

User Guide for Students

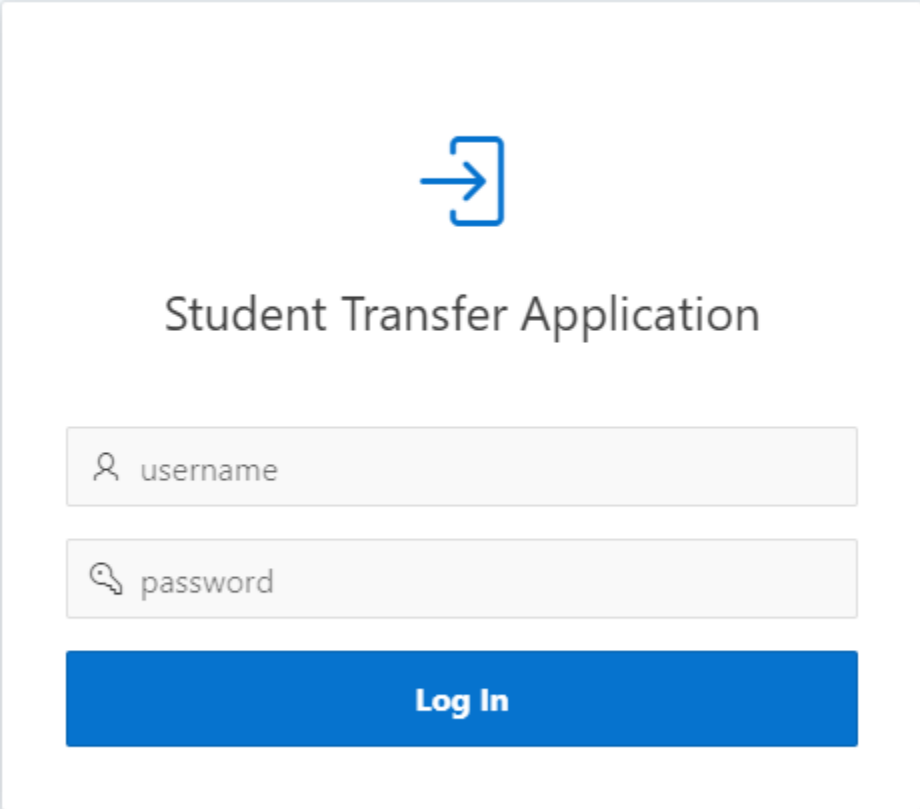
Student Transfer System

Logging into the System

- 1- Visit the services portal using the following link:

<https://qsis.qu.edu.qa/sisapx/f?p=209:101>

- 2- Enter your Qatar University username and password to log in.



