



## **Student Information System (SIS)**

Hebrew Union College – Jewish Institute of Religion

Student User's Manual for SIS

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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](#)

**STAY CONNECTED**

Enter Email

**SIGN UP FOR HUC-JIR NEWS**

**MEET OUR COMMUNITY**

**REFER A STUDENT**

**MAKE YOUR GIFT NOW**

- Change of Address Form
- Consortium Form (PDF) (DOC)
- Enrollment Verification Request (PDF)(DOC)
- Exemption Form (PDF)(DOC)
- Final Thesis Approval Form (PDF)(DOC)
- Incomplete Request Form (PDF)(DOC)
- Independent Study Form (PDF)(DOC)
- Leave of Absence Form (PDF) (DOC)
- Letter-Grade Request Form (PDF) (DOC)
- Request for Name Change
- Outside Credit Program Form (PDF)(DOC)
- Waiver Substitution Form (PDF) (DOC)
- Withdrawal Form (PDF) (DOC)

**Student Privacy / FERPA**

- **FERPA Annual Notice to Students**
- FERPA Release for Letter of Recommendation (PDF) (DOC)
- Request Prevent Disclosure of Directory Info

**Siegel College Transcripts**

The Laura and Alvin Siegal College of Judaic Studies (formerly the Cleveland College of Jewish Studies) ceased to offer degrees in 2012. The College is now known as the Laura and Alvin Siegal Lifelong Learning Program at Case Western University. Student records for alumni and former students of the College are now housed in the National Registrar's Office of Hebrew Union College – Jewish Institute of Religion in Cincinnati.

**DMin Administrative Guidelines**

- New York Rabbinical Student Academic Handbook - (2009 - Present)
- SJNM Student Academic Handbook (2013 - Present)
- CJE Student Academic Handbook (2013)
- DeLeT Student Academic Handbook (2013)
- EMA Student Academic Handbook (2013)
- DHL Academic Student Handbook (2012 - Present)
- Year-In-Israel Handbook

**Forms for Faculty**

- Change of Grade Form
- SIS Faculty Form

**SIS Instructions**

- SIS Instructions for Students
- SIS Instructions for Faculty

**Miscellaneous**

- Frequently Asked Questions
- Tuition & Fees 2013-14
- Non-degree Student Application Form (PDF)(DOC)
- Ordination/Investiture Letter Requests (PDF)(DOC)
- Transcript Requests (PDF)(DOC)
- Data Requests

**Loan Deferment**

Students who have previous loans and are enrolled at least half time and above are eligible for in-school loan deferments. To receive a loan deferment a student should fill out an Enrollment Verification Form [link](#)

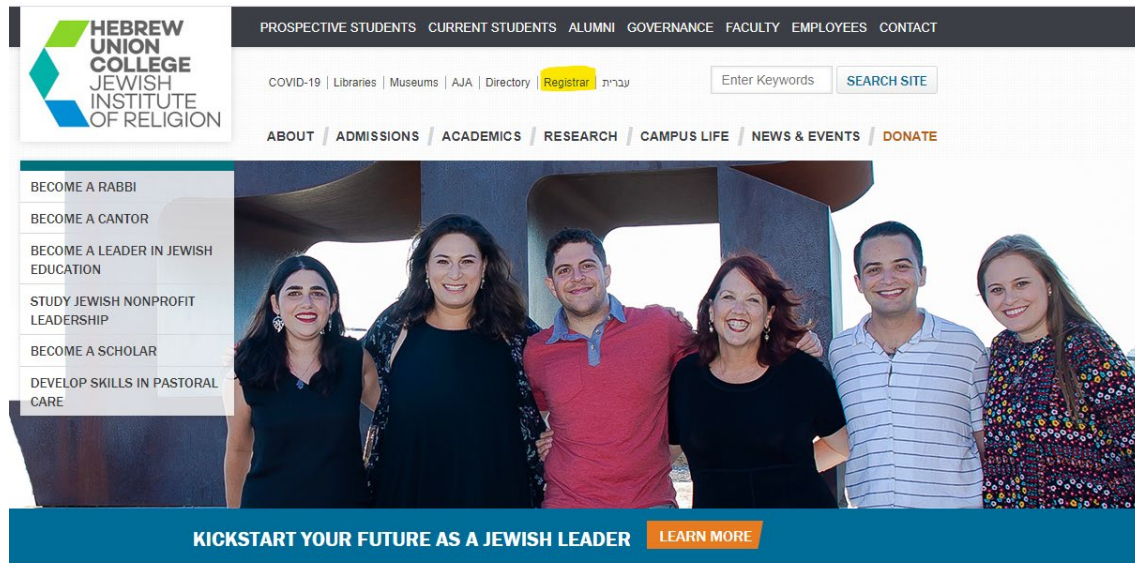
### Student Privacy / FERPA

- Academic Records of Deceased Students
- FERPA Annual Notice to Students
- FERPA Release for Letter of Recommendation
- Request Prevent Disclosure of Directory Info

## 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>



1. Single Sign on Portal - <https://idp.huc.edu/idp/Authn/External?conversation=e1s1>
2. Student Information System (SIS) - <https://sis.huc.edu/fusebox.cfm>
3. Canvas – [CanvasHelp@huc.edu](mailto:CanvasHelp@huc.edu)
4. Email – [TechSupport@huc.edu](mailto:TechSupport@huc.edu)
5. Libraries - <http://huc.edu/student-support-help-desk>
6. National Registrar - <http://huc.edu/academics/national-registrar>
7. Financial Aid - <http://huc.edu/financial-aid>
8. Student Billing - <http://huc.edu/admissions/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>
12. Campus Safety and Security Page - <http://huc.edu/admissions/campus-safety-and-security>

## **2. Locate HUC-JIR websites – continued**

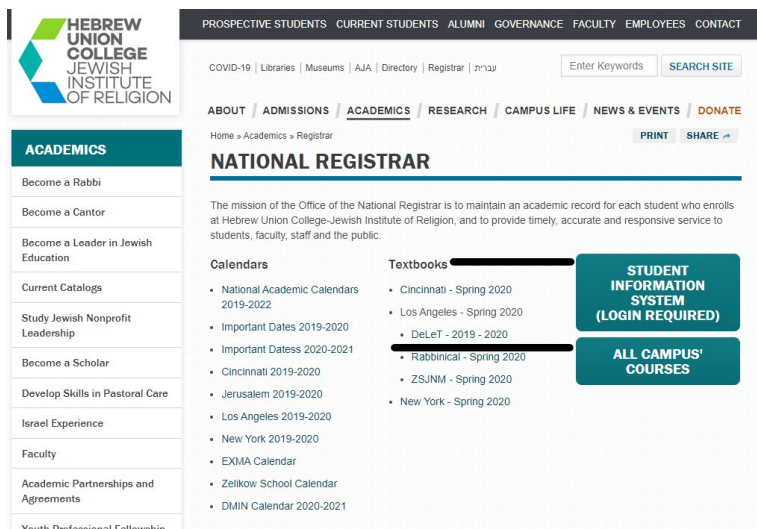
- 13. Equity & Inclusion - <http://huc.edu/equity-inclusion>
- 14. IT Help – [TechSupport@huc.edu](mailto:TechSupport@huc.edu)
- 15. Student Voter Registration Information –  
<http://huc.edu/academics/registrar/voter-registration-information>
- 16. Jewish Studies Portal - <https://jsp.huc.edu>
- 17. Disclosures - <http://huc.edu/about/institutional-research-assessment/disclosures1>

### 3. Introduction to SIS

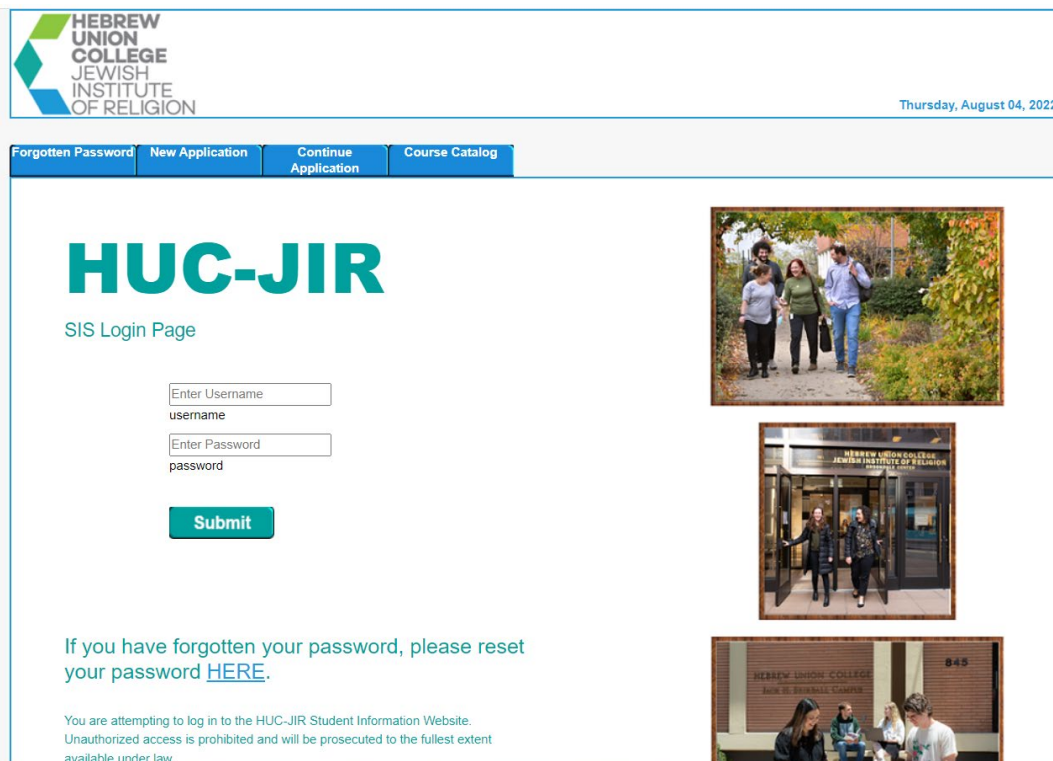
The website for our Student Information System is located at: [sis.huc.edu](http://sis.huc.edu)

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.

HERE.' and a footer note: 'You are attempting to log in to the HUC-JIR Student Information Website. Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law'."/>

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JEWISH  
INSTITUTE  
OF RELIGION

**Forgotten Password** New Application Continue Application Course Catalog

# HUC-JIR

## SIS Login Page

Enter Username  
username

Enter Password  
password


**Submit**

If you have forgotten your password, please reset your password [HERE](#).

You are attempting to log in to the HUC-JIR Student Information Website.  
Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law

#### 4. Locate forgotten password – continued

- Enter your HUC-JIR email address. If you have forgotten your HUC email account, contact [TechSupport@huc.edu](mailto: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.



Log In

Forgotten Password

New Application

Continue Application

Course Catalog

## Forgotten Password

Please enter your email address and either your ID number or your date of birth.

Email:

AND

ID Number:

OR

Date of Birth:

mm/dd/yyyy

Submit



## 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](mailto:registrar@huc.edu) for assistance.)

After you enter your username / password, and are logged in, you will see a screen like this:

The screenshot shows the HUC student portal dashboard. At the top left is the HUC logo. The top right shows the date "Thursday, August 04, 2022". Below the date is a navigation bar with links: "Home", "Logged in as Sponge Bob", and "LOGOUT". A secondary navigation bar contains tabs: "Admissions", "Orientation Guide & Materials", "Student Records", "Financials", and "Settings & Tools". The main content area features a large "WELCOME" message followed by the user's name "Sponge Bob" and a link "What is my ID?". Below this are four panels: "Welcome Page" (with a link "Welcome to HUC"), "Class Schedule" (with text "No Schedule Information for the currently set Term"), "Holds" (with text "No Holds to Display"), and "Advisors" (with text "This is a list of your Advisors." and a link "Advisor Query...").

## 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](http://www.huc.edu/registrar)

SIS: [www.sis.huc.edu](http://www.sis.huc.edu)

[PROSPECTIVE STUDENTS](#) [CURRENT STUDENTS](#) [ALUMNI](#) [GOVERNANCE](#) [FACULTY](#) [EMPLOYEES](#) [CONTACT](#)

COVID | HUC Connect | Library | Museums | AJA | Directory | Registrar | עברית  [SEARCH SITE](#)

[ABOUT](#) / [ADMISSIONS](#) / [ACADEMICS](#) / [RESEARCH](#) / [CAMPUS LIFE](#) / [NEWS & EVENTS](#) / [DONATE](#)

Home » Academics » Registrar [PRINT](#) [SHARE](#)

## NATIONAL REGISTRAR

The mission of the Office of the National Registrar is to maintain an academic record for each student who enrolls at Hebrew Union College-Jewish Institute of Religion, and to provide timely, accurate and responsive service to students, faculty, staff and the public.

### Calendars

- National Academic Calendars 2019-2022
- National Academic Calendars 2022-2025
- Important Dates 2021-2022
- Important Dates 2022-2023
- Cincinnati 2021-2022
- Jerusalem 2021-2022
- Los Angeles 2022-2023
- New York 2021-2022
- EXMA Calendar
- Zelikow School Calendar
- DMIN Calendar 2021-2022
- DMIN Calendar 2022-2023

### Textbooks

- All Cross Campus - Spring 2022
- Cincinnati - Fall 2021
- Cincinnati - Spring 2022
- Los Angeles
  - DeLeT - Fall 2021
  - DeLeT - Spring 2022
- MAT - Fall 2021
- MAT - Spring 2022
- MEdL Fall 2021
- Rabbinical - Fall 2021
- Rabbinical - Spring 2022
- New York - Fall 2021
- New York - Spring 2022


**STUDENT INFORMATION SYSTEM (LOGIN REQUIRED)**

**ALL CAMPUS' COURSES**

## 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)

Thursday, August 04, 2022

[Log In](#) [Forgotten Password](#) [New Application](#) [Continue Application](#) [Course Catalog](#)

### Query Course Schedule

To begin, please select a Term:

**Term:**

Please select other criteria to narrow your search:

**Description Search:**

**Department:**  **Course:**

**Session:**  **Location:**

**Instructor:**  **Classroom:**

**Emphasis:**

**Starts after:**  **Ends before:**

Please use the 24-hour clock format for times (24HH:MM)


**Days:** Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

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.

