box and the number "4.")
- Email: susan_student@berkeley.edu
- Name: Susan Amantha Student
- Admit Term: 2015 Fall
- Academic Career: Graduate
- GPA: 3.85
- Hide Directions

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

The screenshot shows the "REQUEST TYPE" section with the instruction: "Enter the term of the desired effective semester for the change."

- *Request Term: 2016 Fall (dropdown menu, labeled "6a.")
- *Action: (empty dropdown menu, labeled "6b.")
- Request Type: (text label)

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

*Request Term: 2016 Fall

7. *Action: Add

*Request Type: Add, Change, Drop

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 PROGRAM

Your current active Subplan here.

8.

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

9. ACADEMIC PROGRAMS AND PLANS

Your current active programs are displayed here.

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

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: Graduate Professional Programs

Current Plan: Graduate Professional Programs

New Subplan:

10.

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

CHANGE CAREER PROGRAM INFO

Action: Add Subplan

*Current Program: Graduate Professional F ▾

*Current Plan: ▾

New Subplan: **11.**

12. Then select **New Subplan**.

CHANGE CAREER PROGRAM INFO

Action: Add Subplan

*Current Program: Graduate Professional F ▾

*Current Plan: Journalism MJ ▾ Major - Regular Acad/Prfnl

*New Subplan: ▾ **12.**

CHANGE CAREER PROGRAM INFO

Action: Add Subplan

*Current Program: Graduate Professional F ▾

*Current Plan: Journalism MJ ▾ Major - Regular Acad/Prfnl

*New Subplan: Radio ▾

- Documentary
- General Journalism
- Long Form Film
- Narrative Writing
- New Media Coding
- New Media Data
- New Media Visual
- Photo
- Radio

FILE ATTACHMENTS

Upload	Description
1 Upload	

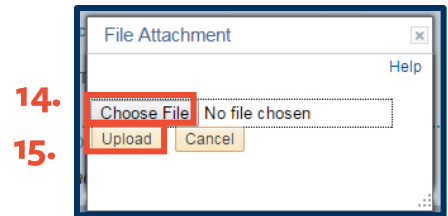
13. Following that, there is a section within which you can attach a file. To do so, click the **Upload** button. (Examples of documents you might upload are letters in support of the action.)

FILE ATTACHMENTS

Upload	View	Description	Doc Id
1 Upload	View	<input type="text"/>	Delete

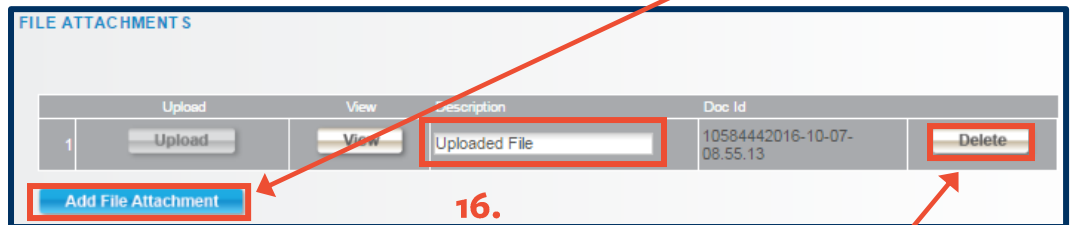
Add File Attachment

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



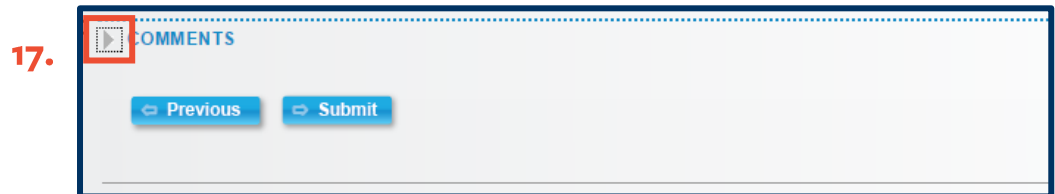
15. Click the second **Upload** button.

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

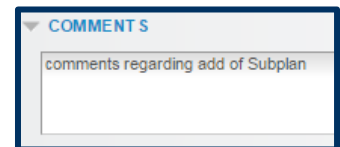


(Note that the attachment can be deleted.)

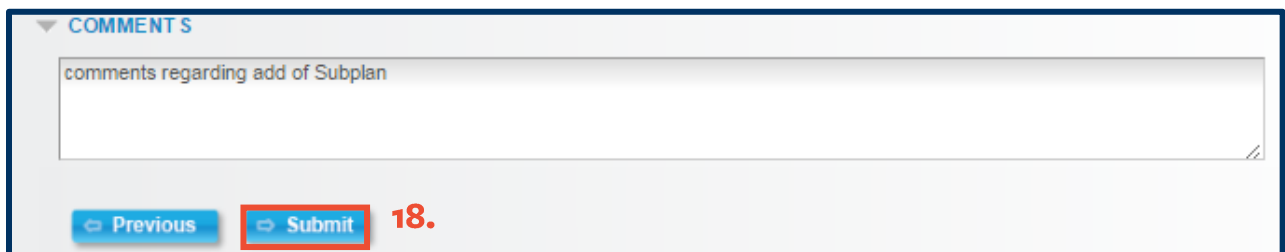
17. The **COMMENTS** section appears below attachments. To add a comment, click the **right-pointing triangle** next to the word, **COMMENTS**.



This opens a text box into which you may type comments, examples of which might relate to exceptions and additional background.



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**).

19.

