

# **User Guide for Student**

## **For Student Transfer System**

### **Services:**

Change of Major

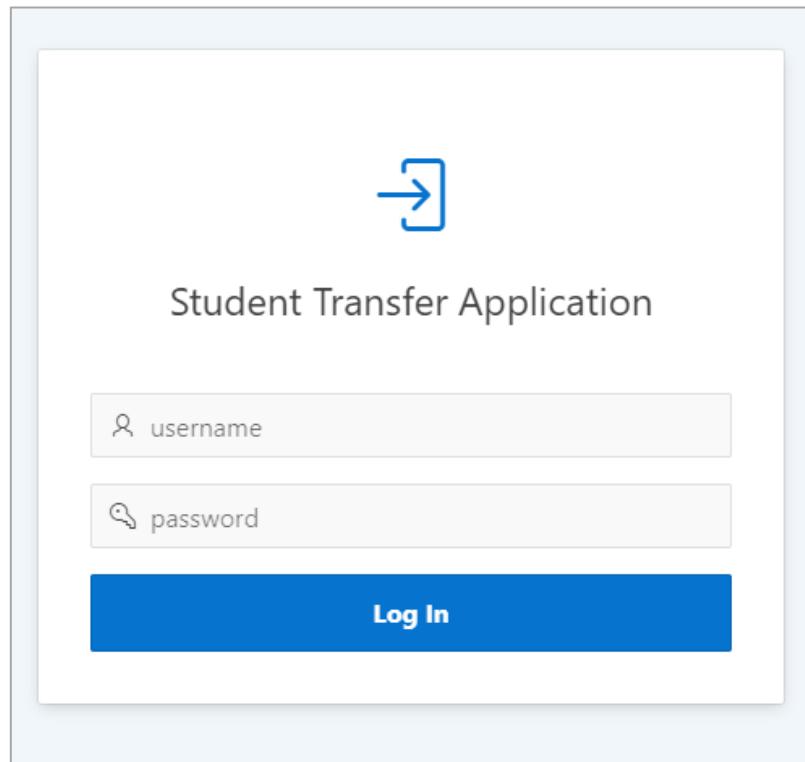
Change of Minor

Apply for Minor

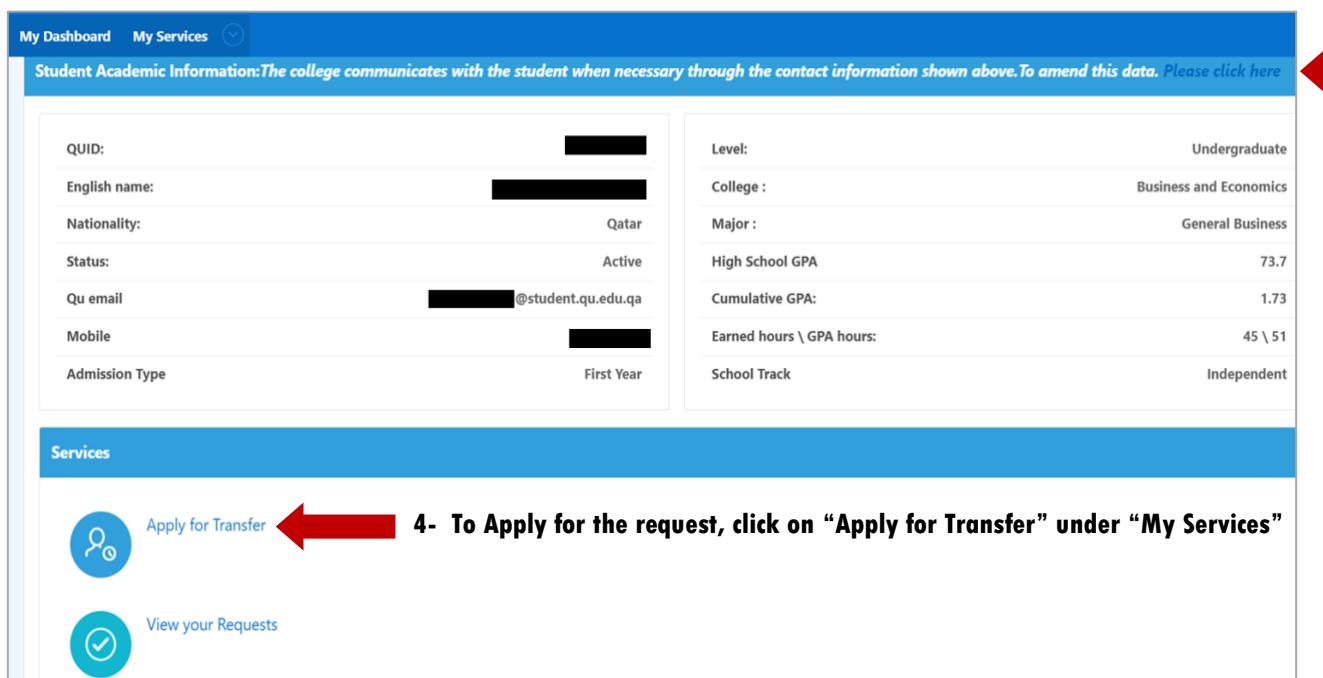
## Login to the system:

تسجيل الدخول للنظام:

- 1- Visit the services portal through the following link <https://qusis.qu.edu.qa/sisapx/f?p=209:101>
- 2- Enter your Qatar University username and password to log in.



- 3- Once the login is succeeded, in the Dashboard of the system, you will view your personal and academic information.  
 \*\* To amend your mobile number, please click on the link showed in the image below:



My Dashboard My Services

Student Academic Information: The college communicates with the student when necessary through the contact information shown above. To amend this data, please click here

QUID:	██████████	Level:	Undergraduate
English name:	██████████	College :	Business and Economics
Nationality:	Qatar	Major :	General Business
Status:	Active	High School GPA	73.7
Qu email	██████████@student.qu.edu.qa	Cumulative GPA:	1.73
Mobile	██████████	Earned hours \ GPA hours:	45 \ 51
Admission Type	First Year	School Track	Independent

**Services**

Apply for Transfer

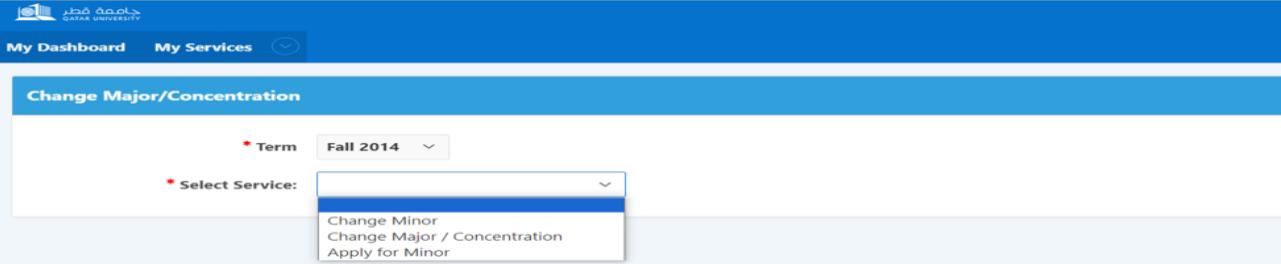
View your Requests

4- To Apply for the request, click on “Apply for Transfer” under “My Services”

## Apply For Transfer:

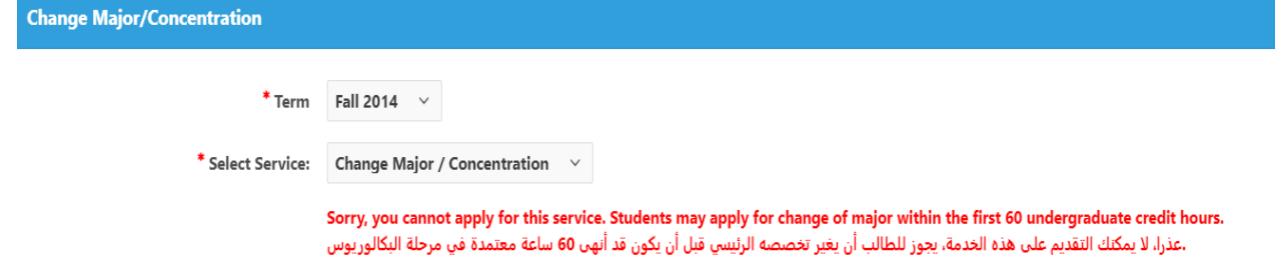
تقديم طلب التحويل:

### 1- To Apply for the request, select the term of application, then select the service:

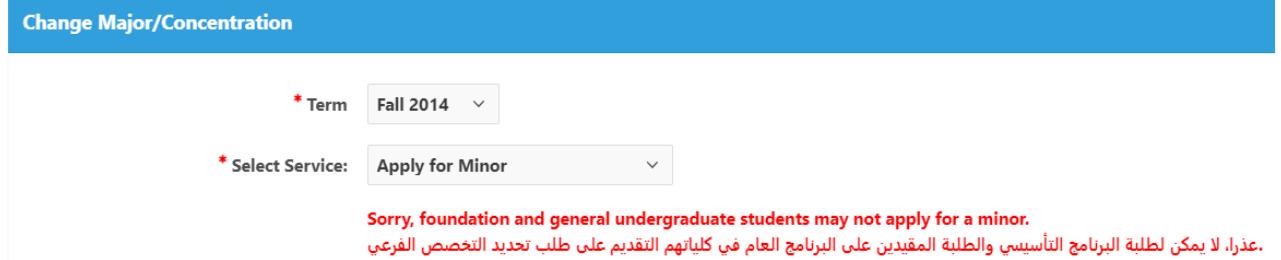


### 2- Students may sometimes receive error messages when selecting a service, such as:

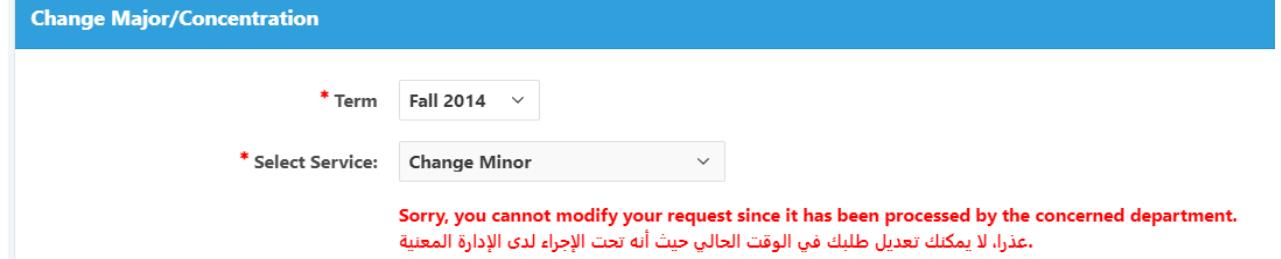
- Not allowing applications for students who have exceeded 60 credit hours (this requirement may be mandatory depending on the rule conditions).



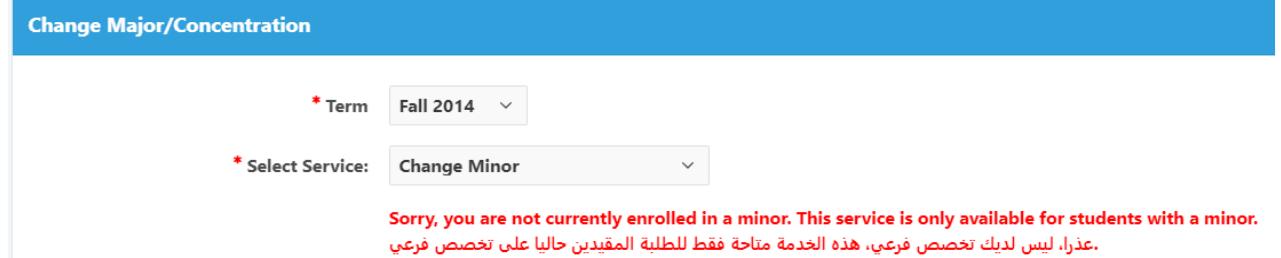
- Not allowing Foundation and General Program students to choose the service of applying minor



- Inability to modify the request if it is already under process by the relevant authorities.



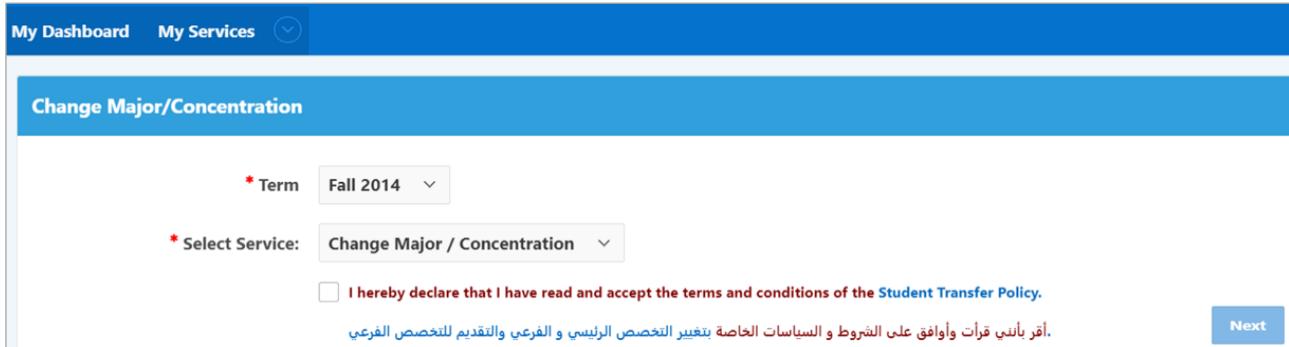
- Not allowing the change of minor if the student is not enrolled in a minor



