Student Information System (SIS)

Hebrew Union College – Jewish Institute of Religion

Student User’s Manual for SIS

August 2022
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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
2. Locate HUC-JIR websites

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

The National Registrar - [http://huc.edu/academics/national-registrar](http://huc.edu/academics/national-registrar)

1. Single Sign on Portal - [https://idp.huc.edu/idp/Authn/External?conversation=e1s1](https://idp.huc.edu/idp/Authn/External?conversation=e1s1)

2. Student Information System (SIS) - [https://sis.huc.edu/fusebox.cfm](https://sis.huc.edu/fusebox.cfm)

3. Canvas – CanvasHelp@huc.edu

4. Email – TechSupport@huc.edu


8. Student Billing - [http://huc.edu/admissions/student-billing](http://huc.edu/admissions/student-billing)

9. Campus Directions (Campus Life) - [http://huc.edu/campus-life](http://huc.edu/campus-life)

10. Directory - [http://huc.edu/directory](http://huc.edu/directory)

11. Calendars - [http://huc.edu/news-events/calendar/additional-calendars](http://huc.edu/news-events/calendar/additional-calendars)

2. Locate HUC-JIR websites – continued


14. IT Help – TechSupport@huc.edu

15. Student Voter Registration Information –
http://huc.edu/academics/registrar/voter-registration-information


17. Disclosures - http://huc.edu/about/institutional-research-assessment/disclosures1
3. Introduction to SIS

The website for our Student Information System is located at: sis.huc.edu

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

http://huc.edu/registrar/

The opening page of the website looks like this:
4. Locate forgotten password

- Click on the Forgotten Password tab highlighted below.
4. Locate forgotten password – continued

- Enter your HUC-JIR email address. If you have forgotten your HUC email account, contact TechSupport@huc.edu for further assistance.
- Once you enter your HUC-JIR email address and date of birth: the SIS will email you your username and password to your HUC-JIR email address.
- You do not need to enter your student ID number.
5. Accessing your account

1. Enter your SIS username in the textbox above the label: username.
   - Your username is not case sensitive.
2. 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 username / password, and are logged in, you will see a screen like this:

![Welcome Screen](image-url)
6. 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
6. List of courses offered for a semester – continued

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.

All campus courses = cross campus courses – These courses are listed in Eastern Daylight Savings Time (EDT)

The “Detail” function (next to Available seats) is an important and often overlooked link that will show the following:

1. Course Detail – Title and Number of the course
2. Other Information – Core or Elective
3. Course Notes – Description of the course itself
4. Location – Which campus this course is being offered on
5. Seats Offered
6. Seats Available
6. List of courses offered for a semester – continued

The “Course” detail’s 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 (see image above) this means the course has met its capacity and students will need consent from the instructor to add more seats.
6. List of courses offered for a semester – continued

Offer = seats offered
Available = Available seats for the course

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 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](http://www.huc.edu/registrar).
7. Obtaining my student id number

Click on What is my ID?

From here you will need to enter your birthdate.
7. Obtaining my student id number – continued

After your birthdate has been entered your student id will automatically populate:

WELCOME  Sponge Bob  (ID: 1004880 )
8. 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.
9. 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, Personal Information – 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.
10. Emergency contact information

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

And here is the page that allows you to enter your emergency contact information or to make updates to what you entered previously.
10. Emergency contact information – continued

Your relationship to the 2nd Emergency Contact

2nd Emergency Contact Home Phone Number

2nd Emergency Contact Email

2nd Emergency Cell Phone Number

2nd Emergency Contact Work Phone Number

Cc: studentbilling@huc.edu

[ ] required and [ ] optional

Request
11. 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 Admissions, Business, Financial Aid, or The National Registrar Offices. The Hold Description conveniently gives you the department placing the hold on your account.
12. Review your data and allow for pop-ups

When registering for courses you will need to review your data before being allowed to get to course registration.

Make sure you allow for pop-up:

To allow pop-ups:

1. Click the ellipsis icon (...) in the upper right corner of your web browser, and then click Settings.
2. In the Advanced settings section, click View advanced settings.
3. In the Block pop-ups section, click the switch to Off. Pop-ups are now allowed.
4. To block pop-ups once again, click the switch to On.
12. Review your data and allow for pop-ups – continued

To correct any information you will need to click on the Update button.
12. Review your data and allow for pop-ups – continued

Once corrected click on Info is Correct – Continue.
13. SIS student 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 suggest you see your Program Director first.

