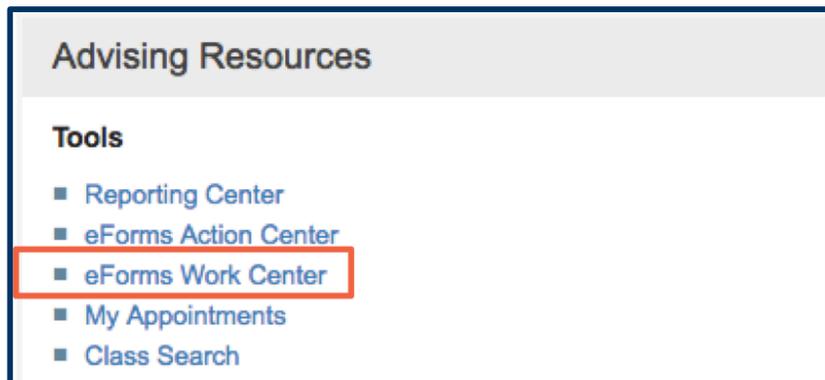


Update an Acad Plan (CPP eForm)

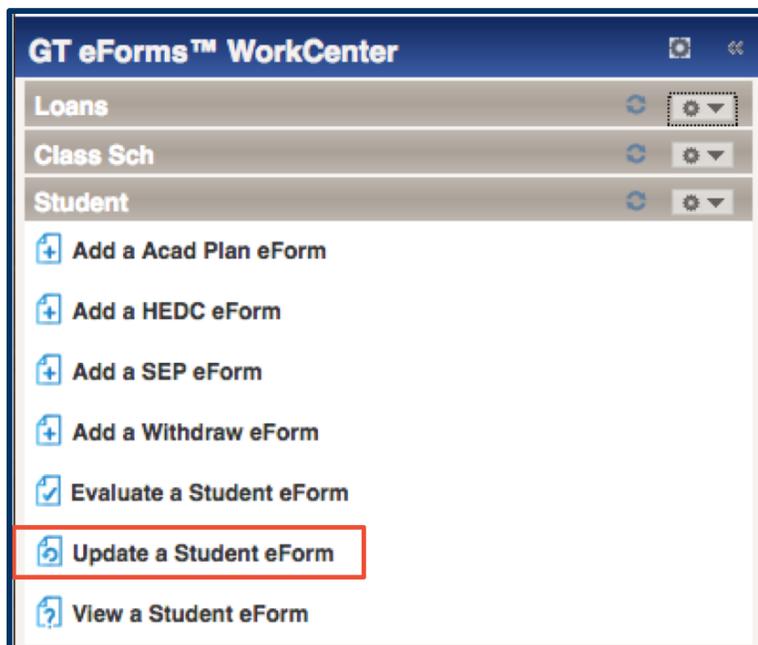
This Job Aid covers the process for updating a CPP eForm. For Job Aids on adding, evaluating, and viewing CPP eForms, see sis.berkeley.edu/training.

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 **Update an Acad Plan eForm**.



2. Search for the eForm

Enter all known criteria or you can view all eForms that you have submitted by entering your **UID** in **Original Operator** and clicking **Search**.

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).

Notice that all forms have a status of either **“Pending”** or **“On Hold”**. You cannot update an eForm once it has been approved and executed.

Select the eForm you wish to update.

You will see the eForm instructions that correspond to the student’s academic program. Click **Next**.

SEARCH : Update a Student eForms eForm

Search by:

- Empl ID: Begins With
- Form ID: Begins With
- Display Name: Contains
- Form Type: Begins With
- Form Condition: Begins With
- Form Status: Begins With
- Original Operator: Contains 1120854
- Original Date: Equals
- Last Operator: Begins With
- Last Date: Equals

Search Clear

Form ID	Form Type	Form Condition	Form Status	Original Operator	Original Date	Last Operator	Last Date
46970	CPPSTACK	Default	Pending	1120854	2017-02-15	1120854	2017-02-15
46962	CPPSTACK	Default	Pending	1120854	2017-02-14	1120854	2017-02-14
46945	CPPSTACK	Default	Pending	1120854	2017-02-10	1120854	2017-02-10

TASK : Change of Academic Plan eForm ID: 46970

CPP Instructions

INSTRUCTIONS FOR UNDERGRADS

Welcome to Change of Academic Plan

Use this form to submit a request to add, drop or change your college, major, minor, or concentration.