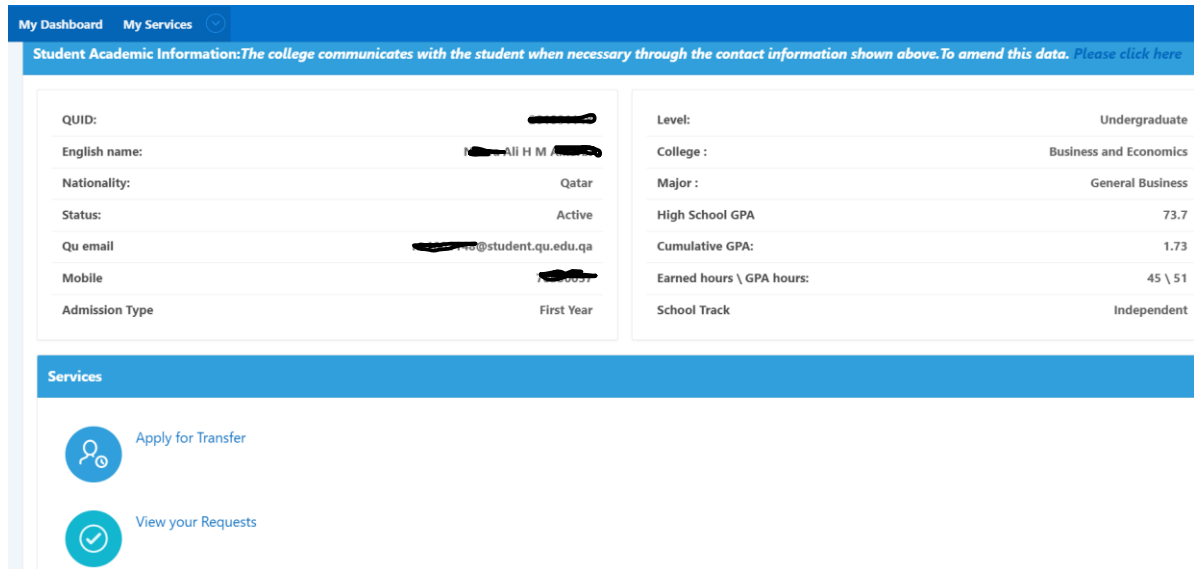
Student Transfer Application

username

password

Log In

Upon successful login, your dashboard will display personal and academic information. To update your mobile number, click on the relevant link shown 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:	[REDACTED]	Level:	Undergraduate
English name:	Ali H M	College :	Business and Economics
Nationality:	Qatar	Major :	General Business
Status:	Active	High School GPA	73.7
Qu email	[REDACTED]@student.qu.edu.qa	Cumulative GPA:	1.73
Mobile	[REDACTED]	Earned hours \ GPA hours:	45 \ 51
Admission Type	First Year	School Track	Independent

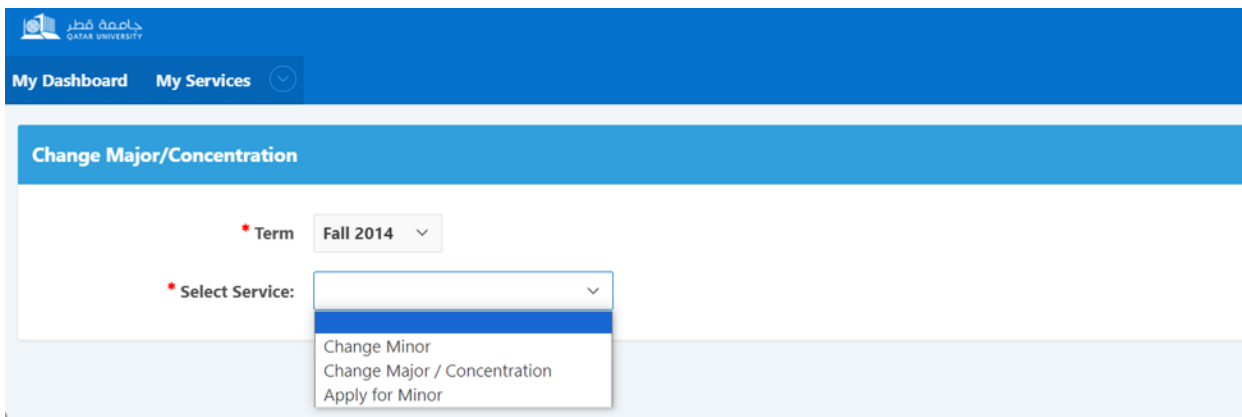
Services

- Apply for Transfer
- View your Requests

Applying for Transfer

To submit a transfer request:

1. Navigate to the My Services section on your dashboard.
2. Click on Apply for Transfer.



جامعة قطر QATAR UNIVERSITY

My Dashboard My Services

Change Major/Concentration

* Term: Fall 2014

* Select Service:

- Change Minor
- Change Major / Concentration
- Apply for Minor

Common Error Messages

When selecting a service, you might encounter the following messages:

- **Exceeding Credit Hour Limit:** Applications are not allowed for students who have exceeded 60 credit hours (depending on rule conditions).

Change Major/Concentration

* Term:

* Select Service:

Sorry, you cannot apply for this service. Students may apply for change of major within the first 60 undergraduate credit hours.
عذرا، لا يمكنك التقديم على هذه الخدمة، يجوز للطالب أن يغير تخصصه الرئيسي قبل أن يكون قد أنهى 60 ساعة معتمدة في مرحلة البكالوريوس.

- **Restricted for Foundation/General Program Students:** Foundation and general program students cannot apply to change their major.

Change Major/Concentration

* Term:

* Select Service:

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

- **Request Modification Restrictions:** Requests already under process by relevant authorities cannot be modified.

Change Major/Concentration

* Term:

* Select Service:

Sorry, you cannot modify your request since it has been processed by the concerned department.
عذرا، لا يمكنك تعديل طلبك في الوقت الحالي حيث أنه تحت الإجراء لدى الإدارة المعنية.

- **Minor Change Not Permitted:** Students not enrolled in a minor cannot apply to change it.

Change Major/Concentration

* Term:

* Select Service:

Sorry, you are not currently enrolled in a minor. This service is only available for students with a minor.
عذرا، ليس لديك تخصص فرعي، هذه الخدمة متاحة فقط للطلبة المقيدون حاليا على تخصص فرعي.

- **Two-Minor Limit Reached:** Students with two minors cannot apply for a third one.

