

# USC Undergraduate Programs

## UNDERGRADUATE ADVISEMENT DATABASE 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 Undergraduate Advisement Database. **Incomplete, illegible or altered forms will be returned unprocessed.**

**Previously established access to SIS (Student Information Systems) required for Advisor Access**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_  
**10-digit USC ID #:** \_\_\_\_\_ **SIS Username:** \_\_\_\_\_  
(this should be on your USCard; it is **not** your employee id#)  
**USC Email:** \_\_\_\_\_ **SIS Operator Code:** \_\_\_\_\_  
(your login for the Advisement Database will be the same as USCnet, myUSC, etc.)  
**Job Title:** \_\_\_\_\_ **Dept Name:** \_\_\_\_\_  
**Work Phone #:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Room #:** \_\_\_\_\_ **Mail Code:** \_\_\_\_\_

Access Request Type <i>(check one)</i>	Employee Type <i>(check all that apply)</i>	Employment Status <i>(check only one)</i>
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| <input type="checkbox"/> New User<br><input type="checkbox"/> Re-apply for Access<br><input type="checkbox"/> Change Department<br><input type="checkbox"/> Add Department<br><input type="checkbox"/> Remove Department<br><input type="checkbox"/> Terminate Access | <input type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary *<br><input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time | <input type="checkbox"/> New to USC<br><input type="checkbox"/> Continuing Employee<br><input type="checkbox"/> Inter-departmental transfer<br><input type="checkbox"/> Returning to USC |
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- \* Termination Date: \_\_\_\_\_  
(required for work-study or graduate assistant access; default to end of the academic year if blank)

### Access Categories *(check only one)*

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| <input type="checkbox"/> <b>Advisor Access</b><br>» Student profile and course information<br>» Advising content and history for students in programs owned by the department<br>» Filters and Reporting<br>» Individual and group emails<br>» Calendar and online appointment scheduling<br>» Career Pathfinder | <input type="checkbox"/> <b>Career Counselor Access</b><br>» Limited student record information<br>» Limited Filters & Reporting<br>» Career Pathfinder<br>» <u>SIS access not required</u><br><br><input type="checkbox"/> <b>Senior Advisor Access</b><br>» All areas of 'Advisor Access'<br>» Department settings and templates<br>» Career Pathfinder templates | <input type="checkbox"/> <b>Scheduler Access</b><br>» Appointment calendars of all department users only<br>» Online Scheduling<br>» <u>SIS access not required</u><br><br>Please select all department(s) for access on next page. |
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**I understand that access to the Advisement Database requires adherence to FERPA and the SIS Code of Responsibility.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return this form in its entirety to Office of Undergraduate Programs, STU 300, MC 0896, FAX: 213-740-9757**  
 Questions? Contact Heather Cartagena at hmj@usc.edu or 213-821-3902