Please use the search box to find a course (if necessary)									
Days: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>									
<input type="button" value="Search"/>									
Location	Course	Credit Delivery Method	Classroom	Schedule	Instructor	Offer	Available	<input type="button" value="PDF"/>	
CN	AMA 501 A Biblical Aramaic	3.00 Assessment	CNAC 3A	start 08/24/2021 T R 15:10 - 16:30	CThomas	15	12		
 CN	ARB 599 A IS Arabic Lit. Tafsir	3.00 Assessment	CNAC TBA	start 08/29/2021 U	JGrayson	1	0		
CN	BIB 401 A Biblical Prose	3.00 Assessment	CNAC 4A	start 08/24/2021 T R 08:30 - 09:50	DAaron	15	7		
NY	BIB 401N A Bible I	3.00 Assessment	NYCB 506	start 08/23/2021 M W 11:30 - 12:50	ALeven	15	4		
NY	BIB 421 A Survey of Tanakh	2.00 Assessment	NYCB 509	start 08/24/2021 T 10:00 - 12:00	ALeven	30	19		
ALL	BIB 430 A Teaching Bible to Ad	3.00 Assessment	ALL 506	start 08/25/2021 W 15:10 - 17:40	TEAM	20	1		
CN	BIB 510 A Ketuvim	3.00 Assessment	CNAC 4A	start 08/24/2021 T R 15:10 - 16:30	FisherLr	15	8		
NY	BIB 527 A Biblical Grammar	1.50 Assessment	NYCB 507	start 08/24/2021 T 13:40 - 15:00	ABZGoldblu				

Course

AMA 501

Biblical Aramaic

End Date

12/13/2021

Other Info

Course Notes

This course will deal primarily with the corpus of Biblical Aramaic texts, while also situating these texts in relation to related Aramaic dialects and the wider network of Semitic languages. No knowledge of Semitic philology is assumed, but familiarity with one additional Semitic language, in addition to Biblical Hebrew, is an advantage.

Letter grades only


Elective

Location

Cincinnati Campus

Seats

minimum	Offered	Available
0	15	12

 CN	COD 599 A IS: Reform Responsa	3.00 Assessment	CNAC TBA	start 08/29/2021 U	MWashofsky	1	0		
----------------------------------------------------------------------------------------	----------------------------------	--------------------	-------------	-----------------------	------------	---	---	--	--

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

To begin, please select a Term:

Term: **Fall 2021** ▼

Please select other criteria to narrow your search:

Description Search:

Department:  Course:

Session:  Location:

Instructor:  Classroom:

Emphasis:

Starts after:  Ends before:

Please use the 24-hour clock format for times (24HH:MM)

Days: Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

**Search**

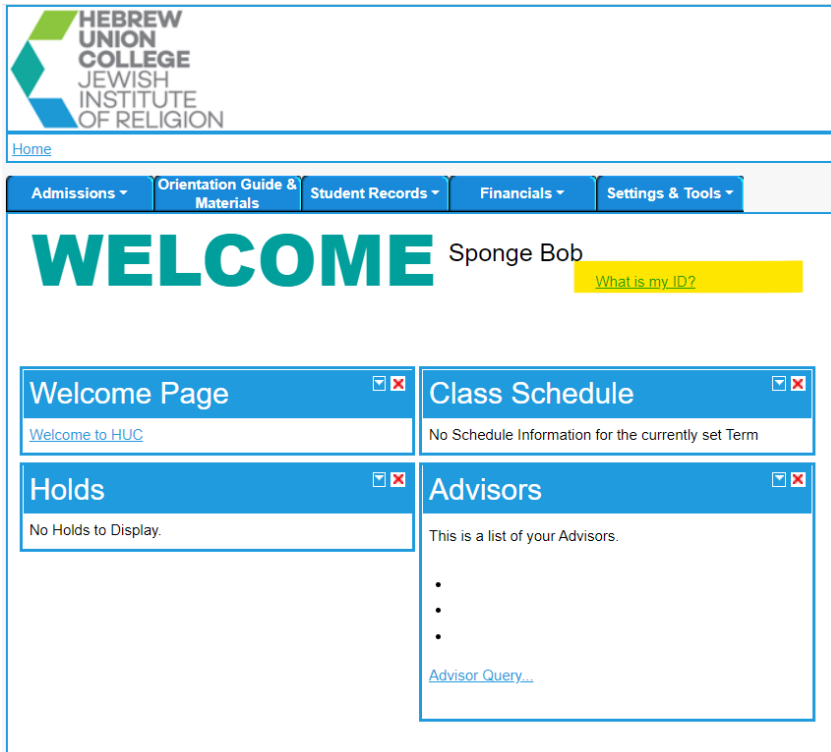
Location	Course	Credit Delivery Method	Classroom	Schedule	Instructor	Offer	Available	PDF
CN	AMA 501 A Biblical Aramaic	3.00 Assessment	CNAC 3A	start:08/24/2021 T R 15:10 - 16:30	<a href="#">CThomas</a>	15	12	
CN	ARB 599 A IS:Arabic Lit:Tafsir	3.00 Assessment	CNAC TBA	start:08/29/2021 U	<a href="#">JGrayson</a>	1	0	

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?



HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

[Home](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

# WELCOME

 Sponge Bob [What is my ID?](#)

**Welcome Page** ▾ ✕  
[Welcome to HUC](#)

**Holds** ▾ ✕  
No Holds to Display.


**Class Schedule** ▾ ✕  
No Schedule Information for the currently set Term

**Advisors** ▾ ✕  
This is a list of your Advisors.  

- 
- 
- 

[Advisor Query...](#)

From here you will need to enter your birthdate.



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[Home](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

# WELCOME

**Welcome Page** ▾ ✕  
[Welcome to HUC](#)

**Holds** ▾ ✕  
No Holds to Display.

**Class Schedule** ▾ ✕  
No Schedule Information for the currently set Term

**Advisors** ▾ ✕  
This is a list of your Advisors.  

- 
- 
- 

[Advisor Query...](#)

### Get My ID Process

Please provide your Date of Birth and click Get My ID

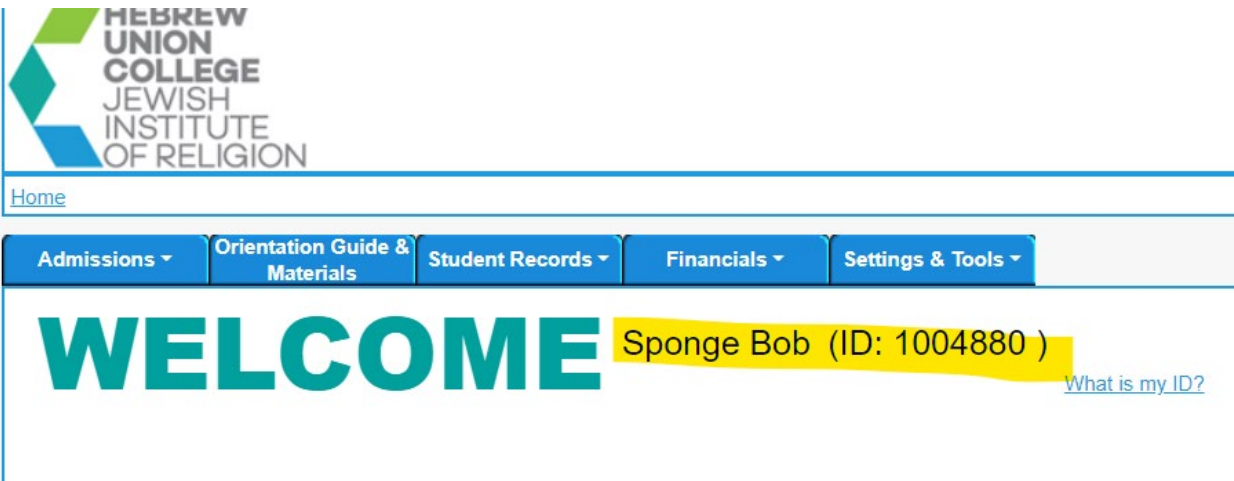
To exit without processing, click CANCEL

Date of Birth (mm/dd/yyyy):

[Get My ID](#) [Cancel](#)

## 7. Obtaining my student id number – continued

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



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OF RELIGION

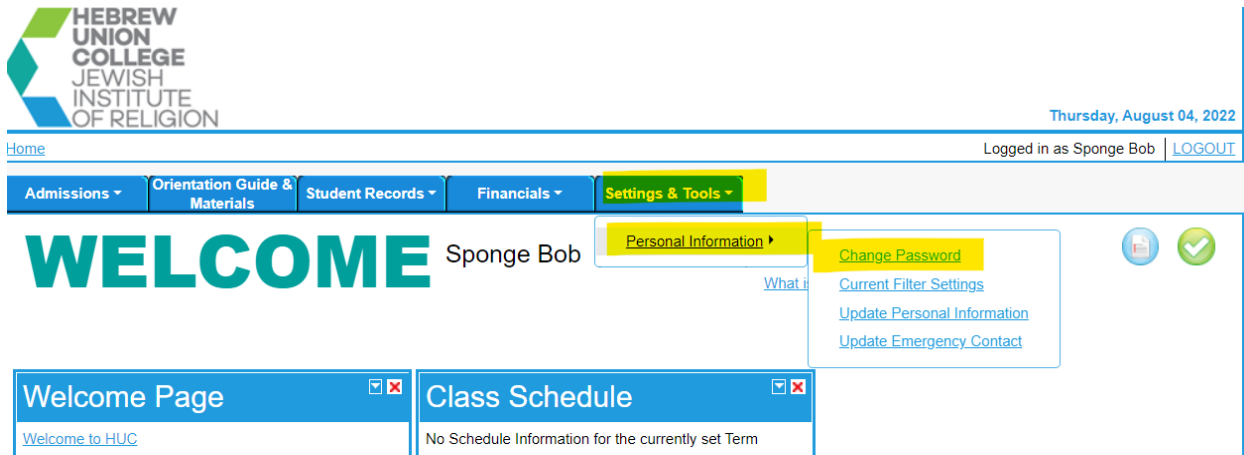
[Home](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

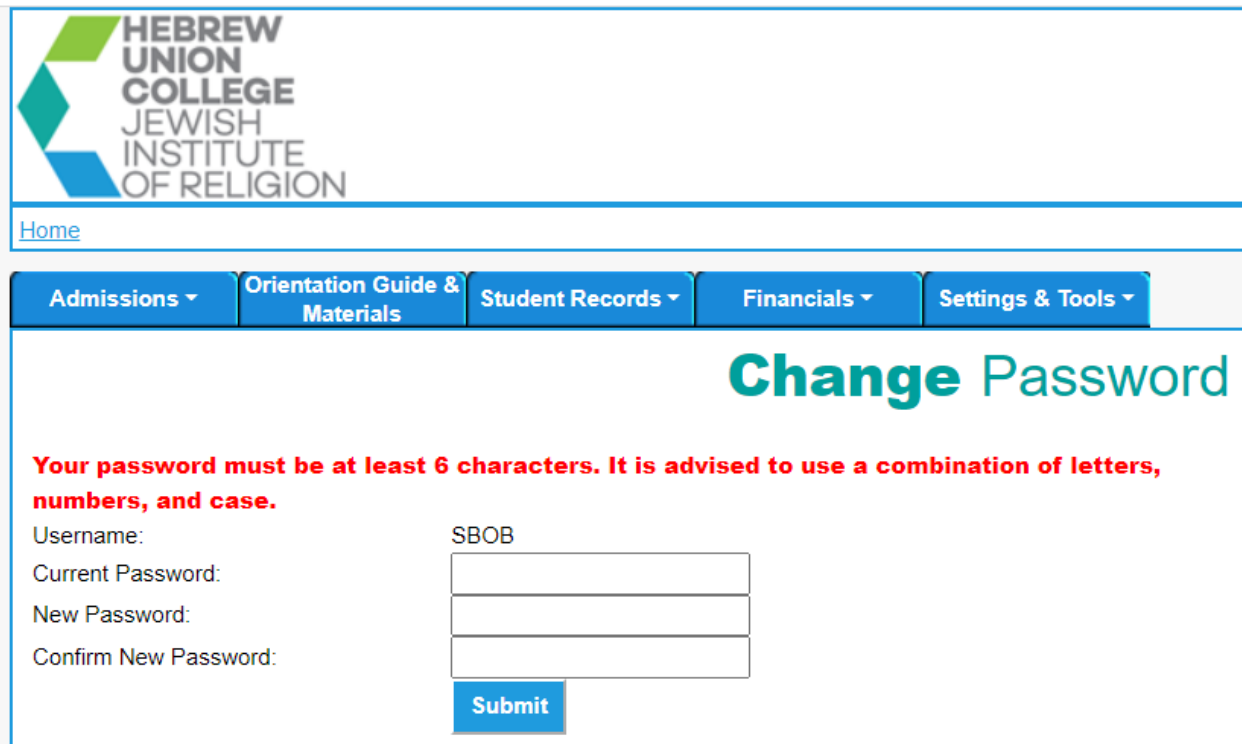
**WELCOME** Sponge Bob (ID: 1004880 ) [What is my ID?](#)

## 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.



**HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION**

Home

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

## Change Password

**Your password must be at least 6 characters. It is advised to use a combination of letters, numbers, and case.**

Username: SBOB

Current Password:

New Password:

Confirm New Password:

**Submit**



## 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

Home | Logged in as Sponge Bob | LOGOUT

Admissions | Orientation Guide & Materials | Student Records | Financials | **Settings & Tools**

**WELCOME** Sponge Bob

Personal Information ▾

[What is my ID?](#)

[Change Password](#)

[Current Filter Settings](#)

[Update Personal Information](#)

[Update Emergency Contact](#)

Welcome Page | Class Schedule | Holds | Advisors

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.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home | Logged in as Sponge Bob | LOGOUT

Admissions | Orientation Guide & Materials | Student Records | Financials | **Settings & Tools**

**Update Personal Information**

[Change](#) Current filter settings: **Person:** Sponge Bob **Term:** 2022SU: Summer 2022 **Dept:** Crse: **Sect:** App. Year: 2022

Last Name: Bob  
First Name: Sponge  
Born: 05/02/1993

SSN: Middle: Alias: Sponge

Title: Suffix: Prior: ward

Address | Phone | Demographics | Miscellaneous | Employee | Relationship

Student Data | Demographics 2

## 10. Emergency contact information

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

The screenshot shows the HUC student portal home page. At the top, there is a navigation bar with links: Home, Logged in as Sponge Bob, and LOGOUT. Below this is a menu bar with tabs: Admissions, Orientation Guide & Materials, Student Records, Financials, and Settings & Tools (highlighted in yellow). The main content area features a large 'WELCOME' message to 'Sponge Bob' and a 'Personal Information' dropdown menu. The dropdown menu includes links: Change Password, Current Filter Settings, Update Personal Information, and Update Emergency Contact (highlighted in yellow). Below the welcome message, there are four panels: 'Welcome Page' (link: Welcome to HUC), 'Class Schedule' (No Schedule Information for the currently set Term), 'Holds' (No Holds to Display), and 'Advisors' (This is a list of your Advisors).

