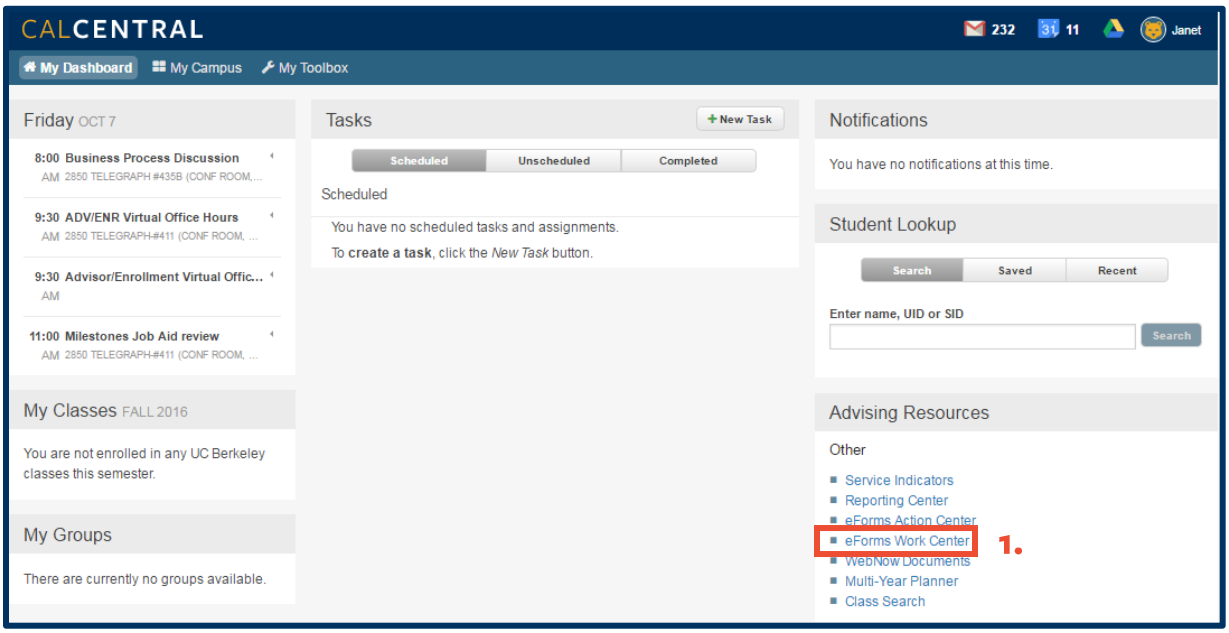
# CPPSTACK eForm – for Graduate Students

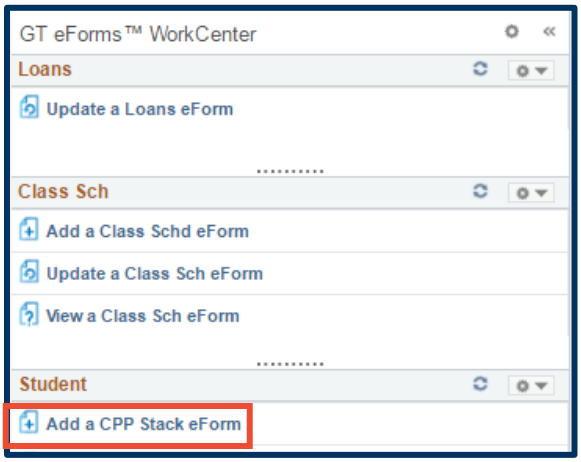
The CPPSTACK eForm is what was previously known as the *Change of Major* form in DB2. It is used to add, drop, or change a graduate student's self-supporting, professional, or academic Program; department (Plan); Designated Emphasis; or Subplan. Modify the student's CPPSTACK to carry out any of these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