- Before beginning your request, please take the time to review the requirements specific to the college, major, minor, or concentration you wish to make a change to:
 - [The College of Letters and Science](#)
 - [The College of Environmental Design](#)
 - [The College of Chemistry](#)
 - [The College of Natural Resources](#)
 - [The College of Engineering](#)
 - [The Haas School of Business](#)
- You will receive a confirmation when you successfully submit your request.
- An advisor will review your request and, if additional approvals are needed, the advisor will route your request.
- Some requests may require you upload a personal statement or other documentation.
- You may be required to fill out and upload the following forms when you submit your request: [Supplemental Forms](#).
- Double major and simultaneous degree requests always require a course planning and course overlap form.
- Some requests may require you to upload further documentation. You will be contacted by an advisor, if necessary.
- You will receive a confirmation once your request has been approved.

Search Next

Authorized by SIDDEON TAYLOR Close

3. Update the eForm

You will be taken to the eForm. Make the desired changes and then click **Resubmit** or **Withdraw**:

- If you select **Withdraw**, the form will be removed from the approval process and will not execute. You can still view the form, but it will no longer be available to the approvers to evaluate.
- When you **Resubmit** a form, with the appropriate changes, the form will need to go through the routing and approval process again. The form may have a new approval process based on the changes you made.

TASK : Change of Academic Plan
 eForm ID: 46970

Update a Request

STUDENT INFORMATION

*Student ID: <input type="text" value=""/>	Email Address: <input type="text" value=""/>
Name: <input type="text" value=""/>	Admit Term: 2013 Fall
Academic Career: Undergraduate	Exp Grad Term: 2017 Spring
GPA: 3.95	
<input type="checkbox"/> Hide Instructions	

REQUEST INSTRUCTIONS

Instructions for requesting a Change of Academic Program/Plan

- Career = Undergraduate
- Program = College
- Plan = Major or Minor

Submit this form to make changes to your college, major, minor or subplans.

- Use the *Declare* action when adding a first Major.
- Use the *Add* action to add a second College, second Major, any Minor or Subplan.
- Use the *Change* action drop and add a new College, Major, Minor or Subplan in one request.

Check with your advisor if you have any questions.

REQUEST TYPE

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

*Request Term:

*Action:

*Request Type:

ACADEMIC PROGRAMS AND PLANS

Your current active programs are displayed here.

Type	Program	Plan	Subplan
1 Major - Regular Acad/Prfnl	Undergrad Chemistry	Chemical Biology BS	
2 Major - Regular Acad/Prfnl	Undergrad Letters & Science	Applied Mathematics BA	Mathematical Biology
3 Major - Regular Acad/Prfnl	Undergrad Letters & Science	Computer Science BA	
4 Major - Regular Acad/Prfnl	Undergrad Letters & Science	Statistics BA	

CHANGE CAREER PROGRAM INFO

Action: Add Minor

*New Plan (Minor):

Overlap Course:

FILE ATTACHMENTS

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

COMMENTS

Authorized by: SIDEN TAYLOR

4. Review Approval Status/Routing Process

Your update will be listed in the **Transaction/Signature Log**. The status will be **“Pending”**. Under **Additional Routing** you will see the path of approval that the eForm must take before the action is executed. In this example, the form must go through two sets of approvers.

To see the list of who can approve the form, click **Multiple Approvers**. One of the listed approvers must approve the form at each step in the routing path, in order for it to execute.

Reminder: Note the **eForm ID**, which is an easy way to locate the form at a future date.

TASK : Change of Academic Plan eForm ID: 46307

Finalized

G3FORM_ID=46307:Pending View/Hide Comments

Undergraduate Routing

```

    graph LR
      subgraph Pending
        A[Multiple Approvers  
New Major Roster] --> B[Multiple Approvers  
Current College Roster]
      end
      subgraph NotRouted
        C[Multiple Approvers  
Current College Roster]
      end
  
```

TRANSACTION / SIGNATURE LOG

Current Date Time	Stage	Path	Step	Step Title	User ID	User Description	Form Action	Time Elapsed
1 01/25/2017 3:37:13PM				Initiated	125792		Submit	
2 03/10/2017 12:17:12PM				Resubmitted	1026869		Resubmit	

Approver Selection Pop-up:

https://bcswebqat.is.berkeley.edu/psc/bcsqat_3/E...
 Secure https://bcswebqat.is.berkeley.edu/psc/bc...
Approver #1
 Name: [Field] Description: Advisor, Oski
 Name: [Field] Description: Advisor, Oskia
Approver #2
 Name: [Field] Description: Advisor, Oski
 Name: [Field] Description: Advisor, Oski
Approver #3
 Name: [Field] Description: Advisor, Oski
 Name: [Field] Description: Advisor, Oski
Approver #4
 Name: [Field] Description: Advisor, Oski
 Name: [Field] Description: Advisor, Oski
 [Close]

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