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

The screenshot shows the 'Update Emergency Contacts' page. At the top, there is a header with the HUC logo and the date 'Thursday, August 04, 2022'. Below this is a navigation bar with links: Home, Logged in as Sponge Bob, and LOGOUT. The main content area features a large 'Update Emergency Contacts' title. Below the title, there is a 'Change' link and current filter settings: Person: Sponge Bob, Term: 2022SU: Summer 2022, Dept: Crse, Sect: App, Year: 2022. The page is divided into two sections: 'Current Emergency Contact information' and 'Updated Emergency Contact information'. The 'Current Emergency Contact information' section shows a table with columns: WHO TO CONTACT, YOUR RELATION TO THE CONTACT, TELEPHONE, and PHONE NUMBER. The table has one row: Patrick Star, Current, (513)221-1875. The 'Updated Emergency Contact information' section contains form fields for: 1st Emergency Contact First Name, 1st Emergency Contact Last Name, Your relationship to the 1st Emergency Contact, 1st Emergency Contact Home Phone Number, 1st Emergency Contact Email, 1st Emergency Contact Cell Phone Number, 1st Emergency Contact Work Phone Number, 2nd Emergency Contact First Name, and 2nd Emergency Contact Last Name.


## 10. Emergency contact information – continued

Your relationship to the 2nd Emergency Contact:	<input type="text"/>
2nd Emergency Contact Home Phone Number:	<input type="text"/>
2nd Emergency Contact Email:	<input type="text"/>
2nd Emergency Cell Phone Number:	<input type="text"/>
2nd Emergency Contact Work Phone Number:	<input type="text"/>
Cc:	<input type="text" value="studentbilling@huc.edu"/>
<input type="checkbox"/> required and <input type="checkbox"/> optional	
<input type="button" value="Request"/>	

This site was designed and tested to run correctly when viewed through Mozilla Firefox - version 25 or later, and Google Chrome, version 30 or later. Javascript must be enabled on your browser. If you are viewing this website through a different browser, or, if you have Javascript support disabled, some portions of the site may not display correctly and functionality might be impaired.

## 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.



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[Home](#)

Admissions ▾

Orientation Guide & Materials

Student Records ▾

Financials ▾

Settings & Tools ▾

# WELCOME

Sponge Bob

[What is my ID?](#)

Welcome Page

▾ ×

[Welcome to HUC](#)

Holds

▾ ×

No Holds to Display.

Class Schedule

▾ ×

No Schedule Information for the currently set Term

Advisors


▾ ×

This is a list of your Advisors.

- 
- 
-

[Advisor Query...](#)

## 11. Information on administrative and financial holds – continued



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OF RELIGION

[Home](#)

Admissions ▾

Orientation Guide & Materials

Student Records ▾

Financials ▾

Settings & Tools ▾

# WELCOME

Sponge Bob

[What is my ID?](#)

### Welcome Page

[Welcome to HUC](#)

### Holds

There are holds on your account.  
Please contact the department placing the hold.

- Description: Registrar: Academic Hold

Began: 08/03/2022  
Ends: 12/02/2022

### Class Schedule

You can not access Student Complete Information since there are holds on your account.

- Registrar: Academic Hold  
08/03/2022 - 12/02/2022

### Advisors

This is a list of your Advisors.

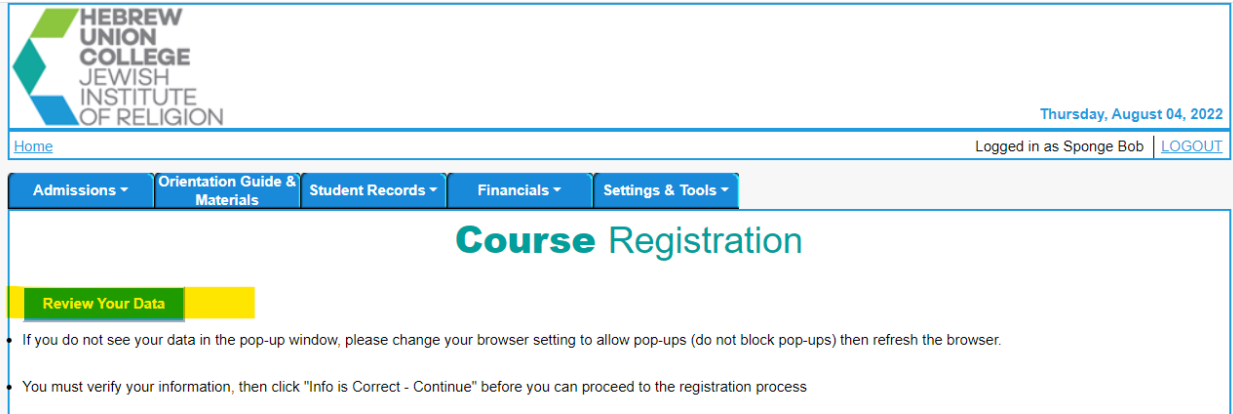
- 
- 
-

[Advisor Query...](#)

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.




The screenshot shows the Hebrew Union College Jewish Institute of Religion website. The header includes the college's logo and name, the date "Thursday, August 04, 2022", and a "Home" link. A navigation bar contains links for "Admissions", "Orientation Guide & Materials", "Student Records", "Financials", and "Settings & Tools". The main content area is titled "Course Registration" and features a yellow button labeled "Review Your Data". Below this button, there are two bullet points: "If you do not see your data in the pop-up window, please change your browser setting to allow pop-ups (do not block pop-ups) then refresh the browser." and "You must verify your information, then click 'Info is Correct - Continue' before you can proceed to the registration process".

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

Thursday, August 04, 2022

Pin Number: **1004880** Status **In Progress** Last Accessed **07/30/2020 12:01:07 pm**

Your information has not yet been submitted. Please review your information for accuracy, then use the button at the bottom of the page to submit your application or inquiry.

**Required information needs to be filled out for this section.**

**Update** **Personal Information** **Please update your current contact information and physical address by clicking the UPDATE button.** You should confirm your address reflects your current physical address and not a PO Box, campus address, or parent's address (unless you are living at home with parents). If all fields are filled with the current and correct information, you may click the continue button below.

Preferred Name (Nickname) **Sponge**

Physical Address (No PO Box) **SB: 3101 Clifton Ave.**

Current City **Cincinnati**

State **Ohio** Postal Code **45220**

Country of Current Address **United States**


Current Phone (with area code) **1 513 - 487-3202**

Country **USA**

Cell/Mobile (with area code)

Country

To correct any information you will need to click on the Update button.

Thursday, August 04, 2022

Pin Number: **1004880** Status **In Progress** Last Accessed **07/30/2020 12:01:07 pm**

**Personal Information:** Thank you for filling out this form to update our database.

**Name**

Preferred Name (Nickname)

**Current PHYSICAL ADDRESS (No PO Box or Campus Address)**

Physical Address (No PO Box)  Unit/Apt.

Current City

State  Postal Code

Country of Current Address

Current Phone (with area code)   -


Country

Cell/Mobile (with area code)   -

Country

☐ required and ☐ optional

## 12. Review your data and allow for pop-ups – continued

Thursday, August 04, 2022

Pin Number: **1004880** Status **In Progress**Last Accessed **08/04/2022 12:17:34 pm**

Your information has not yet been submitted. Please review your information for accuracy, then use the button at the bottom of the page to submit your application or inquiry.

Update

✓ **Personal Information**

Please update your current contact information and physical address by clicking the **UPDATE button**. You should confirm your address reflects your current physical address and not a PO Box, campus address, or parent's address (unless you are living at home with parents). If all fields are filled with the current and correct information, you may click the continue button below.

Preferred Name (Nickname) **Sponge**

Physical Address (No PO Box) **SB: 3101 Clifton Ave.**

Current City **Cincinnati**

State **Ohio** Postal Code **45220**

Country of Current Address **United States**

Current Phone (with area code) **1 513 - 487-3202**

Country **USA**

Cell/Mobile (with area code) **1 513 - 487-3054**

Country **USA**

Update

✓ **Demographic Information**

Enter Student Demographic Information

Marital Status **Divorced**

Print

Info is Correct - Continue

Once corrected click on Info is Correct – Continue.

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### 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.

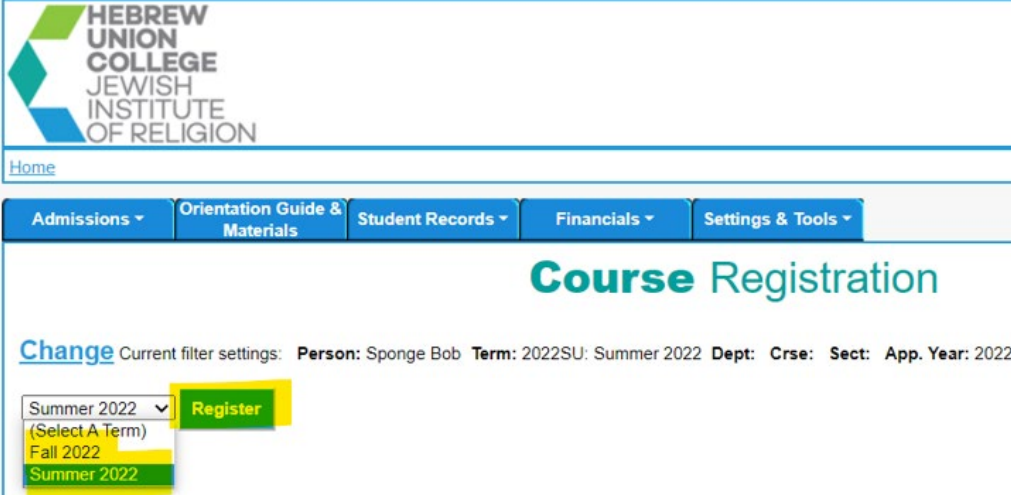
The screenshot displays the SIS student registration guide interface. At the top, there is a navigation bar with tabs: Admissions, Orientation Guide & Materials, Student Records, Financials, and Settings & Tools. The user is logged in as Sponge Bob, with a LOGOUT link. Below the navigation bar, a large "WELCOME" message is displayed, followed by the user's name "Sponge Bob" and a "Personal Information" dropdown menu. A sidebar menu on the right contains links: Change Password, Current Filter Settings, Update Personal Information (highlighted), and Update Emergency Contact. The main content area is divided into four sections: Welcome Page (with a link to Welcome to HUC), Class Schedule (with a message: No Schedule Information for the currently set Term), Holds (with a message: No Holds to Display), and Advisors (with a message: This is a list of your Advisors. and a bulleted list).

Admissions	Orientation Guide & Materials	Student Records	Financials	Settings & Tools
<b>WELCOME</b> Sponge Bob				
<a href="#">Home</a> Logged in as Sponge Bob <a href="#">LOGOUT</a>				
<a href="#">Personal Information</a>				
<a href="#">Change Password</a>				
<a href="#">Current Filter Settings</a>				
<a href="#">Update Personal Information</a>				
<a href="#">Update Emergency Contact</a>				
<b>Welcome Page</b>				
<a href="#">Welcome to HUC</a>				
<b>Class Schedule</b>				
No Schedule Information for the currently set Term				
<b>Holds</b>				
No Holds to Display.				
<b>Advisors</b>				
This is a list of your Advisors.				
<ul style="list-style-type: none"><li></li><li></li><li></li></ul>				

### 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.



HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Home

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

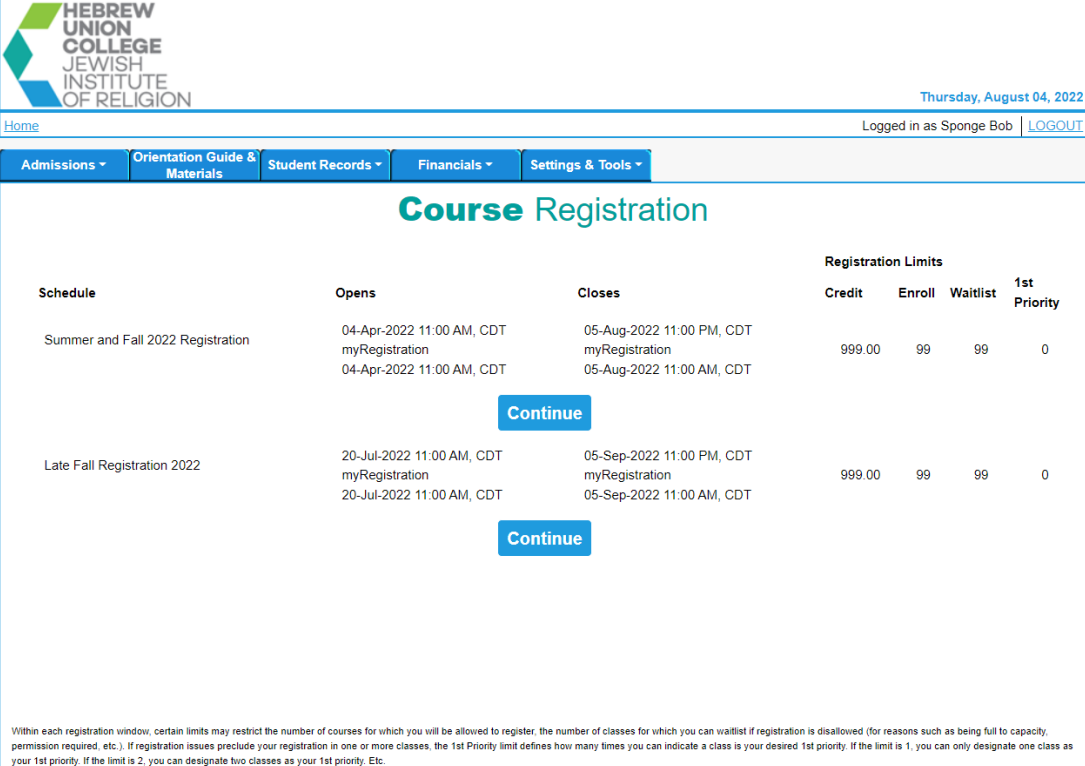
## Course Registration

[Change](#) Current filter settings: **Person:** Sponge Bob **Term:** 2022SU: Summer 2022 **Dept:** Crse: Sect: App. Year: 2022

Summer 2022 ▾ (Select A Term)  
Fall 2022  
Summer 2022

Register

If you see the screen below, click on the Continue button highlighted with the appropriate registration you are looking for.



HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

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Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

## Course Registration

Schedule	Opens	Closes	Registration Limits			
			Credit	Enroll	Waitlist	1st Priority
Summer and Fall 2022 Registration	04-Apr-2022 11:00 AM, CDT myRegistration 04-Apr-2022 11:00 AM, CDT	05-Aug-2022 11:00 PM, CDT myRegistration 05-Aug-2022 11:00 AM, CDT	999.00	99	99	0
		<a href="#">Continue</a>				
Late Fall Registration 2022	20-Jul-2022 11:00 AM, CDT myRegistration 20-Jul-2022 11:00 AM, CDT	05-Sep-2022 11:00 PM, CDT myRegistration 05-Sep-2022 11:00 AM, CDT	999.00	99	99	0
		<a href="#">Continue</a>				

Within each registration window, certain limits may restrict the number of courses for which you will be allowed to register, the number of classes for which you can waitlist if registration is disallowed (for reasons such as being full to capacity, permission required, etc.). If registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority. Etc.

### 13. SIS student registration guide – continued

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

**HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION**

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## Course Registration

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		
Pending		

**Fall 2022**  
**Bob, Sponge**  
**Classes Successfully Registered for Listed Below**

[Add Courses](#) [?](#) [View Schedule](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
					Credits:	0		

**Pending Registration -- see reasons below**

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- <a href="#">Click Add Courses button to add courses from Course Catalog</a>								

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.

**HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION**

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## Course Registration

Location (Select A Location) ▾ Department (Select A Department) ▾

Session (Select A Session) ▾ Emphasis (Area of Study) (Select An Area of Study) ▾

Course (Select A Course) ▾ Instructor (Select An Instructor) ▾


Days Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Starts After (24HH:MM) Ends Before (24HH:MM)

[Search](#)

### 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.



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## Course Registration

Register

Enroll


[Set Ctr](#)

Type	Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>	Credit ▾	EDU	571	A	Create Culture Learn	1.50	Los Angeles Campus	LAOC	TBA	08/15/2022	MTWR	09:00 AM/03:00 PM	6
<input type="checkbox"/>	Credit ▾	EDU	572	A	Intro to Pedagogy	2.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	10:00 AM/11:20 AM	6
<input type="checkbox"/>	Credit ▾	EDU	575	A	Ad Pedagogical Desig	1.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	04:30 PM/06:30 PM	12
<input type="checkbox"/>	Credit ▾	EDU	576A	A	Pedagogy Prac A	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S		6
<input type="checkbox"/>	Credit ▾	EDU	576C	A	Pedagogy Prac C	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S		12
<input type="checkbox"/>	Credit ▾	EDU	577	A	Designing Educative	3.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	01:20 PM/03:20 PM	6
<input type="checkbox"/>	Credit ▾	EDU	579A	A	Chart Future Jew Ed	3.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	01:20 PM/02:40 PM	9
								LAOC	TBA	08/25/2022	R	10:00 AM/11:20 AM	9
<input type="checkbox"/>	Credit ▾	EDU	581B	A	Lead Prof Learn	2.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	01:20 PM/02:40 PM	6
<input type="checkbox"/>	Credit ▾	EDU	585	A	Leading w Integrity	1.50	Los Angeles Campus	LAOC	TBA	10/24/2022	M	08:30 AM/09:50 AM	8
<input type="checkbox"/>	Credit ▾	EDU	591A	A	Capstone Seminar	1.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	08:30 AM/09:50 AM	9
<input type="checkbox"/>	Credit ▾	EDU	650A	A	Supervised Leadershi	1.00	Los Angeles Campus	LAOC	TBA	08/28/2022	S		6

Register

### 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.



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## Course Registration

Register

Enroll	Type	Dept	Crse	Sect Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>	Credit ▾	EDU	571	A Create Culture Learn	1.50	Los Angeles Campus	LAOC	TBA	08/15/2022	MTWR	09:00 AM/03:00 PM		6
<input type="checkbox"/>	Audit	EDU	572	A Intro to Pedagogy	2.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	10:00 AM/11:20 AM		6
<input type="checkbox"/>	Credit ▾	EDU	575	A Ad Pedagogical Desig	1.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	04:30 PM/06:30 PM		12
<input type="checkbox"/>	Credit ▾	EDU	576A	A Pedagogy Prac A	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S			6
<input type="checkbox"/>	Credit ▾	EDU	576C	A Pedagogy Prac C	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S			12
<input type="checkbox"/>	Credit ▾	EDU	577	A Designing Educative	3.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	01:20 PM/03:20 PM		6
<input type="checkbox"/>	Credit ▾	EDU	579A	A Chart Future Jew Ed	3.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	01:20 PM/02:40 PM		9
							LAOC	TBA	08/25/2022	R	10:00 AM/11:20 AM		9
<input type="checkbox"/>	Credit ▾	EDU	581B	A Lead Prof Learn	2.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	01:20 PM/02:40 PM		6
<input type="checkbox"/>	Credit ▾	EDU	585	A Leading w Integrity	1.50	Los Angeles Campus	LAOC	TBA	10/24/2022	M	08:30 AM/09:50 AM		8
<input type="checkbox"/>	Credit ▾	EDU	591A	A Capstone Seminar	1.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	08:30 AM/09:50 AM		9
<input type="checkbox"/>	Credit ▾	EDU	650A	A Supervised Leadershi	1.00	Los Angeles Campus	LAOC	TBA	08/28/2022	S			6

Register

### 13. SIS student registration guide – continued


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## Course Registration

[Register](#)

Enroll		Dept	Crse	Sect	Description	Cr	Loca	Bldg	Room	Start	Days	Time	Instructor	Avail
<input type="checkbox"/>	Credit	EDU	571	A	Create Culture Learn	1.50	Los Angeles Campus	LAOC	TBA	08/15/2022	MTWR	09:00 AM/03:00 PM		6
<input type="checkbox"/>	Credit	EDU	572	A	Intro to Pedagogy	2.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	10:00 AM/11:20 AM		6
<input type="checkbox"/>	Credit	EDU	575	A	Ad Pedagogical Desig	1.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	04:30 PM/06:30 PM		12
<input type="checkbox"/>	Credit	EDU	576A	A	Pedagogy Prac A	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S			6
<input type="checkbox"/>	Credit	EDU	576C	A	Pedagogy Prac C	0.25	Los Angeles Campus	LAOC	TBA	08/28/2022	S			12
<input type="checkbox"/>	Credit	EDU	577	A	Designing Educative	3.00	Los Angeles Campus	LAOC	TBA	08/22/2022	M	01:20 PM/03:20 PM		6
<input type="checkbox"/>	Credit	EDU	579A	A	Chart Future Jew Ed	3.00	Los Angeles Campus	LAOC	TBA	08/23/2022	T	01:20 PM/02:40 PM		9
<input type="checkbox"/>	Credit	EDU	581B	A	Lead Prof Learn	2.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	10:00 AM/11:20 AM		9
<input type="checkbox"/>	Credit	EDU	585	A	Leading w Integrity	1.50	Los Angeles Campus	LAOC	TBA	10/24/2022	M	08:30 AM/09:50 AM		8
<input type="checkbox"/>	Credit	EDU	591A	A	Capstone Seminar	1.00	Los Angeles Campus	LAOC	TBA	08/25/2022	R	08:30 AM/09:50 AM		9
<input checked="" type="checkbox"/>	Credit	EDU	599	A	IS: Create Culture L	1.00	Los Angeles Campus	LAOC	TBA	08/28/2022	S			1
<input type="checkbox"/>	Credit	EDU	650A	A	Supervised Leadershi	1.00	Los Angeles Campus	LAOC	TBA	08/28/2022	S			6

[Register](#)

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.


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## Course Registration

You have 0 Successful Registration and 1 Pending Registration.  
Click See Detail button to see the result.

[See Detail](#)

### 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.

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		1
Pending		1

**Fall 2022**  
**Bob, Sponge**  
**Classes Successfully Registered for Listed Below**

[Add Courses](#) [?](#) [View Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	TBA

Credits: 1

**Pending Registration -- see reasons below**

[Reprocess Pending](#) [?](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Delete</a>	EDU	599	B	CR		1	U		TBA

**Reason:** Consent not determined

Waitlist Priority: (Select) ▼

Credits: 1

[Submit Preferred Order and Notify](#)

### 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.

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		1
Pending		1

Fall 2022  
Bob, Sponge

Classes Successfully Registered for Listed Below

[Add Courses](#) [?](#) [View Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	TBA

Credits: 1

Pending Registration -- see reasons below

[Reprocess Pending](#) [?](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Delete</a>	EDU	599	B	CR		1	U		TBA

Reason: Consent not determined

Waitlist Priority:

Credits: 1

[Submit Preferred Order and Notify](#)

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		2
Pending		

Fall 2022  
Bob, Sponge

Classes Successfully Registered for Listed Below

[Add Courses](#) [?](#) [View Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	RAIpers
<a href="#">Drop</a>	EDU	599	B	CR		1	U		RAIpers

Credits: 2

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- Click <a href="#">Add Courses</a> button to add courses from Course Catalog								

Credits: 0



### 13. SIS student registration guide – continued

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.

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		2
Pending		

Fall 2022  
Bob, Sponge  
Classes Successfully Registered for Listed Below

[Add Courses](#) [?](#) [View Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	RAIpers
<a href="#">Drop</a>	EDU	599	B	CR		1	U		RAIpers

Credits: 2

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- <a href="#">Click Add Courses button to add courses from Course Catalog</a>								

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

Credit Hrs

Undergrad

Graduate

Earned

0

0

Required

0

0

Registered

Pending

1

Fall 2022

Bob, Sponge

Classes Successfully Registered for Listed Below

Add Courses ?

View Schedule

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
					Credits:	0		

Pending Registration -- see reasons below

Reprocess Pending ?

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
Delete	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	TBA
				Reason: Course full to capacity					08/04/2022
Waitlist Priority:		(Select) ▼							
					Credits:	1			

Submit Preferred Order and Notify

Reason:

Course full to capacity

Please contact the National Registrar's Office to remedy any issue listed above [registrar@huc.edu](mailto: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:

- You will need to attempt to register for the credit hours above 18, which will then go into “Pending Registration.”
- 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.

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		
Pending		1

**Fall 2022**  
**Bob, Sponge**  
**Classes Successfully Registered for Listed Below**

[Add Courses](#) [?](#)

[View Schedule](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
Credits:					0			


**Pending Registration -- see reasons below**

[Reprocess Pending](#) [?](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Delete</a>	EDU	599	A	CR	1	M	03:40 PM/05:00 PM	TBA
				<b>Reason:</b> Course full to capacity				08/04/2022
Waitlist Priority:				(Select) ▼				
Credits:					1			

[Submit Preferred Order and Notify](#)

## 14. Pending registrations – continued


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### Course Registration

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		1
Pending		1


**Fall 2022**  
**Explorer, Dora**  
**Classes Successfully Registered for Listed Below**

[Add Courses ?](#)
[View Schedule](#)

	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
<a href="#">Drop</a>	EDU	599	A	CR		1	M	03:40 PM/05:00 PM	RAIpers

Credits: 1

Click on the View Schedule button will give you an accurate image of your schedule for the semester:


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### Student Schedule Summary

Term: 2022FA: Fall 2022 (08/20/2022)

Student Schedule - Fall 2022  
 Explorer, Dora

[Printable Version](#)

Registered Courses

EDU - 599 - A

Independent Study:  
Create Culture and Learning

Credit Hour: 1.00

Begin: 08/22/2022  
 End: 12/13/2022  
 Instructor: RAIpers  
 Building: LA OFF CAMPUS  
 Room: TBA  
 Start: 03:40PM  
 End: 05:00PM  
 Days: M  
 Location: Los Angeles Campus

#### **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.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home Logged in as Dora Explorer [LOGOUT](#)

Admissions Orientation Guide & Materials **Student Records** Financials Settings & Tools

**WELCOME**

[Degree Information](#) [Transcript Request](#)  
[Schedule Information](#) [Grade Report](#)  
[Course Tools](#)  
[Personal Information](#)

Welcome Page Class Schedule

Welcome to HUC No Schedule Information for the currently set Term

Holds Advisors

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

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Admissions Orientation Guide & Materials **Student Records** Financials Settings & Tools

## Grade Report

[Change](#) Current filter settings: **Person:** Dora Explorer **Term:** 2022FA: Fall 2022 **Dept:** Crse: **Sect:** App. Year: 2022

Grade Report - Fall 2022  
Explorer, Dora [Printable Version](#)

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
EDU	599	A	IS: Create Culture L	RAIpers	22FA	1.00							
<b>Term Totals</b>										0.00	0.00	0.00	0.000

And here is what this will look like if clicking on the Printable Version.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Grade Report

Grade Report - Fall 2022  
Explorer, Dora

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	Hours	Interim	Type	Final	Att	Ern	Pts	GPA
EDU	599	A	IS: Create Culture L	RAIpers	22FA	1.00							
<b>Term Totals</b>										0.00	0.00	0.00	0.000

## 15. View and print an unofficial transcript – continued

Select Student Records, Schedule Information and then Student Schedule (Detail).