1. Log in to CalCentral using your CalNet ID and passphrase:

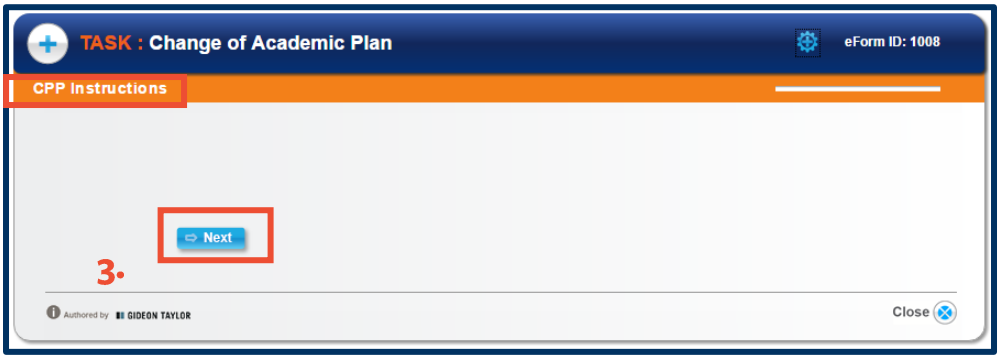
   Select **eForms WorkCenter** from under the list of **Advising Resources**.