## Change Major / Concentration:

تغيير التخصص الرئيسي:

1- Once the student has selected the service to “Change Major” and has agreed on the terms and conditions, student will be able to press on “Next”.



\* Term Fall 2014

\* Select Service: Change Major / Concentration

I hereby declare that I have read and accept the terms and conditions of the [Student Transfer Policy](#).

أقر بأنني قد قرأت وأوافق على الشروط والسياسات الخاصة بتغيير التخصص الرئيسي والفرعي والتقديم للتخصص الفرعى

Next

2- Please select the College and then the Major that you would like to change to:



\* Select College Education

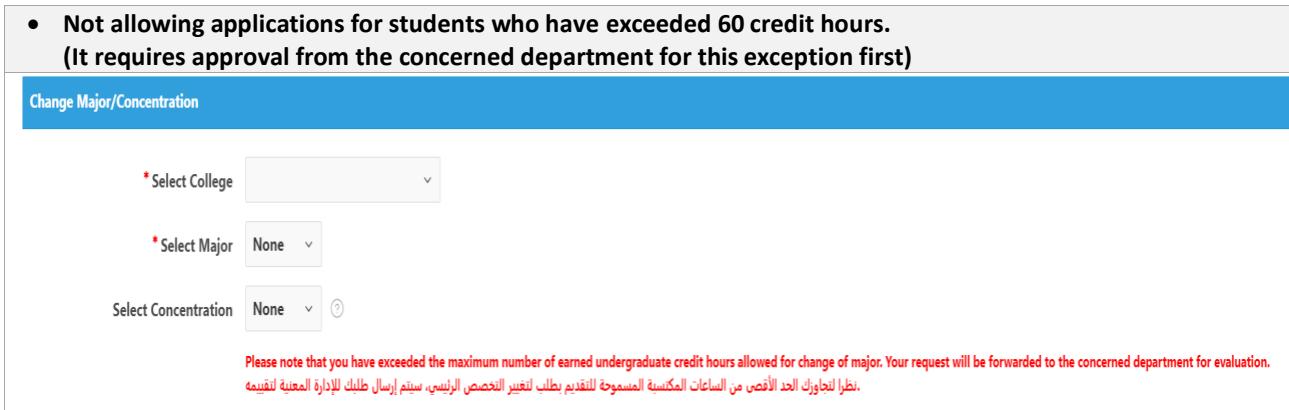
\* Select Major Secondary Education

Select Concentration Arabic Language

Save

3- You may encounter some messages that could prevent you from applying, including:

- Not allowing applications for students who have exceeded 60 credit hours.  
(It requires approval from the concerned department for this exception first)



\* Select College

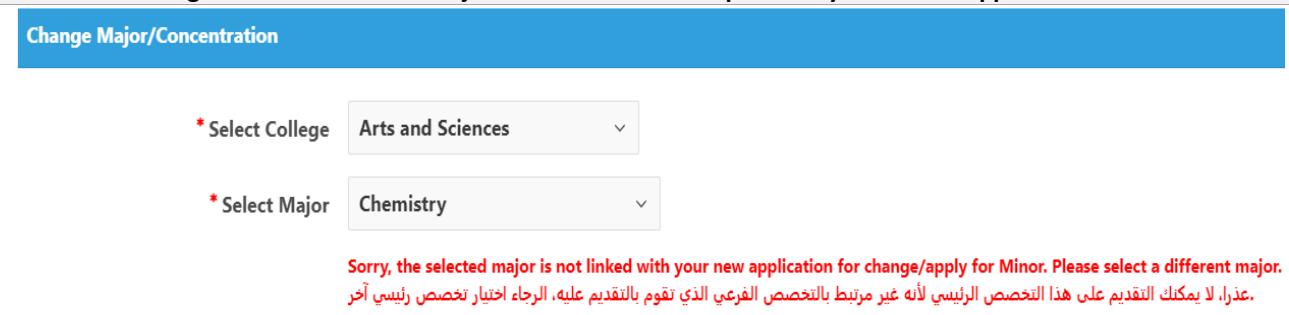
\* Select Major None

Select Concentration None

Please note that you have exceeded the maximum number of earned undergraduate credit hours allowed for change of major. Your request will be forwarded to the concerned department for evaluation.