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

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Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

**WELCO**

Degree Information ▾  
Schedule Information ▾  
Course Tools ▾  
Personal Information ▾

Explorer  
Course Schedule  
Student Schedule (Detail)  
Student Schedule Summary  
Student Bio & Info Form  
Community Standards & Policy  
Medical Forms & Records

**Welcome Page** Welcome to HUC

**Class** No Schedule

**Holds** No Holds to Display.

**Advisors** This is a list of your Advisors.  
•  
•  
•  
[Advisor Query...](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

### Student Schedule (Detail)

[Change](#) Current filter settings: **Person:** Dora Explorer **Term:** 2022FA: Fall 2022 **Dept:** Crse: Sect: App. Year: 2022

[Printable Version](#)

**Mailing Address** 3101 Clifton Avenue  
Cincinnati, OH 45220  
mringler@huc.edu

**Name** Explorer, Dora  
**Campus Mail Box**

**Phone Numbers** CUR: (513)487-3054

**(Current Information)**

Major	Minor	Specialize1	Specialize2	Track
Non-Degree				

**(Degree)**

School/thesis	Degree	Earned	Awarded

**(Undergraduate Classes)**

Undergraduate Institutional Totals	Cr Ern	Cr Att	Cr Ern	Qual Pts	GPA
Overall Undergraduate Totals	0	0	0	0	

## 15. View and print an unofficial transcript – continued

(Graduate Classes)

Show/Hide Fall 2022 Beginning: 08/20/22


Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
EDU	599	A	Independent Study: Create Cultur	M	03:40/05:00	LAOC	TBA	RAIpers	START: 08/22/2022			
<b>Term Totals</b>										0	0	0
<b>Overall Totals</b>										Cr Enrl	Cr Att	Cr Ern
										1	0	0
										Qual Pts	GPA	0

(Waiting List)

Not on the Wait List for any future courses.

This site was designed and tested to run correctly when viewed through Mozilla Firefox - version 25 or later, and Google Chrome, version 30 or later. Javascript must be enabled on your browser. If you are viewing this website through a different browser, or, if you have Javascript support disabled, some portions of the site may not display correctly and functionality might be impaired.

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



### Student Schedule (Detail)

**Name**  
Explorer, Dora

**Mailing Address**  
3101 Clifton Avenue  
Cincinnati, OH 45220  
mringler@huc.edu

**Campus Mail Box**

**Phone Numbers**  
CUR: (513)487-3054

<b>Current Information</b>													
<b>Major</b>				<b>Minor</b>				<b>Specialize1</b>				<b>Specialize2</b>	
Non-Degree												<b>Track</b>	
<b>Degree</b>													
<b>School/thesis</b>				<b>Degree</b>				<b>Earned</b>				<b>Awarded</b>	
<b>Undergraduate Courses</b>													
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
<b>Undergraduate Totals</b>					<b>Cr Enrl</b>		<b>Cr Att</b>	<b>Cr Ern</b>	<b>Qual Pts</b>		<b>GPA</b>		
<b>Overall Undergraduate Totals</b>					0		0	0	0		0		
<b>Graduate Courses</b>													
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	GrAtt	Ern	Pts	GPA	
2022FA	EDU	599	A	Independent Study: Create Culture and Learning	M	03:40/05:00	LAOC	TBA	RAIpers	START: 08/22/2022			
<b>Term Totals</b>										0	0	0	
<b>Overall Totals</b>							<b>Cr Enrl</b>	<b>Cr Att</b>	<b>Cr Ern</b>	<b>Qual Pts</b>	<b>GPA</b>		
							1	0	0	0	0		
<b>Waiting List</b>													
Not on the Wait List for any future courses.													



## 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.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home Logged in as Dora Explorer [LOGOUT](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

**WELCOME**

[Degree Information ▾](#)  
[Schedule Information ▾](#)  
[Course Tools ▾](#)  
[Personal Information ▾](#)

[Course Schedule](#)  
[Student Schedule \(Detail\)](#)  
[Student Schedule Summary](#)  
[Student Bio & Info Form](#)  
[Community Standards & Policy](#)  
[Medical Forms & Records](#)

**Welcome Page** [Welcome to HUC](#)

**Holds** No Holds to Display.

**Class** No Schedule

**Advisors** This is a list of your Advisors.

- 
- 
- 

[Advisor Query...](#)

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home Logged in as Dora Explorer [LOGOUT](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

**Student Schedule Summary**

Term  
2022FA: Fall 2022 (08/20/2022) ▾

Student Schedule - Fall 2022

Explorer, Dora [Printable Version](#)

**Registered Courses**

EDU - 599 - A	
Independent Study:	Create Culture and Learning
Credit Hour	1.00
Begin	08/22/2022
End	12/13/2022
Instructor	RAIpers
Building	LA OFF CAMPUS
Room	TBA
Start	03:40PM
End	05:00PM
Days	M
Location	Los Angeles Campus

## 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.

Export schedule to your iPhone/Google/Outlook calendar

Export Instructions

Export schedule to your iPhone/Google/Outlook calendar

Events to Export

Include?	Event	Days
<input checked="" type="checkbox"/>	EDU-599-A: Independent Study: Create Culture and Learning	MO

Time Zone of Events: U.S. Eastern Time

Download .ics File

Export Instructions

### General Instructions

- Choose which events to export by using the checkboxes (checkboxes start out checked; deselect to not export an event). If you have exported an event before, you will get a repeat of the event in your calendar.\*
- If the time zone is not correct for your event, select the correct time zone from the drop down menu. **The time zone you should select is not necessarily the time zone you are currently in, but is the time zone of the event itself.** If one or more of your events are in a different time zone than the others, simply export multiple times (only select those events that apply for that time zone each time).\*\*
- Choose "Download .ics File." Instructions are below.

### Steps for .ics file:

- Click "Download .ics File"
- Locate the file you have downloaded, and follow one of the following instructions:
  - [Google calendar download/import instructions](#)
  - [Outlook calendar download/import instructions](#)
  - iOS (iPhone) users: Email the downloaded file (.ics) to yourself, then tap the attachment to import the events into your calendar.

### Notes:

\*Events that have no days to meet will be placed on the start day at 12 AM and the end day at 11:59 PM.

\*\*Your calendar will adjust the event accordingly so it shows up according to your time zone in your calendar. Your calendar will also adjust automatically for Daylight Savings Time, if applicable to your time zone.

## 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.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home Logged in as Dora Explorer [LOGOUT](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

**WELCO**

Degree Information ▾  
Schedule Information ▾  
Course Tools ▾  
Personal Information ▾

Transcript Request  
Grade Report

Welcome Page ☐ ☐ Class Schedule ☐ ☐  
Welcome to HUC No Schedule Information for the currently set Term

Holds ☐ ☐ Advisors ☐ ☐

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, August 04, 2022

Home Logged in as Dora Explorer [LOGOUT](#)

Admissions ▾ Orientation Guide & Materials Student Records ▾ Financials ▾ Settings & Tools ▾

## Grade Report

[Change](#) Current filter settings: **Person:** Dora Explorer **Term:** 2022FA: Fall 2022 **Dept:** Crse: Sect: App. Year: 2022

Grade Report - Fall 2022  
Explorer, Dora [Printable Version](#)

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
EDU	599	A	IS: Create Culture L	RAIpers	22FA	1.00							
<b>Term Totals</b>										0.00	0.00	0.00	0.000

And here is what this will look like if clicking on the Printable Version.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION


Grade Report

Grade Report - Fall 2022  
Explorer, Dora

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	Hours	Interim	Type	Final	Att	Ern	Pts	GPA
EDU	599	A	IS: Create Culture L	RAIpers	22FA	1.00							
<b>Term Totals</b>										0.00	0.00	0.00	0.000

## 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.

Thursday, August 04, 2022

[Home](#)Logged in as Dora Explorer [LOGOUT](#)

[Admissions](#) [Orientation Guide & Materials](#) [Student Records](#) [Financials](#) [Settings & Tools](#)

### Current Filter Settings

[Clear Settings](#)

Person

Term

Department (Dept)

Course (Crse)

Section (Sect)

Application Year (App. Year)

Dora Explorer

2022FA: Fall 2022 (08/20/2022)

\*\*\*


\*\*\*

\*\*\*

2022: Dates 07/01/2022 - 06/30/2023

[Return to Previous Page](#)

This is what the interim grade report looks like:

Thursday, August 04, 2022

[Home](#)Logged in as Sponge Bob [LOGOUT](#)

[Admissions](#) [Orientation Guide & Materials](#) [Student Records](#) [Financials](#) [Settings & Tools](#)

### Grade Report

[Change](#) Current filter settings: **Person:** Sponge Bob **Term:** 2022FA: Fall 2022 **Dept:** **Crse:** **Sect:** **App. Year:** 2022

Grade Report - Fall 2022 [Printable Version](#)

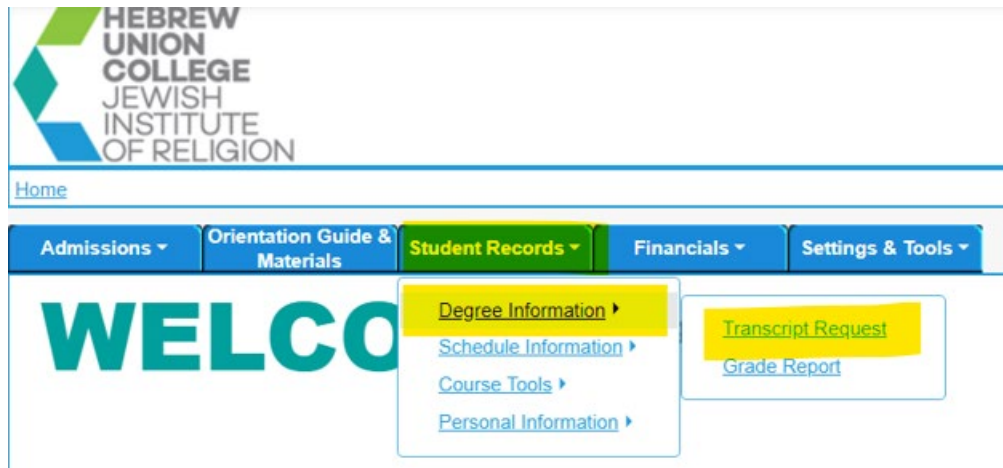
Bob, Sponge

Graduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
EDU	599	A	IS: Create Culture L	RAIpers	22FA	1.00	P	Midterm	P	0	1	0	
EDU	599	B	IS: Create Culture L	RAIpers	22FA	1.00							
Term Totals										0.00	1.00	0.00	0.000

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.

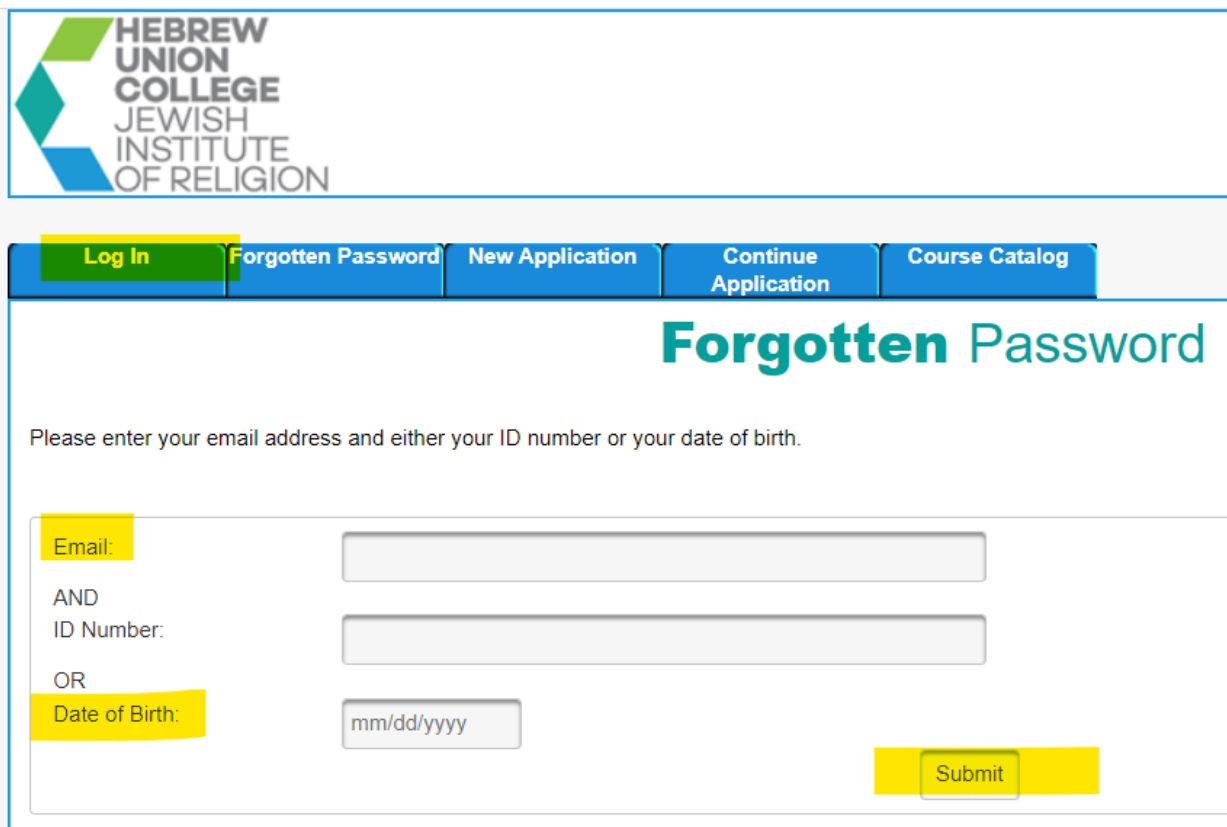
The screenshot shows the 'Transcript Request' form on the HUC website. The form is titled 'Transcript Request' and includes a 'Change' link for filter settings. The filter settings are: Person: Sponge Bob, Term: 2022FA: Fall 2022, Dept: Crse, Sect: App, Year: 2022. The form has two sections for providing information. The first section, 'To send transcripts to yourself', includes a 'Copy your information' button and fields for Student Name (Sponge Bob), Address Line 1 (SB: 3101 Clifton Ave.), Address Line 2, City (Cincinnati), Country (USA - United States), State (OH - Ohio), and Postal Code (45220). The second section, 'Send the indicated number of transcripts to this name and address', includes fields for Name, Address Line 1, Address Line 2, and City.

