



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג' – מכון למדעי היהדות

● CINCINNATI

● JERUSALEM

● LOS ANGELES

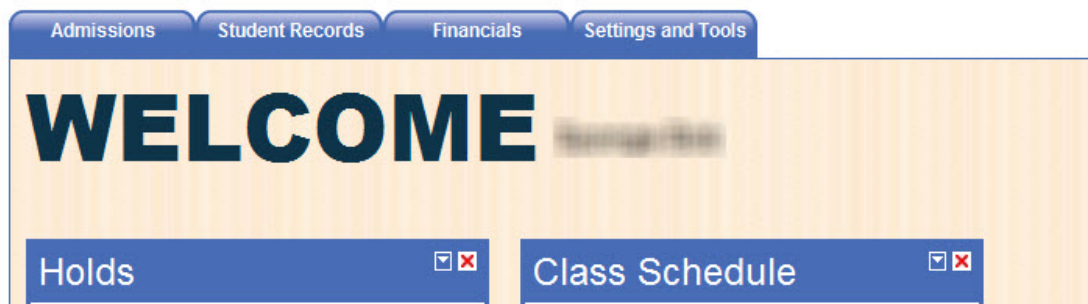
● NEW YORK

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.
- ◆ Enter your username and password.
- ◆ Click on, **LOGIN**



To View Your Entire Transcript:

- ◆ Click on **STUDENT RECORDS** tab.
- ◆ From the drop down menu, click **STUDENT SCHEDULE DETAIL**



To Add a Course:

- ◆ From the SIS main menu, click on **STUDENT RECORDS** tab.
- ◆ Select **COURSE REGISTRATION**
- ◆ Select a term for registration, then click **REGISTER**
- ◆ Click on **ADD COURSES**

Admissions Student Records Financials Settings and Tools

Registration

Credit Hrs
Earned
Required
Registered
Elected

**Fall 2010
Successful Registration**

Add Courses ?

Dept	Course	Section	Type	Description	Credits	Days
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- ◆ Check the boxes, on the left side, for the courses you would like to register.
- ◆ Click on the detail button in the course list to view course descriptions.
- ◆ At this time you may also select the enrollment type (Register for credit or as an auditor).
- ◆ Then click **REGISTER** at the bottom of the page.

<input type="checkbox"/>	Credit	MUS 442 A	Music Ed Cantor	1	New York City	NYCB 527	08/26/2010	R	15:15/16:35	MArian	23	Detail
<input type="checkbox"/>	Audit	MUS 445 A	Fundamentals Conduct	1.5	New York City	NYCB 524	08/24/2010	T	13:45/15:05	MArian	27	Detail
<input type="checkbox"/>	Credit					NYCB 524	08/26/2010	R	13:45/15:05	MArian	27	
<input type="checkbox"/>		MUS 446 A	Jewish Music Researc	1.5	New York City	NYCB 509	08/24/2010	T	13:45/15:05	MKligman	26	Detail
<input type="checkbox"/>		MUS 451 A	Guitar II	1.5	New York City	NYCB 525	08/26/2010	R	15:15/17:45	Arian_E	20	Detail
<input type="checkbox"/>		MUS 463 A	Harm Jewish Modes	1.5	New York City	NYCB 526	08/26/2010	R	15:15/16:35	JRosenzwei	25	Detail
<input type="checkbox"/>		MUS 464 A	Musicianship Level I	1.5	New York City	NYCB 526	08/26/2010	R	13:45/15:05	Comisar_J	23	Detail
<input type="checkbox"/>		THS 501A A	Thesis-JudaicStudies	4.5	New York City	Student Self Scheduled				SIdelson	4	Detail
<input type="checkbox"/>		WRI 431 A	Liturgy II-Rabbinic	1.5	New York City	NYCB 501	08/24/2010	T	13:45/15:05	LHoffman	16	Detail
<input type="checkbox"/>		WRI 432 A	Liturgy II-Cantorial	1.5	New York City	NYCB 504	08/26/2010	R	12:20/13:40	LHoffman	25	Detail
<input type="checkbox"/>		WRI 505 A	Art of Worship	1.5	New York City	NYCB CL3	08/24/2010	T	12:20/13:40	MArian	17	Detail
<input type="checkbox"/>		WRI 515 A	Ritual Studies	3	New York City	NYCB 504	08/24/2010	TR	08:40/10:00	LHoffman	29	Detail

Register

To Drop a Course:

- ◆ From the SIS main menu, click on **STUDENT RECORDS**
- ◆ Select **COURSE REGISTRATION**
- ◆ 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**

The screenshot shows a web interface with a navigation bar at the top containing 'Admissions', 'Student Records', 'Financials', and 'Settings and Tools'. The main heading is 'Change Password'. Below the heading is a red warning message: 'Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.' The form includes four input fields: 'Username:', 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Submit' button is located at the bottom right of the form.

To View Your Financial Aid Award Letter:

- ◆ Click on **FINANCIALS**
- ◆ Click on **FINANCIAL AID AWARD LETTER**
- ◆ Select the Award Year.

The screenshot shows a web interface with a navigation bar at the top containing 'Admissions', 'Student Records', 'Financials', and 'Settings and Tools'. The main heading is 'Financial Aid Award Letter'. Below the heading, it says 'Results filtered with:' followed by 'User: [redacted] Term: NY10FA Dept: Crse: Sect:'. There is a link 'Change filter parameters.' and a dropdown menu labeled 'Award Year' with a red arrow pointing to it.

To View Your Estimated Tuition Worksheet:

- ◆ Click on **FINANCIALS**
- ◆ Click **ESTIMATED TUITION WORKSHEET**

Admissions Student Records Financials Settings and Tools

Estimated Tuition Worksheet

Results filtered with:
User: [REDACTED] Term: NY10FA Dept: Crse: Sect:
[Change filter parameters.](#)

Est. Term Charges Worksheet

HUC-JIR
Hebrew Union College-Jewish Institute of Religion
3101 Clifton Ave.
Cincinnati , OH 45220

ID: 1004880	10/29/2010
Name [REDACTED]	
Term: Fall 2010	
Current Balance	\$0.00
CHARGES	
Total Charges	\$0.00
FINANCIAL AID	
Estimated Aid	Fall 2010 \$0.00
Total Financial Aid	\$0.00
*Estimated Balance Or Account Refund (Current Balance + Charges - Financial Aid)	\$0.00

The above schedule of classes is accurate as of the date printed.