

Batch Major Declare

This guide is for staff. It describes how to declare majors for a batch of students in one process.

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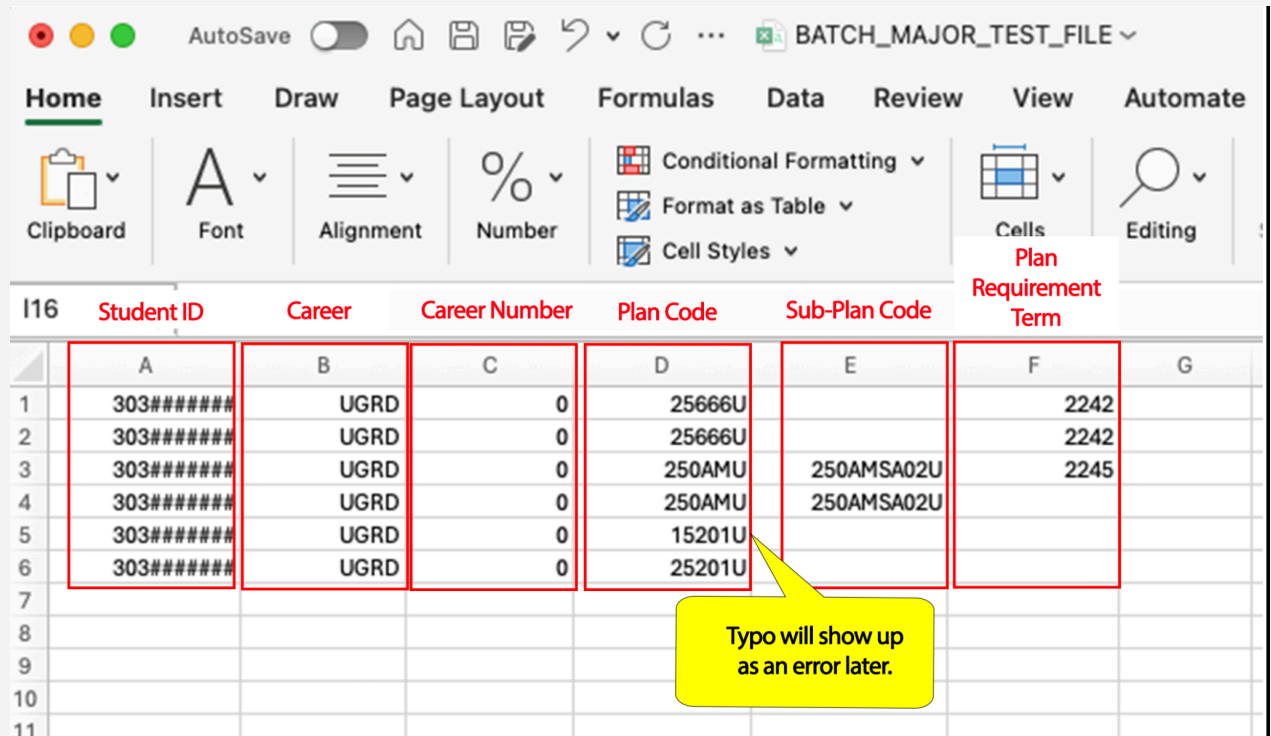
Prepare CSV File

1. Create a CSV file. Recommended naming convention: **CPP_UPDATE_102419**, where the 10/24/19 is the date. For a detailed explanation of CSV files, see [Job Aid 225: Create CSV File](#).
2. Use 4 columns with *no titles on the first row*:
 - a. Column A = Student ID
 - b. Column B = Career
 - c. Column C = Career number (usually 0 for their first CPP stack)
 - d. Column D = Academic plan code
 - e. Column E = Academic sub-plan code
 - f. Column F = Plan requirement term (if left blank current requirement term will be preserved)

Warning: Two conditions must be met for the process to complete:

- a) The student must be undeclared in the advisor's school (for example, an undeclared L&S student can be declared into English, but not into Chemistry)

b) The Academic Plan Code must be assigned to the advisor (for example, an advisor in English can only declare English majors).