## DEPARTMENT ACCESS LIST

Please note that users are limited to a maximum of 10 departments. Department level access includes department-specific templates, etc. However, users with school/division-level access will also have access to programs and students in all departments under that school/division.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic Records &amp; Registrar             <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic Review &amp; Retention</li> <li><input type="checkbox"/> Degree Progress</li> </ul> </li> <hr/> <li><input type="checkbox"/> School of <b>Architecture</b></li> <hr/> <li><input type="checkbox"/> Roski School of <b>Art and Design</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Iovine and Young <b>Academy</b> for Arts, Technology and the Business of Innovation</li> </ul> </li> <hr/> <li><input type="checkbox"/> <b>Athletics</b> (SAAS)</li> <hr/> <li><input type="checkbox"/> Marshall School of <b>Business</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leventhal School of <b>Accounting</b></li> <li><input type="checkbox"/> Business Administration</li> <li><input type="checkbox"/> Entrepreneur Program</li> <li><input type="checkbox"/> Finance and Business Economics</li> <li><input type="checkbox"/> Information and Operations Management</li> <li><input type="checkbox"/> Management and Organization</li> <li><input type="checkbox"/> Marketing</li> </ul> </li> <hr/> <li><input type="checkbox"/> School of <b>Cinematic Arts</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Animation and Digital Arts</li> <li><input type="checkbox"/> Cinema-Television</li> <li><input type="checkbox"/> Critical Studies</li> <li><input type="checkbox"/> Interactive Media</li> <li><input type="checkbox"/> Media Arts+Practice</li> <li><input type="checkbox"/> Production</li> <li><input type="checkbox"/> Writing</li> </ul> </li> <hr/> <li><input type="checkbox"/> Annenberg School for <b>Communication &amp; Journalism</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communication</li> <li><input type="checkbox"/> Journalism</li> </ul> </li> <hr/> <li><input type="checkbox"/> Gloria Kaufman School of <b>Dance</b></li> <hr/> <li><input type="checkbox"/> Ostrow School of <b>Dentistry</b></li> <hr/> <li><input type="checkbox"/> School of <b>Dramatic Arts</b></li> <hr/> <li><input type="checkbox"/> Rossier School of <b>Education</b></li> <hr/> <li><input type="checkbox"/> Viterbi School of <b>Engineering</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aerospace &amp; Mechanical Engineering</li> <li><input type="checkbox"/> Applied Mechanics</li> <li><input type="checkbox"/> Astronautical Engineering</li> <li><input type="checkbox"/> Biomedical Engineering</li> <li><input type="checkbox"/> Center for Engineering Diversity</li> <li><input type="checkbox"/> Chemical Engineering</li> <li><input type="checkbox"/> Civil &amp; Environmental Engineering</li> <li><input type="checkbox"/> Computer Science</li> <li><input type="checkbox"/> Electrical Engineering</li> <li><input type="checkbox"/> Engineering (Undeclared)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Engineering</li> </ul> </li> <li><input type="checkbox"/> Engineering Honors Program</li> <li><input type="checkbox"/> Industrial &amp; Systems Engineering</li> <li><input type="checkbox"/> Information Technology Program</li> <li><input type="checkbox"/> Materials Science</li> <li><input type="checkbox"/> Progressive Degree – Engineering</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Davis School of <b>Gerontology</b></li> <hr/> <li><input type="checkbox"/> Dornsife College of <b>Letters, Arts &amp; Sciences - ALL DEPARTMENTS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Language Institute</li> <li><input type="checkbox"/> College Honors Programs</li> <li><input type="checkbox"/> Interdisciplinary Studies major</li> <li><input type="checkbox"/> Overseas Studies</li> <li><input type="checkbox"/> Phi Beta Kappa</li> <li><input type="checkbox"/> Dornsife College of Letters, Arts &amp; Sciences - <i>HUMANITIES</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Studies and Ethnicity</li> <li><input type="checkbox"/> Art History</li> <li><input type="checkbox"/> Classics</li> <li><input type="checkbox"/> Comparative Literature</li> <li><input type="checkbox"/> East Asian Languages and Cultures</li> <li><input type="checkbox"/> East Asian Studies Center</li> <li><input type="checkbox"/> English</li> <li><input type="checkbox"/> French</li> <li><input type="checkbox"/> Gender Studies</li> <li><input type="checkbox"/> German Studies</li> <li><input type="checkbox"/> Health and Humanity</li> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Italian</li> <li><input