



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג' – מכון למדעי היהדות

● CINCINNATI

● JERUSALEM

● LOS ANGELES

● NEW YORK

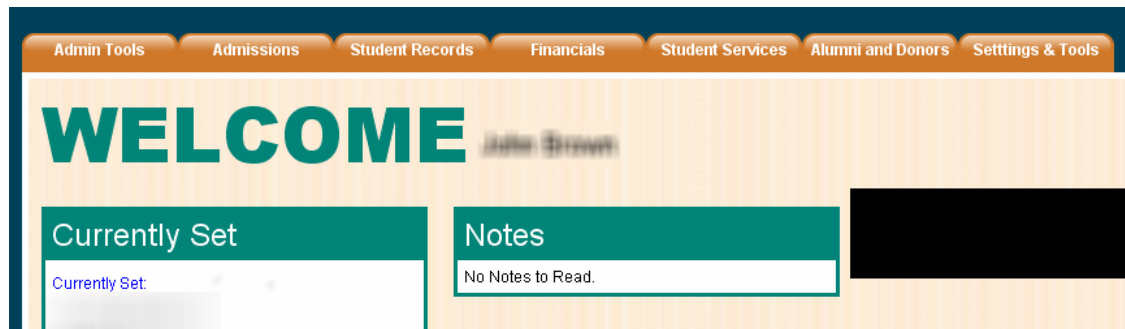
Office of the Registrar

DEAN'S INSTRUCTIONS FOR THE STUDENT INFORMATION SYSTEM

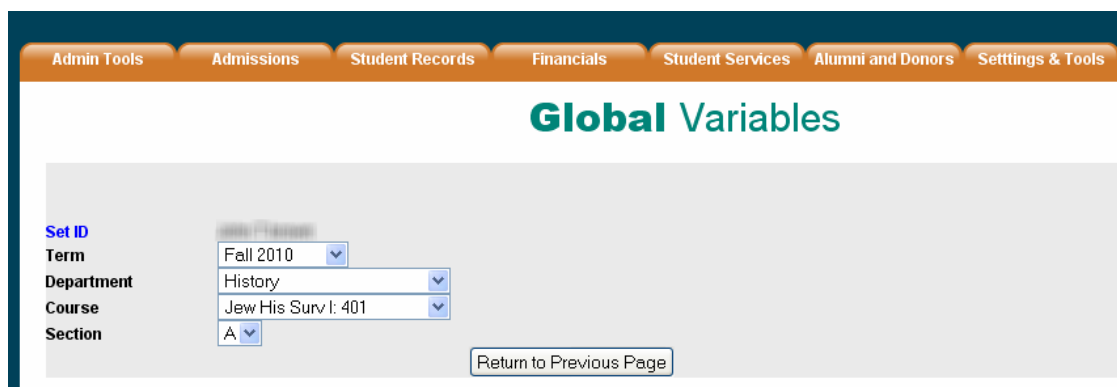
How to Access the Student Information System (SIS) through the HUC-JIR Website:

- ◆ Go to www.huc.edu/registrar
- ◆ Click on your campus **SIS** Link
- ◆ Enter your **USERNAME AND PASSWORD**

To Select the Term and View a Class Roster:



- ◆ Click on **CURRENTLY SET**
- ◆ Click on **TERM**
- ◆ Click on **DEPARTMENT**
- ◆ Click on **COURSE**
- ◆ Click on **SECTION**
- ◆ Click on **CLASS ROSTER** under the **STUDENT RECORDS TAB.**



To View a Student's Schedule (Summary):

- ◆ Click on **CURRENTLY SET**
- ◆ Click on **SET ID**
- ◆ Type in first and last name. (the SIS system is case sensitive)
- ◆ Click on **START SEARCH** (allow the system time to search)
- ◆ When the student name appears, click the student's name
- ◆ Click on **TERM** to select the current term
- ◆ Click on **STUDENT RECORDS**
- ◆ Scroll down to **STUDENT SCHEDULE SUMMARY** and click on that.