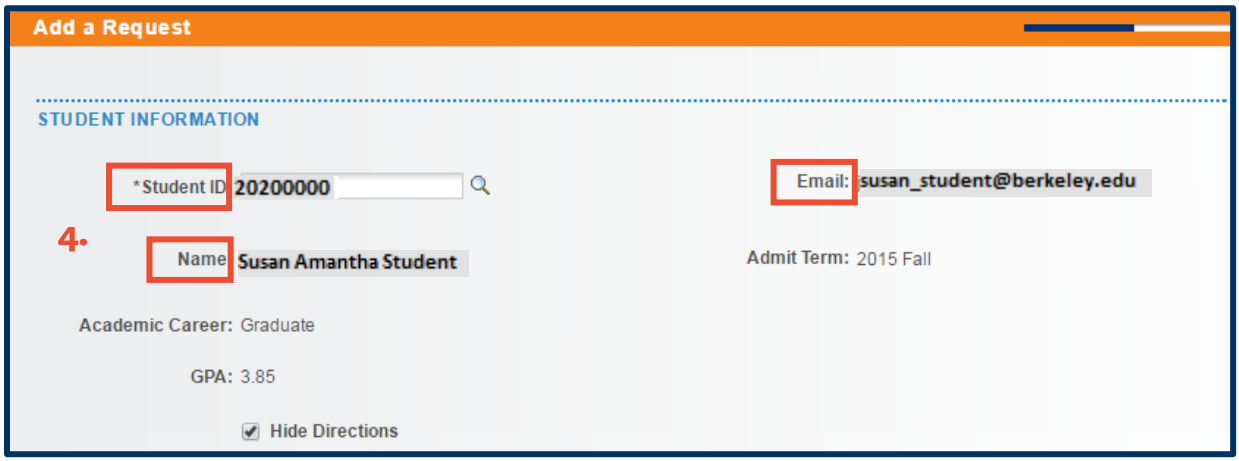

2. Under the **Student** heading, click on **Add a CPPSTACK eForm**.



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

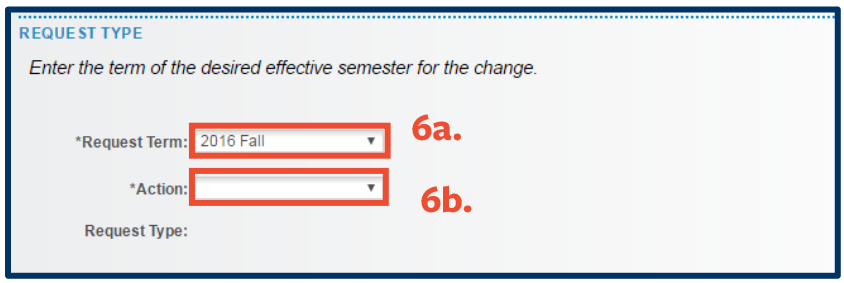



4. You arrive at the **Add a Request** window.

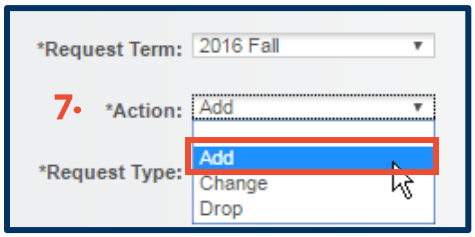



5. Note that the student ID is input manually or through the **Look Up** magnifying glass. Press the tab key, once you have entered the student's ID, to change from your UID to the student's ID. The student's Name and Email will then auto-populate.

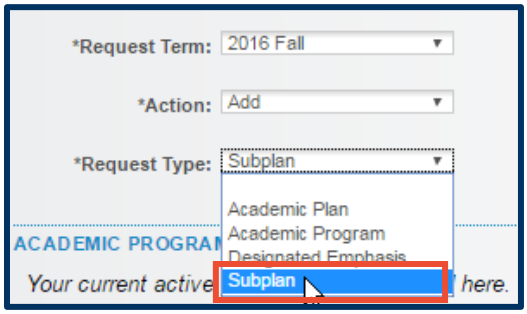
6. Select a **Term** from the **Request Term** drop-list (6a). Once you select a **Term**, **Action** becomes available (6b).



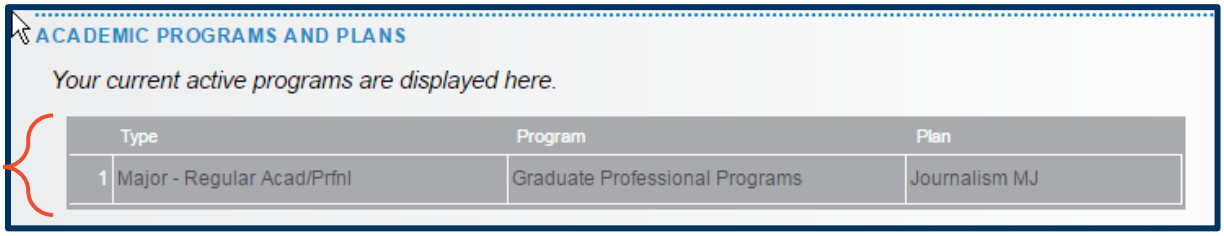
7. Select an **Action** (**Add**, **Change**, or **Drop**). In this instance, we are choosing "**Add**".



