



# Office of Converging Technologies

## Request for access to QUASAR

Complete this form and submit all 4 pages to the Registrars Office for approval.  
**This form will not be processed without the signature of the Registrar.**  
Please allow **3 to 5 business days** for your request to be processed.

### QC Status

- |                                    |                                  |
|------------------------------------|----------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Staff   |

**If you need to change your current Quasar access screens:**

**Current Quasar username:** \_\_\_\_\_

### Personal Information (PLEASE PRINT LEGIBLY) (Full legal name as registered with Human Resources)

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Department \_\_\_\_\_ Campus Phone \_\_\_\_\_

9-digit Social Security # or 9-digit ID # assigned by Immigration or Homeland Security

(not the 14-digit library bar code on the back of your QC ID card): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Bldg \_\_\_\_\_ Rm# \_\_\_\_\_

QC Email \_\_\_\_\_ (for account notification only)

Quasar Access Level Requested \_\_\_\_\_ (See pages 2 & 3)

Briefly describe the intended use of this account \_\_\_\_\_

*All information is confidential, and for internal Queens College use only. It is not to be released in any form. The Registrar's Office is the only office authorized to release data. BRING COMPLETED FORM TO REGISTRAR FOR APPROVAL & SIGNATURE.*

**ALL PAGES MUST BE PRINTED OUT & ATTACHED TOGETHER.**

**\*\*\* IMPORTANT: Please read the QUASAR account security policy on page 4. \*\*\***

By signing below, I \_\_\_\_\_ acknowledge and accept my responsibility for maintaining the confidentiality and security of the student information system. I understand OCT will not be held responsible for incompleting form &/or form is not approved & signed by Registrar..

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Department Head or Chairperson

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### REGISTRAR USE ONLY

QUASAR Account SUFFIX \_\_\_\_\_

QUASAR ACCESS LEVEL \_\_\_\_\_

Registrar Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### OCT USE ONLY

#### ID CARD VERIFIED BY

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## INSTRUCTIONS:

PLACE AN "X" IN THE BOX NEXT TO THE ACCESS LEVEL OF FUNCTIONS YOU DESIRE. LEVELS 1 THROUGH 3 (AS LISTED BELOW) PERTAIN TO ACADEMIC USERS, LEVEL 4 (AS LISTED ON PAGE 3) PERTAINS TO ADMINISTRATIVE USERS. **IF YOU NEED MORE OR LESS FUNCTION THEN YOU NEED TO SELECT LEVEL 4.**

IF YOU SELECT LEVEL 4, YOU MUST INDICATE THE FUNCTIONS YOU WISH TO ACCESS BY PLACING AN "X" IN THE BOX NEXT TO THE 3-POSITION CODES LISTED BELOW.

## Quasar Access Levels

(Please select only 1 Level)

**LEVEL 1** Access to ALL FUNCTIONS LISTED BELOW. Includes **Course** and **Registration** updates.

**SIQ = STUDENT INQUIRY (Subset)**

HSI = High School Inquiry  
SEI = Emergency Inquiry  
SRI = Transcript Inquiry  
SKT = Skills Tests Inquiry  
DIQ = Degree Information Inquiry

**CIQ = COURSE INQUIRY (Subset)**

CMQ = Course Master Inquiry  
SEQ = Course Section Inquiry  
CSQ = Course And Section Inquiry  
CSR = Roster Inquiry

**TBL = TABLE INQUIRY**

TBI = Table Inquiry

**CRU=COURSE UPDATE (Subset)**

CSU = Course Section Update

**Please note that Level 1 is "as is": with these access screens only. If you need more or less access screen(s) then you want Level 4 on the next page.**

**RIQ = REGISTRATION INQUIRY**

SCA = Student Course Inq-Act

**RUS = REGISTRATION UPDATE**

ORG = Original Registration

**LEVEL 2A** Access to ALL FUNCTIONS LISTED BELOW. Includes **Course** update only.

**SIQ = STUDENT INQUIRY (Subset)**

HSI = High School Inquiry  
SEI = Emergency Inquiry  
SRI = Transcript Inquiry  
SKT = Skills Tests Inquiry  
DIQ = Degree Information Inquiry

**CIQ = COURSE INQUIRY (Subset)**

CMQ = Course Master Inquiry  
SEQ = Course Section Inquiry  
CSQ = Course And Section Inquiry  
CSR = Roster Inquiry

