

OFFICE OF THE REGISTRAR FAQ'S

What is the SIS?

The S.I.S. (Student Information System) is an information management program where students and faculty can keep track of their courses. Students must use the S.I.S. to sign up for courses, drop courses, and monitor their academic progress. Professors can track their workload and evaluate students' coursework.

How do I update my personal information (address, phone number, email, etc.)?

Personal information can be updated by filling out the ["Request for Name Change"](#) or ["Change of Address Form"](#). The appropriate form along with any necessary documentation should then be forwarded to the Registrar's office for processing.

How can I obtain a transcript?

A transcript can be obtained by filling out a ["Transcript Request Form"](#) and then forwarding it to the Registrar's office. We accept faxes, scans, and postal mailed transcript request forms. Once request is received please allow at least 3 to 5 days for processing, wait times could be longer during the end of the semester.

How do I register for (add) or drop a course after the time has passed to do it on S.I.S.?

An ["Add/Drop Request Form"](#) can be found on the Registrar's website. Please fill out the appropriate sections on the form, whether adding and/or dropping a course, and then forward to the Registrar's office. We accept faxes, scans, and postal mailed Add/Drop forms.

I need a letter to verify my enrollment, how can I go about getting one?

To obtain a letter to verify enrollment this first thing to do is fill out an ["Enrollment Verification Request"](#). Once the request is received by the registrar and enrollment is verified, the letter will be generated and sent out. We also accept faxes, scans, and postal mailed enrollment forms.

How can I get a letter verifying my ordination/investiture?

On the registrar's website please download and fill out a ["Request for Ordination and/or Investiture Letter form"](#). After all information is completed on the form, then send to the Registrar's office. Once received by the Registrar, please allow 3 to 5 days for processing. Processing times may be longer at the end of the semester. We accept faxes, scans, and postal mailed ordination/investiture request forms.

How do I register for an Independent Study Course?

Please download and complete the ["Independent Study Form"](#). Obtain all signatures and forward to the Office of the Registrar for processing. We accept faxes, scans, and postal mailed independent study request forms. Forms should be submitted by the Add/Drop deadline in the semester of attendance. Retroactive registrations will not be processed.

I lost or damaged my diploma, how can I get a new one?

A replacement diploma can be issued to you by completing a "[Replacement Diploma Request](#)". The name provided must be exactly the same as when you attended HUC, and this name will also be used on the replacement diploma. When sending the form to the Registrar, please include a check or money order in the amount of \$100, and allow at least 4 to 6 weeks for processing.

What do I do if I have an incomplete or incorrect grade?

If there is a grade that is not correct on your transcript please contact your instructor. They will then complete a "[Change of Grade Form](#)" and submit it to the Registrar's office. If the grade is an "Incomplete" grade, you have until the end of the following semester to correct the incomplete. For the fall term you have until the end of the following spring; and for the spring and summer terms you have until the end of the following fall term.

How can I contact the Registrar's office?

All contact information for the Registrar's office can be found by [clicking here](#).