نظراً لتجاوزك الحد الأقصى من الساعات المكتسبة المسموحة للتقديم بطلب تغيير التخصص الرئيسي، سيتم إرسال طلبك للإدارة المعنية لتقديمه

- Not allowing students to select a major that is not linked to previously submitted application for a minor.



\* Select College Arts and Sciences

\* Select Major Chemistry

Sorry, the selected major is not linked with your new application for change/apply for Minor. Please select a different major.

عذرًا، لا يمكنك التقديم على هذا التخصص الرئيسي لأنه غير مرتبط بالتخصص الفرعى الذي تقوم بالتقديم عليه، الرجاء اختيار تخصص رئيسي آخر

- Applicant's high school percentage does not meet the minimum requirements of the selected major.

**Change Major/Concentration**

\* Select College: Health Sciences

\* Select Major: None

Sorry, you are not allowed to apply to the selected program since you have not met its minimum secondary school requirements.  
عذرا، لا يمكنك التقديم على هذا البرنامج وذلك لعدم استيفائك للحد الأدنى من متطلبات الشهادة الثانوية المطلوبة.

Select Concentration: None

- Not allowing students enrolled in Foundation or General Program to declare major within the current college.

**Change Major/Concentration**

\* Select College: Arts and Sciences

\* Select Major: Arabic Language

Sorry, you are currently enrolled in the Foundation Program or the General Program of your college. If you would like to declare a major within your current college, please contact the Students Affairs Office at your college. If you would like to change your major to a different college, please select your intended program.  
عذرا، يشير سجلك الدراسي إلى أنك مقيد حالياً في البرنامج التأسيسي أو البرنامج العام في كلية، في حال رغبتك في تقديم طلب لتعديل التخصص الرئيسي في كلية، بإمكانك التواصل مع مكتب شؤون الطلاب في الكلية، أما في حال رغبتك في تغيير تخصصك إلى تخصص آخر في كلية أخرى، الرجاء اختيار البرنامج المطلوب عند تقديم طلب.

- Not allowing students enrolled in a major to select Foundation or General Program within the current college.

**Change Major/Concentration**

\* Select College: Business and Economics

\* Select Major: General Business

Sorry, you have already declared a major, you are not allowed to apply to the General or Foundation program within your college. Please select a different program.  
عذرا، يشير سجلك الدراسي إلى أنك مقيد حالياً على تخصص رئيسي، لا يمكنك التقديم على البرنامج التأسيسي أو البرنامج العام في كلية، الرجاء اختيار تخصص آخر.

- Not allowing students to select a major that is restricted for specific colleges.

**Change Major/Concentration**

\* Select College: Business and Economics

\* Select Major: Marketing

Sorry, application to this program is restricted to specific colleges. Please select a different major.  
عذرا، التقديم على هذا التخصص متاح للكليات معينة، الرجاء اختيار تخصص آخر.

- Not allowing students to select a concentration that is restricted for specific colleges.

**Change Major/Concentration**

\* Select College  ▼

\* Select Major  ▼

Select Concentration  ▼ ?

**Sorry, application to this program is restricted to specific colleges. Please select a different concentration.**  
 عذرًا، التقديم على هذا المسار الدقيق متاح لكلية معينة. الرجاء اختيار مسار دقيق آخر.

- Student chooses a major that requires declaring a concentration at the time of application (mandatory).

**Change Major/Concentration**

\* Select College  ▼

\* Select Major  ▼

Select Concentration  ▼ ?

**Please select a concentration to finish your request**

- Not allowing students to choose a concentration preference that is not linked to the major preference.

**Change Major/Concentration**

\* Select College  ▼

\* Select Major  ▼

Select Concentration  ▼ ?

**Sorry, the selected concentration is not linked with this major. Please select a different concentration.**  
 عذرًا، لا يمكنك التقديم على هذا المسار الدقيق لأنه غير مرتبط بالتخصص الرئيسي الذي اخترته، الرجاء اختيار مسار دقيق آخر.

