



Office of the Registrar
 Meisler Hall, Suite 1100
 390 Student Center Circle
 Mobile, AL 36688
 (251) 460-6251
 degreeworks@southalabama.edu

Degree Works Security Request Form

Request for Additional Access to the Student Information System

Date: _____ Employee Number: _____
 Name: _____ Position/Title: _____
 Department: _____ College: _____

Role Requested:

- Read only access to Degree Works (faculty and advisors assisting students with reviewing degree audits)
- ADVX access to Degree Works. (advisor access without exceptions)
- ADV access to Degree Works (full advisor access including exceptions)

Attended Degree Works Overview Training? Yes No Date: _____

Attended Degree Works Exception Training? Yes No Date: _____

The Office of Academic Affairs will review this request and contact you. To receive authorized access, all users must be briefed on their responsibilities and sign a confidentiality/accountability statement.

Please Note: *Student records are protected under the Family Educational Rights and Privacy Act of 1974, as amended. Students may view their records only with proper identification (University I.D. or driver's license). University officials with legitimate educational interest may view student records only through consent of the Senior Vice President of Academic Affairs.*

Requested by (signature): _____ Date: _____

Deans approval (signature): _____ Date: _____

Registrar Systems Specialist: _____ Date: _____