Faculty User's Manual

Student Information System (SIS)

March 2023

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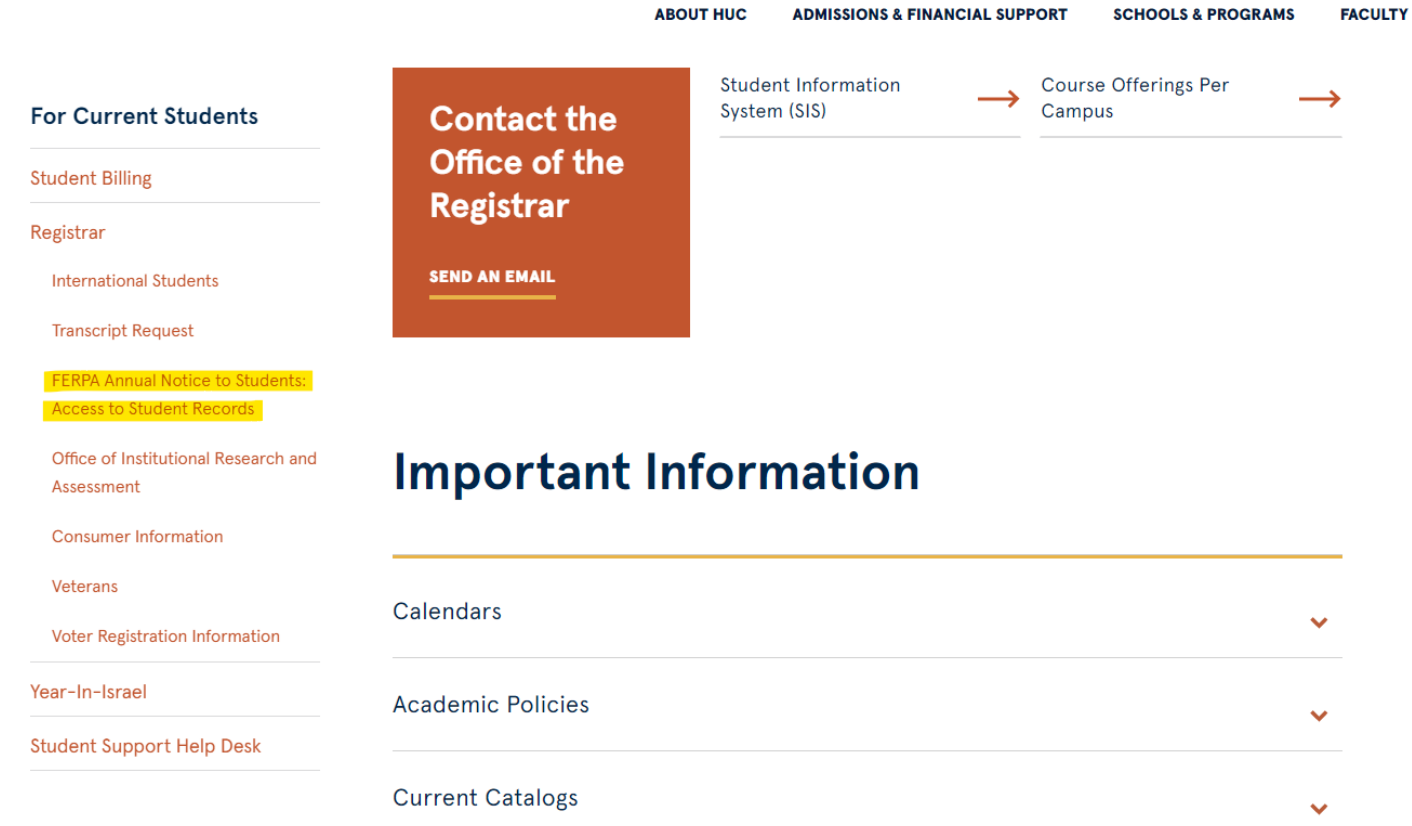
1. FERPA reminder

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 Registrar's office 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



Please do not release your username and password to others. Activity in the SIS can be traced back to the person's username.

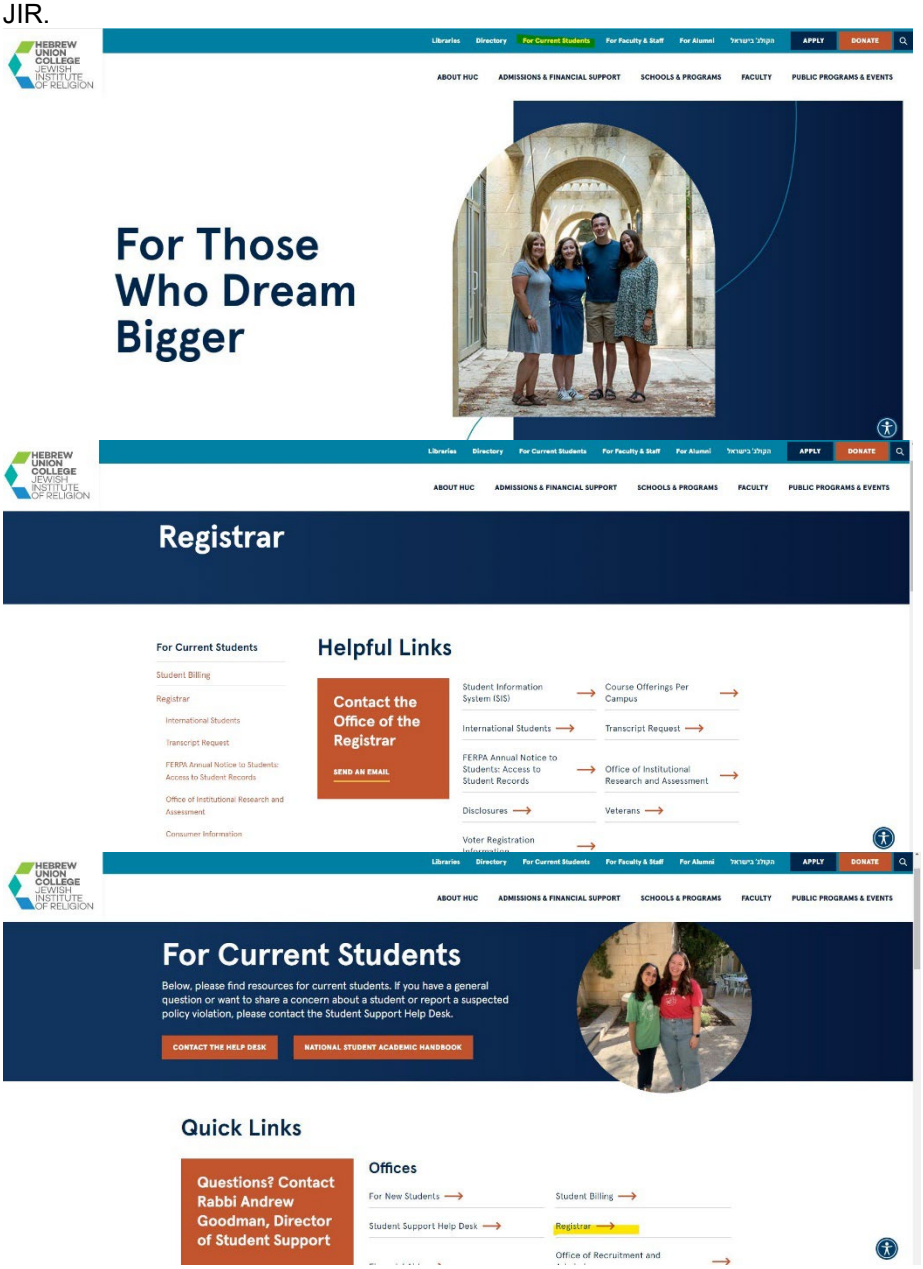
You are responsible for the security of your account information and the security of the information in the SIS accessed through your account.