**TBL = TABLE INQUIRY**

TBI = Table Inquiry

**CRU=COURSE UPDATE (Subset)**

CSU = Course Section Update

**Please note that Level 2A is "as is" with these access screens only. If you need more or less access screen(s) then you want Level 4 on the next page.**

**RIQ = REGISTRATION INQUIRY**

SCA = Student Course Inq-Act

**LEVEL 2B** Access to ALL FUNCTIONS LISTED BELOW. Includes **Registration** update only.

**SIQ = STUDENT INQUIRY (Subset)**

HSI = High School Inquiry  
SEI = Emergency Inquiry  
SRI = Transcript Inquiry  
SKT = Skills Tests Inquiry  
DIQ = Degree Information Inquiry

**CIQ = COURSE INQUIRY (Subset)**

CMQ = Course Master Inquiry  
SEQ = Course Section Inquiry  
CSQ = Course And Section Inquiry  
CSR = Roster Inquiry

**TBL = TABLE INQUIRY**

TBI = Table Inquiry

**Please note that Level 2B is "as is" with these access screens only. If you need more or less access screen(s) then you want Level 4 on the next page.**

**RIQ = REGISTRATION INQUIRY**

SCA = Student Course Inq-Act

**RUS = REGISTRATION UPDATE**

ORG = Original Registration

**LEVEL 3** Access to ALL FUNCTIONS LISTED BELOW. **Inquiry** only.

**SIQ = STUDENT INQUIRY (Subset)**

HSI = High School Inquiry  
SEI = Emergency Inquiry  
SRI = Transcript Inquiry  
SKT = Skills Tests Inquiry  
DIQ = Degree Information Inquiry

**CIQ = COURSE INQUIRY (Subset)**

CMQ = Course Master Inquiry  
SEQ = Course Section Inquiry  
CSQ = Course And Section Inquiry  
CSR = Roster Inquiry

**TBL = TABLE INQUIRY**

TBI = Table Inquiry

**Please note that Level 3 is "as is" with these access screens only. If you need more or less access screen(s) then you want Level 4 on the next page.**

**RIQ = REGISTRATION INQUIRY**

SCA = Student Course Inq-Act

(Level 4 continued on page 3)

## INSTRUCTIONS:

PLEASE NOTE THAT LEVELS 1 THROUGH 3 ARE AS IS MEANING THOSE ARE THE FUNCTIONS FOR THOSE LEVELS. IF YOU NEED MORE OR LESS FUNCTIONS THEN YOU NEED TO SELECT LEVEL 4.

IF YOU SELECT LEVEL 4, YOU MUST INDICATE THE FUNCTIONS YOU WISH TO ACCESS BY PLACING AN "X" IN THE BOX NEXT TO THE 3-POSITION CODES LISTED BELOW.

**LEVEL4** Access to **FUNCTIONS CHECKED BELOW**. (Please select the access you want by placing an "X" next to the check box.)

**SIQ = STUDENT INQUIRY (Subset)**

- HSI = High School Inquiry
- SEI = Emergency Inquiry
- SRI = Transcript Inquiry
- SKT = Skills Tests Inquiry
- DIQ = Degree Information Inquiry

**RIQ = REGISTRATION INQUIRY**

- SCA = Student Course Inq-Act

**SUS = STUDENT UPDATE**

- GIF = General Information Form
- STP = Stop Codes
- SPB = Probation/Discharge
- STM = Term Acad Summary
- SIU = ID Number Change
- GRC = Grade Change
- GAD = Graduation Information
- GPW = Grade Posting (W/AUD/PF)
- MCU = Miscellaneous Courses
- TAS = Term Acad Summary Hist
- SKA = Skills Appeal
- SKP = Skills Placement
- GAC = Assoc/Cert Information
- PIN = PIN Number
- MAJ = Major/Minor Update
- CLT = Certification Letters
- SPE = Registration Permission

**SIQ = STUDENT INQUIRY**

- GCQ = Grade Change Inq
- OIQ = ID Number Change Inq
- SKX = Skills Exempt/Waiver Inq
- SII = Student Immunization Inq
- STP = Stop Codes Inq
- STU = Student Information Inq
- GPA = Cum GPA Calculate
- STM = Term Acad Summary Inq

