



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג' – מכון למדעי היהדות

● CINCINNATI

● JERUSALEM

● LOS ANGELES

● NEW YORK

OFFICE OF THE REGISTRAR

STUDENT INSTRUCTIONS FOR THE STUDENT INFORMATION SYSTEM

How to Access the Student Information System (SIS) through the Hebrew Union College Website:

- ◆ Log on to www.huc.edu/registrar
- ◆ Click on your campus [SIS](#) link.
- ◆ As a default, your username was pre-set.
- ◆ Your username is the first letter of your first name, and the entire spelling of your last name. (Not case sensitive)
- ◆ Your password, initially, has been set to “huc2009.”
- ◆ Please remember to change it when you login.
- ◆ Enter your username and password.
- ◆ Click on, [LOGIN](#).

To View Your Entire Transcript:

- ◆ Click on [RECORDS](#).
- ◆ From the drop down menu, click [STUDENT COMPLETE SCHEDULE](#).

To Add a Course:

- ◆ From the SIS main menu, click on [RECORDS](#).
- ◆ Using the drop down box, select [COURSE REGISTRATION](#).
- ◆ Select a term for registration, then click [REGISTER](#).
- ◆ Click on [ADD COURSES](#).
- ◆ Keep your search criteria blank; this way you can view the entire list of courses being offered.
- ◆ At this point click [SEARCH](#).
- ◆ Check the boxes, on the right side, for the courses you would like to register.
- ◆ Then click [REGISTER](#) at the bottom of the page.

To view Course Descriptions:

- ◆ Click on the green detail button in the course list.

To Drop a Course:

- ◆ From the SIS main menu, click on [RECORDS](#).
- ◆ Using the drop down box, select [COURSE REGISTRATION](#).
- ◆ Select a term, then click [REGISTER](#).
- ◆ Click [DROP](#) next to the class you would like to drop.

To Change Your Personal Information: Password

- ◆ Click on [GENERAL](#)
- ◆ Using the drop down menu, click [CHANGE PASSWORD](#). The following screen, enter your current password, then new password.
- ◆ After you are finish typing the new password, click [SUBMIT](#).

To Change Your Personal Information: Address

- ◆ Click on [GENERAL](#)
- ◆ Then click [ADDRESS](#)
- ◆ Select the type of address you would like to update. (Ex. "Current," "Permanent," or "Home")
- ◆ Once selected the screen will retrieve the information on file. If the spaces are blank, there is no information on file for that "Address Type."
- ◆ You can populate or change the information on file.
- ◆ Before submitting, please input the date this new address took effect in the "Effective" box.
- ◆ Click [SUBMIT](#)
- ◆ Your web browser should read "Done" at the bottom of your screen, which means your updates have been sent. Your updates will take 24 to 48 hours to process.

To Change Your Personal Information: Phone Number

- ◆ Click on [GENERAL](#)
- ◆ Then click [PHONE](#)
- ◆ Select the type of phone number you would like to update. (Ex. "Cell," or "Home")
- ◆ Once selected the screen will retrieve the information on file. If the spaces are blank, there is no information on file for that "Phone Type."
- ◆ At this point, you can populate or change the information on file.
- ◆ Before submitting, please input the date this new phone number took effect in the "Effective" box.
- ◆ Click the middle bubble for [UPDATE](#), then [SUBMIT](#)
- ◆ Your web browser should read "Done" at the bottom of your screen, which means your updates have been sent. Your updates will take 24 to 48 hours to process.

To View Your Financial Aid Award Letter:

- ◆ Click on [Fin Aid](#)
- ◆ Select the Award Year

To View Your Estimated Term Charges Worksheet:

- ◆ Click [Billing](#)
- ◆ From the drop down box click [Estimate Tuition Worksheet](#)

