



Class Schedule Building

ACCESS REQUEST FORM Student Administration Module

1. USER INFORMATION

Name, Last	<input type="text"/>	Middle	<input type="text"/>	First	<input type="text"/>	Employee ID	<input type="text"/>
Job Title	<input type="text"/>					Effective Date	<input type="text"/>
Email	<input type="text"/>				Ext	<input type="text"/>	<div>SOC GATEKEEPER'S USE ONLY (not user's login)</div> <div>Operator ID <input type="text"/></div>
Department	<input type="text"/>			Dept ID	<input type="text"/>		

2. EMPLOYEE STATUS

☐ Permanent ☐ Temporary (minimum 6-month assignment required) ☐ Terminated

3. SELECT ONE CLASS SCHEDULING ROLE (Each role includes all of the SOC components and reports needed for that position.)

ROLE	SOLAR NAME
<input type="checkbox"/> Add <input type="checkbox"/> Delete Dean, MAR, Chair, Program Coordinator	<i>NRSA Academic Org Services</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete College SOLAR Coordinator	<i>NRSR SOC College + NRCC SOC College</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete Department Coordinator	<i>NRSR SOC Dept All + NRCC SOC Dept All</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete SOC Reports Only	<i>NRSR SOC Report + NRCC SOC Report</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete SOC View Only + SOC Reports	<i>NRSR SOC View Only + NRCC SOC View Only</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete A&R Programming Analyst	<i>NRSR SOC ADMIN + NRCC SOC ADMIN</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete A&R Course History Builder	<i>NRSR SOC ANR + NRCC SOC ANR</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete LRC (UNIV 60/SI) Course Coreq Builder	<i>NRSR SOC Corequisites</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete Matador Bookstore Staff	<i>NRSR SOC 1 Verification Report</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete Tseng College Staff	<i>NRSR SOC ExL Roster</i>
<input type="checkbox"/> Add <input type="checkbox"/> Delete Other: _____	

4. SELECT ONE OR MORE ACADEMIC ORGS

In addition to a role, a user needs to have an Academic Org assigned to view and enter class scheduling information in one or more departments. Examples:

College / Group: 26 (AMC) 42 (BUS) 52 (ECS) 50 (EDU) 92 (HHD) 47 (HUM) 31 (SBS) 76 (SCM) 98, 000, 210 (EXL)
Department / Org: 119 (AAS) 145 (BIOL) 688 (COMS) 265 (FIN) [Visit the SOC Self-Paced Guides for a complete list of CSUN academic organizations.]

☐ Add Academic Org _____

☐ Delete Academic Org _____

5. APPROVALS

My signature certifies that the named employee shall have SOC access modified as indicated above within the CSUN SOLAR system to perform his/her job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with state and federal laws, and University policies governing access to information contained in employee, applicant, and student records.

Applicant's Supervisor	Print _____	Signature _____	Date _____
	Email _____		
College SOLAR Coordinator	Print _____	Signature _____	Date _____
Schedule Gatekeeper	Print _____	Signature _____	Date _____
Security Administrator	Print _____	Signature _____	Date _____

6. SEND THE COMPLETED FORM TO YOUR COLLEGE SOLAR COORDINATOR IN THE DEAN'S OFFICE.

If you don't have a SOLAR Coordinator, send the form directly to the **SOC Gatekeeper, BH 150, mail code 8207**. Questions call ext. 3775.