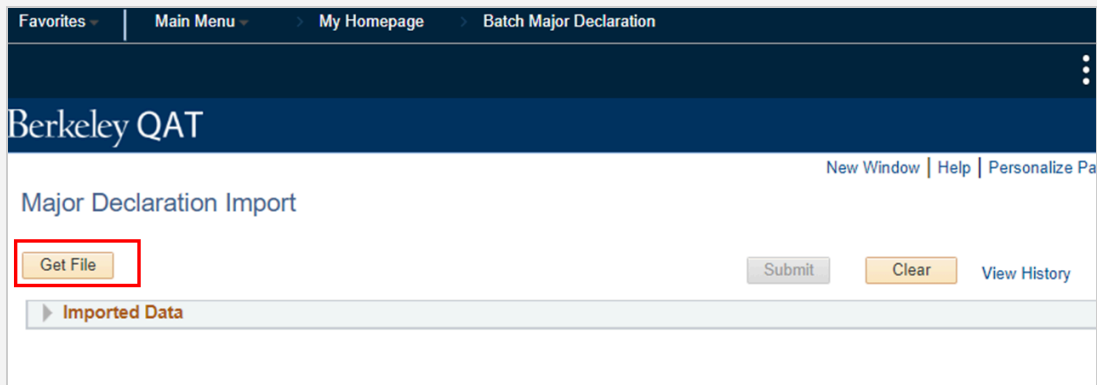
	Student ID	Career	Career Number	Plan Code	Sub-Plan Code	Requirement Term
	A	B	C	D	E	F
1	303#####	UGRD	0	25666U		2242
2	303#####	UGRD	0	25666U		2242
3	303#####	UGRD	0	250AMU	250AMSA02U	2245
4	303#####	UGRD	0	250AMU	250AMSA02U	
5	303#####	UGRD	0	15201U		
6	303#####	UGRD	0	25201U		
7						
8						
9						
10						
11						

Typo will show up as an error later.

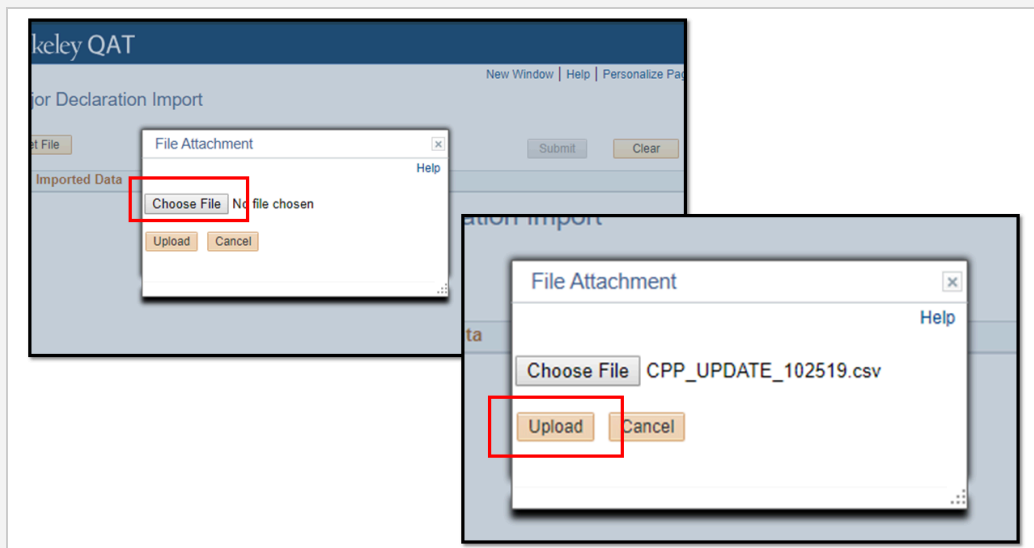
Upload & Run File

1. NavBar > Navigator > CAL Components > Student Records > CPP > Batch Major Declaration
2. Select **Get File**.

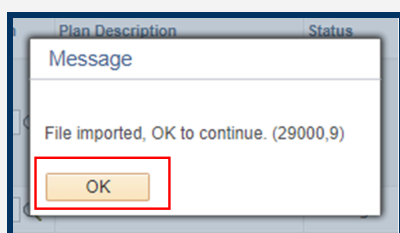
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3. Select **Choose File**.
4. Choose correct CSV file on your computer. The file name will appear. Select **Upload**.



5. Select **OK**.



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6. The contents of the file will be uploaded and displayed. *Note: The computer displays the students in order of their ID numbers. This may not be the order listed in the CSV file.*
7. Check the following rows carefully:
 - a. **Name** - If there was a typo on the SID, you may find it by reading the names.
 - b. **Status** - Check for errors and correct as needed.
8. If needed, select **Clear** to erase all the rows. Then use **Get File** to choose a new CSV file.
9. If needed, you may update individual fields. In our example, the **Academic Plan** has a typo. You may type the correct code into the field or use the search icon to find it.

