



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.

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.

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)

<input type="checkbox"/> LEVEL 1	Access to <u>ALL FUNCTIONS LISTED BELOW</u> . 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
RIQ = REGISTRATION INQUIRY SCA = Student Course Inq-Act	RUS = REGISTRATION UPDATE ORG = Original Registration	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.

<input type="checkbox"/> LEVEL 2A	Access to <u>ALL FUNCTIONS LISTED BELOW</u> . 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
RIQ = REGISTRATION INQUIRY SCA = Student Course Inq-Act		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.

<input type="checkbox"/> LEVEL 2B	Access to <u>ALL FUNCTIONS LISTED BELOW</u> . 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
RIQ = REGISTRATION INQUIRY SCA = Student Course Inq-Act	RUS = REGISTRATION UPDATE ORG = Original Registration	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.

<input type="checkbox"/> LEVEL 3	Access to <u>ALL FUNCTIONS LISTED BELOW</u> . 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
RIQ = REGISTRATION INQUIRY SCA = Student Course Inq-Act		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.

(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.