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.						

Advising Resources

Tools

- Reporting Center
- eForms Action Center
- eForms Work Center
- My Appointments
 - Class Search

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.

SEARCH : Evaluate a Student eForms eForm

	Searc	ch by:								
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	For	n Type	Begins W	th 🛊						
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52332	SRSEP	Default	Pending			GRAD	1026869	2017-03-17	1026869	2017-03-17

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.

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valuate a noquest	
TUDENT INFORMATION	
Student ID: 22200000	Email Address gradstudent@berkeley.edu
Name: Glenn Grad	Admit Term: 2012 Eall
	canal contract an
Academic Career: Graduate	
GPA: 3.97	
Hide Instructions	
Instructions for requesting a Change of Academic Program, Plan	and/or Subplan
Program	
 Graduate Academic Programs: MS, MA, DE, PhD. Graduate Professional Programs: M.Eng, MSW, MPH, M.Arch. 	MFA, Ed D, MBA, MLA, MTM, etc.
Graduate Self Supporting Programs: MPA, PT MEng, MIDS, MI	IS, MPA, MFE, XMBA.
Add: Used to request an additional Program. Plan and/or Subol	lan
Change: Used to drop and add a new Program, Plan and/or Su Drop: Used to drop a Program, Plan and/or Subplan.	bplan in one request.
Please work with your advisor if you have any questions.	
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4. Approve or Deny the CPP eForm

COMMENTS	• Hold
Authored by II GIDEON TAYLOR	Close 🐼

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.



• •	TASK : Change of Academic Plan								
Finalize	d								
No ap	pprovals re	quired	1 ATURE	LOG					
	Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1	03/21/2017 2:59:00PM				Initiated	2705		Submit	
2	03/21/2017 2:59:29PM				Denied	2705		Deny	
	Q Search	0	Previou	S					

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