

SIS

Student Information System

Hebrew Union College – Jewish Institute of Religion
Student User's Manual (SIS)

January 7, 2019

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1. FERPA reminder

FERPA Annual Notice to Students: Access to Student Record Hebrew Union College-Jewish Institute of Religion annually informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the National Registrar will disclose FERPA information by publishing a notice on the College-Institute's Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College-Institute's education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

FERPA information is located on The National Registrar's web page - huc.edu/academics/national-registrar under Student Privacy / FERPA.

2. Locate HUC-JIR websites

Listed on the home page: www.huc.edu under Current Students is a list of locations for various websites for HUC-JIR.

1. Jewish Studies Portal (JSP) - <https://jsp.huc.edu/Citrix/XenApp/auth/login.aspx>
2. Student Information System (SIS) - <https://sis.huc.edu/fusebox.cfm>
3. Sakai - <http://huc.edu/sakai>
4. Email - <http://huc.edu/employees/information-systems-department/frequently-asked-questions/>
5. Libraries - <http://huc.edu/research/libraries>
6. National Registrar - <http://huc.edu/academics/national-registrar>
7. Financial Aid - <http://huc.edu/admissions/financial-aid-scholarships>
8. Student Billing - <http://huc.edu/student-billing>
9. Campus Directions (Campus Life) - <http://huc.edu/campus-life>
10. Directory - <http://huc.edu/directory>
11. Calendars - <http://huc.edu/news-events/calendar/additional-calendars>

3. Introduction to SIS

The website for our Student Information System can be found at:

sis.huc.edu

There is also a quick link to the Student Information System on the Registrar's page:

<http://huc.edu/registrar/>

The opening page of the website for SIS can be found at:

<https://huc.empower-xl.com/fusebox.cfm>.

From here you can find information on how to:

- a. Locate forgotten password -
 - Click on the Forgotten Password tab circled above.
 - Enter your HUC-JIR email address.
 - Once you enter your HUC-JIR email address and date of birth: the SIS will email you your user name and password to your HUC-JIR email address.
 - You do not need to enter your Student ID Number.
- b. See all the courses offered in a given semester using the "Course Catalog" tab.
- c. Login to your account using your user name and password.

4. Accessing your account:

- a. Enter your user name in the textbox above the label: username on the homepage of SIS: <https://huc.empower-xl.com/fusebox.cfm>.
 - Your user name is not case sensitive.
 - b. Enter your password in the textbox.
 - Your password is case sensitive.
- (If you are having issues please e-mail the National Office of the Registrar registrar@huc.edu for assistance.)

After you enter your user name / password and are logged in, you will see a screen with tabs at the top of the screen: Admissions, Student Records, Financials, and Settings and Tools.

5. List of courses offered for a semester

You may locate all courses through the National Registrar's page and click on ALL Campus Courses or go through the Student Information System (SIS).

Registrar: www.huc.edu/registrar

SIS: www.sis.huc.edu

You must choose a term and location for anything to populate. Enter as much information as you like, but again the minimum populated must be term and location.

The "Detail" function is an important and often overlooked link that will show the following:

1. Course Detail – Title and Number of the course
2. Other Information – Elective
3. Course Notes – Description of the course itself
4. Location – Which campus this course is being offered
5. Seats Offered
6. Seats Available

The "Course" details function can also list other information about a course including additional expenses if needed and if consent of the instructor is required.

When a red exclamation is shown next to the class this means the course has met its capacity and students will need consent from the instructor to add more seats.

Off = Offered

Avail = Available

The number immediately to the left of "Detail" is the number of seats available/empty in the course at a given time and the number to the left of that is the number seats offered.

If a class is full the student can request permission to add the course by emailing the professor and the National Office of the Registrar www.huc.edu/registrar.

6. Changing your password

The first thing you should do once you login to SIS is change your password using the Settings and Tool tab and selecting Change Password.

Follow the directions given to change your password to one you can easily remember, but one that is also secure.

7. Update personal information

If you have a change of permanent address, a new phone number, etc., you need to update your personal information.