Change Major/Concentration

* Term:

* Select Service:

Sorry, you are currently enrolled in two minors. Students may only register in the maximum of two minors.
عذرا، يشير سجلك الدراسي إلى أنك مقيد حاليا في تخصصين فرعيين، لا يمكن للطلبة التسجيل في أكثر من تخصصين فرعيين.

Changing Major or Concentration

To change your major or concentration:

1. Select the service to Change Major/Concentration and agree to the terms and conditions.
2. Click Next.

My Dashboard My Services

Change Major/Concentration

* Term:

* Select Service:

I hereby declare that I have read and accept the terms and conditions of the [Student Transfer Policy](#).
أقر بأنني قرأت وأوافق على الشروط و السياسات الخاصة بتغيير التخصص الرئيسي و الفرعي والتقديم للتخصص الفرعي.

Next

3. Select the desired college and major from the dropdown menu.

جامعة قطر
QATAR UNIVERSITY

My Dashboard My Services

Change Major/Concentration

* Select College Education

* Select Major Secondary Education

Select Concentration Arabic Language

Save

Potential Error Messages:

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

- If you have exceeded 60 credit hours and received this message, then it requires approval from the relevant administration for this exception first.

Change Major/Concentration

* 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.
نظرا لتجاوز الحد الأقصى من الساعات المكتسبة المسموحة للتقديم بطلب لتغيير التخصص الرئيسي، سيتم إرسال طلبك للإدارة المعنية لتقييمه.

- If you have previously applied for change major, you will receive this message incase it is not linked with the minor.

Change Major/Concentration

* 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.
عذرا، لا يمكنك التقديم على هذا التخصص الرئيسي لأنه غير مرتبط بالتخصص الفرعي الذي تقوم بالتقديم عليه، الرجاء اختيار تخصص رئيسي آخر.

- If you do not meet the minimum requirements of the high school diploma for some specializations, you will receive this message.

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

- If you are a foundation or general program student, you will receive this message if you choose major that are not part of this program within your 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 حاليا في البرنامج التأسيسي أو البرنامج العام في كليتك، في حال رغبتك في تقديم طلب لتحديد التخصص الرئيسي في كليتك، 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 الطلب.

- It is not allowed to select general or foundation program within your college if you are already enrolled in a major

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 حاليا على تخصص رئيسي، لا يمكنك التقديم على البرنامج التأسيسي أو البرنامج العام في كليتك، الرجاء اختيار تخصص آخر.

- Not allowing the selection of majors for restricted 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 لكليات معينة، الرجاء اختيار تخصص آخر.

- If you select a concentration for restricted colleges, you will receive this message.

Change Major/Concentration

* Select College

* Select Major

Select Concentration ?

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

- You will receive this message if you do not meet the minimum requirements of the secondary school when selecting some majors

Change Major/Concentration

* Select College

* Select Major

Select Concentration ?

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.

- You cannot choose a concentration that is not linked to a major, so you will receive this message.

Change Major/Concentration

* Select College

* Select Major

Select Concentration ?

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

- Choosing the concentration may be mandatory, so you will receive this message.

Change Major/Concentration

*** Select College** Education ▼

*** Select Major** Secondary Education ▼

Select Concentration None ▼ ?

Please select a concentration to finish your request

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

Change Major/Concentration

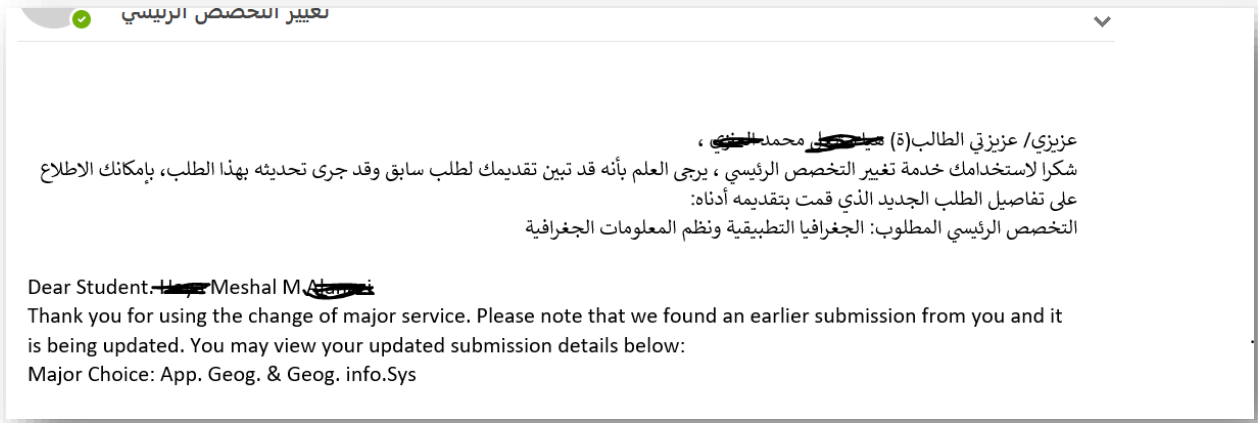
*** Term** Fall 2014 ▼

*** Select Service:** Change 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 تحديث الطلب بالضغط على "Delete" أو إلغاء الطلب بالضغط على "Edit".

