User Guide for Student
For Student Transfer System
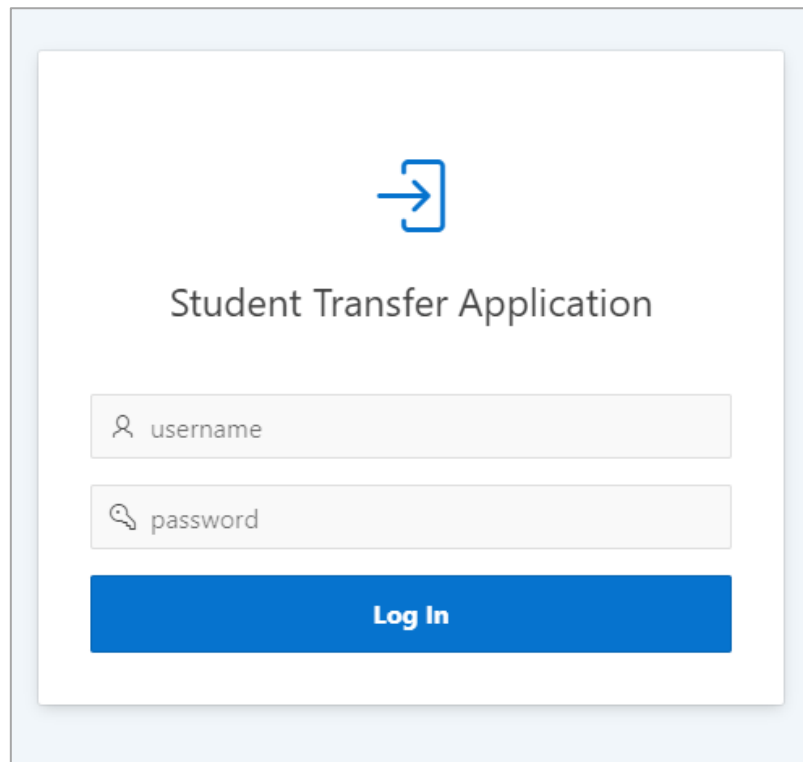
Services:

Change of Major
Change of Minor
Apply for Minor

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:

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).

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

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

Change Major/Concentration

* 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

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

Change Major/Concentration

* Term   Fall 2014

* Select Service: Change Minor

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

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

Change Major/Concentration

* Term   Fall 2014

* Select Service: Change Minor

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

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".

My Dashboard   My Services

Change Major/Concentration

* 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 قرأت وأوافق على الشروط و السياسات الخاصة بتغيير التخصص الرئيسي و الفرعي والتقديم للتخصص الفرعي

Next

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

Change Major/Concentration

* 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)

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.

نظراً لتجاوزك الحد الأقصى من الساعات المكتسبة المسموحة للتقديم بطلب لتغيير التخصص الرئيسي، سيتم إرسال طلبك للإدارة المعنية لتقييمه.

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

عذراً، لا يمكنك التقديم على هذا التخصص الرئيسي لأنه غير مرتبط بالتخصص الفرعي 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.

عذراً، 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 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.

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

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

Change Major/Concentration

*Select College Education

*Select Major Secondary Education

Select Concentration Arabic Language

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.

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

Change Major/Concentration

* Select College	Education ∨
* Select Major	Secondary Education ∨
Select Concentration	None ∨ ⊚

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	Education ∨
* Select Major	Secondary Education ∨
Select Concentration	Physical Education ∨ ⊚

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.

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

تغيير التخصص الرئيسي

عزيزي/ عزيزتي الطالب(ة)

شكرا لاستخدامك خدمة تغيير التخصص الرئيسي ، يرجى العلم بأنه قد تبين تقديمك لطلب سابق وقد جرى تحديثه بهذا الطلب، بإمكانك الاطلاع على تفاصيل الطلب الجديد الذي قمت بتقديمه أدناه:

التخصص الرئيسي المطلوب: الجغرافيا التطبيقية ونظم المعلومات الجغرافية

Dear Student
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:

My Dashboard   My Services

Change Major/Concentration

* Term   Fall 2014

* Select Service:

Change Minor
Change Major / Concentration
Apply for Minor

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

Apply / Change for Minor

* Select College   Health Sciences

* Select Minor   Food Safety

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.**

Change Major/Concentration

* Term   Fall 2014

* Select Service: Change Minor

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.

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

Apply / Change for Minor

* Select College   Engineering

* Select Minor   Computer Science

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.

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

تغيير التخصص الفرعي

عزيزي/ عزيزتي الطالب(ة)
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
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:**   [⌄]

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 لكليات 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) ▮▮▮▮▮▮▮▮
شكرا لاستخدامك خدمة التقديم على التخصص الفرعي، لقد تم استقبال طلبكم وجاري العمل عليه، بإمكانك الاطلاع على تفاصيل الطلب الذي قمت بتقديمه أدناه:
التخصص الفرعي المطلوب: الكيمياء

Dear Student ▮▮▮▮▮▮▮
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:

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:

View your Requests:

<div dir="rtl">متابعة حالة الطلب:</div>

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 ⌄

🔍⌄ [_____] 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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Select Service

* Select Service: Change Minor ⌄

🔍⌄ [_____] 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 ▾]

🔍 ▾ [ ] [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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