**CRU = COURSE UPDATE**

- CMU = Course Master Update
- CSG = Grade Update
- CSL = Section Limits Update
- CSA = Attendance Update

**CIQ = COURSE INQUIRY (Subset)**

- CMQ = Course Master Inquiry
- SEQ = Course Section Inquiry
- CSQ = Course And Section Inquiry
- CSR = Roster Inquiry

**RUS = REGISTRATION UPDATE**

- ORG = Original Registration

**STU = Personal Information**

- SPR = Program Codes
- SFR = Foreign Information
- STR = Transfer Information
- EAU = Emergency Information
- TSI = TAP/STAP/APTS Update
- TCU = Transcript Comments
- SHS = High School Information
- TPR = Transcript Print
- SKT = Skills Tests
- SKX = Skills Exemption/Waiver
- SAP = Reg Appoint/Status Codes
- SDI = Student Immunization
- DEG = Degree Information
- HSC = HESC Information
- CPU = College Preparatory Upd
- ADM = Admission Information

**PHQ = Probation/Discharge Inq**

- SNC = Name Change Inq
- SKA = Skills Appeal Inq
- SKP = Skills Placement Inq
- TCI = Transcript Comments Inq
- SPR = Program Codes Inq
- SFR = Foreign Information Inq
- TSI = TAP/STAP/APTS Inq

**AUD = DEGREE AUDIT INQUIRY**

- EVL = Online Evaluation

**MUT = UTILITIES**

- URU = Unlock Record Utility

**TBL = TABLE INQUIRY**

- TBI = Table Inquiry

**CRU = COURSE UPDATE (Subset)**

- CSU = Course Section Update

**BRU = BURSAR UPDATE**

- AWU = Award/Waiver Update
- SMU = Source Master Update
- POA = Adjustment Update
- PPA = Payment Update
- PCU = Financial Charge Update
- SSU = Source Semester Update
- BIU = Bursar Inform Update

**BRQ = BURSAR INQUIRY**

- PAI = Adjustment Inquiry
- AWI = Award/Waiver Inquiry
- TRI = Transaction Inquiry
- SOA = Statement of Accounts
- SSI = Source Semester Inquiry
- TCI = Financial Comments Inquiry
- PCI = Financial Change Inquiry

**CPI = College Preparatory Inq**

- RCI = Repeat Course Inq
- SPE = Registration Permission

**SDU = SEMESTER DATE UPDATE**

- RSD = Registrar Semester Date

**Choices as of April 28, 2006**

## **Queens College Account Policy:**

Since the Quasar System contain strict personal student information **please note** that this form **must be approved by the Registrar & therefore must be signed by the Registrar.**

All pages of this **Request for access to QUASAR** must be printed out & attached together.

You must already have a QC Lotus Notes email account since the Quasar account notification will be emailed to your QC Lotus Notes email account. The Quasar account notification will NOT be emailed to an off-campus email account.

This form is not intended for student accounts.

All signatures required on this form. The form will not be processed if incomplete and/or illegible.

**Please allow 3 to 5 business days for your request to be processed.**

## **Quasar Account Security Policy:**

By signing the “**Request for access to QUASAR**” form, you acknowledge and accept your responsibility for maintaining the confidentiality and security of the student information system.

The information available through Quasar, in compliance with Federal, State, and University regulations, is to be used solely for Queens College-related work, and not for personal use. All information viewed is confidential and disclosure of such information is prohibited by Federal Law (The Family Educational Rights and Privacy Act of 1974).

Violations of these policies will be dealt with in accordance with University policy guidelines.

## **Helpful Hints and Tips on Safeguarding Your Account:**

1. You should take all necessary precautions in protecting your Quasar account.
2. Do not leave a terminal which has been logged on to your account unattended since you are responsible for any changes made to a student's record through means of your account.
3. Locking down your computer via a “Windows” password is highly recommended.
4. Do not share account or password information with anyone.
5. An account assigned to you, by the College, must not be used by others.
6. You should change your password frequently and should not disclose it to anyone.
7. Provide absolutely no information about a student, either verbally, scripted or in typed form, to anyone who is not employed by the College.

## **Password Tips:**

1. Avoid using actual words.
2. Jumbled letters and/or numbers make the best password. Change your password from the initial setting.
3. Do not use nicknames, birthdates or names of spouses or children.
4. If you must write your password down, never identify it as such.