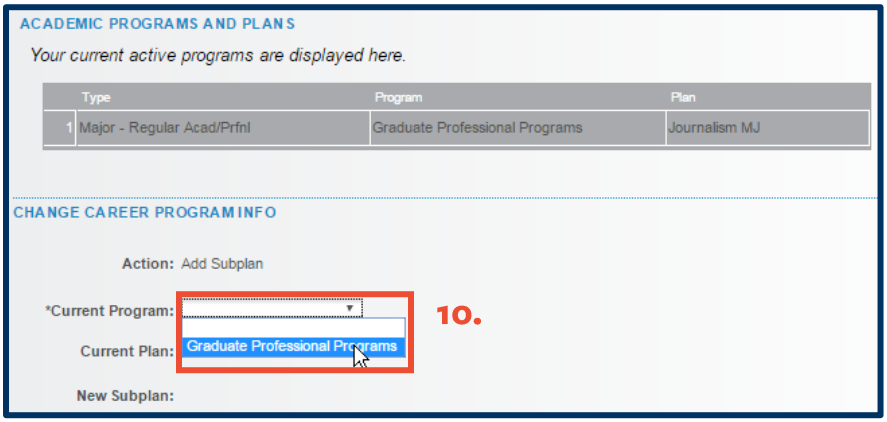

8. Select from the **Request Type** drop list. (Here, our student wants to add a **Subplan**.)



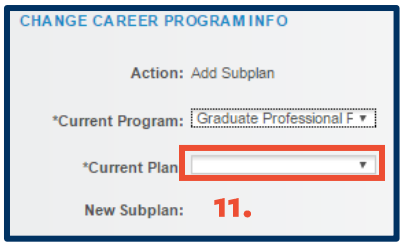

9. Next, you will see the student's current **Academic Programs and Plans**.



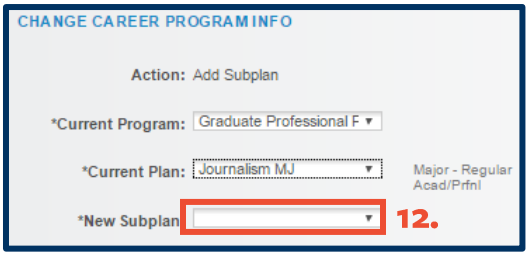

10. Under **CHANGE CAREER PROGRAM INFO**, select the current program from the Current Program drop list. Then **Current Plan** and **New Subplan** can be configured.

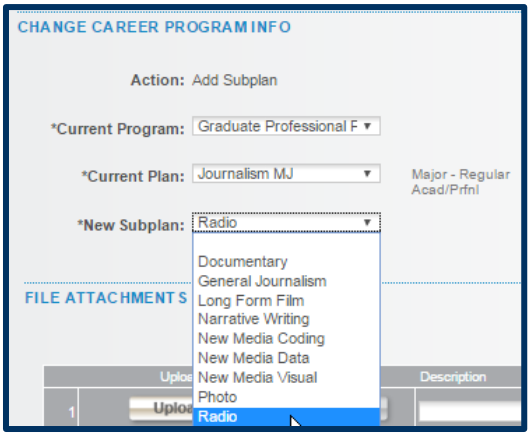


11. Next, select **Current Plan**.

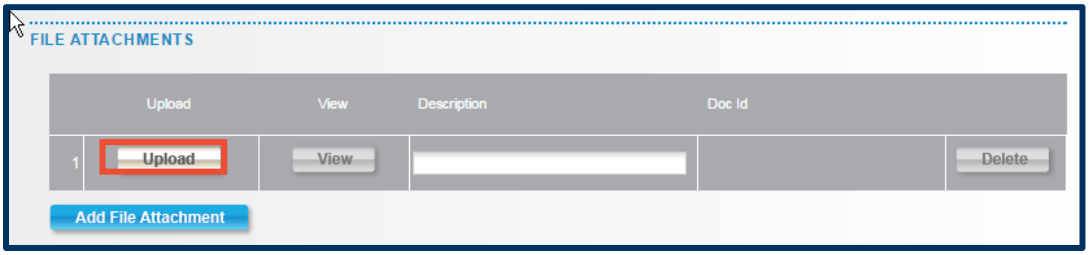



12. Then select **New Subplan**.

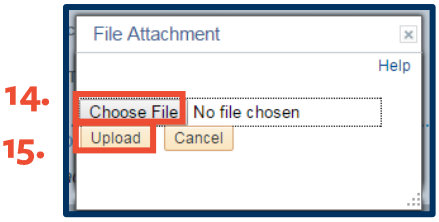



13. Following that, there is a section within which you can attach a file. To do so, click the **Upload** button. (Examples of documents you might upload are letters in support of the action.)