Login to SIS as usual. Choose Student Records – Course Tools – Course Registration.
13. SIS student registration guide – continued

When two semesters are offered for registration, you might see the screen below.

Enter the term for which you wish to register and click Register.

If you see the screen below, click on the Continue button highlighted with the appropriate registration you are looking for.
13. SIS student registration guide – continued

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

The screen below now appears. 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.
13. SIS student registration guide – continued

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.
13. SIS student registration guide – continued

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.
13. SIS student registration guide – continued

If you are requesting registration for a course which needs a professor’s consent you will need to register normally, but your registration screen will have this course posted as a Pending Registration.
13. SIS student registration guide – continued

Once the professor grants consent they will email you that you have been accepted into the course. You will then be allowed to click on the Reprocess Pending button to move your registration from Pending Registration to Classes Successfully Registered for Listed Below.
If you would like to drop a course from your schedule you will need to click on the Drop button on the lefthand side of the screen.

---

**Fall 2022**

**Bob, Sponge**

**Classes Successfully Registered for Listed Below**

<table>
<thead>
<tr>
<th>Add Course</th>
<th>Dept</th>
<th>Course</th>
<th>Section</th>
<th>Type</th>
<th>Description</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop</td>
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<td>599</td>
<td>A</td>
<td>CR</td>
<td></td>
<td>1</td>
<td>M</td>
<td>03.40 PM/05.00 PM</td>
<td>RAgers</td>
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<tr>
<td>Drop</td>
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<td>CR</td>
<td></td>
<td>1</td>
<td>U</td>
<td></td>
<td>RAgers</td>
</tr>
</tbody>
</table>

**Pending Registration -- see reasons below**

<table>
<thead>
<tr>
<th>Dept</th>
<th>Course</th>
<th>Section</th>
<th>Type</th>
<th>Description</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
</table>

No Pending Registration -- Click Add Courses button to add courses from Course Catalog

Credits: 0
14. Pending registrations

Notice 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 registrar@huc.edu.

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.
14. Pending registrations – continued

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 “push through” the additional class in 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, this will be the screen that you will see:

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 their 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, which is below. Once you have completed this process your name will automatically appear on the professor’s class roster and your student schedule.
14. Pending registrations – continued

Click on the View Schedule button will give you an accurate image of your schedule for the semester:
14. Pending registrations – continued

Do not forget to log out when you finish 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 their 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 Zelikow School of Jewish Nonprofit Management 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.”

Withdrawal Form.

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.

http://www.huc.edu/academics/national-registrar
15. View and print an unofficial transcript by semester or entire career at HUC-JIR

Select Student Records then under Degree Information choose Grade Report. This will give you a detail of everything you have taken by semester by semester.

And here is what this will look like if clicking on the Printable Version.
15. View and print an unofficial transcript – continued

Select Student Records, Schedule Information and then Student Schedule (Detail).
15. View and print an unofficial transcript – continued

You can print this page or select the Printable Version and get an unofficial transcript that looks like the one shown below:
16. Student schedule summary

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

There are many features you can utilize from this screen. One of which is you can download your courses into your iPhone, google or outlook calendars. Directions for this feature are listed below the download itself.
17. View midterm grades

Select Student Records then under Degree Information choose Grade Report. This will give you a detail of everything you have taken by semester by semester.

And here is what this will look like if clicking on the Printable Version.
17. View midterm grades – continued

Click on the Change button if the current semester does not appear.
Make sure to click on the correct term and then click on Return to Previous Page.

This is what the interim grade report looks like:

Interim grades will not appear on your unofficial or official transcript.
18. Requesting an official transcript

To request an official transcript, go to Student Records – Degree Information – Transcript Request

Please fill out the required information along with the five dollar fee for the transcript.
19. Quick instructions log-in / register for courses

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

1. Locate forgotten password -
   - Click on the Forgotten Password tab highlighted.
   - Enter your HUC-JIR email address.
   - Once you enter your HUC-JIR email address and date of birth, the SIS will email you your username and password to your HUC-JIR email address. If you have forgotten your huc.edu email account, please contact TechSupport@huc.edu.
   - 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. Please review your data.
3. If necessary, select the catalog you would like to register for and press “continue."
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.
20. Student Bio & Info Form, Community Standards & Policy, Medical Forms & Records

Student Information and Bio Form will be information that can be shared with your class, faculty, staff, Board of Governors, donors, and future colleagues of the HUC-JIR campus and community as permitted by FERPA.

