UNIVERSITY OF SOUTHERN CALIFORNIA
Student Information System

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** ___ **Email:** _____

Department Name: _____ **USC Employee ID #:** _____ **USCID #:** _____

Work Phone # : _____ **Building:** _____ **Room #:** _____ **Mail Code:** _____

Access Request Type *(check one)*	Employee Type *(check all that apply)*	Employment Status *(check only one)*
❏ New User *	❏ Permanent	❏ New to USC
❏ Re-apply for Access * *(indicate all processes needed)*	❏ Temporary**	❏ Continuing employee
❏ Change Department	❏ Full-time	❏ Inter-departmental transfer
❏ Add Processes	❏ Part-time	❏ Returning to USC
❏ Remove Processes	❏ Student Worker for term: _____	
❏ Terminate Access	❏ Employment Agency**	
* Complete FERPA Tutorial at www.usc.edu/registrar	** *Termination Date:* _____	

Access Categories (⚡ *indicate POST Codes* ✳ *indicate Department Codes*)

❏ **BASIC ACCESS** – General Display Processes	**FINANCIAL AID**
	❏ Work-Study Job Assignment – FAO.U.CWJA and FAO.U.CWDT
ADMISSIONS	DEPARTMENTAL AID
❏ Inquiry Response – ADM.U.INQ.RES	❏ FAO.D.PACK ❏ FAO.U.FMAP ❏ FAO.U.DAST
DEPARTMENTAL DECISIONS ⚡ *(see Access Category List)*	❏ FAO.U.DAGA ❏ FAO.U.DAFC
❏ Undergrad ❏ Grad ❏ View Only	
ACADEMIC PROGRESS	**REGISTRATION**
❏ TRX.D.SUM only	❏ Activity Restriction Update ✳ SIS.U.ACTRES
❏ Undergraduate Advisement ❏ Graduate Advisement	❏ Class Roster Download ✳ RNR.U.XT.ROSTER
DEGREE PROGRESS ⚡	❏ Special Permissions ✳ (d-clearance and prerequisite exemptions)
❏ STARS Exceptions ❏ STARS View Only ❏ Grad Info	SCHEDULING ✳ RNR.U.SCHEDULE
❏ Student Advisement Detail - APA.U.SAD ⚡	❏ Full ❏ Modify Only ❏ Instructor Names Only
BURSAR	***Specialized Access Categories*** ❏ *Admissions Processing Staff Only!*
❏ Update Financial Transactions - BUR.U.FTD	❏ *Cashier's Office Staff Only!*

Specific Processes *(ex: ADM.D.DOCUMENT)*		Dept. Codes *(ex: PSYC)*	POST Codes *(ex: 598)*
_____ _____	_____ _____	_____	_____
_____ _____	_____ _____	_____	_____
_____ _____	_____ _____	_____	_____
_____ _____	_____ _____	_____	_____

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 Student Affairs.*

Return this form in its entirety to SIS User Coordination Group, MC 2812, CAL 354.

Questions? (213) 740-5337 or www.usc.edu/its/sis

User Coordination Group Use Only				
A B F R / S X F M P U **Init:**	**Init:**	**OI**	**OC**	

UNIVERSITY OF SOUTHERN CALIFORNIA
Student Information System

STUDENT INFORMATION SYSTEM ACCESS FORM

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. 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.
4. System users agree not to leave a terminal unattended without properly and completely exiting from the system.
5. System users must be familiar with and adhere to the Guidelines for the *Federal Family Education Rights and Privacy Act* (*FERPA*).
6. 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.
7. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of duties.
8. 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.
9. 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.
10. No one is to aid, abet or act in conspiracy with another to violate any part of this code.

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.

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	**Inquiry Response**	ADM.U.INQ.RES – Inquiry Response & Demographic Update
	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)*	**TRX.D.SUM only**	TRX.D.SUM – Transcript Display of USC Coursework
	Undergraduate Advisement	APA.D.DTRACK – Degree Summary and Tracking APA.D.TRANS.SUM – Transfer Summary Information APA.D.OTRACS – Undergraduate Transfer Credit Statement APA.R.OTRACS – Undergrad. Transfer Credit Report SIS.U.WWWOAR – World Wide Web OASIS Access Request TRX.D.SUM – Transcript Display of USC Coursework
	Graduate Advisement	APA.D.DTRACK – Degree Summary and Tracking APA.D.TRANS.SUM – Transfer Summary Information APA.D.GRACE.OK – Graduate Transfer Credit Statement APA.R.GRACE.OK – Graduate Transfer Credit Report SIS.U.WWWOAR – World Wide Web OASIS Access Request TRX.D.SUM – Transcript Display of USC Coursework
	⚐ **Degree Progress – STARS Exceptions**	APA.U.DP.EXC – STARS Exceptions APA.U.STARS.LIST – STARS Batch Request APA.U.STARS.STUAUD – Degree Progress Student Detail APA.D.STARS.VIEW – Degree Progress Student Audit Display
	⚐ **Degree Progress – STARS View Only**	APA.D.STARS.VIEW – Degree Progress Student Audit Display
	⚐ **Degree Progress – Grad Info**	APA.U.DP.GRAD.INFO – Graduate Student Progress Information
	⚐ **Student Advisement Detail**	APA.U.SAD
BURSAR	**Update Financial Transactions**	BUR.U.FTD – Financial Transaction Detail Update
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.PACK – 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	✧ **Activity Restriction Update**	SIS.U.ACTRES – Activity Restriction Update
	✧ **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)*
	✧ **Special Permissions**	RNR.U.SPEC.CLASS – Special Permission (D-Clearance) by Class RNR.U.SPEC.STUDENT – Special Permission (D-Clearance) by Student RNR.U.PREQ.STU – Prerequisite Exemptions
	✧ **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
	Cashier's Office Staff Only	BUR.U.CASH BUR.U.TITLE4
✧ ***Must* indicate Department Codes**		Indicate all Department Codes – ex: PSYC for Psychology Department
⚐ ***Must* indicate Program of Study (POST) Codes**		Indicate all POST Codes – ex: 598, 606, and 610 for Psychology Bachelor, Masters and Doctoral Degree Programs of Study

Note: The "Specialized Access Categories" rows contain additional values in the rightmost column:

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.TRP FAO.D.PCK