- Select Settings and Tools – Update Personal Information.

Select the appropriate information you need to update. Notice that you can select other information to update besides just your address. Please note this will take a day or so for the change to reflect in your account.

8. Emergency contact information

You can enter emergency contact information when you select Settings and Tools – Update Emergency Contact.

This page allows you to enter your emergency contact information or to make updates to what you entered previously.

9. Information on administrative and financial holds

If there is a hold on your account, you will not be able to drop or add a class, view your grades in SIS, or get a copy of your transcript. Holds are listed on the first page when you log in to SIS.

Holds are blocks on your account by the Business, Financial Aid or the National Registrar Offices. The Hold Description conveniently gives you the phone number of the office to call to find out more about the hold.

10. List of courses being offered for a semester

To obtain a list of courses being taught at HUC-JIR, select Student Records – Course Tools – Course Registration – Select a Term – Add Courses – Select Location.

After clicking on Course Registration the Review Your Data screen will appear. You will need to allow for pop-up blockers on your browser before you can register.

Make sure to click on Info is Correct – Continue before you are redirected to register for courses.

After reviewing your data, you will be directed to select a term. If you see on the Course Registration page a Continue button in blue make sure to click on this so you will be directed to the registration screen.

Otherwise click on the correct term and then click continue.

If you see a screen which states “There are no Registration Windows set up or open at this time,” means registration is closed, and you will need to contact the National Registrar’s office for any further assistance.

Once you click on the term the Course Registration screen will appear.

Click on the Add Courses button to register for classes.

On the Registration screen you will be offered many ways to locate courses. Location, Department, Session, Course Number, Emphasis (Area of Study), Instructor, Days, and Time.

You must select a Location. The other selections are optional.

You will then be able to register for courses.

If you do not make any other selections, this will give you a complete list of all classes taught by HUC-JIR. You can view the courses taught by a specific department, certain time of day, or those taught by a specific professor.

11. Registering for cross-campus courses

During the Fall and Spring semesters, and occasionally over the Summer, courses are broadcast in real-time between HUC-JIR campuses. A list of these cross-campus courses will appear on the National Registrar's webpage under News & Updates:

<http://huc.edu/academics/national-registrar> before web registration begins. This list will be updated periodically in case cross-campus courses are added or cancelled.

When registering for a cross-campus course, please note the campus it is being broadcast from. When you log into web registration, select the campus that the course is originating from and choose it from that campus's list of courses to be added to your course schedule. Please note the time difference between our Eastern time zone campuses and our LA campus.

Before you register for a cross-campus course, please consult with your academic program director or academic advisor to make sure that the course will count toward the requirements of your academic program.

12. Student self-registration guide

Note: If you have any questions or problems with your schedule, please contact your Program Director. The Office of the National Registrar can provide only limited assistance and they will always ask you to see your Program Director first.

Login to SIS as usual. Choose Student Records – Course Tools – Course Registration.

Enter the term year for which you wish to register and click on continue. If a term does not appear for you to choose you will be automatically sent to the registration page.

To add, or to enroll in a class, click on the “Add Courses” button.

The Registration screen will appear. Select as many options as desired to narrow the number of courses displayed. If no options are selected, all the courses offered by HUC-JIR will be displayed. It is usually a good idea to select Location to see only the courses offered on your specific campus.

For this example, we selected Education (EDU) for Department. This lists all the Education courses offered this semester. To enroll in a course, click the box on the left. Click on Detail to find out about courses fees or additional expenses associated with the course or if the course requires consent of the instructor.

After selecting all the courses in which you wish to enroll, click the “Register” button at the top or bottom of the screen. Note that you can also click under Enroll Type if the course you want to take is for credit or audit. The default in SIS will always be for credit, so please be aware that if you intend to audit a course check the Enroll Type and click the button listed as Audit.

After you have clicked on the “Register” button, click on See Detail to return to the Online Registration screen. The course registration screen will make you aware of how many classes you have successfully registered for, or if you have any conflicts with other classes.