To fill out this form you will need to click on Student Records, Schedule Information, and then Student Schedule Summary.

You will then be directed to the form itself.

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**Student Information and Bio Form**

We are excited that you are part of the HUC community and are eager to know more about you. Please complete the form below with information that can be shared with your class, faculty, staff, Board of Governors, donors, and future colleagues of the HUC campus and community as permitted by FERPA.

This form takes approximately 5-10 minutes to complete and includes uploading a headshot and student bio. It must be completed in one sitting as you will not be able to save your answers and return later.

Additional Information: We will also ask that you upload proof of insurance. This information is for your file and will only be shared with applicable departments and/or used to waive insurance upon your request.

---

**Hi, Moriah. When you submit this form, the owner will see your name and email address.**

* Required

**Before you begin**

Once you begin this form you will need to complete it in one sitting. You will not be able to save your answers and return later.

1. To complete this form you will need:

   □ A bio written in 3rd person to be shared internally. You are encouraged to include: Relevant employment; Volunteer work Internships and/or fellowships; Youth group involvement; Leadership roles; Awards and ac-
20. Student Bio & Info Form, Community Standards & Policy, Medical Forms & Records – continued

To ensure you are aware of the essential policies that underscore our community standards you will be asked to watch a video and answer the questions below the video.

To fill out this form you will need to click on Student Records, Schedule Information, and then Community Standards & Policy.

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**HUC Orientation - Community Standards & Policies**

To ensure you are aware of the essential policies that underscore our community standards, watch this video and complete the form below:


Additionally, the policies of note are available in the National Student Academic Handbook:

http://huc.edu/sites/default/files/Registrar/Academic%20policies/National_Student_Academic_Handbook.pdf

- Title IX - pg. 78
- ADA - pg. 59
- Non-Discrimination Policy - pg. 58
- Code of Ethics - pg. 36
- Student Behavior and Professional Conduct - pg. 50

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Hi, Monisha. When you submit this form, the owner will see your name and email address.

* Required

**THIS IS REQUIRED OF ALL STUDENTS DURING ORIENTATION**

1. I attest that I have received the Title IX, ADA, Non-Discrimination, Code of Ethics, and Student Behavior and Professional Conduct policies. *

☐ Yes
20. Student Bio & Info Form, Community Standards & Policy, Medical Forms & Records – continued

Anything related to medical forms can be found by clicking Student Records, Schedule Information, and then Medical Forms & Records. You will then be directed to the Medical Forms web page and information.

By clicking on the Orientation Guide & Materials you will be able to open a guide which will help you navigate HUC-JIR’s multi-campus structure.
22. 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. Financial aid award letter – continued

I am delighted to write with details of your 2022-23 HUC-JIR Financial Aid award. Federal law requires that you carefully review your award information and inform us within thirty days if you would like to decline any of the aid being offered you. "Gift Aid" is a scholarship and therefore you don't have to "accept" it for you to receive it. HUC-JIR grants are made possible thanks to the generosity of our donors. Sometime during the year, you may be asked to write a thank you letter to thank them for their generosity. To decline, accept or change your loan amounts please do so in SIS by following the details instructions we sent you. Your award is based on being enrolled as a half-time student or greater. If you change your name, contact information, family size, income or course load, or if you receive any outside aid, you are required by law to notify the Office of Financial Aid within 10 days of the change.

Your scholarship and any loans you may borrow will be applied toward tuition and fees. Each semester’s balance of your fees and tuition owed to HUC-JIR will be deducted at the beginning of each semester. Any remaining balance will be awarded as cash refunds payable in equal installments at the beginning of each semester. To see the Cost of Attendance for your program please see “Shopping Sheet” located in SIS under "Financials" under your award letter. This letter represents HUC-JIR’s entire award for the specified academic year and supersedes prior negotiations, representations, or agreements, either written or oral. An unsubsidized loan currently accrues interest at 5.2% and the Grad Plus Loan accrues interest at 6.28% (rates change after July 1st.) Please note the Graduate Plus loan (if listed) will not be processed automatically and require a separate application through Direct Loans.

