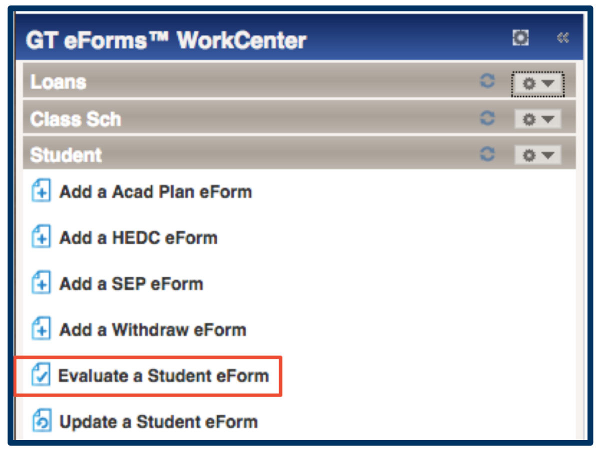
# Evaluate an Acad Plan (CPP) eForm

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**.



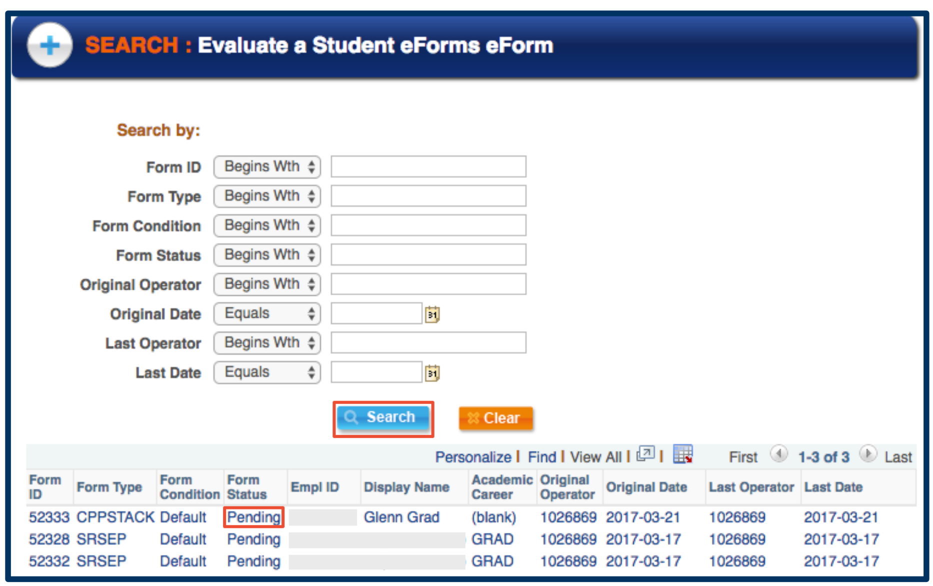

## 2. Search for the eForm

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.