Click on the DROP button in blue to delete a course from your registration screen.

13. Pending registrations

Notice that if there is a Pending Registration indicator these are the reasons you will not be able to register through SIS:

- a. a time conflict
- b. after the first two weeks of school
- c. a summer intensive which has begun
- d. exceeded the 18 credit hours per semester rule that is contained in the National Student Academic Handbook

Please contact the National Registrar's Office to remedy any issue listed above. Clicking on the Delete link will remove such courses from the pending list and give you the original list of classes that you have registered for.

If you exceed the 18 credit hours:

- a. You will need to attempt to register for the credit hours above 18, which will then go into "Pending Registration."
- b. Contact your Program Director for permission and have them email the National Registrar's office with verification. The National Registrar's staff will then "force add" the additional class in the SIS and let you know of the change.

To add another class, just click on Add Courses and repeat the process as listed above.

If the course you want requires the professor's permission, you will see on the Registration screen 1 Pending Registration.

The faculty member will be notified through SIS that you wish to take their class, which they will approve or reject. Either way the professor will contact you via email concerning your registration. If the professor has given his/her consent through SIS, you can now add the class in Course Registration. You will not be enrolled in this class until you go into your SIS account under Course Registration and click on the **Reprocess Pending** button located under Pending Registrations. Once you have completed this process your name will automatically appear on the professor's class roster and your student schedule.

Don't forget to log out when you finish with changing your schedule. This is especially critical if you are using a public-use computer.

After the end of the second week of the semester a student may not add any courses to his/her program. Using the Student Information System (SIS), students may drop a course before the semester begins and during the semester until registration closes. A student may drop a course until the end of the second week of classes without a notation appearing on the student's academic record. After the close of registration, students must use an add/drop form. These are available on the National Registrar's website. In intensive courses or in the SJNM summer session, students may only add a course prior to the second meeting. Withdrawing from an intensive course after the second session will incur a grade of "W."

Students will need to contact the National Registrar's Office to make all changes to their schedule after the first two weeks of classes. Please refer to the academic calendar for exact date. www.huc.edu/registrar

14. View and print your course schedule

Select Student Records then under Schedule Information heading choose Student Schedule (detail). This will give you a detail of everything that you have taken at HUC-JIR.

You can print this page, or select the [Printable Version](#) in blue, and get a schedule of everything you are currently taking for the semester.

15. Student schedule summary

To view a summary of courses that you are taking for the current semester click on Student Records and then Student Schedule Summary.

There are many features that you can utilize from this screen. One of which is that you can download your courses into your iphone, google or outlook calendars. Directions for this feature are listed below under **Combining HUC-JIR and personal e-mail addresses section 19**.

16. View midterm grades

Select Student Records – Degree Information – Grade Report

Click on the blue [Change](#) button.

Make sure to click on the correct term and then click on Return to Previous Page.

Interim grades will not appear on your unofficial or official transcript:

17. View and print your unofficial transcript

Select Student Records – Schedule Information – Student Schedule (Detail)

Then you will need to click on the [Printable Version](#) in blue. This will give you an unofficial copy of your transcript.

This option lists all the classes that you have taken at HUC-JIR, all the classes that you may have transferred to HUC-JIR, exemptions and the classes you are currently enrolled in for the next semester. This also has a Printable Version, so you can easily print an unofficial copy of your transcript.

18. Requesting an official transcript

To request an official transcript, go the Student Records – Degree Information – HUC-JIR Transcript Request

Please fill out the required information along with the five dollar fee for the transcript.

19. Combining HUC-JIR and personal e-mail addresses

<http://huc.edu/sites/default/files/IT/iphone-setup.pdf>

To combine your HUC e-mail and Gmail please follow these steps:

1. Click the gear icon in the upper right, and then select Settings.
2. Open the Accounts and Import tab. (For Google Apps domains, open the Accounts tab.)
3. In the Check mail using POP3 section, click Add POP3 email account.
4. Enter the full email address of the account you'd like to access, and then click Next Step.
5. Gmail will populate sample settings, but we recommend checking with your other provider to learn the correct server name and port. Enter your Password.
6. Click Add Account.
7. Once your account has been added successfully, you'll have the option of setting it as a custom from address. This allows you to compose messages in Gmail but have them appear to be sent from your other email account. Click Yes to set up a custom from address.