The U.S. Family Educational Rights and Privacy Act (FERPA) prevents you from releasing any student information in the SIS to any other party without the student's written consent. Sanctions for violation can be severe.

2. Locating HUC-JIR websites

The link to the Registrar is – huc.edu/registrar

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



2. Locating HUC-JIR websites – continued

Single Sign on Portal – https://idp.huc.edu/idp/Authn/External?conversation=e1s1

Student Information System (SIS) – https://sis.huc.edu

Canvas – CanvasHelp@huc.edu

Email/IT Help – TechSupport@huc.edu

Libraries – http://huc.edu/student-support-help-desk

Registrar – https://huc.edu/for-current-students/registrar/

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

Student Billing – http://huc.edu/admissions/student-billing

Campus Directions (Campus Life) – http://huc.edu/campus-life

Directory – http://huc.edu/directory

Calendars – http://huc.edu/news-events/calendar/additional-calendars

Campus Safety and Security Page – http://huc.edu/admissions/campus-safety-and-security

Equity & Inclusion – http://huc.edu/equity-inclusion

Student Voter Registration Information – huc.edu/for-current students/registrar/voter-registration-information/

Jewish Studies Portal – https://jsp.huc.edu

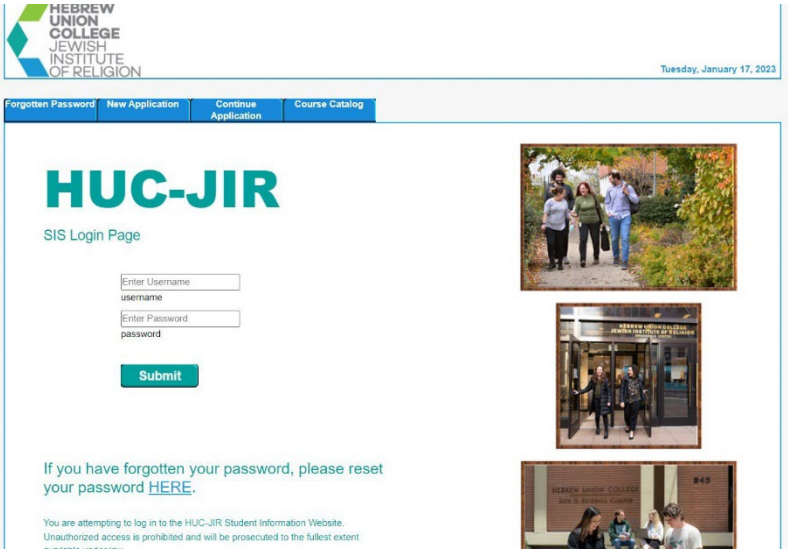
Consumer Information / Disclosures – http://huc.edu/about/institutional-research-assessment/disclosures1

3. Introduction to Student Information System (SIS)

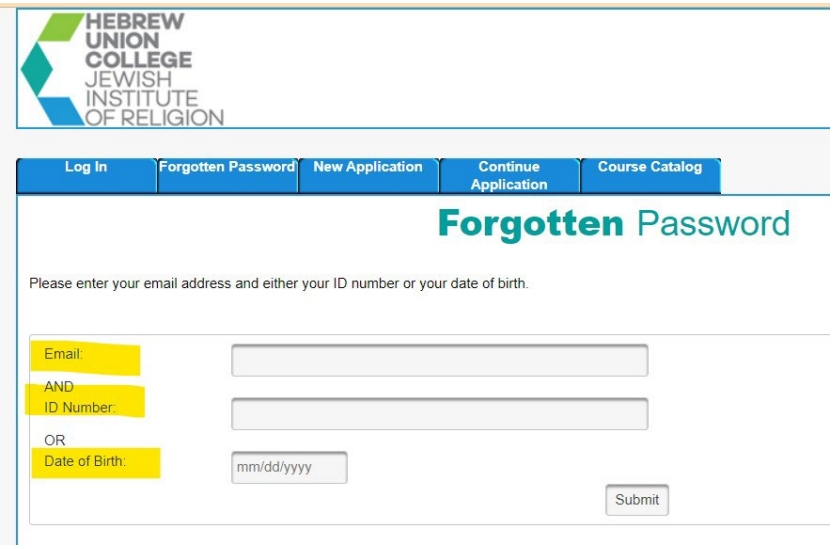
The website for SIS, our Student Information System, is: sis.huc.edu There is also a link on the Registrar's homepage:

huc.edu/registrar

The opening page of the website looks like this:



3. Introduction to Student Information System (SIS) – continued



From here you can find information on how to:

Locate forgotten password –

- Click on the Forgotten Password tab.
- Enter your huc email address. If you have forgotten your HUC email account, contact TechSupport@huc.edu for further assistance
- Enter your huc email address and date of birth, or ID number, SIS will email you a reset password link from admissions admissions@huc.edu.