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Major Declaration Import

Get File CPP_UPDATE_102519.csv Submit Clear View History

*Student ID	Name	*Career	Car Nbr	Acad Prog	*Acad Plan	Plan Description	Status
1 22	W	UGRD	0	UCLS	250AMU	Data Science BA	Pending
2 30	4	UGRD	0	UCLS	250AMU	Data Science BA	Pending
3 30		UGRD	0	UCLS	250AMU	Data Science BA	Pending
4 30		UGRD	0	UCLS	150AMU	Data Science BA	Error
5 30		UGRD	0	UCLS	250AMU	Data Science BA	Pending

Look Up Acad Plan

Cancel Help

Search Results

View 100 First 1 of 1 Last

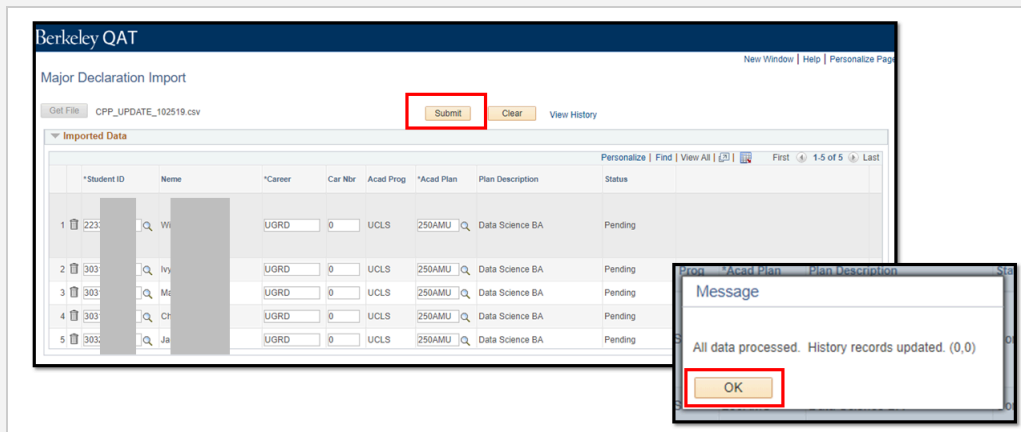
Academic Plan	Program	Description
150AMU	UCLS	Data Science BA

Invalid ACAD_PLAN. Either the ACAD_PLAN you entered is not valid or this student is not eligible to enroll in this plan.

10. When you are satisfied the data is correct, select **Submit**.
11. Select **OK**.
12. The process is now complete. You may **View History** to confirm.

Warning: Once you **Submit**, you will not be able to un-do it. You will need to contact the Office of the Registrar to remove the major.

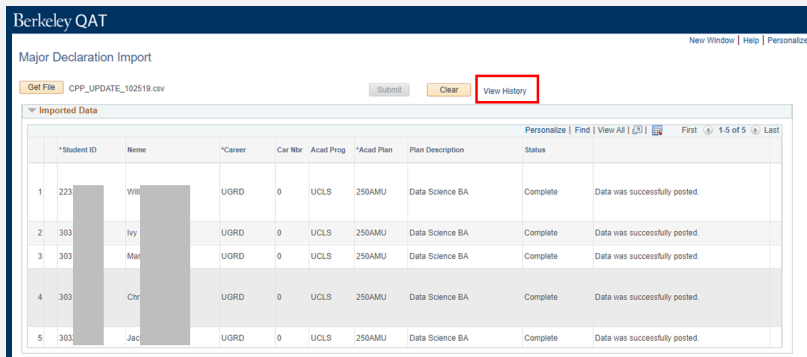
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View History

At any time, you may view a history of all your Batch Major Declarations. You may want to do this immediately after running the process to confirm that it is complete.

1. Select **View History**.



2. Your complete history will be displayed. You may use the search criteria to narrow down the list or find specific students.

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Major Declaration History

View Your Major Declaration Import History

Search Criteria

Student ID:

Academic Plan:

From Date: To

Limit the number of results to: 300

Search Clear

Imported Data

User ID	Student ID	Student Name	Career	Car Nbr	Acad Prog	Acad Plan	Description	Attached File	Saved Date/Time
1 112	2233	Will	UGRD	0	UCLS	250AMU	Data Science BA	CPP_UPDATE_102519.csv	10/11/2019 1:02PM
2 112	3031	Ivy	UGRD	0	UCLS	250AMU	Data Science BA	CPP_UPDATE_102519.csv	10/11/2019 1:02PM
3 112	3031	Mar	UGRD	0	UCLS	250AMU	Data Science BA	CPP_UPDATE_102519.csv	10/11/2019 1:02PM
4 112	3031	Chr	UGRD	0	UCLS	250AMU	Data Science BA	CPP_UPDATE_102519.csv	10/11/2019 1:02PM
5 112	3032	Jac	UGRD	0	UCLS	250AMU	Data Science BA	CPP_UPDATE_102519.csv	10/11/2019 1:02PM

Return