STUDENT INFORMATION SYSTEM ACCESS FORM

This form is to be used for new user accounts, additions or deletions of specific access, reactivations and terminations of access for the Student Information System. Incomplete, illegible or altered forms will be returned unprocessed.

Last Name: ______________________________________ First Name:_____________________________ Middle Initial _______
Department Name: ____________________________________
USC 7-digit Employee ID #: ____________________________
Work Phone #:______________________________ Building:  __________
Room #: _________ Mail Code: __________

Access Request Type (check one)
☐ New User *
☐ Re-apply for Access *
☐ Change Department
☐ Add Processes
☐ Remove Processes
☐ Terminate Access

Employee Type (check all that apply)
☐ Permanent
☐ Temporary**
☐ Full-time
☐ Part-time
☐ Student
☐ Employment Agency**

Employment Status (check only one)
☐ New to USC
☐ Continuing employee
☐ Inter-departmental transfer
☐ Returning to USC

*FERPA Acknowledgement Form Required – Complete FERPA Tutorial at www.usc.edu/registrar
** Termination Date: ________________________________

Access Categories

FINANCIAL AID
☐ Work-Study Job Assignment – FAO.U.CWJA and FAO.U.CWDT

DEPARTMENTAL AID
☐ FAO.D.PCK
☐ FAO.U.FMAP
☐ FAO.U.DAST
☐ FAO.U.DAGA
☐ FAO.U.DAFC

REGISTRATION
☐ Activity Restriction Update  ☐ SIS.U.ACTRES
☐ Class Roster Download  ☐ RNR.U.XT.ROSTER
☐ Special Permissions  ☐ (d-clearance and prerequisite exemptions)

SCHEDULING  ☐ RNR.U.SCHEDULE
☐ Full ☐ Modify Only ☐ Instructor Names Only ☐ Blackboard

Specific Processes
(ex: ADM.D.DOCUMENT)

I have read and signed the Code of Responsibility on the back of this form and agree to abide by it.

Employee Name: ________________________________ Title: ________________________________
Signature: ________________________________ Date: ________________________________

Supervisor Name: ________________________________ Supervisor Title: ________________________________
Signature: ________________________________ Date: ________________________________

Additional Approval: ________________________________ Date: ________________________________

* Additional approval required for employees of the College of Letters Arts & Sciences, Marshall School of Business and Rossier School of Education.

Return this form in its entirety to SIS User Coordination Group, MC 7004, UVI A-120.
Questions? (213) 740-5337 or www.usc.edu/its/sis
The security and confidentiality of student records are matters of concern to all USC employees. Those employees with access to the Student Information System are in a unique position of trust in maintaining the security and confidentiality of student records. Each system user is expected to adhere to the following code:

**Student Information System**  
**Code of Responsibility**

1. Unauthorized use of or access to student records is prohibited.
2. System users may not access, update or alter in any way their own records or records of family members.
3. Each system user has unique access (login ID and password) to the Student Information System. No system user may divulge or allow anyone else to use his or her access. If a system user suspects someone of knowing or using his or her access, he or she must immediately notify his or her supervisor and the User Coordination Group at (213) 740-5337.
4. System users are prohibited from exhibiting or divulging the contents of any record or report to any person except in the execution of normal duties and responsibilities.
5. System users agree not to leave a terminal unattended without properly and completely exiting from the system.
6. System users must be familiar with and adhere to the Guidelines for the *Federal Family Education Rights and Privacy Act* (*FERPA*).
7. System users may not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. Users may not delete or cause to be deleted a data entry from any record or report.
8. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of duties.
9. Basic demographic and address information from system users, such as building and room number and office phone number, is stored as part of their ‘System Access Request.’ System users must inform the User Coordination Group at (213) 740-5337 whenever this information changes.
10. System users are prohibited from personally benefiting or allowing others to benefit by knowledge of any confidential information gained by virtue of their work assignments.
11. No one is to aid, abet or act in conspiracy with another to violate any part of this code.

**Warning:** Violation of any part of the *Code of Responsibility* will result in the loss of access to the Student Information System and may lead to reprimand, suspension or dismissal, consistent with the University of Southern California personnel and employment policies.

*Your signature below will verify that you have read and understood the *Code of Responsibility* and agree to abide by it.*

Employee Name: ___________________________  Title: ___________________________

Signature: ___________________________  Date: ___________________________

Supervisor Name: ___________________________  Supervisor Title: ___________________________

Signature: ___________________________  Date: ___________________________
**ACCESS CATEGORY LIST**

### BASIC ACCESS
(training required)
- All Admissions Display (ADM.D) Processes except ADM.D.COMB, ADM.D.DEC and ADM.D.DOCUMENT
- All Bursar Display (BUR.D) Processes except BUR.D.CAD
- All Registration and Records Display (RNR.D) Processes
- All Student Information System-wide Display (SIS.D) Processes
- SIS.U.ADDR – Student Address Update Process

### ADMISSIONS

<table>
<thead>
<tr>
<th>Inquiry Response</th>
<th>ADM.U.INQ.RES – Inquiry Response &amp; Demographic Update</th>
</tr>
</thead>
</table>
| **Departmental Decisions** (admit students to an undergraduate or graduate program of study) | ** Undergrad – ADM.U.DEPT.APPR**  
** Grad – ADM.U.GRAD.DEC (training required)**  
** View Only – ADM.U.GRAD.DEC (view admissions decisions)** |

**Note:** For the Graduate decision process, you must indicate the departments (ex: ARCH for Architecture) and the Programs of Study (POSTS) (ex: 153) that you will be admitting students into. If you need access to give Dean’s approval or other special access to the process, contact the User Coordination Group office for assistance.