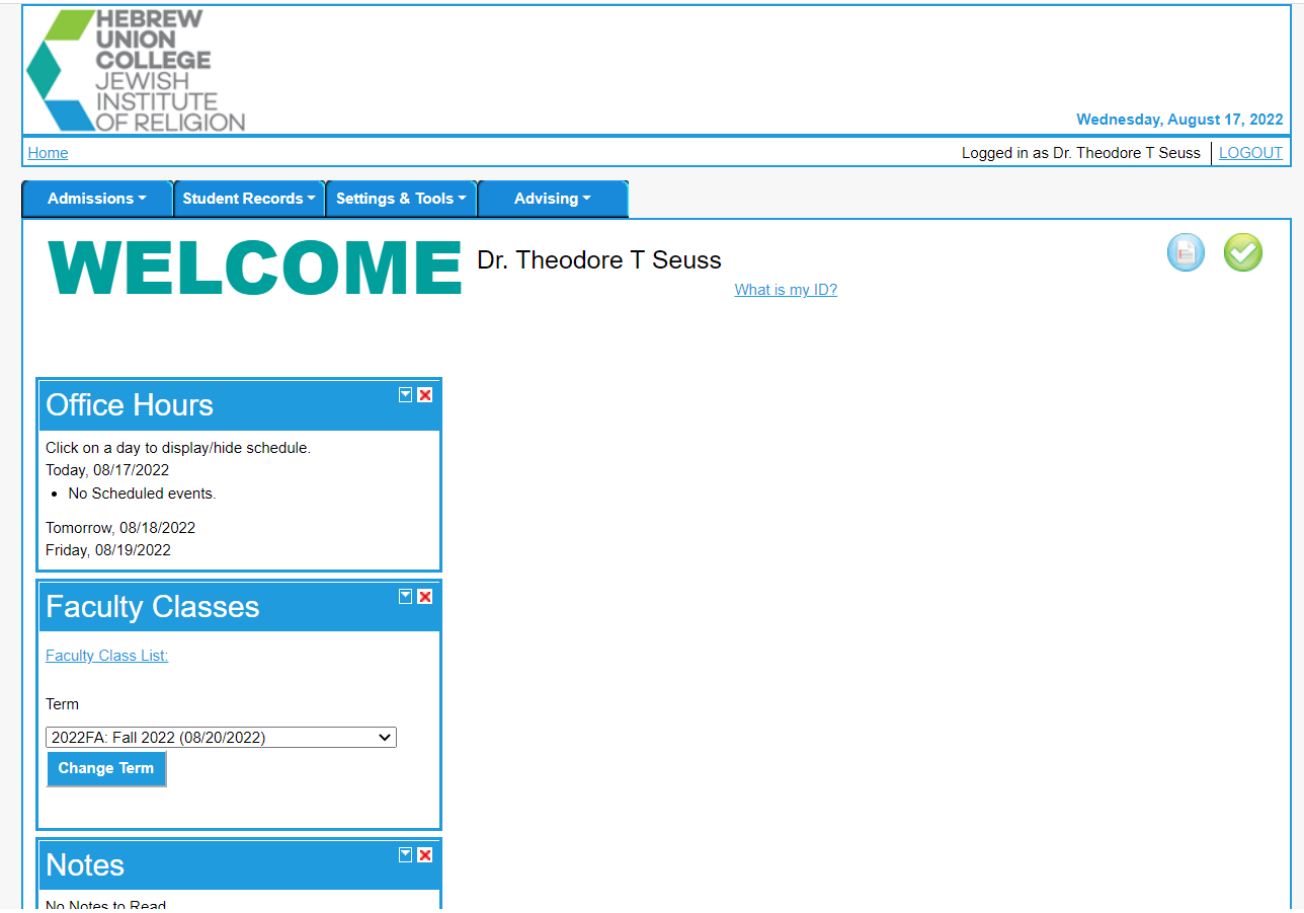
4. Accessing your account

Enter your SIS username in the textbox above the label: username.

- Enter your username and password in the textbox. ***Your username and password are case sensitive.***

If you have any difficulty with this process, e-mail the Registrar's office registrar@huc.edu for assistance.