## 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](mailto: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](https://sis.huc.edu)

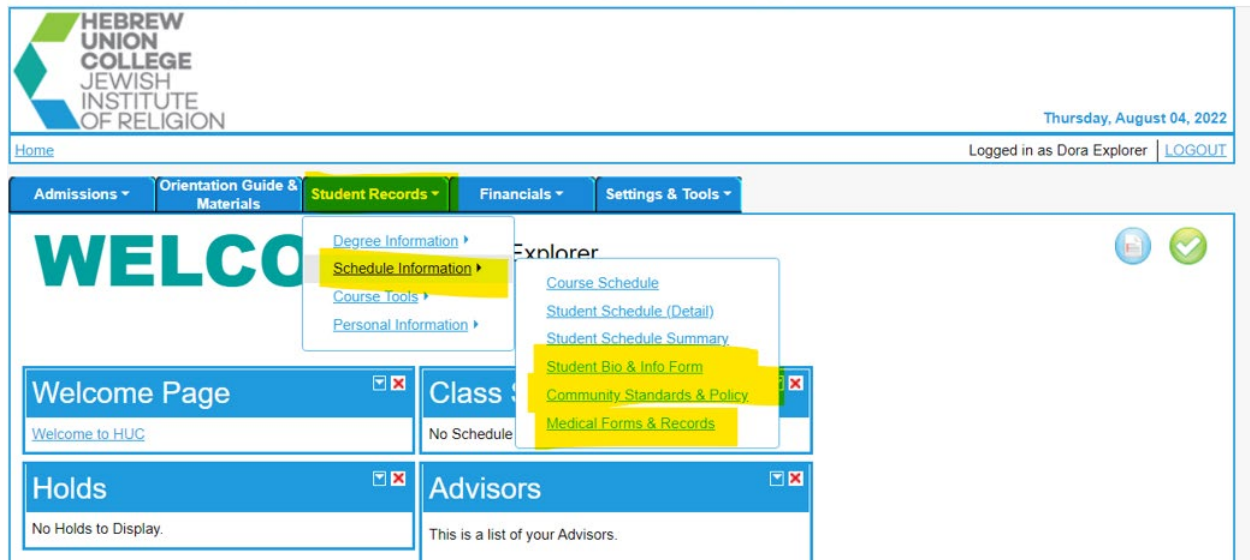
Please follow these directions to register for courses:

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.

The screenshot shows the 'Student Information and Bio Form' page. The header is teal with the title 'Student Information and Bio Form' in white. Below the header, there is a welcome message: '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 is followed by instructions: '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.' An 'Additional Information' section states: 'We will also ask that you upload your proof of insurance. This information is for your file and will only be shared with applicable departments and/or be used to waive insurance upon your request.' Below this, there is a message: 'Hi, Monisha. When you submit this form, the owner will see your name and email address.' A section titled '\* Required' is followed by a heading 'Before you begin'. The text below reads: '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.' A numbered list starts with '1. To complete this form you will need:'. Below this list, there are two checkboxes: 'A bio written in 3rd person to be shared internally. You are encouraged to include: Relevant employment;' and 'Volunteer work Internships and/or fellowships; Youth group involvement; Leadership roles; Awards and ac-'. The second checkbox is selected.

## 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.



# 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:  
<https://bit.ly/3cPDLZM>

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](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

...

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.

[PROSPECTIVE STUDENTS](#) [CURRENT STUDENTS](#) [ALUMNI](#) [GOVERNANCE](#) [FACULTY](#) [EMPLOYEES](#) [CONTACT](#)

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[SEARCH SITE](#)

[ABOUT](#) / [ADMISSIONS](#) / [ACADEMICS](#) / [RESEARCH](#) / [CAMPUS LIFE](#) / [NEWS & EVENTS](#) / [DONATE](#)

Home » Admissions » For New Students » Medical Forms, Disability Accommodations & Learning Disability Policy, and Privacy

[PRINT](#) [SHARE](#)

# MEDICAL FORMS, DISABILITY ACCOMMODATIONS & LEARNING DISABILITY POLICY, AND PRIVACY

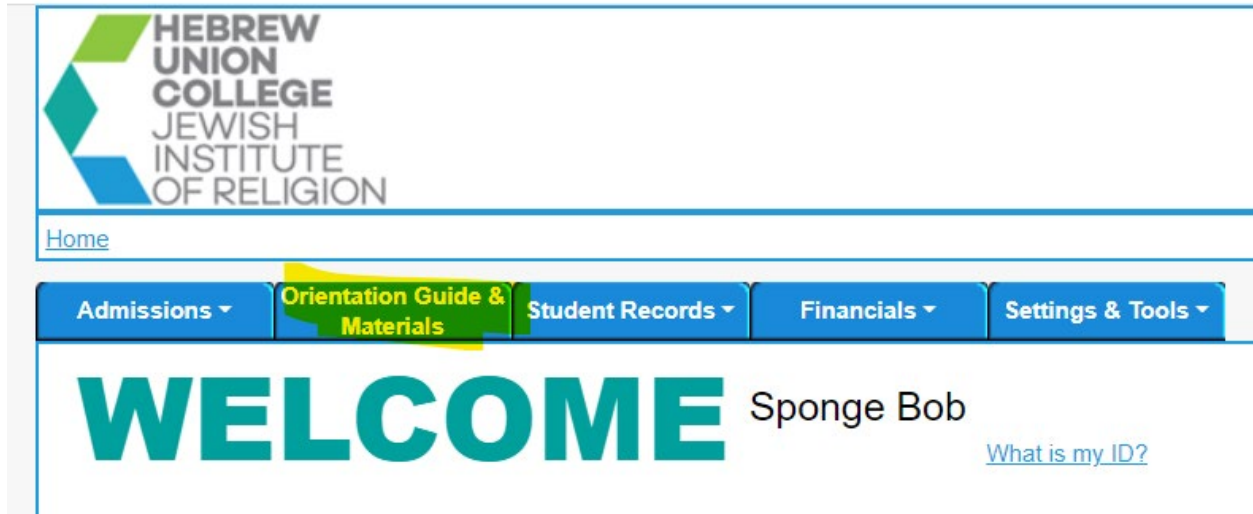
### Medical Forms

[Click Here to Download All Required Forms](#)

It is HUC-JIR policy for all enrolled students to submit medical information that is added to your confidential student record, in fulfillment of certain governmental and insurance requirements, and to assist with any emergencies that may arise. Medical forms are required before matriculation. **All incoming students must have the official medical forms complete and submitted to the Office of Recruitment and Admissions no later than one month prior to the start date of your program. (Current HUC-JIR students may want to update your records).** The documents include information for you to review and forms for you to complete with your doctor. You will need to schedule a medical appointment to complete the required information.

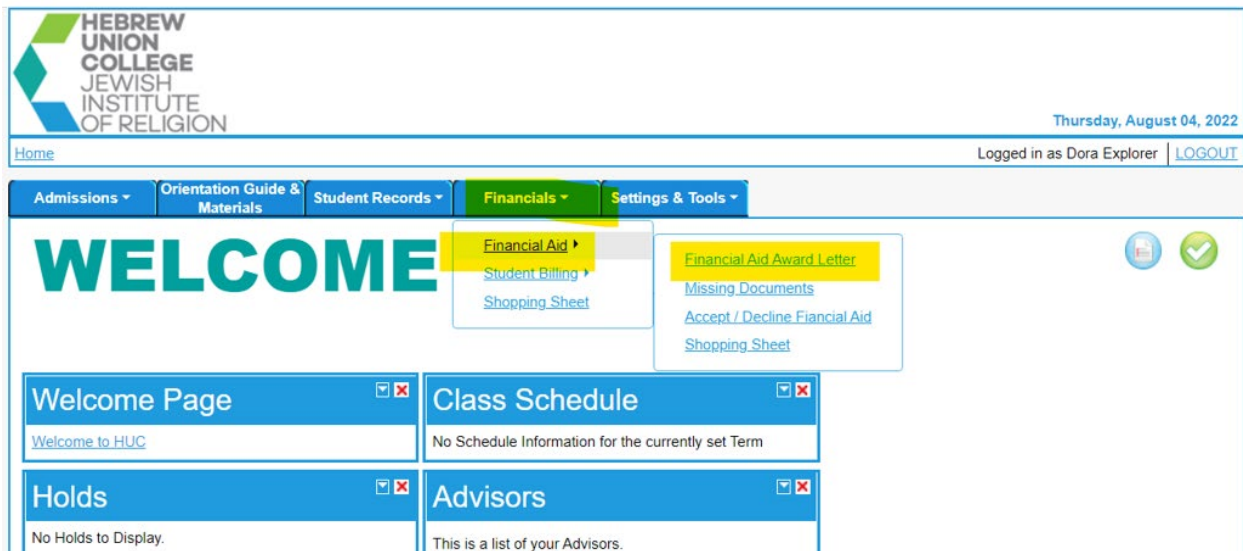
## 21. Orientation Guide & Materials

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.

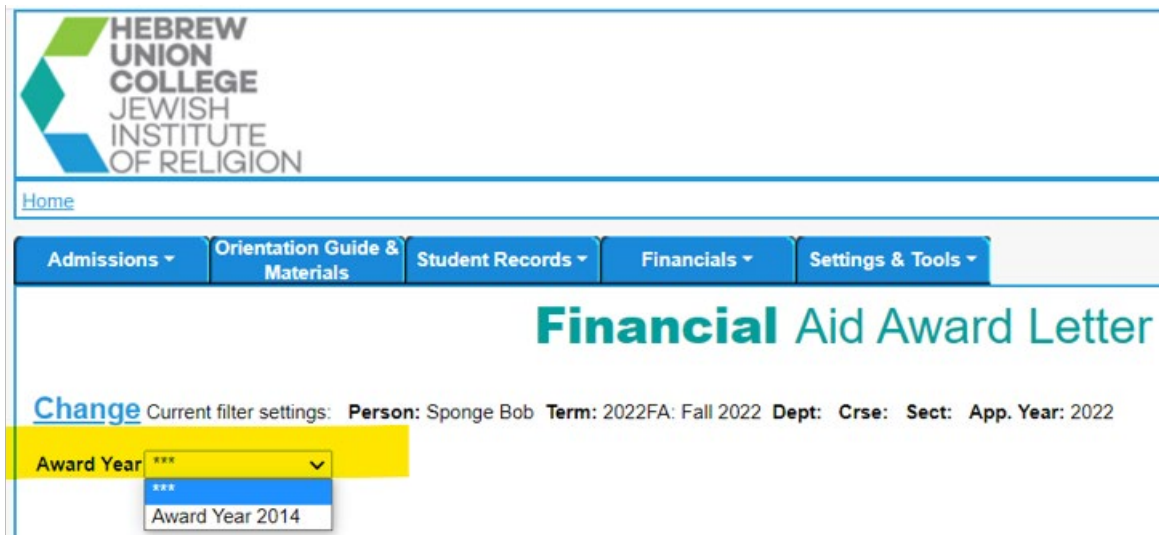


## 22. Financial aid award letter

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. Financial aid award letter – continued


Thursday, August 04, 2022

[Home](#)
Logged in as Sponge Bob
[LOGOUT](#)

[Admissions](#)
[Orientation Guide & Materials](#)
[Student Records](#)
[Financials](#)
[Settings & Tools](#)

## Financial Aid Award Letter

[Change](#)
 Current filter settings: **Person:** Sponge Bob **Term:** 2022FA: Fall 2022 **Dept:** Crse: **Sect:** **App. Year:** 2022

**Award Year** Award Year 2014 [Printable Version](#)

Award Year 2014  
 07/01/2014-06/30/2015

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 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.

	2014FA Full Time (>8)	2015SP Full Time (>8)	Total
<b>Self Help</b>			
Graduate Plus Loan	\$25,000.00	\$25,000.00	\$50,000.00 **

	2014FA Full Time (>8)	2015SP Full Time (>8)	Total
<b>Self Help</b>			
Graduate Plus Loan	\$25,000.00	\$25,000.00	\$50,000.00 **
Stafford Unsubsidized Loan	\$10,250.00	\$10,250.00	\$20,500.00 **
<b>Total:</b>			\$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!

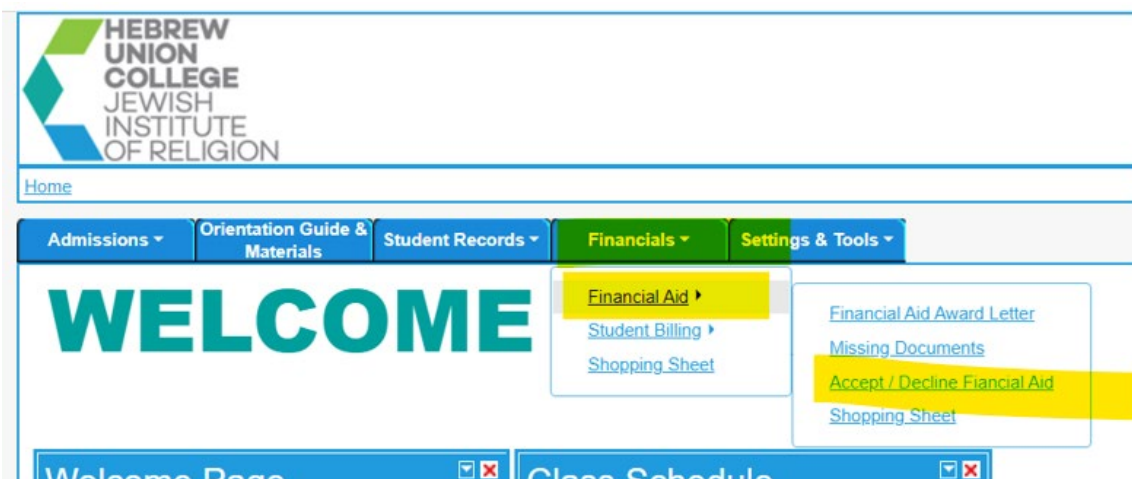
Ms. Roseanne Ackerley  
 Director of Financial Aid

Accept / Decline Financial Aid

This site was designed and tested to run correctly when viewed through Mozilla Firefox - version 25 or later, and Google Chrome, version 30 or later. Javascript must be enabled on your browser. If you are viewing this website through a different browser, or, if you have Javascript support disabled, some portions of the site may not display correctly and functionality might be impaired.