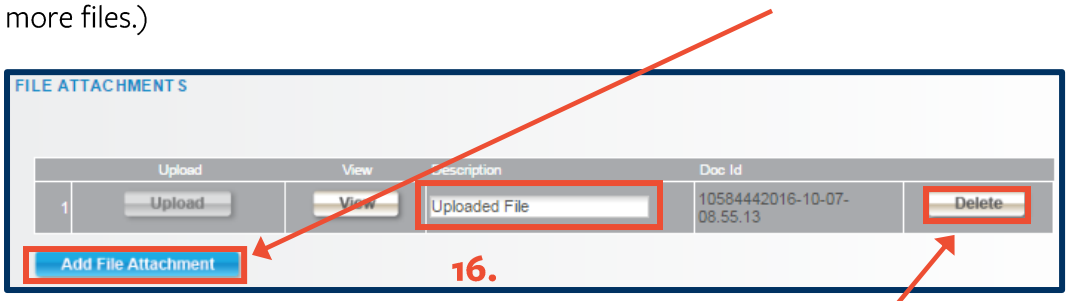


14. Next, click the **Choose File** button, and select a file from a local or network drive.




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

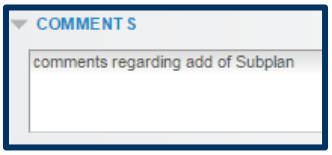
16. Finally, type a **Description** for the file. Descriptions are mandatory. (Click the **Add File Attachments** button to upload more files.)




(Note that the attachment can be deleted.)

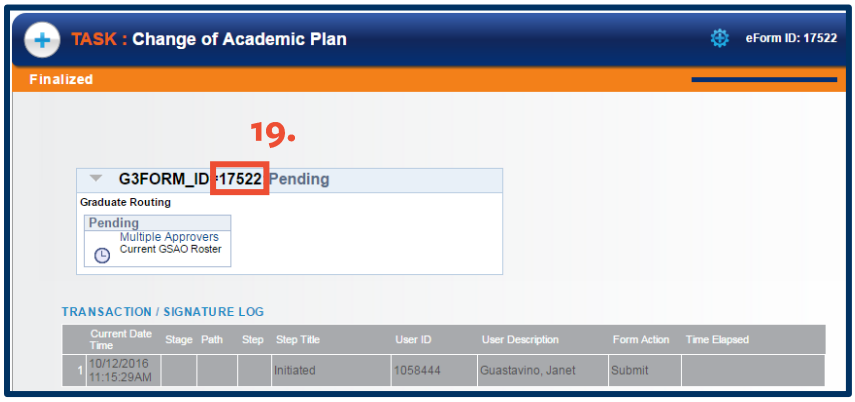
17. The **COMMENTS** section appears below attachments. To add a comment, click the **right-pointing triangle** next to the word, **COMMENTS**.

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**).