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

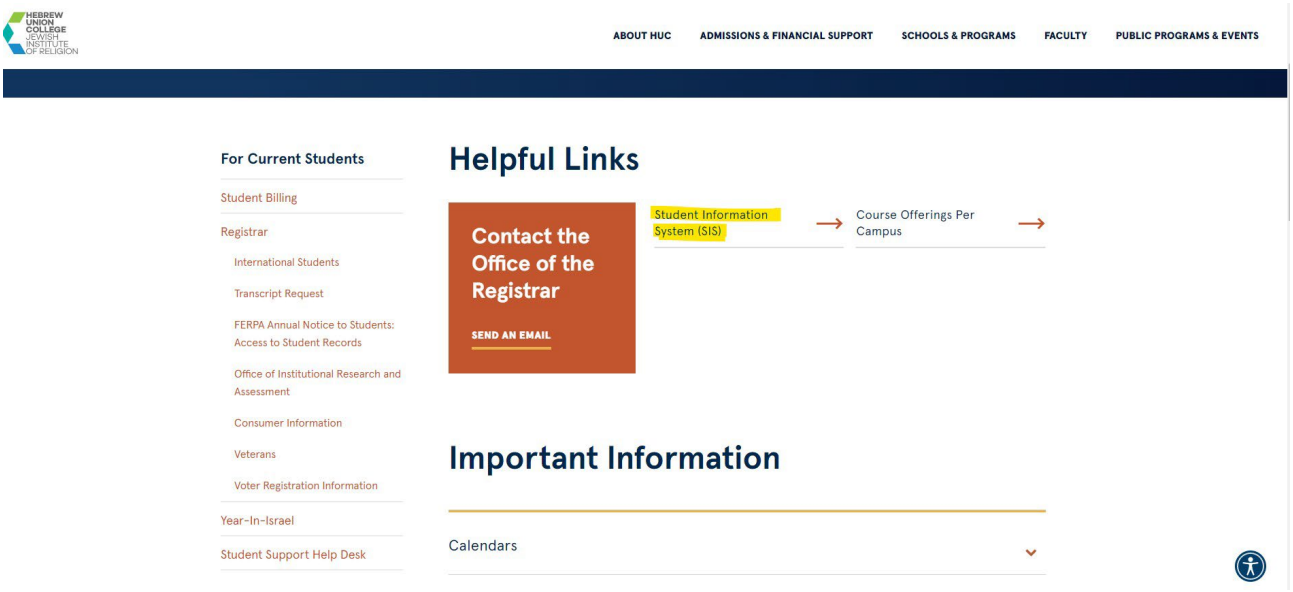


5. List of courses offered for a semester

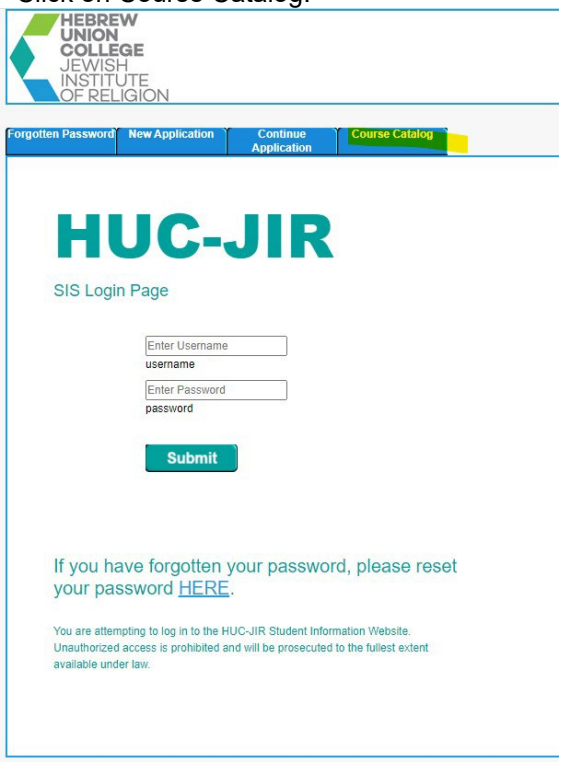
You may locate all courses through the Registrar's page and click on ALL Campuses' Courses or go through the Student Information System (SIS).

Registrar: www.huc.edu/registrar

SIS: www.sis.huc.edu



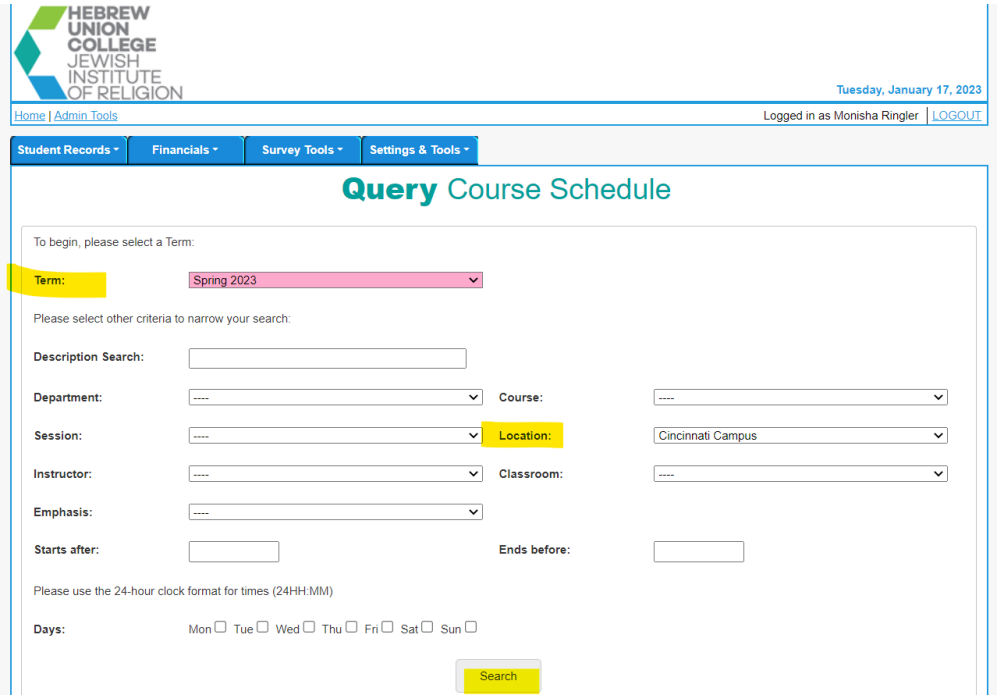
Click on Course Catalog:



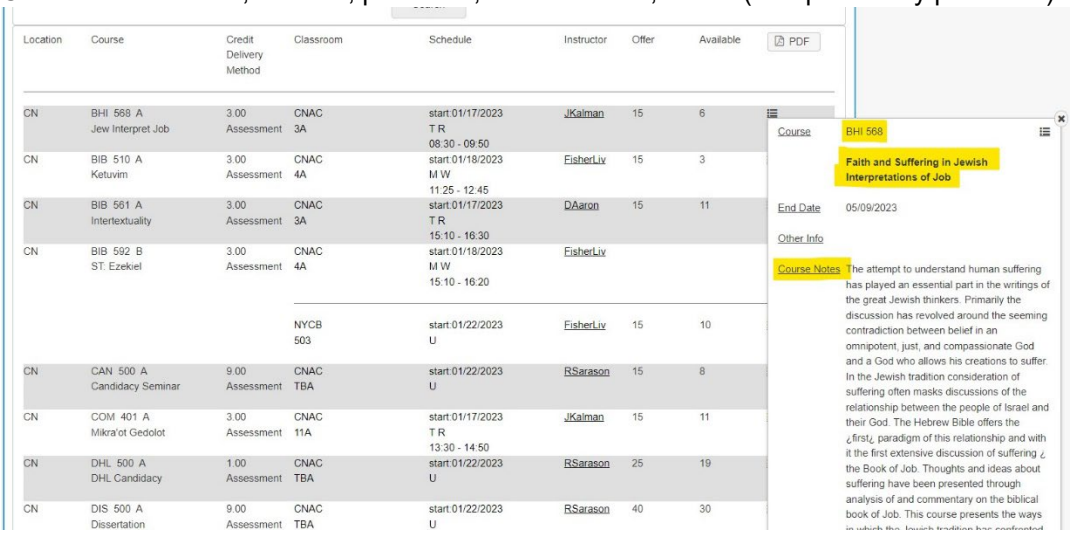
5. List of courses offered for a semester – continued

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 US Eastern Time (ET).

