



**University of San Carlos**  
Cebu City, Philippines

OFFICE OF THE REGISTRAR

**ARIS USER APPLICATION FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Access Scope:     Department     College

Pls. Check	FUNCTIONS	Pls. Check	FUNCTIONS
_____	<b>Manage Students</b>	_____	<b>Reports</b>
_____	<i>Personal Information</i>	_____	<i>Print Assigned Classes</i>
_____	<i>Parents and Guardian</i>	_____	<i>Print Close Assigned Classes</i>
_____	<i>Addresses</i>	_____	<i>Print Open Assigned Classes</i>
_____	<b>Manage Class Schedule</b>	_____	<i>Print Offered Classes</i>
_____	<i>can manage class type</i>	_____	<i>Print Open Offered Classes</i>
_____	<i>can view other term</i>	_____	<i>Print Close Offered Classes</i>
_____	<i>can view room utilization</i>	_____	<i>Print Class List</i>
_____	<b>On-line Class Schedule</b>	_____	<i>Print Dissolved Classes</i>
_____	<b>Manage Enrolment</b>	_____	<i>Print Teacher's Load</i>
_____	<i>can manage campus</i>	_____	<i>Students Schedule with Grades</i>
_____	<i>can manage conflict</i>	_____	<i>Courses with Requesting Department</i>
_____	<b>Manage Advising</b>	_____	<i>Master List by Department</i>
_____	<i>can manage overload</i>	_____	<b>Registrar's Report</b>
_____	<i>can manage requisite</i>	_____	<i>Print Enrolment Statistics by Gender</i>
_____	<b>Manage Teacher's Load</b>	_____	<i>Print Enrolment Statistics by College</i>
_____	<i>can manage campus</i>	_____	<i>Print Masterlist by year level</i>
_____	<i>can manage conflict</i>		
_____	<i>can manage overload</i>		
_____	<b>Register Grades by class</b>		

Endorsed by:

Noted by:

\_\_\_\_\_ *Department Chair/ College Dean*

\_\_\_\_\_ *University Registrar*

Remarks: \_\_\_\_\_

Approved by:

\_\_\_\_\_

\_\_\_\_\_ *VPAA*