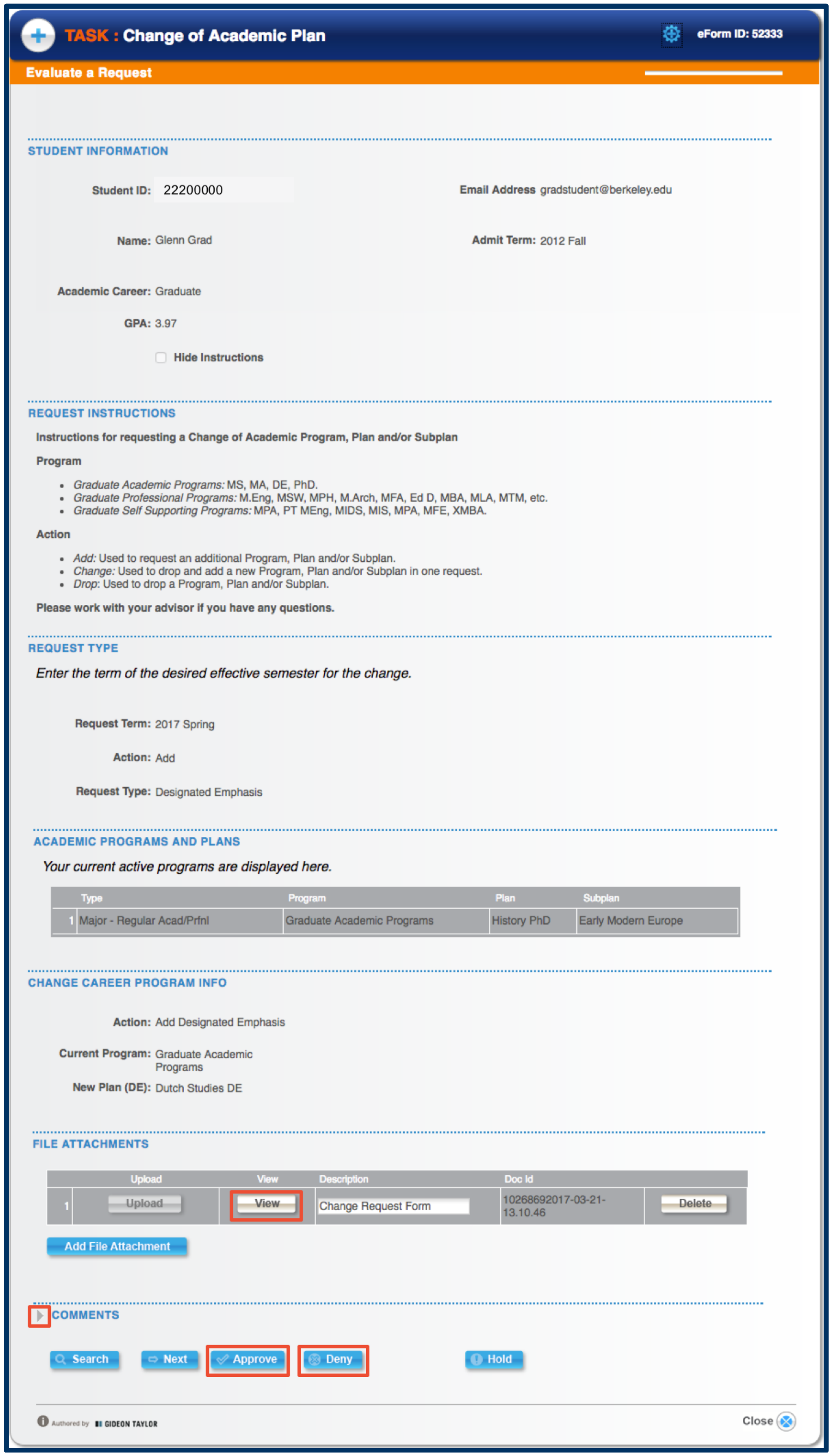
The **Student's Information** is listed at the top of the eForm. You can hide the **Request Instructions** by checking the **Hide Instructions** box.

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.



TASK : Change of Academic Plan

eForm ID: 52333

Evaluate a Request

STUDENT INFORMATION

Student ID: 22200000

Email Address gradstudent@berkeley.edu

Name: Glenn Grad

Admit Term: 2012 Fall

Academic Career: Graduate

GPA: 3.97

Hide Instructions

REQUEST 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, MIS, MPA, MFE, XMBA.

Action

- *Add:* Used to request an additional Program, Plan and/or Subplan.
- *Change:* Used to drop and add a new Program, Plan and/or Subplan in one request.
- *Drop:* Used to drop a Program, Plan and/or Subplan.

Please work with your advisor if you have any questions.

REQUEST TYPE

*Enter the term of the desired effective semester for the change.*

Request Term: 2017 Spring

Action: Add

Request Type: Designated Emphasis

ACADEMIC PROGRAMS AND PLANS

*Your current active programs are displayed here.*

| | Type | Program | Plan | Subplan |
|---|---|---|---|---|
| 1 | Major - Regular Acad/Prfnl | Graduate Academic Programs | History PhD | Early Modern Europe |

CHANGE CAREER PROGRAM INFO

Action: Add Designated Emphasis

Current Program: Graduate Academic Programs

New Plan (DE): Dutch Studies DE

FILE ATTACHMENTS

| | Upload | View | Description | Doc Id | |
|---|---|---|---|---|---|
| 1 | Upload | View | Change Request Form | 10268692017-03-21-13.10.46 | Delete |

