Evaluate an Acad Plan (CPP) eForm

This Job Aid covers the process for evaluating CPP eForm that has been routed to you. For Job Aids on adding, viewing, and updating CPP eForms, see sis.berkeley.edu/training.

1. Navigate to the eWorkflow from CalCentral My Academics

From your CalCentral My Dashboard, under Advising Resources, click eForms Work Center.

In the Student section, click Evaluate a Acad Plan eForm.

2. Search for the eForm

Search for the desired eForm by entering all known criteria.

If you leave all fields blank and click Search, you will see a list of all eForms that require your action.

If you know the eForm ID, you can locate the exact form easily. This is why, when adding eForms, you should always make note of the eForm ID (listed in the top right corner of the eForm).

Select the eForm you wish to evaluate by clicking the link in any of the fields.
3. Review the eForm

The eForm will populate.

The Student’s Information is listed at the top of the eForm. You can hide the Request Instructions by checking the Hide Instructions box.

The Request Type describes the action being taken on the Career Program Plan Stack (CPPSTACK). In this example, the eForm reflects a change of major.

The Change Career Program Info shows a summary of the changes being made to the student’s career plan. In this example, the student is changing majors from Chemical Engineering BS to Chem Eng/NE Joint Major BS.

You can click View to see any attachments that have been uploaded to the eForm. Click Next.

Click the arrow next to Comments to leave comments on the eForm.
4. Approve or Deny the CPP eForm

Once you have reviewed the eForm and added any additional comments, select either Approve or Deny.

If you Approve the eForm, it will be able to move on to the next step in the approval path.

In this example, Advisor Two has just approved the form. The action is documented in the Transaction/Signature Log. The eForm is awaiting approval from the final set of approvers. The change will execute once an advisor from the third step approves the eForm.

If click Deny, the routing path will not display because the approval path has been terminated. The Transaction/Signature Log will list your action.

Support:
For questions or assistance, please contact the SIS Project.

- 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