ConnectCarolina and Related Applications Access Request Tool
Student Administration

Employee Information:			
Name:		Phone / email:	
PID #:		ONYEN:	
Home Dept. #:		Home Dept. Name:	
Manager Name:		Manager Phone:	
Manager Title:		Manager email:	

FERPA Training is required and verified for all Student Administration access

CONNECTCAROLINA CAMPUS USER

☐Grant ☐Revoke	**Student Services Manager** – Grants base ConnectCarolina Student Services Manager access to Student Records, Admissions, and Cashiers. ☐Graduate ☐Undergraduate
☐Grant ☐Revoke	**Student Center (Student) Admin General Access** – Grants base view access to Student Services Center (Student). Only view access to the Student Center & General Info tabs are granted.

ADMISSIONS

Slate application – Graduate/Professional

☐Grant ☐Revoke	**Reader/Evaluator** - Search and view applications, add evaluation notes and decision recommendations, and run queries/reports.
☐Grant ☐Revoke	**Coordinator** - All access of Reader/Evaluator **plus** create queries/reports, create communications, access to the audit log and interactions, and events/interviews scheduling.
☐Grant ☐Revoke	**Director** - All access of Coordinator **plus** move applications within evaluation bins, access to applicant inbox, and release admission decisions.

Applications Centers / Programs (required):

ConnectCarolina Admissions Undergraduate

Access to undergraduate applications is limited to the admissions office. If you believe your position requires you to view applications, contact Undergraduate Admissions.

ConnectCarolina Admissions Graduate/Professional

☐Grant ☐Revoke	**Application Maintenance View and Admissions Checklists** - View application and status in Application Maintenance, view and update application checklists.
☐Grant ☐Revoke	**Application Maintenance View Only** - View applications and status.
☐Grant ☐Revoke	**Application Maintenance** - Update application status and enter decisions. Note: Access to this page is limited to the Graduate School or programs that administer their own programs.

	Applications Centers / Programs (required):

FINANCIAL AID

Access to ConnectCarolina Financial Aid is not available to campus users. If you feel that you have an access need for financial aid information, please contact that office directly.

STUDENT FINANCIALS

☐Grant ☐Revoke	**External View Only** - View student financial information.
☐Grant ☐Revoke	**Post Dept Charges** - Post department charges to student accounts in batch. *Requires Student Financials training and a Service Level Agreement.*
☐Grant ☐Revoke	**Dept Charges Query** - View queries of charges billed through Cashier's Office. *Requires Student Financials training and a Service Level Agreement.*

Department name and number (required):

STUDENT RECORDS

Have you had ConnectCarolina access before? ☐ No ☐ Yes in _____department	
☐Grant ☐Revoke	**Student Records Base (Campus User)** – View only base access to Student Records which includes scheduled classes, students' programs, plans, sub-plans, enrollments, waitlists, and residency classification. View only access to Student Center including student's class schedule, service indicators, holds, email, address, phone.
☐Grant ☐Revoke	**Sensitive Student Records**– Access to Student Service Center grades, transfer credit, Tar Heel Tracker
☐Grant ☐Revoke	**Student Program/Plan –** Modify and update students' programs, plans (majors, 2nd majors, minors, concentrations, other plans), requirement terms and sub-plans.
☐Grant ☐Revoke	**Enroll/Withdraw Students** - Enroll/drop/swap single courses for students during open enrollment; enroll/drop students from a single course during the drop/add period; enroll/drop students from a single course after the registration period closes; work with overrides to process enrollments; view waitlists; cancel existing registrations or withdraw students for one or more terms; and term activate students. *Requires Student Records training class.*
☐Grant ☐Revoke	**Block Enroll Students -** Create student blocks and course blocks, merge student blocks with course blocks, handle overrides for students in block-enrolled classes, retrieve the results of the block enrollment process, and search for previously-processed block enrollments. *Requires Student Records training class.*
☐Grant ☐Revoke	**Tar Heel Tracker** - Access Tar Heel Tracker reports, submit adjustments to students' Tar Heel Tracker reports, and view previously-submitted adjustments for students. *Requires Student Records training class.*
☐Grant ☐Revoke	**Classroom Scheduling/25Live** - Schedule classes and make changes to previously scheduled classes during the course schedule maintenance window; enter reserve capacities, instructors, and notes; and make limited changes during the extended course schedule maintenance window.

☐Grant ☐Revoke	**Graduation Coordinator** - Input comments and update the graduation status of degree candidates in the Graduation module in ConnectCarolina (Grad Tracker). For "graduation coordinators" (most commonly academic advisors) in each school or division.
☐Grant ☐Revoke	**Grade Approver -** Approve grade roster of classes for which you are the primary instructor and access the online Grade Change Request page to initiate or approve grade changes. For primary instructors for a course. *Requires Student Records training class.*
☐Grant ☐Revoke	**Residency – Classifier** - Update a student record with residency information. For Residency Determination Officers. *Requires Student Records training class.*
☐Grant ☐Revoke	**Add Instructor** - Add approved users to the Instructor Table.

Department name and number (required):

Other Information for Student Records access:

OTHER

☐Grant ☐Revoke	**PID Create** - Create PIDs in ConnectCarolina. *Requires training provided by PID Office.*
☐Grant ☐Revoke	**GradStar View Only** - View awards entered into GradStar, the system used to pay non-service stipends, tuition, and fee awards to graduate students. *Requires online training (CBT).*
☐Grant ☐Revoke	**GradStar Department User** - Enter awards into GradStar, the system used to pay non-service stipends, tuition, and fee awards to graduate students. *Requires online training (CBT).*
☐Grant ☐Revoke	**GradStar PS Query** - access to GradStar User Queries.
☐Grant ☐Revoke	**GSHIP View Only** - View graduate student enrollments in the Graduate Student Health Insurance Program (GSHIP). *Requires online training (CBT).*
☐Grant ☐Revoke	**GSHIP Campus User** - Enroll graduate students in the Graduate Student Health Insurance Program (GSHIP). *Requires online training (CBT).*

Department name and number (required):

Authorization signifies that employee has a business need for the requested access.			
Dean/ Department Head/ HR Officer Name:		Title:	
Signature:		Date:	

For Access Request Coordinator Use Only:			
Entered by:		Date Entered:	