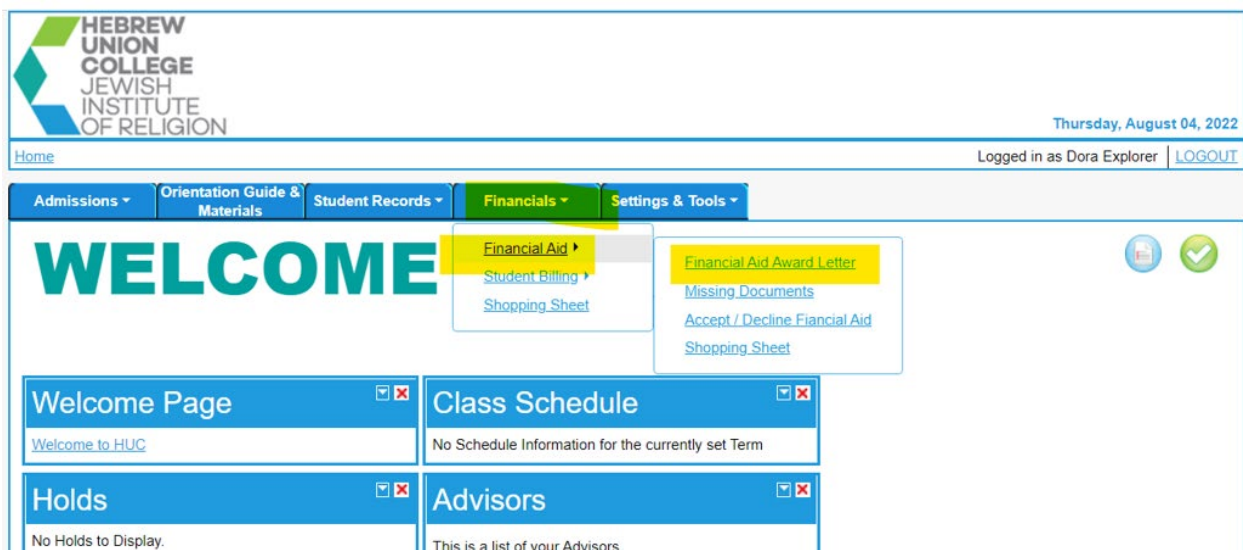
## 23. Accepting or declining your financial aid

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:

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

[Home](#)

[Admissions](#) [Orientation Guide & Materials](#) [Student Records](#) [Financials](#) [Settings & Tools](#)

# Accept / Decline Financial Aid

[Change](#) Current filter settings: **Person:** Sponge Bob **Term:** 2022FA: Fall 2022 **Dept:** Crse: Sect: App. Year: 2022

**Award Year** Award Year 2020 ▼

You do not have any financial aid for this award year.

[Latest Award Letter](#)

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

[Change](#) Current filter settings: Person: Sponge Bob Term: 2020SP: Spring 2020 Dept: Crse: Sect: App. Year:

Award Year Award Year 2014 [Printable Version](#)

Award Year 2014  
07/01/2014-06/30/2015

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

	2014FA Full Time (>8)	2015SP Full Time (>8)	Total
<b>Self Help</b>			
Graduate Plus Loan	\$25,000.00	\$25,000.00	\$50,000.00 **
Stafford Unsubsidized Loan	\$10,250.00	\$10,250.00	\$20,500.00 **
<b>Total:</b>			<b>\$70,500.00</b>

\*\* 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 on line.

Best wishes for a successful academic year!

Ms. Roseanne Ackerley  
Director of Financial Aid

[Accept / Decline Financial Aid](#)



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## Accept / Decline Financial Aid

[Change](#) Current filter settings: Person: Sponge Bob Term: 2022FA: Fall 2022 Dept: Crse: Sect: App. Year: 2022

Award Year Award Year 2014

### Not Yet Accepted or Declined

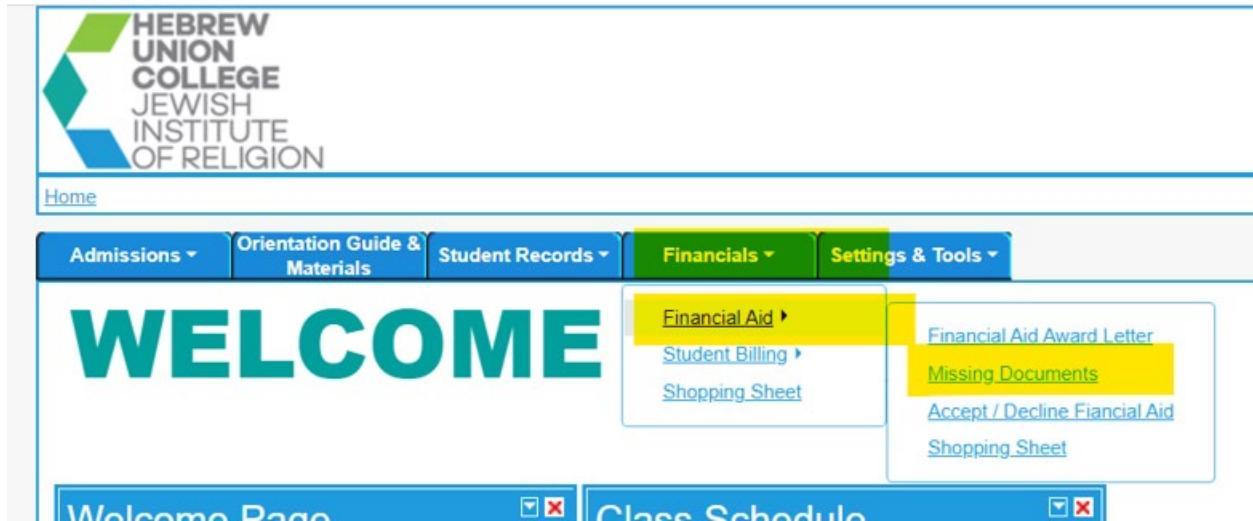
Accept All <input type="checkbox"/>	Decline All <input type="checkbox"/>	Term	Seq.	Award Type	Description	Amount	Change Amount
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2014	1	Loan	Graduate Plus Loan	\$25,000.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Fall 2014	1	Loan	Stafford Unsubsidized Loan	\$10,250.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2015	1	Loan	Graduate Plus Loan	\$25,000.00	
Accept <input type="checkbox"/>	Decline <input type="checkbox"/>	Spring 2015	1	Loan	Stafford Unsubsidized Loan	\$10,250.00	
						<b>Total:</b>	<b>\$70,500.00</b>

[Accept / Decline / Change Financial Aid](#)

[Latest Award Letter](#)

## 24. Missing financial aid documents

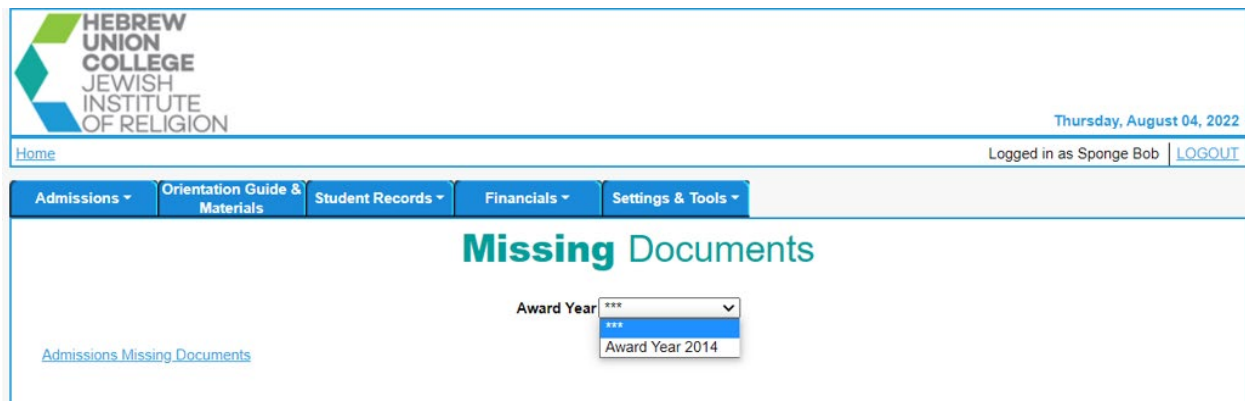
To make sure you have all your financial aid documents completed, select Financials – Financial Aid – Missing Documents.



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



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## Missing Documents

Award Year Award Year 2014 ▾

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 loans 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

#### Required Documents

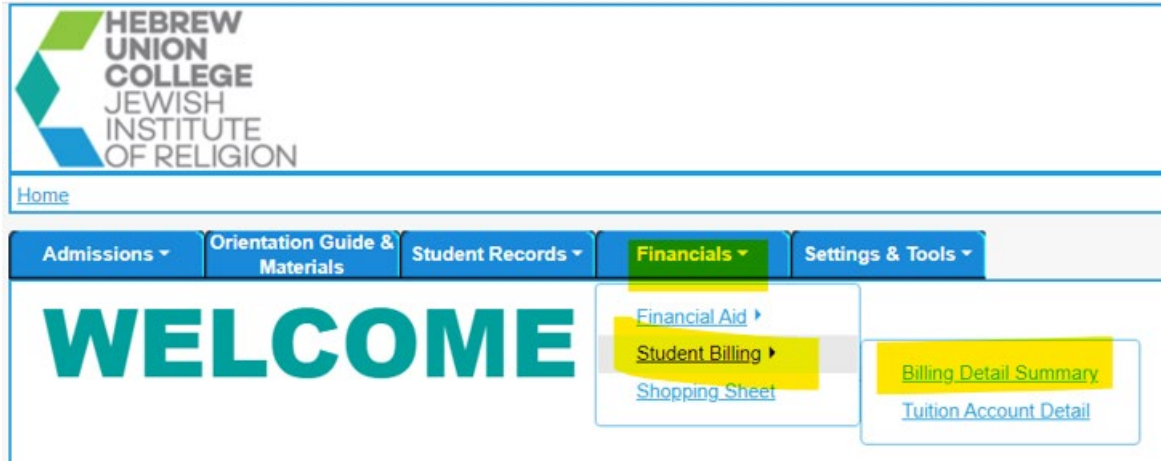
Documents	Status	Date		Additional Information
		Requested	Date Needed	
entr interview		08/20/2014	08/20/2014	<a href="#">Mapping Your Future</a>
Master Prom Note - if taking out a Stafford Loan		08/20/2014	08/20/2014	<a href="#">Complete your MPN</a>
MPN		08/20/2014	08/20/2014	

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 this letter or date of which the financial aid office has received your paperwork.

[Admissions Missing Documents](#)

## 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.



HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

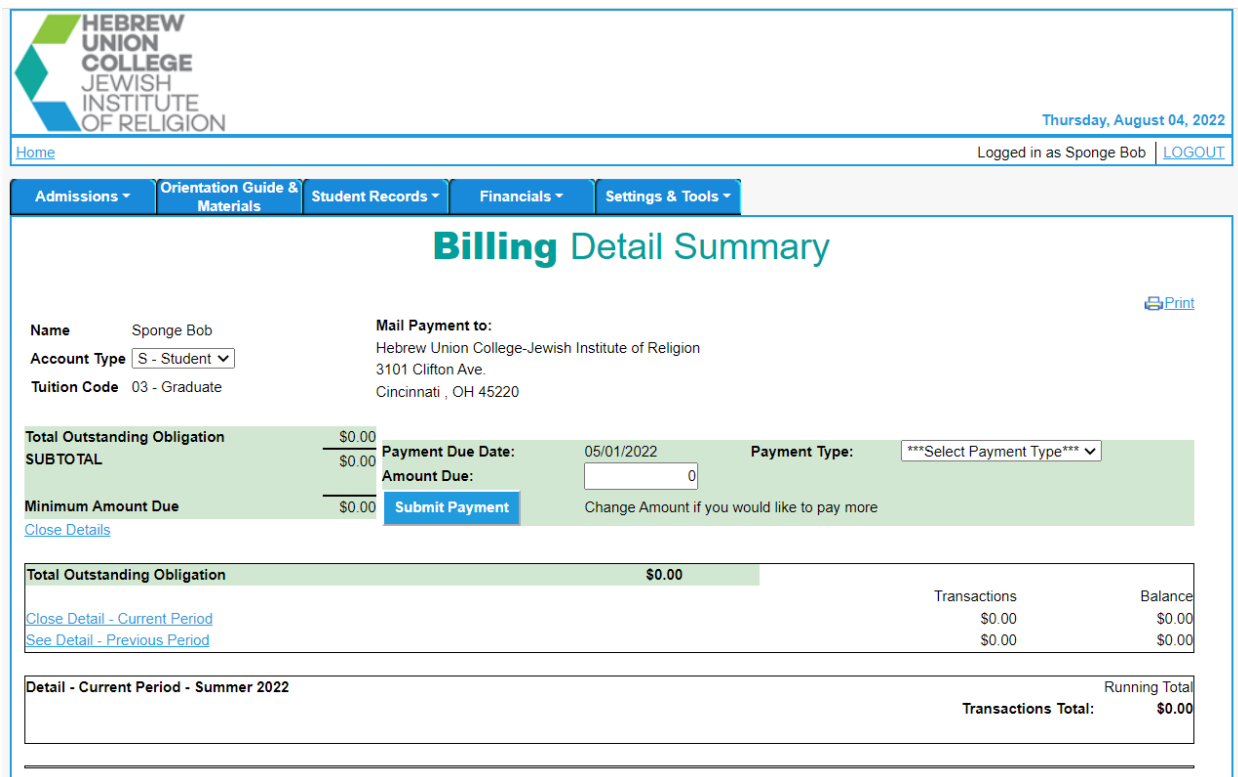
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**WELCOME**