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<thead>
<tr>
<th></th>
<th>2014FA</th>
<th>2015SP</th>
<th>Total</th>
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</thead>
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<tr>
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<tr>
<td>Graduate Plus Loan</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>$50,000.00 **</td>
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<table>
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<tr>
<td>Graduate Plus Loan</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>$50,000.00 **</td>
</tr>
<tr>
<td>Stafford Unsubsidized Loan</td>
<td>$10,250.00</td>
<td>$10,250.00</td>
<td>$20,500.00 **</td>
</tr>
</tbody>
</table>

Total: $70,500.00

** An origination fee will be subtracted before disbursement.

HUC-JIR scholarships are made possible thanks to the generosity of our donors. At the beginning of the fall semester, you will receive from the Dean’s office information about the donor(s) of your scholarship. Please note that your HUC-JIR scholarship funds following requirements. You must write a thank you letter to the donor(s) of your scholarship, submit a biographical statement by the deadline indicated by the Dean’s office. Failure to follow the requirements could jeopardize your scholarship award.

Best wishes for a successful academic year.

Ms. Roseanne Ackerley
Director of Financial Aid

Accept / Decline Financial Aid
23. 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.

*Please note that you do not have to accept your scholarship only federal financial aid loans if you were awarded federal student loans.*
23. Accepting or declining your financial aid – continued

You will need to locate the correct Award Year:

This option takes you directly to a page like the one shown below. 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 your awards at once; you can go back and make changes, as necessary. However, once a decision is made on an award in SIS you will have to e-mail the Financial Aid Director directly to make any changes.
23. Accepting or declining your financial aid – continued

I am delighted to write with details of your 2019-20 HUC-JIR Financial Aid award. Federal law requires that you carefully review your award information and inform us within thirty days if you would like to decline any of the aid being offered you. "Gift Aid" is a scholarship and therefore you don’t have to "accept" it for you to receive it. HUC-JIR grants are made possible thanks to the generosity of our donors. Sometime during the year, you may be asked to write a thank you letter to thank them for their generosity. To decline, accept or change your loan amounts please do so in SIS by following the details instructions we sent you. Your award is based on being enrolled as a half-time student or greater. If you change your name, contact information, family size, income or course load, or if you receive any outside aid, you are required by law to notify the Office of Financial Aid within 10 days of the change.

Your scholarship and any loans you may borrow will be applied toward tuition and fees. Each semester’s balance of your fees and tuition owed to HUC-JIR will be deducted at the beginning of each semester. Any remaining balance will be awarded as cash refunds payable in equal installments at the beginning of each semester. To see the Cost of Attendance for your program please see the "Shopping Sheet" located in SIS under "Financial Aid" under your award letter. This letter represents HUC-JIR’s entire award for the specified academic year and supersedes prior negotiations, representations, or agreements, either written or oral.

An unsubsidized loan currently accrues interest at 6% and the Grad Plus Loan accrues interest at 7% (currently - rates change after July 1st.)

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<th>2014-15</th>
<th>2015-16</th>
<th>Total</th>
</tr>
</thead>
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<td>$25,000.00</td>
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<td></td>
<td>$70,500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** An origination fee will be subtracted before disbursement

Please note the Graduate Plus loan (if listed) will not be processed automatically and require a separate application through Direct Loans. To change your aid, please log on to the SIS system and amend your award letter online.

Best wishes for a successful academic year!

Ms. Roseanne Ackerley
Director of Financial Aid

Accept / Decline Financial Aid

<table>
<thead>
<tr>
<th>Not Yet Accepted or Declined</th>
<th>Term</th>
<th>Seq</th>
<th>Award Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept</td>
<td>Decline</td>
<td>Fall 2014</td>
<td>1</td>
<td>Loan</td>
<td>Graduate Plus Loan</td>
</tr>
<tr>
<td>Accept</td>
<td>Decline</td>
<td>Fall 2014</td>
<td>1</td>
<td>Loan</td>
<td>Stafford Unsubsidized Loan</td>
</tr>
<tr>
<td>Accept</td>
<td>Decline</td>
<td>Spring 2015</td>
<td>1</td>
<td>Loan</td>
<td>Graduate Plus Loan</td>
</tr>
<tr>
<td>Accept</td>
<td>Decline</td>
<td>Spring 2015</td>
<td>1</td>
<td>Loan</td>
<td>Stafford Unsubsidized Loan</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$70,500.00</strong></td>
</tr>
</tbody>
</table>
24. Missing financial aid documents

To make sure you have all 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 your documents to them.