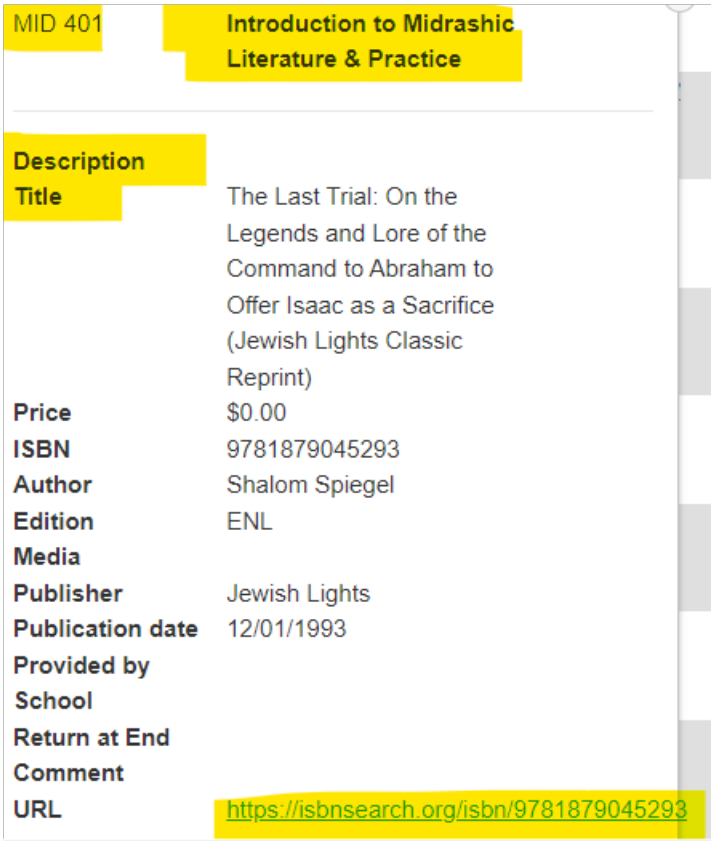


Detail is an important and often overlooked link that will show the following:
Course Detail – Title, number, professor, credit amount, books (if requested by professor) and description of the course.



Course Notes – Description of the course itself.
Location – Which campus this course is being offered.
Seats Offered.
Seats Available.
Course details can also list other information about a course including additional expenses if needed and if consent of instructor is required.

5. List of courses offered for a semester – continued



MID 401	**Introduction to Midrashic Literature & Practice**							
Description								
Title	The Last Trial: On the Legends and Lore of the Command to Abraham to Offer Isaac as a Sacrifice (Jewish Lights Classic Reprint)							
Price	$0.00							
ISBN	9781879045293							
Author	Shalom Spiegel							
Edition	ENL							
Media								
Publisher	Jewish Lights							
Publication date	12/01/1993							
Provided by School								
Return at End Comment								
URL	https://isbnsearch.org/isbn/9781879045293							

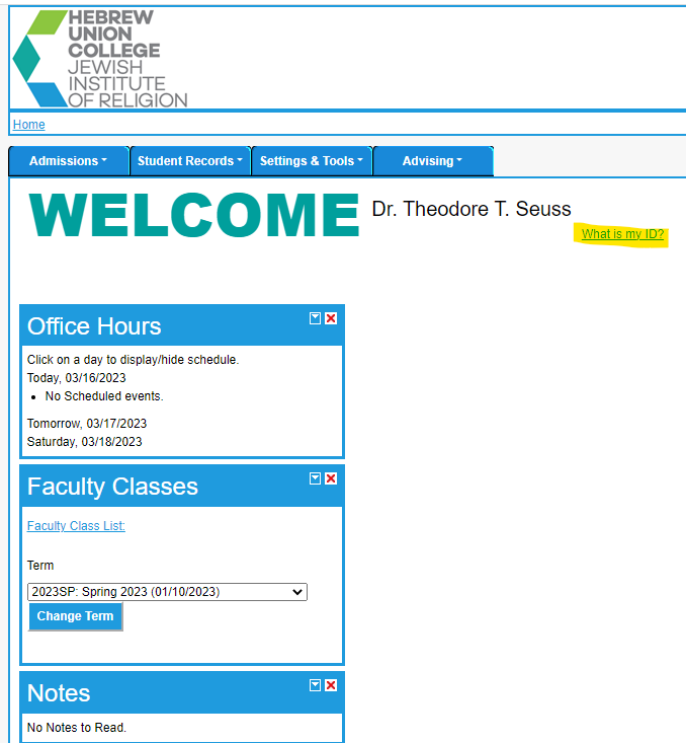
				15:10 - 16:30				
CN	HIS 599 1 IS:Southern Jew His	1.50 Assessment	CNAC TBA	start:01/22/2023 U	GZola	1	0	

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.