G3FORM_ID: 17522 Pending

Graduate Routing

Pending

Multiple Approvers
Current GSAO Roster

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	10/12/2016 11:15:29AM				Initiated	1058444	Guastavino, Janet	Submit	

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

Approval of an eForm

Once a CPPSTACK is routed, an email is sent to the initiating advisor, notifying them of the status of the CPPSTACK request. If you are the initiator and the advisor who is next in line to approve the form, or you have received a notification to evaluate an eForm, do the following:

1. Select **Evaluate a Student eForm**.

The screenshot shows the Berkeley GT eForms™ WorkCenter interface. On the left sidebar, the 'Evaluate a Student eForm' option is highlighted with a red box and labeled '1.'. The main content area features a search form with the following fields: 'Form ID' (set to 17520, labeled '2a.'), 'Form Type', 'Form Condition', 'Form Status', 'Original Operator', 'Original Date', 'Last Operator', and 'Last Date'. A red box highlights the 'Search' button, labeled '2b.', and a 'Clear' button is also visible.

2. Enter in the FORM ID number (2a) and press **SEARCH** (2b). You will be taken to the form that was submitted. You can review the contents of the form.

The screenshot displays the content of the eForm. It includes the following information:

- Request Term: 2016 Fall
- Action: Declare
- Request Type: Major

ACADEMIC PROGRAMS AND PLANS

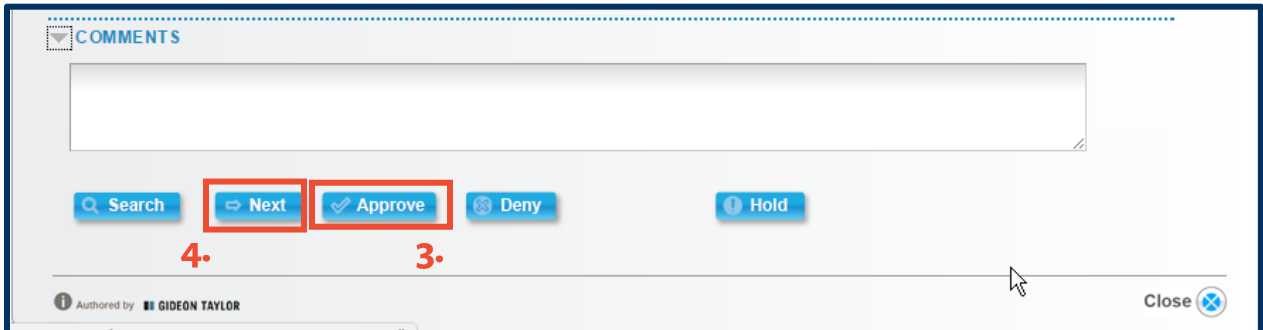
Your current active programs are displayed here.

Type	Program	Plan
1 Major - Regular Acad/Prtnl	Undergrad Engineering	Engineering Undeclared UG

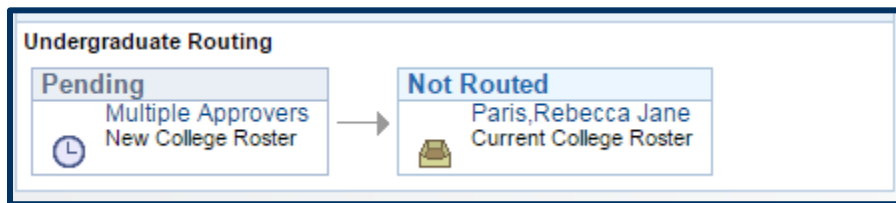
CHANGE CAREER PROGRAM INFO

- Action: Declare Major
- Current Program: Undergrad Engineering
- New Plan: Civil Engineering BS

- At the bottom, you'll see the different actions you can take. Most simply, click on the **Approve** button.



- If you want to view the routing before you approve, click on the **Next** button instead of Approve. You would be able to see who was next in line once the form has been approved by the person in the Pending status.



In the above example, the form is pending approval by the New College advisor. Once approved by him/her, it will route to Jane, the Current College advisor. (Note that this is only an example of routing — the path differs widely from case to case, college to college.)

- Here is an example of what the final page would look like once approved. Jane will have received a notification to approve form **854**, via email and will take the same steps.

G3FORM_ID=854:Pending

Undergraduate Routing

Approved

Wong, Joey
New College Roster
10/27/16 - 4:23 PM


→



Pending

Paris, Rebecca Jane
Current College Roster

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	10/19/2016 9:05:29AM				Initiated	1120854	Lloyd, Andrea	Submit	
2	10/27/2016 4:23:21PM	10	2	2.00	New College Advisor	117339	Wong, Joey	Approve	

- Here is an example of what the final page would look like for a simple declaration of a major, which only needed a single level of approval. To exit the Approval process, click the close button at the lower, right of the window (**Close** ).

 **TASK : Change of Academic Plan**
 eForm ID: 851

Finalized

▼
G3FORM_ID=851:Approved



Undergraduate Routing

Approved

Wong,Joey
Current College Roster
10/27/16 - 4:25 PM

TRANSACTION / SIGNATURE LOG

	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	10/19/2016 9:01:07AM				Initiated	1120854	Lloyd, Andrea	Submit	
2	10/27/2016 4:25:05PM	10	2	5.00	Current College Advisor	117339	Wong,Joey	Authorize	8 days 7 hours 23 minutes

 Search
 Previous

Afterword:

Once a CPPSTACK is routed, an advisor will be able to view the status of the eForm by logging on to the **eForm Workcenter** (from the **My Dashboard** page in CalCentral), selecting the **View a Student eForm** link, and searching for the student (as shown below).

At present time, this is not the case, however, in the future, an email also will 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 on the **My Academics** page in CalCentral.

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

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**” or a form ID number.

Below the “**Search by:**” criteria are the search results, showing two change of 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 20200000

Form ID Begins With

Name Begins With Susan Samantha Student

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

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
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For job aids and videos, go to:

- sis@berkeley.edu/training