#	College	Minor	Editing	Canceling
1	Engineering	Computer Science	Edit	Delete

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



Change Minor:

To change your minor: Select the desired college and minor from the dropdown menu.

Apply / Change for Minor

* Select College

* Select Minor

You cannot change your minor if:

- You are not currently enrolled in a minor.

Change Major/Concentration

* Term

* Select Service:

Sorry, you are not currently enrolled in a minor. This service is only available for students with a minor.
عذرا، ليس لديك تخصص فرعي، هذه الخدمة متاحة فقط للطلبة المقيدين حاليا على تخصص فرعي.

I hereby declare that I have read and accept the terms and conditions of the [Student Transfer Policy](#).
أقر بأنني قرأت وأوافق على الشروط و السياسات الخاصة بتغيير التخصص الرئيسي و الفرعي والتقديم للتخصص الفرعي.

- If you select the same minor you are currently enrolled in.

Apply / Change for Minor

* Select College

* Select Minor

Sorry, you are not allowed to apply to the same program you are currently enrolled in.
عذرا، لا يمكنك التقديم على نفس البرنامج المقيد به حاليا.

Upon completing your application, you will receive an email confirming your request.

تغيير التخصص الفرعي

عزيزي / عزيزتي الطالب(ة) مشعل محمد العتيبي ،
شكرا لاستخدامك خدمة تغيير التخصص الفرعي، لقد تم استقبال طلبكم وجاري العمل عليه، بإمكانك الاطلاع على تفاصيل الطلب الذي قمت
بتقديمه أدناه:
التخصص الفرعي المطلوب: علوم الحاسب

Dear Student. Meshal M
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:

To apply for a minor: Select the college and minor you wish to apply for.

My Dashboard My Services

Apply / Change for Minor

* Select College

* Select Minor

Save

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

- Foundation and general program students cannot apply for minors.

* Term

* Select Service:

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

I hereby declare that I have read and accept the terms and conditions of the [Student Transfer Policy](#).
أقر بأنني قرأت وأوافق على الشروط و السياسات الخاصة بتغيير التخصص الرئيسي و الفرعي والتقديم للتخصص الفرعي

- If you choose a minor that is not related to your intended major or the current major you are enrolled in.

Apply / Change for Minor

* Select College

* Select Minor

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

- Some minors may be restricted to specific colleges.

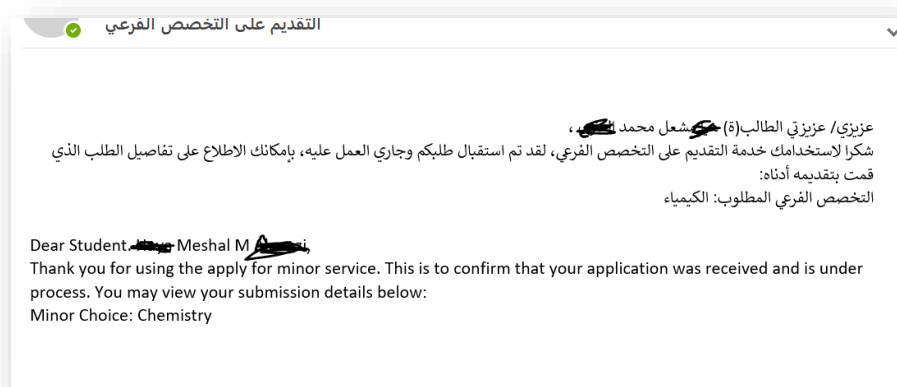
Apply / Change for Minor

* Select College

* Select Minor

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

After completing your application, a confirmation email will be sent to your QU email.



Viewing Your Requests

To track the status of your requests:

1. Go to View Your Requests under the My Services section in your dashboard.
2. Click the corresponding icon (shown in the image) to check the status of each submission.

Select Service

* Select Service: Change Major / Concentration

Q Go Actions

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

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My Dashboard My Services

Select Service

* Select Service: Change Minor

Q Go Actions

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

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Select Service

* Select Service: Apply for Minor

Q Go Actions

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

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