Add File Attachment

COMMENTS

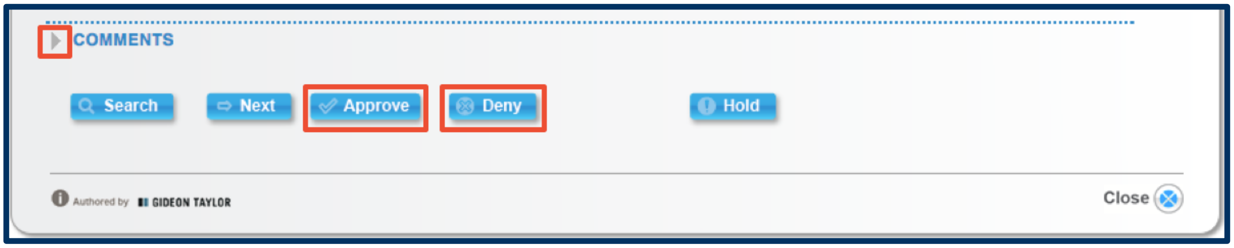
Search Next Approve Deny Hold

Authored by GIDEON TAYLOR

Close

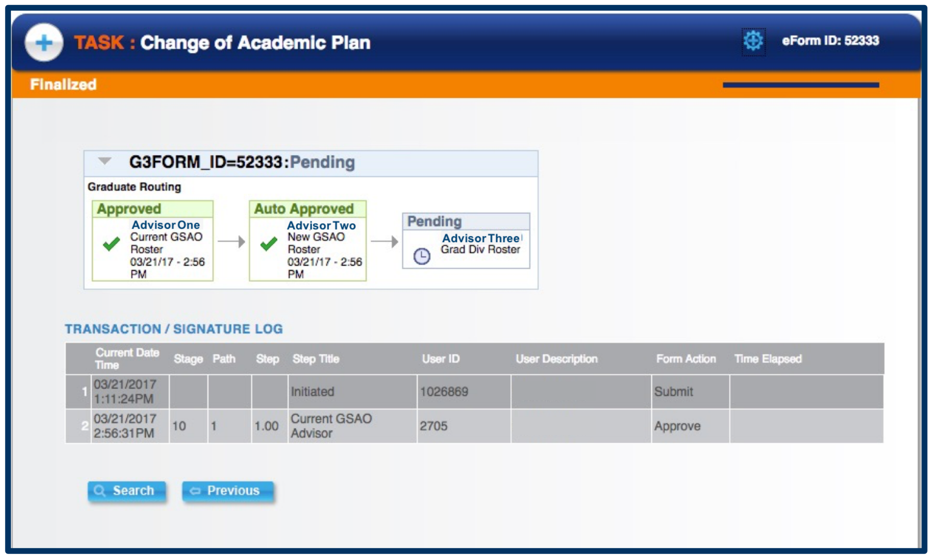
## 4. Approve or Deny the CPP eForm

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

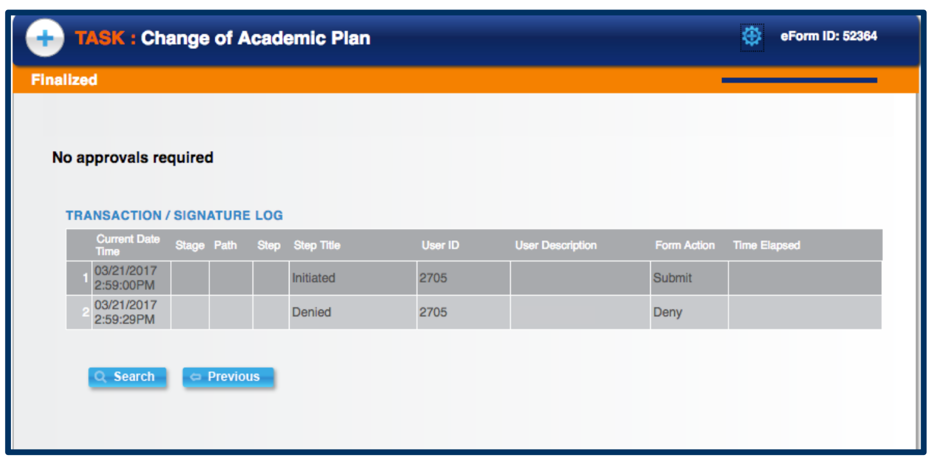



If you Approve the eForm, it will be able to move on to the next step in the approval path.

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**