

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
<input type="checkbox"/> Re-apply for Access
<input type="checkbox"/> Change Department
<input type="checkbox"/> Add Department
<input type="checkbox"/> Remove Department
<input type="checkbox"/> Terminate Access | <input type="checkbox"/> Permanent
<input type="checkbox"/> Temporary *
<input type="checkbox"/> Full-time
<input type="checkbox"/> Part-time

<small>* Termination Date: _____
 (required for work-study or graduate assistant access; default to end of the academic year if blank)</small> | <input type="checkbox"/> New to USC
<input type="checkbox"/> Continuing Employee
<input type="checkbox"/> Inter-departmental transfer
<input type="checkbox"/> Returning to USC |
|---|--|--|

Access Categories *(check only one)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Advisor Access
» Student profile and course information
» Advising content and history for students in programs owned by the department
» Filters and Reporting
» Individual and group emails
» Calendar and online appointment scheduling
» Career Pathfinder | <input type="checkbox"/> Senior Advisor Access
» All areas of 'Advisor Access'
» Department settings and templates
» Career Pathfinder templates

<input type="checkbox"/> Career Counselor Access
» Limited student record information
» Limited Filters & Reporting
» Career Pathfinder
» <u>SIS access not required</u> | <input type="checkbox"/> Scheduler Access
» Appointment calendars of all department users only
» Online Scheduling
» <u>SIS access not required</u>

Please select all department(s) for access on next page. |
|--|---|---|

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.

School of **Architecture**

Roski School of **Art and Design**

- Iovine and Young Academy for Arts, Technology and the Business of Innovation

Athletics (SAAS)

Marshall School of **Business**

- Leventhal School of **Accounting**
- Business Administration
- Business Communication
- Data Sciences and Operations
- Entrepreneur Program
- Finance and Business Economics
- Management and Organization
- Marketing

School of **Cinematic Arts**

- Animation and Digital Arts
- Cinema-Television
- Interactive Media
- Media Arts+Practice
- Media Studies
- Production
- Writing

Annenberg School for **Communication & Journalism**

- Communication
- Journalism

Gloria Kaufman School of **Dance**

Ostrow School of **Dentistry**

School of **Dramatic Arts**

Rossier School of **Education**

Viterbi School of **Engineering**

- Aerospace & Mechanical Engineering
- Astronautical Engineering
- Biomedical Engineering
- Center for Engineering Diversity
- Chemical and Materials Science
 - Chemical Engineering
 - Materials Science
 - Petroleum Engineering
- Civil & Environmental Engineering
 - Applied Mechanics
- Computer Science
- Electrical Engineering
- Engineering (Undeclared)
 - Pre-Engineering
- Engineering Honors Program
- Industrial & Systems Engineering
- Information Technology Program
- Progressive Degree – Engineering

Davis School of **Gerontology**

Enrollment Services

- Academic Records & Registrar
 - Academic Review & Retention
 - Academic Services
 - Degree Progress
- Financial Aid

Dornsife College of **Letters, Arts & Sciences - ALL DEPARTMENTS**

HUMANITIES

- American Studies and Ethnicity
- Art History
- Classics
 - Greek
 - Latin
- Comparative Literature
- East Asian Languages and Cultures
- East Asian Studies Center
- English
 - Narrative Studies
- French
- Gender Studies
- German Studies
- Health and Humanity
- History
 - Contemporary Latino and Latin American Studies
- International Health, Development and Social Justice
- Italian
- Philosophy
- Religion
 - Judaic Studies
- Slavic Languages & Literatures
 - Central European Studies
- Spanish & Portuguese

NATURAL SCIENCES & MATHEMATICS

- Astronomy
- Biological Sciences
- Biochemistry
- Chemistry
- Earth Sciences / Geology
- Environmental Studies
- Freshman Science Honors
- Human Biology
- Mathematics
- Neuroscience
- Physical Sciences
- Physics

SOCIAL SCIENCES

- Anthropology
- Economics
- Interdisciplinary Archaeology
- International Relations
- Linguistics
- Managing Human Relations
- Middle East Studies
- Political Science
- Psychology
 - Cognitive Science
- Sociology
 - Forensics and Criminality
 - Health and Human Science
 - NGOs and Social Change
- Spatial Sciences / Geography

DORNSIFE OTHER PROGRAMS

- Posse Foundation Scholars
- Pre-Graduate
- Pre-Health
- Pre-Law
- American Language Institute
- College Honors Programs (TO)
- Interdisciplinary Studies major
- Overseas Studies
- Phi Beta Kappa

Keck School of **Medicine**

- Preventive Medicine
- Health Care Studies

Thornton School of **Music**

- Choral Music
- Conducting
- Guitar Performance
- Jazz Studies
- Music
- Music Education
- Music History & Literature
- Music Industry
- Music Production
- Music Theory & Composition
- Organ
- Piano
- Popular Music
- Strings
- Vocal Arts
- Wind and Percussion

Chan Division of **Occupational Science & Occupational Therapy**

School of **Pharmacy**

- Regulatory Sciences

Price School of **Public Policy**

- Real Estate Development
- Reserve Officer Training Corps
 - Aerospace Studies
 - Military Science
 - Naval Science

Dworak-Peck School of **Social Work**

Student Affairs

- International Services (OIS)

USC International Academy

USC Undergraduate Programs

- Academic Honors & Fellowships
 - Academic Achievement Award
 - Bennis Scholars Program
- Academic Counseling Services
 - Undergraduate Success Program (NAI)
- Foreign Language Requirement
- General Education Seminar
- Kortschak Center for Learning and Creativity
- Norman Topping Student Aid Fund
- Undecided/Undeclared