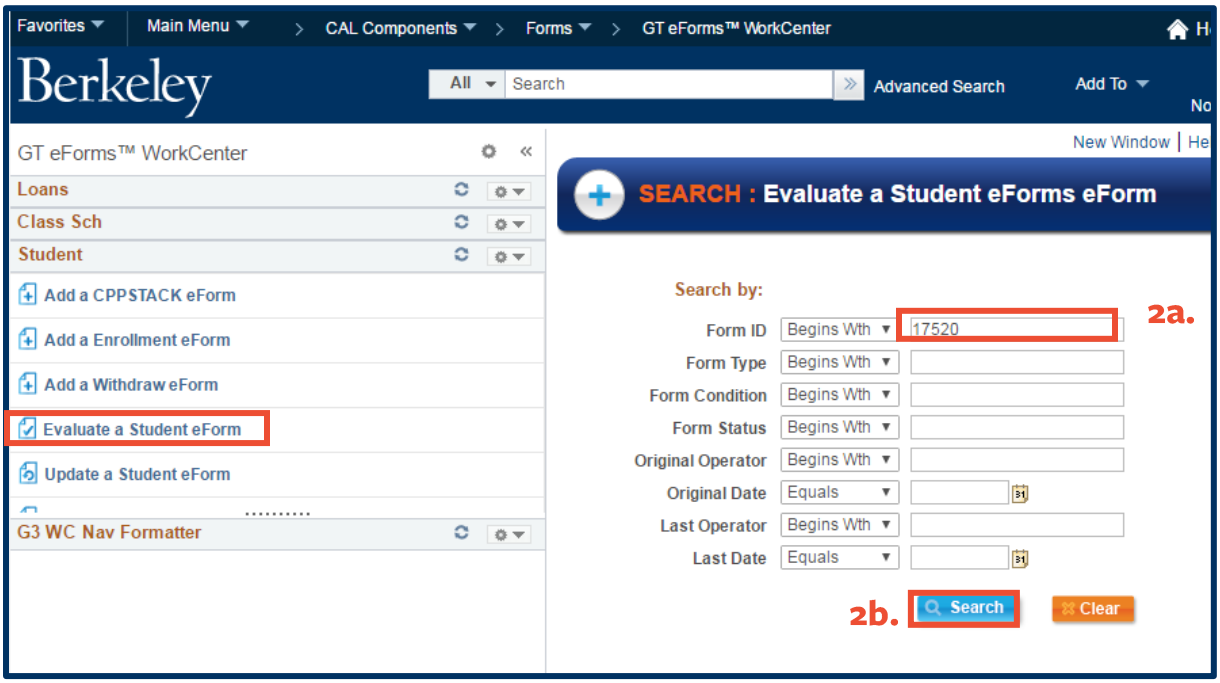



**20.** Finally, click the **Close** button in the lower-right corner of the screen ( Close ).

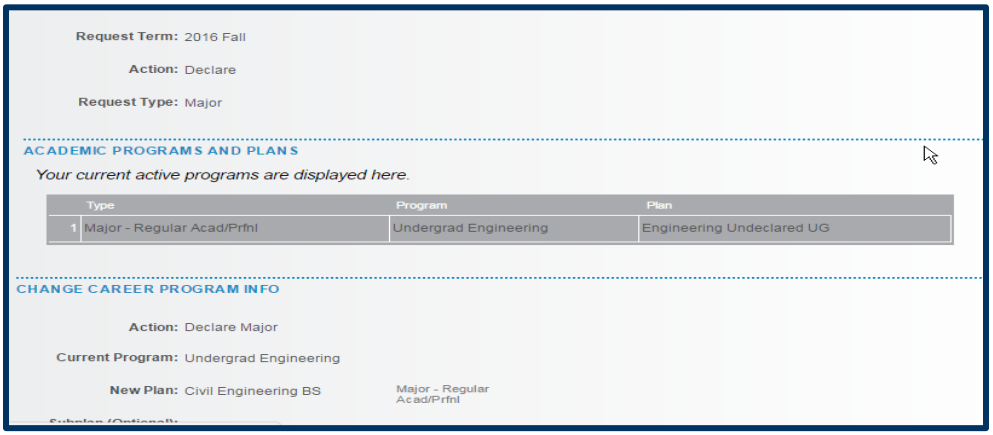
# Approval of an eForm

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:

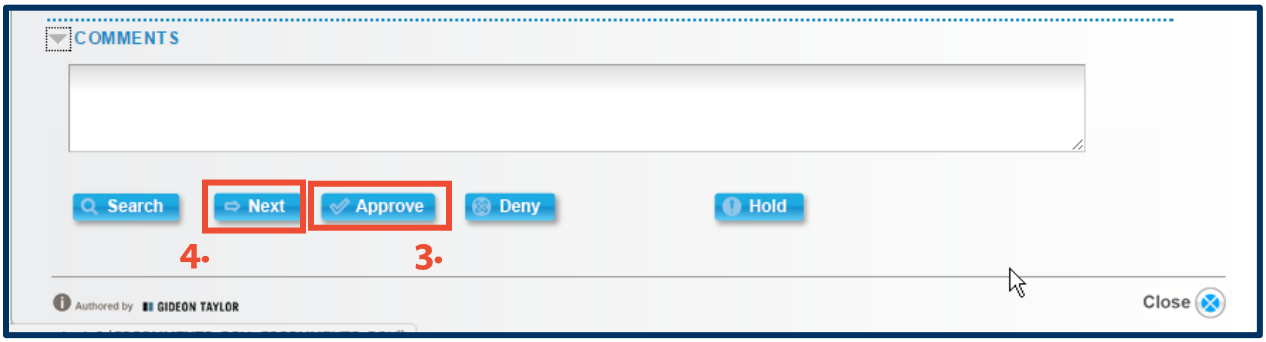
1. Select **Evaluate a Student eForm**.