This is what the report looks like for a student who has not turned in all their documents. Make sure to click on Award Year for the missing documents to appear.

Click on the appropriate Award Year:
24. Missing financial aid documents – continued

Your Free Application for Federal Student Aid has been selected for verification. The school will need additional documents in order to complete the verification process: 2007 Federal Tax Return 2008-09 Verification Worksheet. If you have already submitted this paperwork to the financial aid office you don’t have to do anything. If you have not submitted the documentation listed above you have 30 days from this notification to submit these documents. If you miss the deadline your financial aid awards might not be included in the first disbursement date for the beginning of the semester and you loans will only be disbursed after both documents have been submitted.

Sponge Bob

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Status</th>
<th>Date Requested</th>
<th>Date Needed</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance Interview</td>
<td></td>
<td>08/20/2014</td>
<td>08/29/2014</td>
<td>Mapping Your Future</td>
</tr>
<tr>
<td>Master Prom Note - if taking out a Stafford Loan</td>
<td></td>
<td>08/20/2014</td>
<td>08/20/2014</td>
<td>Complete your MPN</td>
</tr>
<tr>
<td>MPN</td>
<td></td>
<td>08/20/2014</td>
<td>08/29/2014</td>
<td></td>
</tr>
</tbody>
</table>

If there are discrepancies between your FAFSA and your tax return corrections will be made by the financial aid office and an updated FAFSA will be produced. If this changes your award eligibility you will be notified by mail within 30 days of either the letter or date of which the financial aid office has received your paperwork.
25. 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.
25. Current tuition bill and tuition account detail – continued

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.
26. 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.

Click on the appropriate Award Year.
26. Financial aid shopping sheet – continued

Information regarding the Financial Aid office is located at the bottom of the “Shopping Sheet” as well.
26. Financial aid shopping sheet – continued

**Glossary**

- **Cost of Attendance (COA):** The total amount (not including grants and scholarships) that it will cost you to go to school during the Award Year 2014 school year. COA includes tuition and fees, housing and meals, and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

- **Total Grants and Scholarships:** Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester.

- **Net Costs:** An estimate of the actual costs that you or your family will need to pay during the Award Year 2014 school year to cover education expenses at a particular school. Net costs are determined by taking the institution’s cost of attendance and subtracting your grants and scholarships.

- **Work-Study:** A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.

- **Loans:** Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed most advantageous to least advantageous, are called Federal Perkins Loans, Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. You can find more information about federal loans at StudentAid.gov.

- **Family Contribution (also referred to as Expected Family Contribution):** A number used by a school to calculate how much financial aid you are eligible to receive, if it’s based on the financial information you provided in your Free Application for Federal Student Aid (FAFSA). It’s not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive. The family contribution is reported to you on your Student Aid Report, also known as the SAR.

- **Graduation Rate:** The percentage of students who graduate from an institution. This shows students who began their studies as first-time, full-time degree- or certificate-seeking students and completed their degree or certificate within 150 percent of “normal time.” For example, for a four-year school, the graduation rate would be the percentage of students who completed that program within six years or less.

- **Loan Default Rate:** The percentage of student borrowers – undergraduate and graduate – who have failed to repay their federal loans within three years of leaving a particular school. A low loan default rate could mean that the institutions students are earning enough income after leaving school to successfully repay their loans.

- **Median Borrowing:** The amount in federal loans the typical undergraduate student takes out at a particular institution. It also indicates the monthly payments that an average student would pay on that amount using a 10-year repayment plan.
27. Financial aid – questions

Financial Aid – http://huc.edu/financial-aid

Contact Financial Aid – http://huc.edu/financial-aid, Financialaid@huc.edu

Address – HUC-JIR – Office of Financial Aid
One West 4th Street
New York, NY 10012


Scholarships