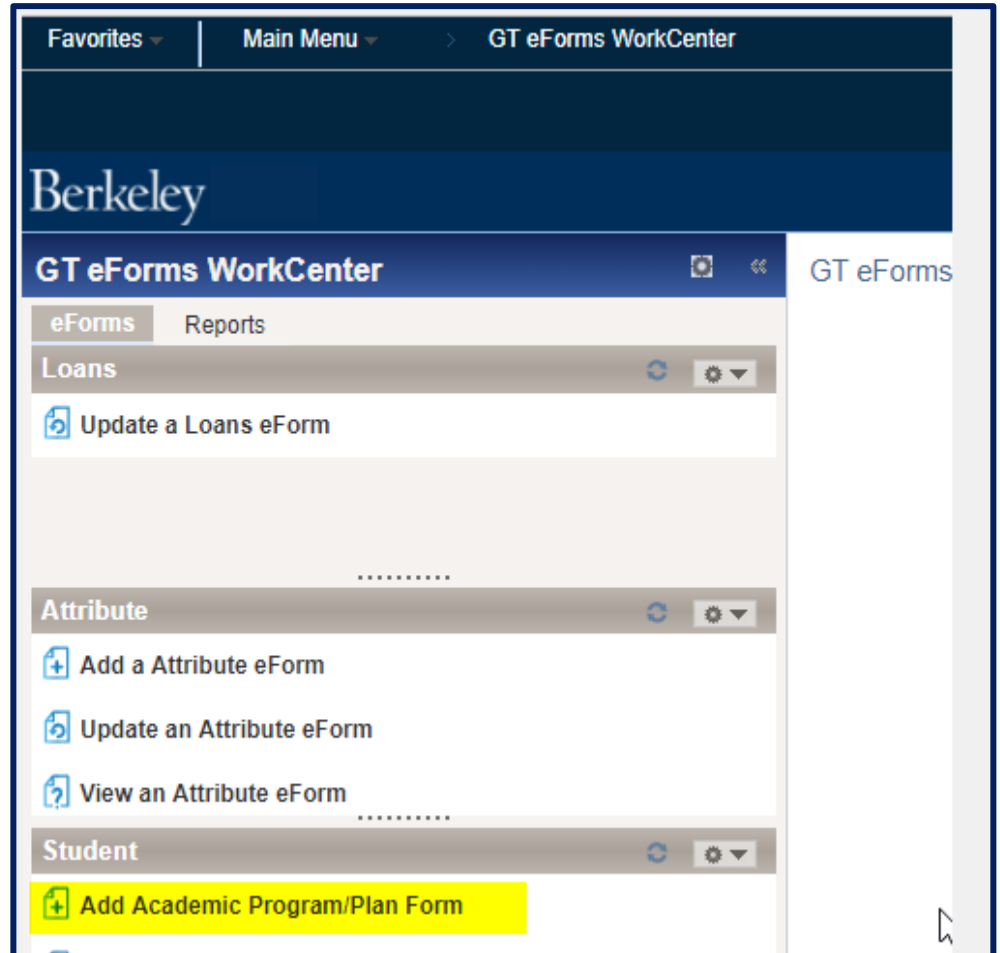


## GT eForm SIM degree and EGT change

This job aid instructs staff how to **add an approver before** approving the eForm. This is a temporary fix until an automated solution is implemented.

1. Navigate to: **Main Menu>GT eForms Work Center.**



2. Select **Add Academic Program/Plan Form** under Student section.

3. Enter the **Student ID** under Student Information or use the magnifying glass to search.

4. Press Tab; student's information will populate.

**STUDENT INFORMATION**

Student ID: 20466693

Email Address: christianc villanueva@berkeley.edu

Name: Christian Villanueva Admit Term: 2008 Fall

Academic Career: Undergraduate Exp Grad Term: 2018 Spring

5. Select **Change** from the **Action** menu.

6. Select **Exp Grad Term** from the **Request Type** menu.

**REQUEST TYPE**

Action: Change

Request Type: Exp Grad Term

---

**ACADEMIC PROGRAMS AND PLANS**

Your current active programs are displayed here.

Type	Program	Plan
1 Major - Regular Acad/Prfnl	Undergrad Letters & Science	History BA
2 Major - Regular Acad/Prfnl	Undergrad Chemistry	Chemistry BS

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**CHANGE CAREER PROGRAM INFO**

Action: Change Exp Grad Term

Expected Grad Term: 2018 Summer

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**FILE ATTACHMENTS**

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

---

**COMMENTS**

8. Select **Submit**.

9. Form routes to the Home College advisors.

**Change Academic Plan Workflow**

▼ G3FORM\_ID=143332:Pending + Start New Path

Letters & Science Workflow

Pending

Multiple Approvers  
 UC\_CS\_GT\_EFORMS\_UCLS\_ADMN + UC\_CS\_GT\_EFORMS\_UCL... +

Save Routing Changes

10. Login to **Cal Central** to find the student’s second college advisor by navigating to the Advising Card on the Student Overview page.