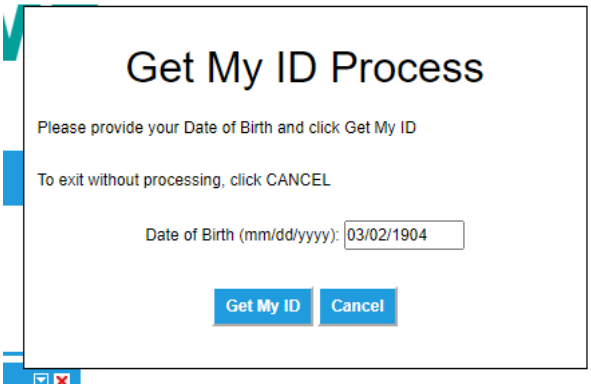
Location	Course	Credit Delivery Method	Classroom	Schedule	Instructor	Offer	Available	PDF
CN	BHI 568 A Jew Interpret Job	3.00 Assessment	CNAC 3A	start:01/17/2023 T R 08:30 - 09:50	JKalman	15	6	
CN	BIB 510 A Ketuvim	3.00 Assessment	CNAC 4A	start:01/18/2023 M W 11:25 - 12:45	FisherLiv	15	3	
CN	BIB 561 A Intertextuality	3.00 Assessment	CNAC 3A	start:01/17/2023 T R 15:10 - 16:30	DAaron	15	11	
CN	BIB 592 B ST: Ezekiel	3.00 Assessment	CNAC 4A	start:01/18/2023 M W 15:10 - 16:20	FisherLiv			
			NYCB 503	start:01/22/2023 U	FisherLiv	15	10	

6. Obtaining my id number

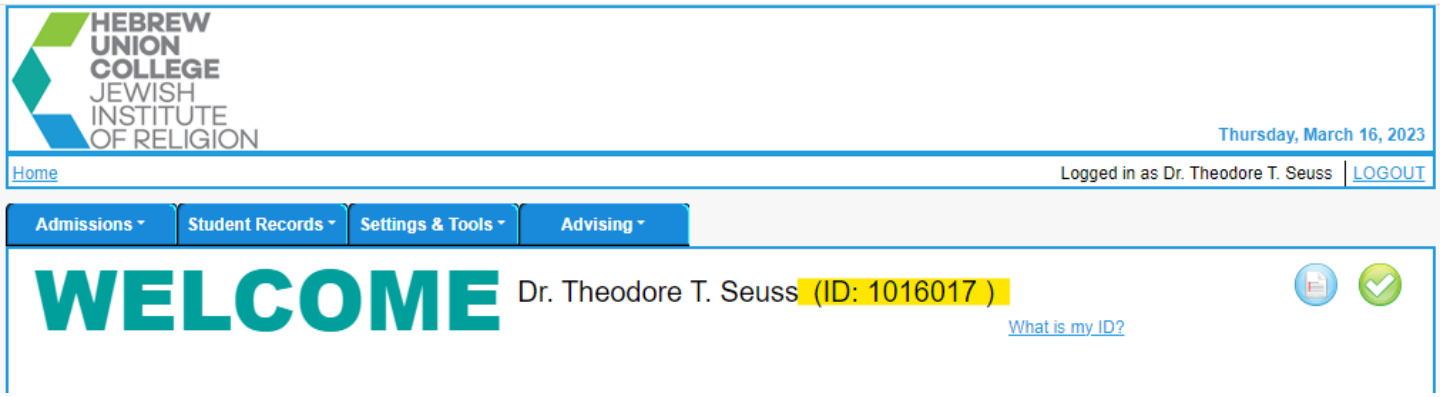
Click on What is my ID?



From here you will need to enter your birthdate.

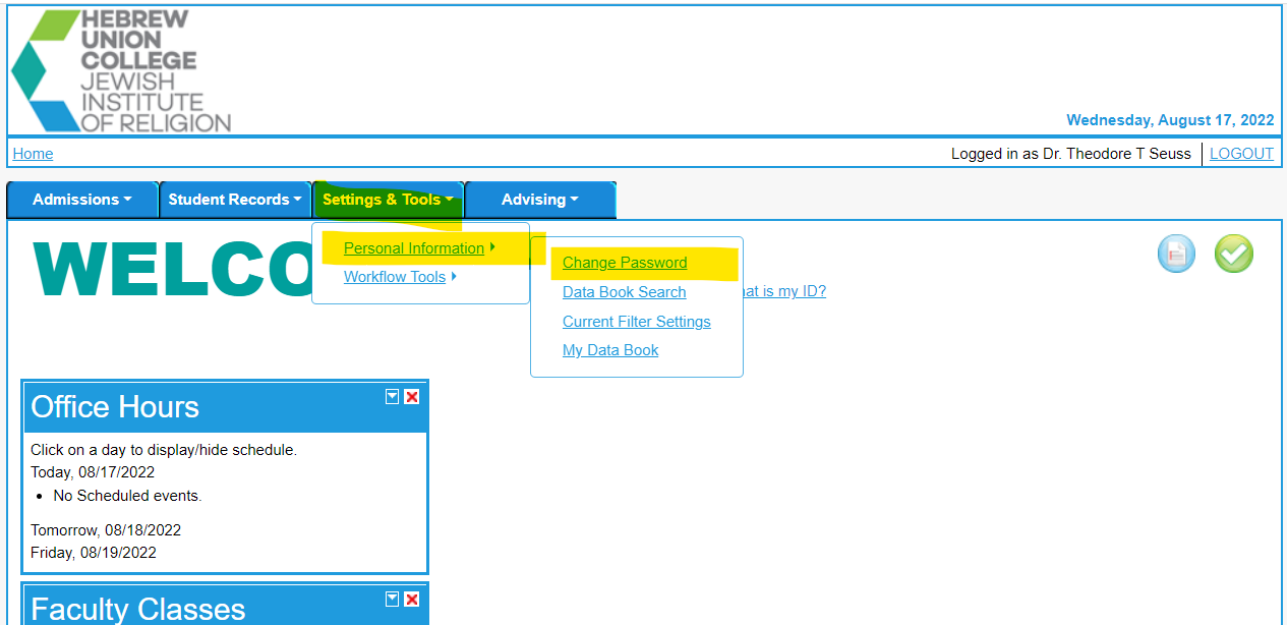


After your birthdate has been entered, your student id will display at the top of the page:

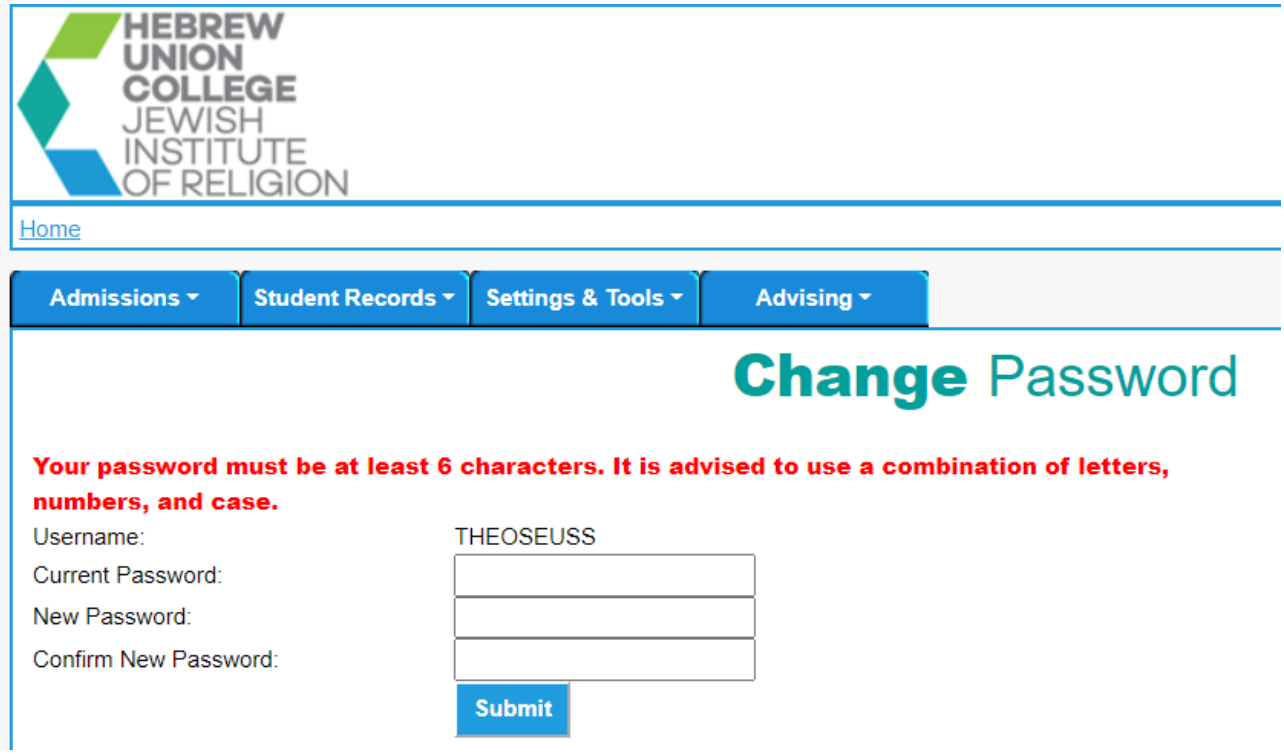


7. Changing your password

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.

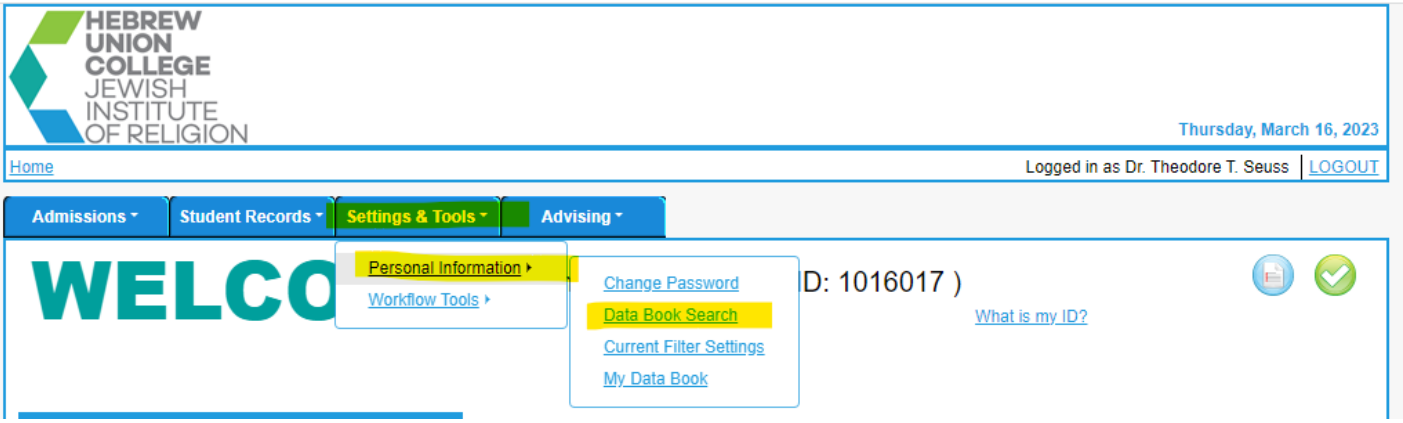


Follow the directions given to change your password to one you can easily remember, but one that is also secure.