#### 4- Once you finish filling the entire choices and you clicked on “Save Choices”, you will receive an email for submission:

تعديل التخصص الرئيسي

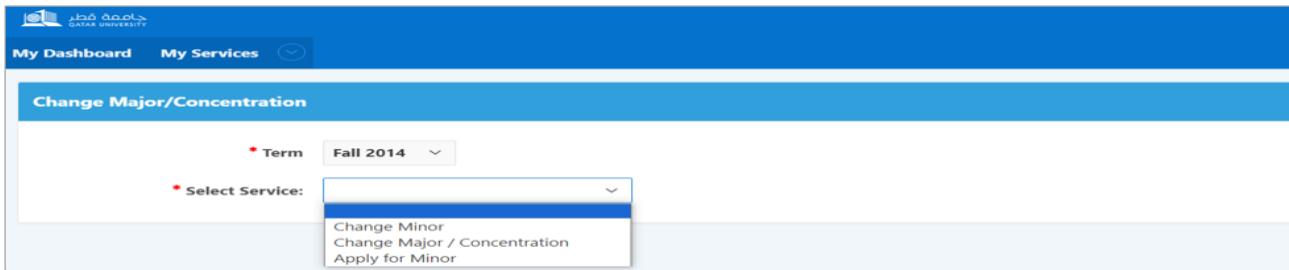
عزيزي/ عزيزتي الطالب(ة) [REDACTED]  
 شكرًا لاستخدامك خدمة تغيير التخصص الرئيسي ، يرجى العلم بأنه قد تبين تقديمك لطلب سابق وقد جرى تجديده بهذا الطلب ، بإمكانك الاطلاع على تفاصيل الطلب الجديد الذي قمت بتقديمه أدناه:  
 التخصص الرئيسي المطلوب: الجغرافية التطبيقية ونظم المعلومات الجغرافية

Dear Student [REDACTED]  
 Thank you for using the change of major service. Please note that we found an earlier submission from you and it is being updated. You may view your updated submission details below:  
 Major Choice: App. Geog. & Geog. info.Sys

## Change Minor:

تغيير التخصص الفرعي:

1- To Apply for the request, select the term of application, then select the “Change Minor” service:

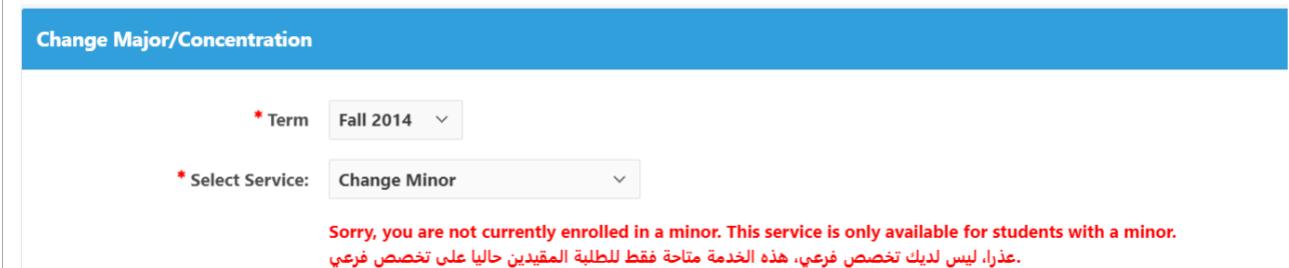


1- Please select the College and then the Minor that you would like to change for

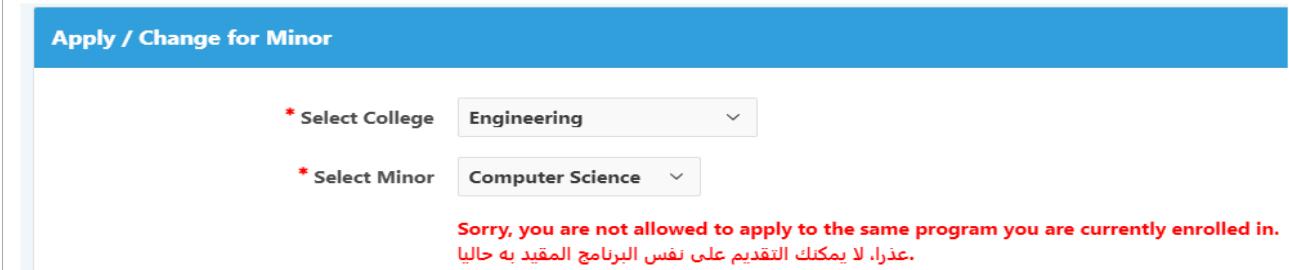


2- The system may prevent you from changing the minor for several reasons, including:

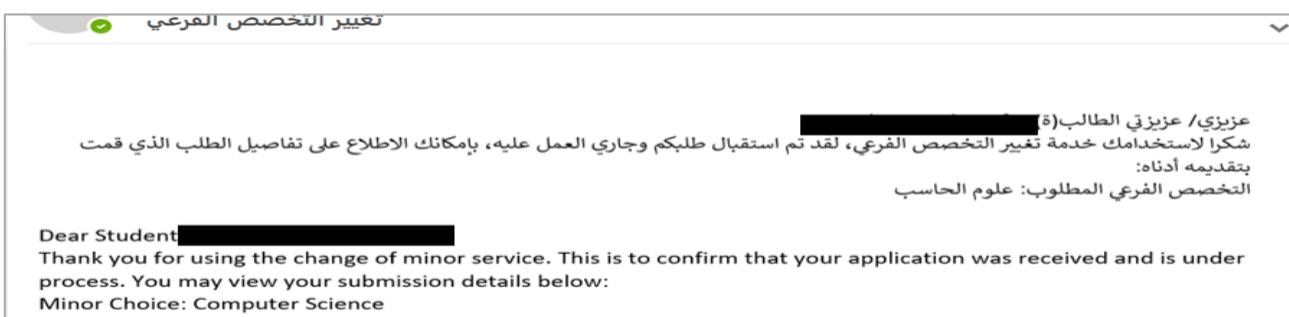
- Not allowing students to change minor if they are not currently enrolled in a minor.



- Not allowing students to change minor to the same minor that they are currently enrolled in.



3- Once you have completed the application, you will receive a confirmation message via email to confirm your request.



عزيزي/ عزيزتي الطالب(ة) [REDACTED]  
 شكرًا لاستخدامك خدمة تغيير التخصص الفرعي، لقد تم استقبال طلبكم وجارى العمل عليه، بإمكانك الاطلاع على تفاصيل الطلب الذى قمت  
 بتقديمه أدناه:  
 التخصص الفرعي المطلوب: علوم الحاسوب

Dear Student [REDACTED]  
 Thank you for using the change of minor service. This is to confirm that your application was received and is under  
 process. You may view your submission details below:  
 Minor Choice: Computer Science

## Apply For Minor:

التقديم على التخصص الفرعي:

1- To Apply for the request, select the term of application, then select the “Apply for Minor” service:

Change Major/Concentration

\* Term: Fall 2014

\* Select Service: **Apply for Minor**

Change Minor  
Change Major / Concentration  
Apply for Minor

2- Please select the College and then the Minor that you would like to apply for

Apply / Change for Minor

\* Select College: Arts and Sciences

\* Select Minor: Chemistry

Save

3- You may receive an alert message preventing you from applying for minor, including:

- Not allowing Foundation and General Program students to choose the service of applying for minor.

\* Term: Fall 2014

\* Select Service: **Apply for Minor**

Sorry, foundation and general undergraduate students may not apply for a minor.  
عذرا، لا يمكن لطلبة البرنامج التأسيسي والطلبة المقيدين على البرنامج العام في كلياتهم التقديم على طلب تحديد التخصص الفرعي.

- Not allowing students to choose a minor that is not linked to intended major or the currently enrolled in.

Apply / Change for Minor

\* Select College: Business and Economics

\* Select Minor: Entrepreneurship

Sorry, the selected minor is not linked with your current or intended major. Please select a different minor.  
عذرا، لا يمكنك التقديم على هذا التخصص الفرعي لأنه غير مرتبط بالتخصص الرئيسي الحالي أو الذي تقوم بالتقديم عليه، الرجاء اختيار تخصص فرعي آخر.

- Not allowing students to select a minor that is restricted for specific colleges.

Apply / Change for Minor

\* Select College: Arts and Sciences

\* Select Minor: Spanish

Sorry, application to this program is restricted to specific colleges. Please select a different minor.  
عذرا، التقديم على هذا التخصص الفرعي متاح للكليات معينة، الرجاء اختيار تخصص فرعي آخر.

4- Once you have completed the application, you will receive a confirmation message on your email.