### ACADEMIC PROGRESS
(training required)

<table>
<thead>
<tr>
<th><strong>TRX.D.SUM only</strong></th>
<th><strong>Undergraduate Advisement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APA.D.DTRACK</strong> – Degree Summary and Tracking</td>
<td></td>
</tr>
<tr>
<td><strong>APA.D.TRANS.SUM</strong> – Transfer Summary Information</td>
<td></td>
</tr>
<tr>
<td><strong>APA.D.OTRACS</strong> – Undergraduate Transfer Credit Statement</td>
<td></td>
</tr>
<tr>
<td><strong>APA.R.OTRACS</strong> – Undergrad. Transfer Credit Report</td>
<td></td>
</tr>
<tr>
<td><strong>SIS.U.WWWOAR</strong> – World Wide Web OASIS Access Request</td>
<td></td>
</tr>
<tr>
<td><strong>TRX.D.SUM</strong> – Transcript Display of USC Coursework</td>
<td></td>
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<tr>
<th><strong>Graduate Advisement</strong></th>
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<tbody>
<tr>
<td><strong>APA.D.DTRACK</strong> – Degree Summary and Tracking</td>
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<tr>
<td><strong>APA.D.TRANS.SUM</strong> – Transfer Summary Information</td>
</tr>
<tr>
<td><strong>APA.D.GRACE.OK</strong> – Graduate Transfer Credit Statement</td>
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<tr>
<td><strong>APA.R.GRACE.OK</strong> – Graduate Transfer Credit Report</td>
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<tr>
<th><strong>Degree Progress – STARS Exceptions</strong></th>
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<tbody>
<tr>
<td><strong>APA.U.DP.EXC</strong> – STARS Exceptions</td>
</tr>
<tr>
<td><strong>APA.U.STARS.LIST</strong> – STARS Batch Request</td>
</tr>
<tr>
<td><strong>APA.U.STARS.STUAUD</strong> – Degree Progress Student Detail</td>
</tr>
<tr>
<td><strong>APA.D.STARS.VIEW</strong> – Degree Progress Student Audit Display</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th><strong>Degree Progress – Grad Info</strong></th>
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<tbody>
<tr>
<td><strong>APA.U.DP.GRAD.INFO</strong> – Graduate Student Progress Information</td>
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</table>

<table>
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<tr>
<th><strong>Student Advisement Detail</strong></th>
<th><strong>APA.U.SAD</strong></th>
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### BURSAR

<table>
<thead>
<tr>
<th><strong>Update Financial Transactions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUR.U.FTD</strong> – Financial Transaction Detail Update</td>
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</tbody>
</table>

### FINANCIAL AID

| **Work Study Job Assignment**  
(training required) | **FAO.U.CWJA** – College Work Study Job Assignment  
**FAO.U.CWDT** – College Work Study Department/Job Table |
|----------------------|--------------------------------------------------|
| **Departmental Aid**  
(training required) | **FAO.D.PCK** – Financial Aid Package Summary Display  
**FAO.U.FMAP** – Financial Aid Award Profile Update  
**FAO.U.DAFC** – Departmental Aid, Student Account Credit  
**FAO.U.DAST** – Departmental Aid, Stipend Check Update  
**FAO.U.DAGA** – Departmental Aid, Graduate Assistant Update |

### REGISTRATION AND RECORDS

<table>
<thead>
<tr>
<th><strong>Activity Restriction Update</strong></th>
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<tr>
<td><strong>SIS.U.ACTRES</strong> – Activity Restriction Update</td>
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</table>

| **Class Roster Download**  
(special set-up required) | **RNR.U.XT.ROSTER** – Download class rosters to your desktop  
(Note: FTP capability and Administrator access to your machine required) |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Special Permissions</strong></td>
<td></td>
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<tr>
<td>-------------------------</td>
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</tr>
<tr>
<td><strong>RNR.U.SPEC.CLASS</strong> – Special Permission (D-Clearance) by Class</td>
<td></td>
</tr>
<tr>
<td><strong>RNR.U.SPEC.STUDENT</strong> – Special Permission (D-Clearance) by Student</td>
<td></td>
</tr>
<tr>
<td><strong>RNR.U.PREQ.STU</strong> – Prerequisite Exemptions</td>
<td></td>
</tr>
</tbody>
</table>

| **Scheduling**  
(training required) |
|-------------------|
| **RNR.U.SCHEDULE** – Class Schedule Update  
** Full – Schedule and Modify Classes  
** Modify Only – Modify existing classes  
** Instructor Names – Input/Change Instructor Names  
** Blackboard – Create Blackboard Courses  |
| **RNR.R.SECT.SUMM** – Schedule of Classes Report  
** RNR.U.CSA** – Class Schedule Addendum  
** RNR.U.LINK** – Link Classes Update |

| **Specialized Access Categories**  
| **Admissions Processing Staff Only** |
|------------------|-----------------|-----------------|
| **ADM.U.APP.RECV**  
**ADM.U.BARCODE**  
**ADM.U.INQ.RES** | **ADM.U.QA.APP**  
**ADM.U.RECR.CARD** |

| **Cashier’s Office Staff Only** |
|----------------|----------------|
| **BUR.U.CASH**  
**BUR.U.TITLE4** | **BUR.U.TRIP**  
**FAO.D.PCK** |

<table>
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<tr>
<th>Must indicate Department Codes</th>
<th>Indicate all Department Codes – ex: PSYC for Psychology Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must indicate Program of Study (POST) Codes</td>
<td>Indicate all POST Codes – ex: 598, 606, and 610 for Psychology Bachelor, Masters and Doctoral Degree Programs of Study</td>
</tr>
</tbody>
</table>