**Advising** + New Appointment

**College Advisor** (Chemistry BS)  
 Maura Daly  
 mdaly@berkeley.edu

**Major Advisor** (History BA)  
 Leah Flanagan  
 leahf@berkeley.edu

**Appointments**  
[Access and Manage Appointments](#)

11. Select the green “plus” box to add the advisor of the other college.

**Change Academic Plan Workflow**

▼ G3FORM\_ID=143332:Pending + Start New Path

Letters & Science Workflow

Pending


Multiple Approvers  
 UC\_CS\_GT\_EFORMS\_UCLS\_ADMN + UC\_CS\_GT\_EFORMS\_UCL... +

Save Routing Changes

12. Search for the **Approver** or **Reviewer** by selecting the magnifying glass.

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:  

Insert as:  Approver  
 Reviewer

13. Select the **User ID** of the **Approver** and then **Insert**.

Approver/Reviewer Search

Name:

User ID:

Please note the Name format is Lastname,Firstname


Search Results

1 - 1 of 1

User ID	Name
163107	Daly,Maura F

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:  

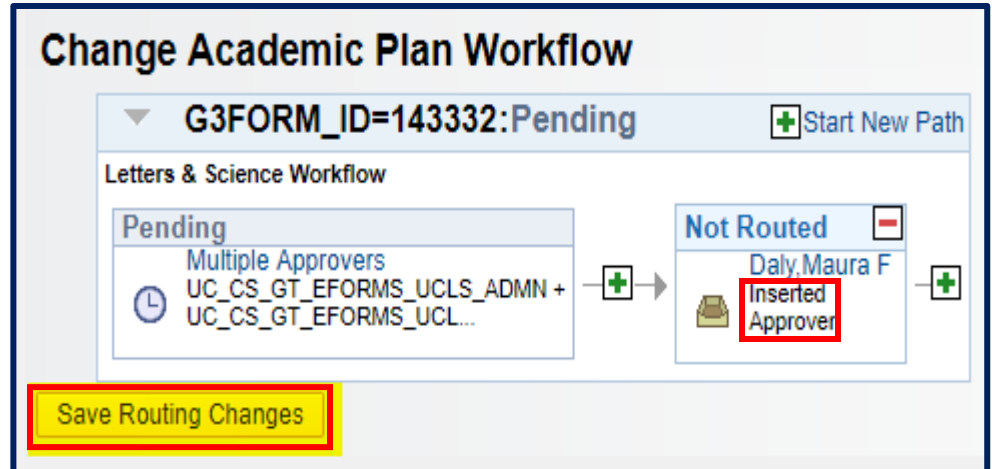
Insert as:  Approver  
 Reviewer

The **Inserted Approver** is added next to the Home College Advisor.

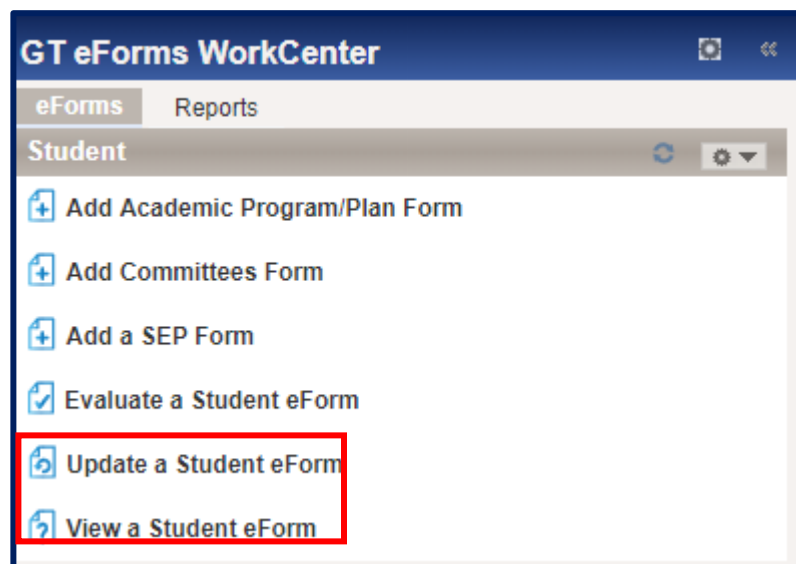
14. Select **Save Routing Changes** button.

15. After the Home college advisor approves the form, it will be routed to the other college advisor that has been added.

16. Once the other college advisor approves/denies the form an email notification will be sent to the home college advisor.



*Note:* You can also perform this process from Evaluate a Student eForm and Update a Student eForm.



Cheat Sheet for adding the advisors of other colleges.

UCLS - Clarissa Mark (UserID: 1050554) or Silvia Guzman (UserID: 1122847) or Erin Warren (UserID: 1595541)  
Darshani Alahan (UserID: 973136) or Kenya Manzanares (UserID: 1594131)

UCOE - Student's Current College Advisor (Please refer to Cal central)

UCNR - Student's Current College Advisor (Please refer to Cal central)

UCCH - Student's Current College Advisor (Please refer to Cal central)

UCED - Nancy Trinh (UserID: 207869)

UBUS - Barbara Felkins (UserID: 5327)

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### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

<http://sis.berkeley.edu/training>