type="checkbox"/> Judaic Studies</li> <li><input type="checkbox"/> Narrative Studies</li> <li><input type="checkbox"/> Philosophy</li> <li><input type="checkbox"/> Religion</li> <li><input type="checkbox"/> Slavic Languages &amp; Literatures</li> <li><input type="checkbox"/> Spanish</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Dornsife College of Letters, Arts &amp; Sciences - <i>NATURAL SCIENCES &amp; MATHEMATICS</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Astronomy</li> <li><input type="checkbox"/> Biological Sciences</li> <li><input type="checkbox"/> Biochemistry</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Earth Sciences / Geology</li> <li><input type="checkbox"/> Environmental Studies</li> <li><input type="checkbox"/> Kinesiology / Human Biology</li> <li><input type="checkbox"/> Mathematics</li> <li><input type="checkbox"/> Neuroscience</li> <li><input type="checkbox"/> Physical Sciences</li> <li><input type="checkbox"/> Physics</li> </ul> </li> <li><input type="checkbox"/> Dornsife College of Letters, Arts and Sciences – <i>OTHER PROGRAMS</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Posse Foundation Scholars</li> <li><input type="checkbox"/> Pre-Graduate</li> <li><input type="checkbox"/> Pre-Health</li> <li><input type="checkbox"/> Pre-Law</li> <li><input type="checkbox"/> Undecided, Undeclared</li> </ul> </li> <li><input type="checkbox"/> Dornsife College of Letters, Arts &amp; Sciences – <i>SOCIAL SCIENCES</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Anthropology</li> <li><input type="checkbox"/> Cognitive Science</li> <li><input type="checkbox"/> Economics</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Dornsife College of Letters, Arts &amp; Sciences – <i>SOCIAL SCIENCES</i> (cont.)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Forensics and Criminality</li> <li><input type="checkbox"/> Interdisciplinary Archaeology</li> <li><input type="checkbox"/> Geography / Spatial Sciences</li> <li><input type="checkbox"/> International Relations</li> <li><input type="checkbox"/> Linguistics</li> <li><input type="checkbox"/> Managing Human Relations</li> <li><input type="checkbox"/> Middle East Studies</li> <li><input type="checkbox"/> Political Science</li> <li><input type="checkbox"/> Psychology</li> <li><input type="checkbox"/> Sociology</li> </ul> </li> <hr/> <li><input type="checkbox"/> Keck School of <b>Medicine</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Promotion / Global Health</li> <li><input type="checkbox"/> Health Care Studies</li> </ul> </li> <hr/> <li><input type="checkbox"/> Thornton School of <b>Music</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Choral Music</li> <li><input type="checkbox"/> Guitar Performance</li> <li><input type="checkbox"/> Jazz Studies</li> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Music Industry</li> <li><input type="checkbox"/> Music Theory &amp; Composition</li> <li><input type="checkbox"/> Organ</li> <li><input type="checkbox"/> Piano</li> <li><input type="checkbox"/> Popular Music</li> <li><input type="checkbox"/> Strings</li> <li><input type="checkbox"/> Vocal Arts</li> <li><input type="checkbox"/> Wind and Percussion</li> </ul> </li> <hr/> <li><input type="checkbox"/> Division of <b>Occupational Science &amp; Occupational Therapy</b></li> <hr/> <li><input type="checkbox"/> School of <b>Pharmacy</b></li> <hr/> <li><input type="checkbox"/> Sol Price School of <b>Public Policy</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reserve Officer Training Corps               <ul style="list-style-type: none"> <li><input type="checkbox"/> Aerospace Studies</li> <li><input type="checkbox"/> Military Science</li> <li><input type="checkbox"/> Naval Science</li> </ul> </li> </ul> </li> <hr/> <li><input type="checkbox"/> School of <b>Social Work</b></li> <hr/> <li><input type="checkbox"/> <b>Student Affairs</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> International Services (OIS)</li> <li><input type="checkbox"/> Transfer &amp; Veteran Student Programs</li> </ul> </li> <hr/> <li><input type="checkbox"/> <b>USC International Academy</b></li> <hr/> <li><input type="checkbox"/> <b>USC Undergraduate Programs</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic Achievement Award</li> <li><input type="checkbox"/> Academic and International Fellowships</li> <li><input type="checkbox"/> Academic Counseling Services               <ul style="list-style-type: none"> <li><input type="checkbox"/> Foreign Language Requirement</li> <li><input type="checkbox"/> Undergraduate Success Program (NAI)</li> </ul> </li> <li><input type="checkbox"/> Norman Topping Student Aid Fund</li> </ul> </li> </ul> |
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