[Financial Aid ▸](#)  
[Student Billing ▸](#)  
[Shopping Sheet](#)

[Billing Detail Summary](#)  
[Tuition Account Detail](#)



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### Billing Detail Summary

[Print](#)

Name: Sponge Bob  
Account Type:   
Tuition Code: 03 - Graduate

Mail Payment to:  
Hebrew Union College-Jewish Institute of Religion  
3101 Clifton Ave.  
Cincinnati, OH 45220

Total Outstanding Obligation	\$0.00	Payment Due Date:	05/01/2022	Payment Type:	***Select Payment Type*** ▾
SUBTOTAL	\$0.00	Amount Due:	<input type="text" value="0"/>		
Minimum Amount Due	\$0.00	<a href="#">Submit Payment</a>	Change Amount if you would like to pay more		

[Close Details](#)

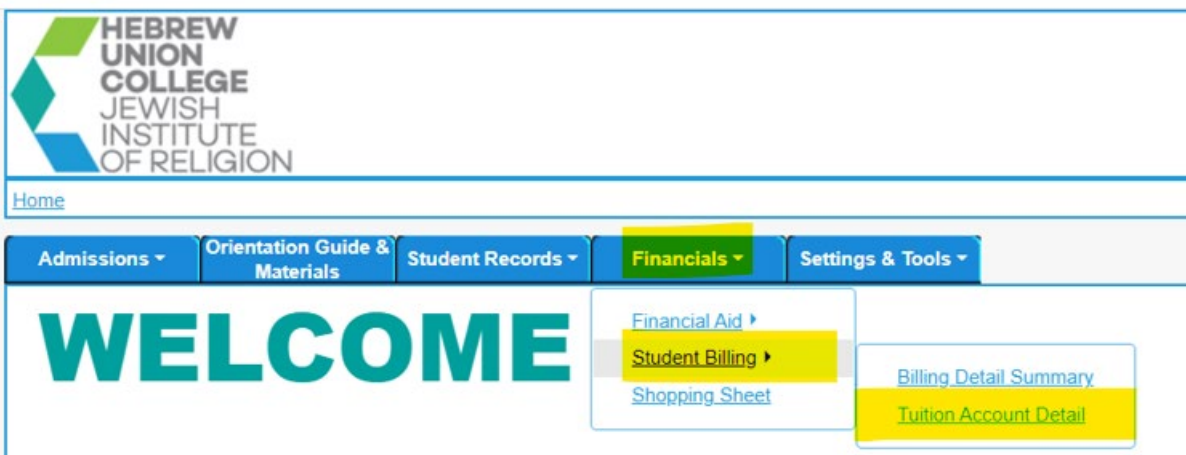
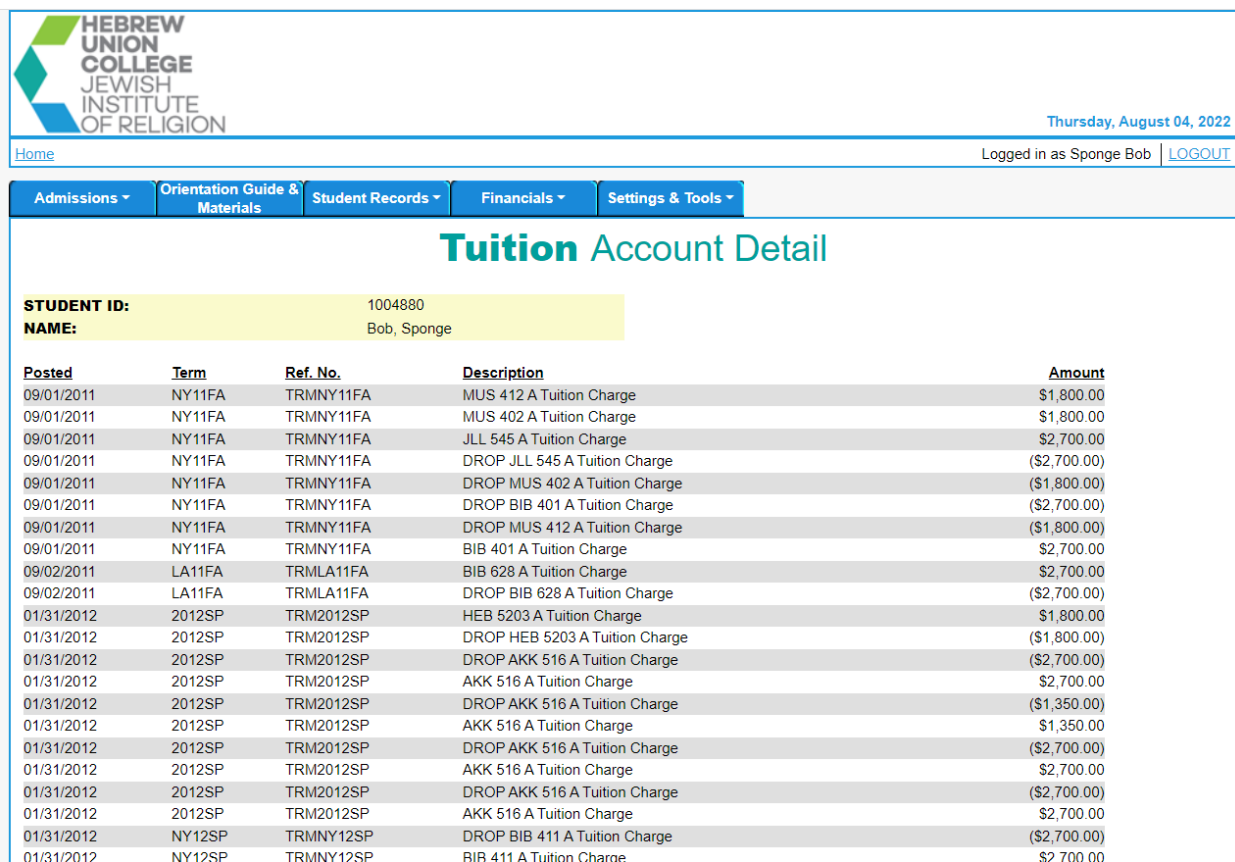
Total Outstanding Obligation	\$0.00	Transactions	Balance
		\$0.00	\$0.00
		\$0.00	\$0.00

[Close Detail - Current Period](#)  
[See Detail - Previous Period](#)

Detail - Current Period - Summer 2022	Running Total
Transactions Total:	\$0.00

## 25. Current tuition bill and tuition account detail – continued

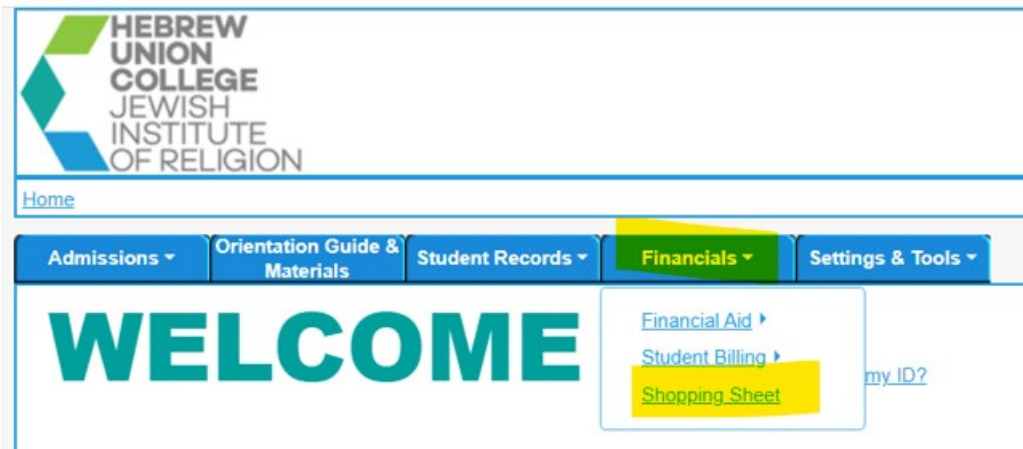
There is also the option to view your total tuition account detail by clicking on Financials – Student Billing – Tuition Account Detail. This will give you an overview of everything related to your fees while at HUC-JIR.

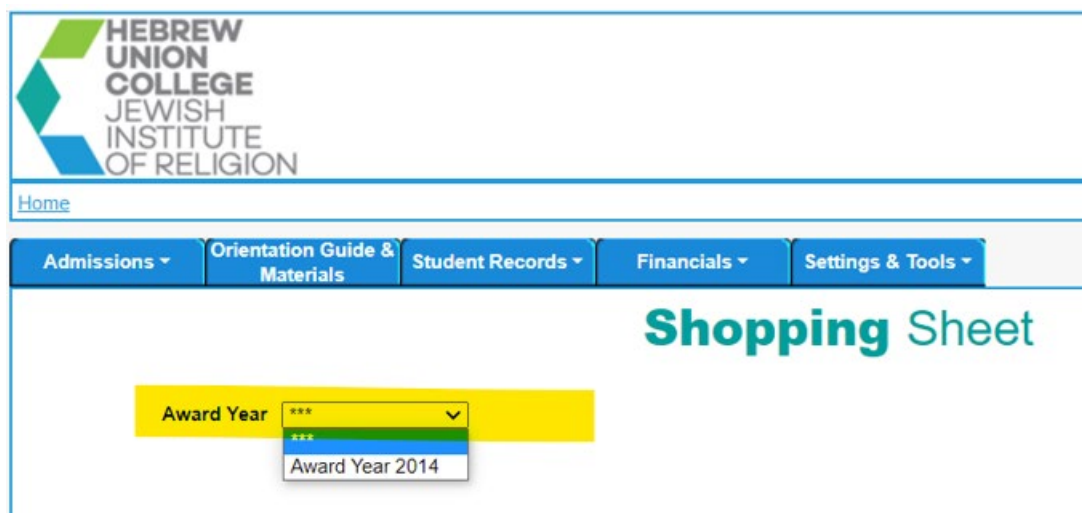
Posted	Term	Ref. No.	Description	Amount
09/01/2011	NY11FA	TRMNY11FA	MUS 412 A Tuition Charge	\$1,800.00
09/01/2011	NY11FA	TRMNY11FA	MUS 402 A Tuition Charge	\$1,800.00
09/01/2011	NY11FA	TRMNY11FA	JLL 545 A Tuition Charge	\$2,700.00
09/01/2011	NY11FA	TRMNY11FA	DROP JLL 545 A Tuition Charge	(\$2,700.00)
09/01/2011	NY11FA	TRMNY11FA	DROP MUS 402 A Tuition Charge	(\$1,800.00)
09/01/2011	NY11FA	TRMNY11FA	DROP BIB 401 A Tuition Charge	(\$2,700.00)
09/01/2011	NY11FA	TRMNY11FA	DROP MUS 412 A Tuition Charge	(\$1,800.00)
09/01/2011	NY11FA	TRMNY11FA	BIB 401 A Tuition Charge	\$2,700.00
09/02/2011	LA11FA	TRMLA11FA	BIB 628 A Tuition Charge	\$2,700.00
09/02/2011	LA11FA	TRMLA11FA	DROP BIB 628 A Tuition Charge	(\$2,700.00)
01/31/2012	2012SP	TRM2012SP	HEB 5203 A Tuition Charge	\$1,800.00
01/31/2012	2012SP	TRM2012SP	DROP HEB 5203 A Tuition Charge	(\$1,800.00)
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	(\$2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	\$2,700.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	(\$1,350.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	\$1,350.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	(\$2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	\$2,700.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	(\$2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	\$2,700.00
01/31/2012	NY12SP	TRMNY12SP	DROP BIB 411 A Tuition Charge	(\$2,700.00)
01/31/2012	NY12SP	TRMNY12SP	BIB 411 A Tuition Charge	\$2,700.00

## 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


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## Shopping Sheet

Award Year: Award Year 2014


Sponge Bob Download

### Costs in the Award Year 2014

Estimated Cost of Attendance		\$99,579.00 / yr
Activity Fee		\$35.00
Commuting		\$1,400.00
Fees		\$36.00
Health Insurance		\$4,200.00
Health Insurance		\$5,000.00
Housing		\$20,000.00
MISC - Personal (YII)		\$2,500.00
Room and board		\$12,600.00
School Related Supplies		\$1,000.00
School Related Supplies		\$1,000.00
Supplies - Misc		\$3,600.00
Supplies Personal		\$2,500.00
Transportation		\$2,400.00
Tuition		\$24,000.00

### Graduation Rate

Percentage of full-time students who graduate within 6 years




92.30%

Low Medium High

### Loan Default Rate

Percentage of borrowers entering repayment and defaulting on their loan



9.80%

1.00%

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

## 26. Financial aid shopping sheet – continued

What will you pay for college	
<b>Net Costs</b>	<b>\$99,579.00 / yr</b>
<small>(Cost of attendance minus total grants and scholarships)</small>	
<b>Options to pay net costs</b>	
<b>Work Options</b>	
<b>Loan Options*</b>	
Federal Direct Un-Subsidized Loan	\$20,500.00
Federal Grad Plus Loan	\$50,000.00
<small>* Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.</small>	
<b>Remaining Unmet Cost</b>	
<b>Remaining Unmet Cost</b>	<b>\$29,079.00 / yr</b>
<b>Options to pay net costs</b>	
<b>Other Options</b>	
<b>Family Contribution</b>	<b>\$0.00 / yr</b>
<small>(As calculated by the institution using information reported on the FAFSA or to your institution)</small>	
<small>* Payment Plans offered by the institution * Military or National Service Benefits * Parent PLUS Loan * Non-Federal private educational loan</small>	

**Repaying your loans**

To learn about repayment choices, and work out your Federal Loan monthly payment, go to <http://studentaid.ed.gov/repay-loans/understand/plans>

**For more information and next steps:**

HUC-JIR Financial Aid Office  
One West 4th Street  
New York, NY 10012  
Tel: (212) 824-2206  
financialaid@huc.edu

### 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 from 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 any. 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 institution's 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](mailto:Financialaid@huc.edu)

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

[Financial Aid Policies and Procedures Manual](#)

[Scholarships](#)