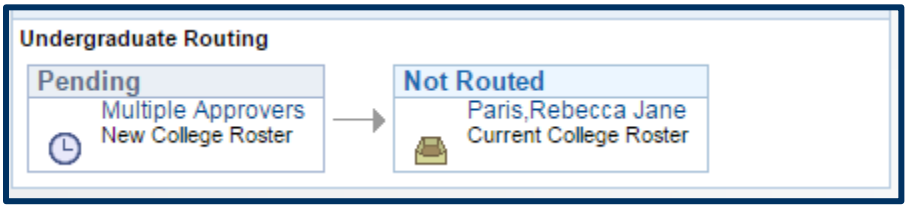

2. Enter in the FORM ID number (2a) and press **SEARCH (2b).** You will be taken to the form that was submitted. You can review the contents of the form.



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

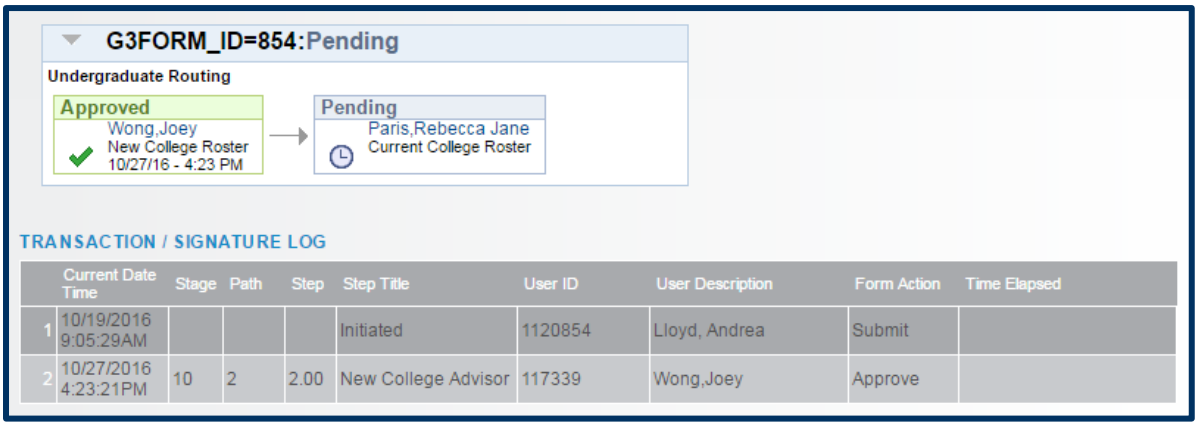



4. If you want to view the routing before you approve, click on the **Next** button instead of Approve. You would be able to see who was next in line once the form has been approved by the person in the Pending status.