التقديم على التخصص الفرعي

عزيزي/ عزيزتي الطالب(ة) [REDACTED]  
شكراً لاستخدامك خدمة التقديم على التخصص الفرعي، لقد تم استقبال طلبكم وجارى العمل عليه، يامكانك الاطلاع على تفاصيل الطلب الذي  
قمت بتقديمه أدناه:  
التخصص الفرعي المطلوب: الكيمياء

Dear Student [REDACTED]  
Thank you for using the apply for minor service. This is to confirm that your application was received and is under  
process. You may view your submission details below:  
Minor Choice: Chemistry

## Edit or Delete your Requests:

تعديل أو إلغاء الطلب:

### Edit Request:

If you already applied for 'Change Major / Concentration', 'Change Minor', or 'Apply for Minor' and would like to edit your request, please click on either button (Edit) on the table:

Change Major/Concentration

\* Term: Fall 2014

\* Select Service: Apply for Minor

Please note that you have an earlier submission. You may click on 'Edit' to update your request or 'Delete' to cancel it.  
 يرجى العلم بأنه قد تبين تقديمك لطلب سابق، بإمكانك تحرير الطلب بالضغط على "Edit" أو إلغاء الطلب بالضغط على "Delete".

#	College	Minor	Editing	Canceling
1	Engineering	Computer Science	<a href="#">Edit</a>	<a href="#">Delete</a>

Once you finish filling the entire choices ad you clicked on "Save Choices", you will receive an email for submission:

تعديل التخصص الرئيسي

عزيزي/عزيزتي الطالب(ة) [REDACTED]  
 شكرًا لاستخدامك خدمة تغيير التخصص الرئيسي ، يرجى العلم بأنه قد تبين تقديمك لطلب سابق وقد جرى تحريره بهذا الطلب، بإمكانك الاطلاع على تفاصيل الطلب الجديد الذي قمت بتقديمه أدناه:  
 التخصص الرئيسي المطلوب: الجغرافيا التطبيقية ونظم المعلومات الجغرافية

Dear Student [REDACTED]  
 Thank you for using the change of major service. Please note that we found an earlier submission from you and it is being updated. You may view your updated submission details below:  
 Major Choice: App. Geog. & Geog. info.Sys

### Delete Request:

If you already applied for 'Change Major / Concentration', 'Change Minor', or 'Apply for Minor' and would like to delete your request, please click on either button (Delete) on the table:

Change Major/Concentration

\* Term: Fall 2014

\* Select Service: Apply for Minor

Please note that you have an earlier submission. You may click on 'Edit' to update your request or 'Delete' to cancel it.  
 يرجى العلم بأنه قد تبين تقديمك لطلب سابق، بإمكانك تحرير الطلب بالضغط على "Edit" أو إلغاء الطلب بالضغط على "Delete".

#	College	Minor	Editing	Canceling
1	Engineering	Computer Science	<a href="#">Edit</a>	<a href="#">Delete</a>

My Dashboard My Services

Delete Application

Intended College: Engineering

Intended Major/Minor: Computer Science

[Return to Dashboard](#) [Delete Application](#)

My Dashboard My Services

Delete Application

Intended College: Engineering

Intended Major/Minor: Computer Science

[Return to Dashboard](#)

Are you sure you want to delete?

[Cancel](#) [Delete Application](#)

## View your Requests:

متابعة حالة الطلب:

To follow up your request after completing the submission, go to "view you Requests" through the system dashboard under "My Services". Then click on icon showed in the picture to check the status on each choice:

Services

Apply for Transfer

View your Requests 

Select Service

\* Select Service: Change Major / Concentration

Service	Applied For Term	College	Major	Concentration	Final Decision	Comment	Note
Change Major	201410 - Fall 2014	Arts and Sciences	AGIS - App. Geog. & Geog. Info.Sys	-	Pending	-	You have exceeded the maximum number of earned undergraduate credit hours allowed

1 - 1

Select Service

\* Select Service: Change Minor

Service	Applied For Term	College	Major	Concentration	Final Decision	Comment	Note
Change Minor	201410 - Fall 2014	Engineering	CMSC - Computer Science	-	Pending	-	You have exceeded the maximum number of earned undergraduate credit hours allowed

1 - 1

Select Service

\* Select Service: Apply for Minor

Service	Applied For Term	College	Major	Concentration	Final Decision	Comment	Note
Apply for Minor	201410 - Fall 2014	Arts and Sciences	CHEM - Chemistry	-	Pending	-	-

1 - 1