More information can be found at:

<http://support.google.com/mail/bin/answer.py?hl=en&answer=21289>

To combine your HUC e-mail and Yahoo please follow these steps:

1. Go to the Mail Accounts page in att.net Mail.
2. Select the mail account that you want to edit from the list of accounts.

Details about the account appear on the right side of the page.

3. Make your changes to the current account information.

Tip: See Adding a Non-Yahoo! Mail Account if you need more information about what each account attribute is.

4. Click the Save Changes button.

att.net Mail confirms that your changes have been saved.

More information can be found at:

http://help.yahoo.com/sbc/tutorials/mmail/mm_accessother3.html

20. Quick instructions – log-in / register for courses

If you do not remember your user name or password, please use the Forgotten Password button.

1. Locate forgotten password -

- Click on the Forgotten Password tab circled above.
- Enter your HUC-JIR email address.
- Once you enter your HUC-JIR email address and date of birth, the SIS will email you your user name and password to your HUC-JIR email address.
- You do not need to enter your Student ID Number.

To register for courses, you will need to go to SIS which can be located at:

sis.huc.edu

Please follow these directions to register for courses:

1. Once you have logged in, please select "Course Registration" under the Student Records tab.

2. Review your data.

3. Select the catalog you would like to register for and press "continue" if you are not directed to the registration screen.

4. On the next screen select "add courses."

5. You will then be taken to the next screen which will allow you to filter your search, under location select the campus you are registering for.

6. You will then be able to register for courses.

21. Financial aid award letter

To view your Financial Aid letter, select Financials – Financial Aid – Financial Aid Award Letter.

You will be prompted to select the academic Award Year.

After selecting the academic year, you will be able to view your complete financial aid package.

22. Accepting or declining your financial aid

There is a direct link to Accept/Decline Financial Aid by clicking on Financials – Financial Aid –Accept/Decline Financial Aid

You also have the option to Accept/Decline your financial aid when you view your financial aid award letter.

This option takes you directly to a page to view your Financial Aid Award Letter. On this page, you can accept or decline the financial aid package that has been prepared for you by clicking on the Accept / Delete Financial Aid link.

After reviewing the award letter, select Accept/Decline Financial Aid.

If you would like to accept all the financial aid loan awards and the amount given, then you can select “accept all.”

If you would like to decline all the financial aid loan awards, then you can select “decline all.”

You also have the option of accepting or declining some of the awards; simply select the “accept” or “decline” box next to the appropriate award.

You can change the amount you would like to receive from each award accordingly.

After you have accepted, declined and / or indicated award amount desired, then select “Accept / Decline Financial Aid.”

You do not have to decide on all of your awards at once; you can go back and make changes as necessary. However, once a decision is made on a particular award in SIS you will have to e-mail the Financial Aid Director directly to make any changes.

23. Missing financial aid documents

To make sure you have all of your financial aid documents completed, select Financials – Financial Aid – Missing Documents.

The Financial Aid office cannot complete your financial aid package until you have submitted all of your documents to them.

Make sure to click on Award Year for the missing documents to appear.

24. Current tuition bill and tuition account detail

To view your current tuition bill for the semester, select Financials – Student Billing – Billing Detail Summary. This will give you the tuition for the current school year.

There is also the option to view your total tuition account detail by clicking on Financials – Student Billing – Tuition Account Detail. This will give you an overview of everything related to your fees while at HUC-JIR.

25. Financial aid shopping sheet

This page allows you to get a realistic look at the cost of your college education for the current year. The first part of the "Shopping Sheet" is shown below. The information on the left side is your personal information and the information along the right side of the page gives you information such as HUC-JIR college's graduation rate and loan default.

Information regarding the Financial Aid office is located at the bottom of the "Shopping Sheet" as well.