

Useful Information for Undergraduate Advisors on SIS (Student Information System)

<u>Process</u>	<u>Description</u>	<u>Comments</u>	<u>Contact</u>	<u>Extension</u>
APA.D.ACSTAT	Display Academic Status	Useful for following students on academic probation; shows history of any probationary status.	Academic Review	x07741
APA.D.DEF.RPT	Display Progress Reports	Displays remaining requirements for graduate students and deferment reports for both grad and undergrad.	Degree Progress	x07070
APA.U.DP.EXC	Student Exception Update	Load a STARS exception	Degree Progress	x07070
APA.D.DP.EXC	Display STARS student exception	If a student has had a requirement exception loaded in their record, it will likely be found here.	Degree Progress	x07070
APA.D.DTRACK	Display degree tracking information	Log of Degree Progress status. Displays current status of degree check, degree posting or deferment. Any exception to residency comments are at the bottom of the page.	Degree Progress	x07070
APA.D.OTRACS	Display current transfer credit report	Displays credit granted for transfer courses and exams (AP, etc.). Coursework that has not been evaluated yet will be noted. An updated Transfer Credit Report will be produced when the "unknown" work is evaluated. Includes high school graduation date, scores on AP and IB, and units available for transfer. TCR may also be viewed on OASIS.	Articulation Office	X04628
APA.U.LOA	Update student's LOA status	Enter or expire a Leave of Absence status for one of your students.	Records Services	x06963
APA.U.SAD	Student Advisement Detail	Clear a mandatory advisement requirement.	Registration	x04608
APA.U.STARS.LIST	Update STARS batch request	To request a run of multiple students, usually printed overnight	Degree Progress	x07070
APA.U.STARS.STUAUD	Request STARS update	Update the STARS report of a single student (to VIEW the results, see below).	Degree Progress	x07070
APA.D.STARS.VIEW	Display current STARS report	Displays the most recent STARS update. STARS report may also be viewed on OASIS.	Degree Progress	x07070
APA.D.TEST.UGRAD	Raw test scores display	Displays raw test scores, including placement tests. Don't trust GE and equivalencies listed here--see the TCR.	Articulation Office	X04628
APA.U.SAA	Advisor Maintenance by Student	Identify Faculty Advisor listed on STARS report	Degree Progress	x07070

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BUR.D.DET	Display Student's Financial Detail	Financial Transaction Log can be checked to verify if scholarships, grants, tuition, fees, miscellaneous charges have been posted.	Financial Services Help Desk (for technical questions). Questions regarding inaccurate debits and credits should be directed to the department which posted the item (e.g. Housing, USCard, etc.)	x04091 (technical questions)
RNR.D.CATALOG	Course Catalog Display	Displays catalog description of USC courses; includes restrictions, pre-requisites, etc.	Curriculum Office	x01162
RNR.D.CLASS.ROSTER	Class Roster Display	Entering class number will produce list of students enrolled in that section.	Registration	x04608
RNR.U.XT.ROSTER	Download class roster	Prints class rosters	SIS User Coordination	x05337
RNR.D.CLASSES	Class Section Display	Lists sections of course for a particular term. Includes cancellation date and enrollment numbers. Use caution giving out enrollment numbers to students, as many departments deliberately hold open seats to allow for adds and drops.	Registration	x04608
RNR.D.ENR	Enrollment History	Displays student's enrolled courses for selected term. Page two contains list of sections that have been dropped.	Registration	x04608
RNR.D.SCHEDULE	Display a scheduled class section	Displays all the components needed to schedule a class section.	Registration	x04608
RNR.D.TTR.AUDIT	Web Registration Transaction Audit	A log of web transactions. Useful to verify student claims of attempts to add or drop classes.	Registration	x04608
RNR.U. CONCUR.WAIVER	Waive concurrent registration links or requirements	Waive by class number, not by course number.	Registration	x04608
RNR.U.LINK	Display of class sections and the assigned links	Useful to identify specific lecture, lab, discussion links.	Registration	x04608
RNR.U.PREQ.STU	Course Prerequisite Waiver	Load a prerequisite waiver	Registration	x04608
RNR.U.SPEC.CLASS	Special Permission by Class	D-clear multiple students for a class or view all students who have received clearance for a particular section.	Registration	x04608
RNR.U.SPEC.STUDENT	Special Permission by Student	D-clearance / Permission to Enroll	Registration	x04608
SIS.D.ACTRES	Activity Restriction Display	Displays activity restrictions and where to remove them.	Records Services	x06963
SIS.U.ACTRES	Activity Restriction Update	Add or remove activity restrictions	Records Services	x06963
SIS.D.ADDR	Display Address Information	Did you know each student can have as many as four addresses? USC e-mail addresses are also shown.	Records Services	x09230

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SIS.U.ADDR	Address Update		Records Services	x09230
SIS.D.ART	Display Activity Restriction Table	Information about where restrictions can be removed and what processes they restrict.	Records Services	x06963
SIS.D.OPER	Display Operator Code Information	To locate the person behind an operator code.	Records Services	x06963
SIS.D.POST	Display POST Table	If you've ever wondered what a POST code referred to, this is the place to find out.	Records Services	x06963
SIS.D.PROFILE	Student Profile Display	Displays student demographic information, advisement and registration history	Records Services	x06963
SIS.D.SESS	Session Schedule	Especially handy for summer school dates and deadlines	Registration	x04608
SIS.D.SRC	Display Student's Registration Confirmation	Combines RNR.D.ENR, SIS.D.ACTRES and fee information	Registration	x04608
SIS.D.TEST.SCORES	Display Student Test Scores	National Examination scores (e.g. AP, SAT)	Articulation Office	X04628
SIS.U.WWWOAR	Initiate access to OASIS for Advisors	Select displays and select password to initiate access to OASIS for Advisors	Records Services	x06963
TRX.D.SUM	Display Student's USC Transcript	Courses taken each term can be displayed by entering a "D" in the term line. A running total of the number of units a student has completed at USC and in transfer can be displayed by entering a "T" in the term line. Use caution when evaluating the information here, as remedial and repetitious work are also included in the running total display.	Degree Progress	x07070