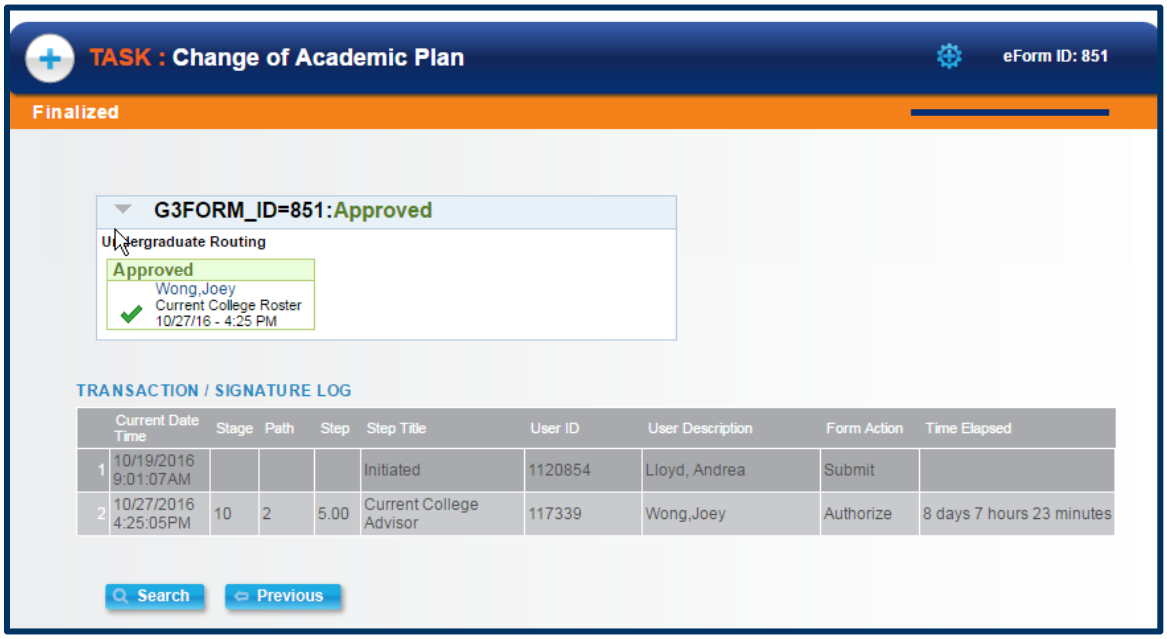

In the above example, the form is pending approval by the New College advisor. Once approved by him/her, it will route to Jane, the Current College advisor. (Note that this is only an example of routing — the path differs widely from case to case, college to college.)

5. 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.




| | 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 | |

6. 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 ).



## 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.

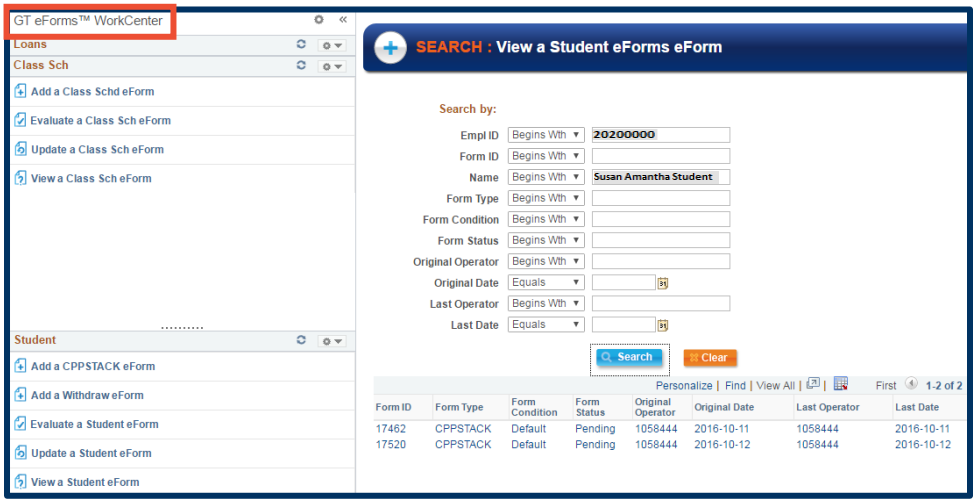
To the right you see the **Search** eForm that appears when you click on "**View a Student eForm**", under the heading, **Student**.

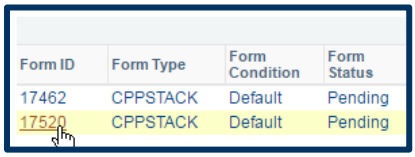
Here, we are searching for an eForm for a student (**Susan Samantha Student**) with the ID number of **20200000**.

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.




## 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**