Academic Self Service
Student Information

Viewing student information on Qsis

1. Go to Qsis (https://qsis.qub.ac.uk) and login using your QoL username/password.

2. Under **Main Menu** click **Self Service**
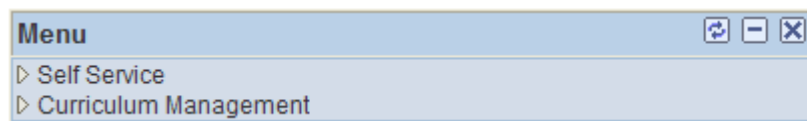
3. Click on **Advisor Center → My Advisees**
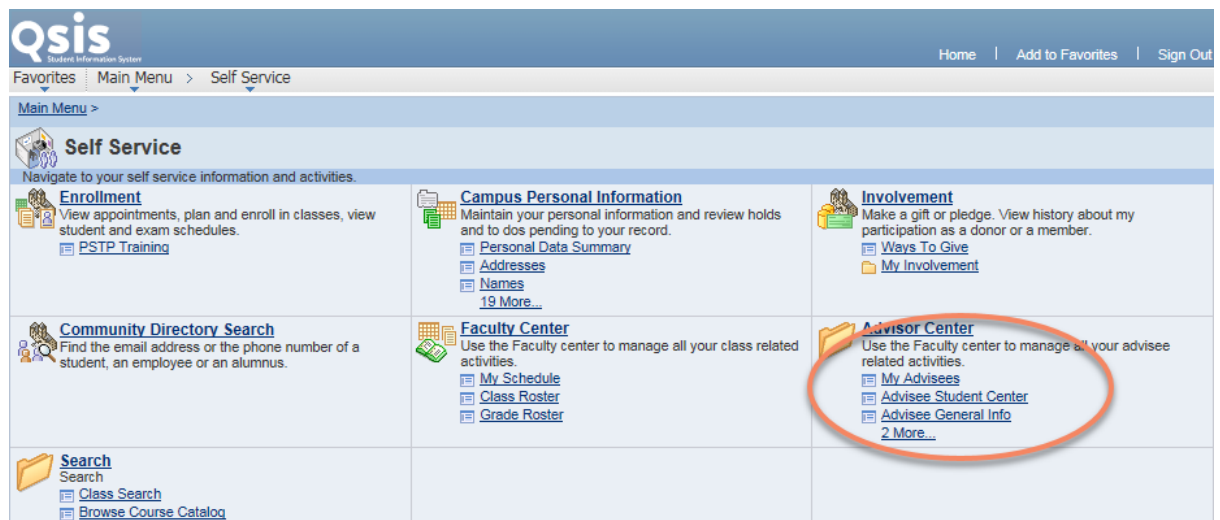
4. This will list any active students that are attached to you in Qsis in any capacity e.g. Advisee, Personal Tutee, PhD Students etc.

5. To access a student's Academic Record (which is a transcript with more information than what is printed on the official/unofficial transcript) select **"View Academic Record".** A separate window will open with a PDF file (please ensure that pop-ups are permitted in your browser).

6. To access personal student information click on **View Student Details**

7. From **Student Centre** you can view classes, addresses, phone numbers, emails, emergency contacts and view transcripts and Academic Records.

Faculty Center	Advisor Center	Search
my advisees ‖ student center ‖	general info ‖ transfer credit ‖	academics

Advisee Student Center

*Change Advisee Bo [_____] ▼ [change]

▼ Academics

My Class Schedule
Shopping Cart
My Planner

📅 Deadlines	🖥 URL	✅ Descr
🚩 View Class Activities - Action Required		

[other academic... ▼] ⊗

View Academic Record

View Unofficial Transcript

Register for Resit Exams

View Unofficial HEAR

This Week's Schedule

Class	Schedule
RES R013-ADVV ADV (11058)	Room: TBA
RES R014-ADVV ADV (11059)	Room: TBA
RES R015-ADVV ADV (11060)	Room: TBA
RES R016-ADVV ADV (11061)	Room: TBA
RES R017-ADVV ADV (11062)	Room: TBA
RES R018-ADVV ADV (11063)	Room: TBA
RES R019-ADVV ADV (11064)	Room: TBA
RES R020-ADVV ADV (11065)	Su 00:00 - 00:00 Room: TBA

weekly schedule ▶

▼ Holds
No Holds.

▼ To Do List
No To Do's.

▼ Enrollment Dates
Open Enrollment Dates

▼ Advisor

Program Advisor
  Secondary Supervisor
    Sa [_____]
  Principal Supervisor
    Lo [_____]
  RSL Panel Member
    Ri [_____]

details ▶

Viewing Data for other Students

Under GDPR it is no longer possible to view data for students who are not directly attached to your account or your advisees who have been 'Completed' (graduated) in Qsis.

However, if you are writing a reference for a completed student **who you have previously taught** then you can still find their transcript through any class they have attended **in a previous term.**

1. To view class lists from a previous term, click on the **Faculty Center** tab from the Advisor Center or from the **Main Menu,** select **Self Service → Faculty Center.**

Faculty Center	Advisor Center	Search

2. This will, by default, show the current term or the last term you viewed.
   Click the green **Change Term** button.

Faculty Center

My Schedule

Academic Year 2018/19 | Queen's University Belfast change term

3. You will see a list of academic years. This will vary in length depending on how many years you have been attached to classes in Qsis. **Select the appropriate year** and click **Continue.**

Faculty Center

Select Term   View FERPA Statement

CONTINUE

Select a term then select Continue.

	Term	Institution
○	Academic Year 2018/19	Queen's University Belfast
○	Academic Year 2017/18	Queen's University Belfast
○	Academic Year 2016/17	Queen's University Belfast
○	Academic Year 2015/16	Queen's University Belfast
○	Academic Year 2014/15	Queen's University Belfast
○	Academic Year 2013/14	Queen's University Belfast
●	Academic Year 2012/13	Queen's University Belfast
○	Academic Year 2011/12	Queen's University Belfast

CONTINUE

4. To access a class roster (class list) click on the **class roster icon**

5. The class list will display. You can click on the **Academic Record link** to view the appropriate Academic Record, including for any completed students.