Student Schedule - Fall 2010														
Registered Courses	Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
BIB 610 A	BIB	610	A	Women & Torah	3	08/26/10	12/17/10		CN Academic Building	4A	01:45pm	04:20pm	R	Cincinnati Campus
BIB 622 A	BIB	622	A	Biblical Rules	3	08/23/10	12/17/10		CN Academic Building	11B	01:45pm	03:00pm	M	Cincinnati Campus
PDE 411 A	PDE	411	A	5th Year Sermon	0	08/23/10	12/17/10		Student Self Scheduled					Cincinnati Campus
PHI 560 A	PHI	560	A	Search of Heschel	3	08/25/10	12/17/10		CN Academic Building	3A	01:45pm	03:00pm	W	Cincinnati Campus
RAB 536 A	RAB	536	A	Faith & Suffering	3	09/28/10	12/17/10		CN Academic Building	4A	01:45pm	04:20pm	T	Cincinnati Campus
THS 500 A	THS	500	A	Thesis/Capstone Res	4.5	09/27/10	12/17/10		CN Archives	AJA	09:20am	10:35am	MW	Cincinnati Campus

To View a Student's Schedule (Detail):

- ◆ Click on **CURRENTLY SET**
- ◆ Click on **SET ID**
- ◆ Type in first and last name (remember the SIS is case sensitive)
- ◆ Click on **START SEARCH** (allow the SIS to search)
- ◆ Click on the student's name
- ◆ Under the **STUDENT RECORDS** tab scroll down to **STUDENT DETAIL SCHEDULE**

Student Complete Schedule

Results filtered with:

User: [\[REDACTED\]](#) **Term:** [\[REDACTED\]](#) **Dept:** [\[REDACTED\]](#) **Crse:** [\[REDACTED\]](#) **Sect:** [\[REDACTED\]](#)
[Change filter parameters.](#)

Mailing Address		Name	Phone Numbers
[REDACTED]		[REDACTED]	[REDACTED]
HOME:			[REDACTED]
Degree	School/thesis	Degree	Major
[REDACTED]	[REDACTED]	Bachelor of Arts	
			Earned
			06/01/

Undergraduate Courses

<u>Term</u>	<u>Dept</u>	<u>Crse</u>	<u>Sec</u>	<u>Title</u>	<u>Days</u>	<u>Time</u>	<u>Building</u>	<u>Instr</u>	<u>Gr</u>
Undergraduate Totals							Cr Att	Cr Ern	Gr
							0	0	0
Overall Undergraduate Totals							Cr Att	Cr Ern	Gr
							0	0	0

Graduate Courses

<u>Term</u>	<u>Dept</u>	<u>Crse</u>	<u>Sec</u>	<u>Title</u>	<u>Days</u>	<u>Time</u>	
2010FA	BIB	610	A	Women and Gender Issues in the Torah	R	01:45/04	
2010FA	BIB	622	A	Biblical Rules and Precedents in Rabbinic Eyes: Intimacy Illness and Death	M	01:45/03	
2010FA	PDE	411	A	Fifth Year Sermon	Student Self Sch		
2010FA	PHI	580	A	In Search of Heschel	W	01:45/03	
2010FA	RAB	536	A	Faith and Suffering in Jewish Interpretations og Job	T	01:45/04	
2010FA	THS	500	A	Thesis/Capstone Project Research	M W	09:20/10	
Term Totals							
2010SU	HIS	607	A	Germany Close Up	Student Self Sch		
Term Totals							
2010SP	COM	401	A	Introduction to Mikra'ot Gedolot	M W	09:20/10	
2010SP	CSP	502	A	The Citation of Jewish Scripture in Christian Apologetics and Missionizing	M W	03:05/04	
2010SP	EDU	539	A	The Power of Story	MTWR	08:00/05	
2010SP	HEB	572	A	Mysticism in Modern Hebrew Poetry	Student Self Sch		
2010SP	HIS	501	A	History of Reform Judaism from Origins to Present	T R	11:35/12	
2010SP	HIS	599	B	Independent Study: The Holocaust	Student Self Sch		
2010SP	PDE	410B	A	Fourth Year Sermon II	Student Self Sch		
2010SP	RAB	590	A	Esther in Halakhah and Beyond	T	04:40/05	
Term Totals							
2009FA	BIB	574	A	Religions of Ancient Israel	T R	01:45/03	
2009FA	MID	501	A	Introduction to Diverse Genres and Styles of Midrashic Literature	T R	08:00/09	
2009FA	PDE	405	A	Clinical Pastoral Care	F	01:00/02	

To Clear Out From a Student's Record:

[Clear Settings](#)

Set ID

Term

Department

Course

Section

- ◆ Click on **CURRENTLY SET**
- ◆ Click on **CLEAR SETTINGS** (allow the SIS time to reset)

To Change Your Password:

Admin Tools Admissions Student Records Financials Student Services Alumni and Donors Settings & Tools

Change Password

Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.

Username:

Current Password:

New Password:

Confirm New Password:

- ◆ Click on **SETTING AND TOOLS**
- ◆ Click on **CHANGE PASSWORD**
- ◆ Enter current password
- ◆ Enter new password and reconfirm new password
- ◆ Click on **SUBMIT**

*******IMPORTANT NOTE*******

Please remember to log out of this application and close the browser after you are done as your information might