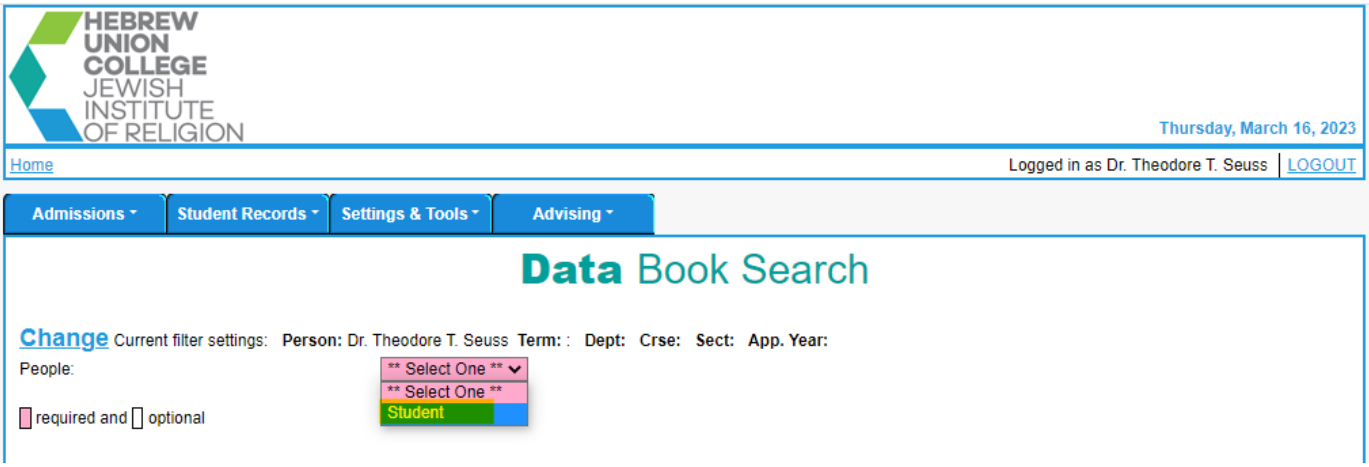


8. Data book search

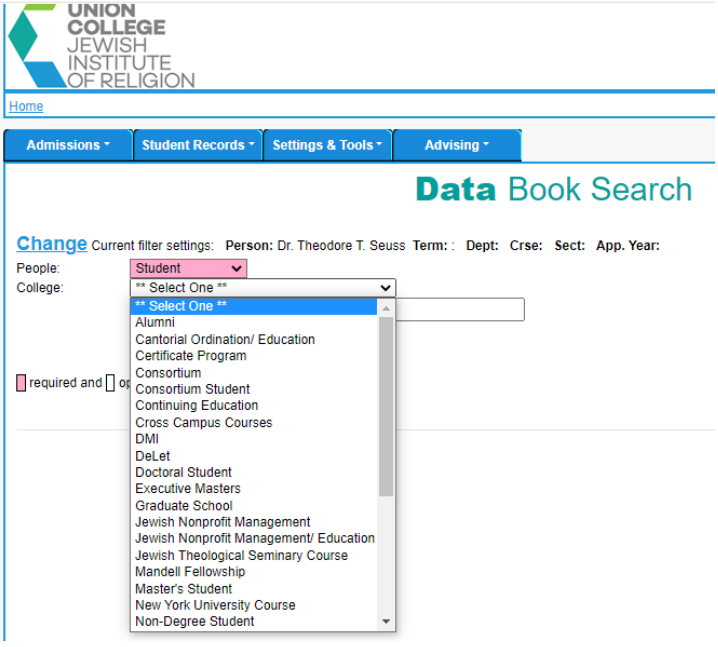
Looking for a specific student can be done by clicking on Settings & Tools, Personal Information, and Date Book Search.



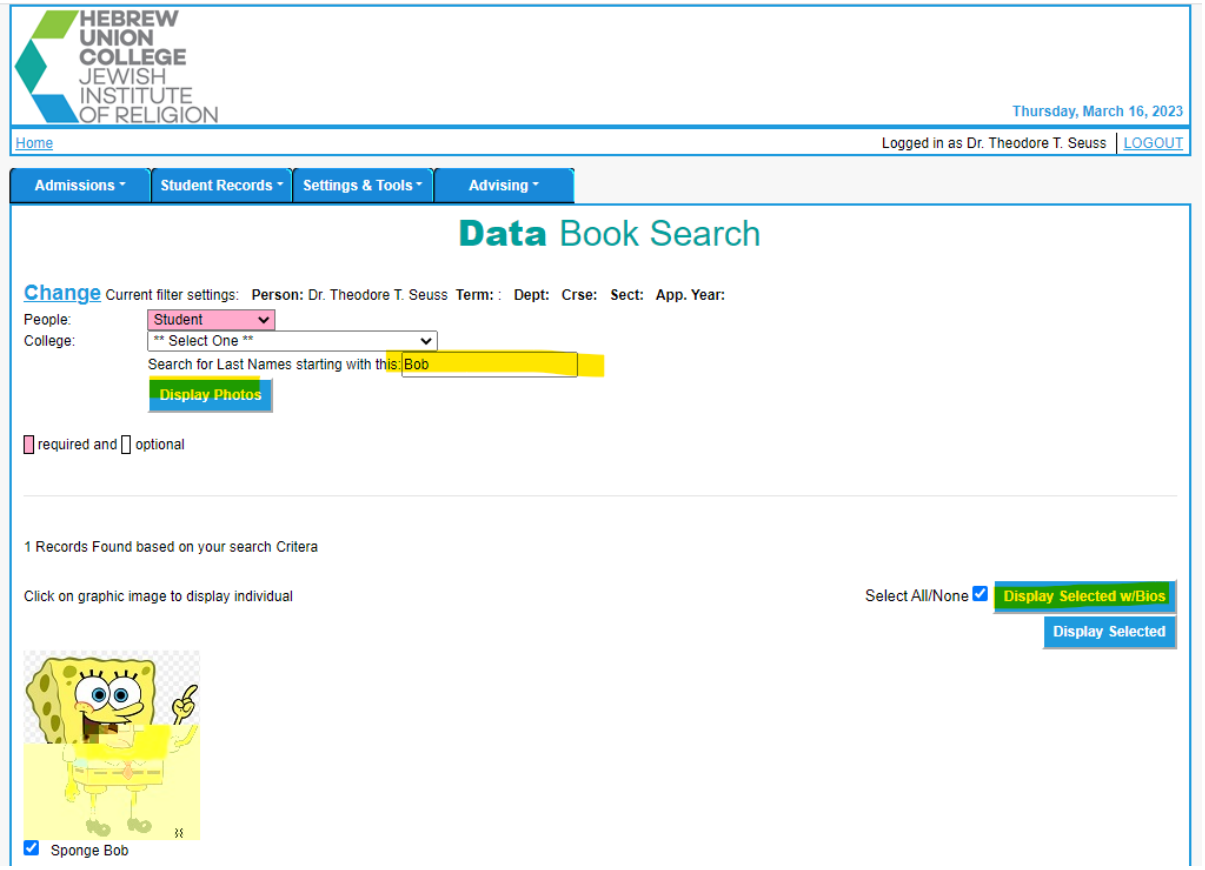
Click on Student



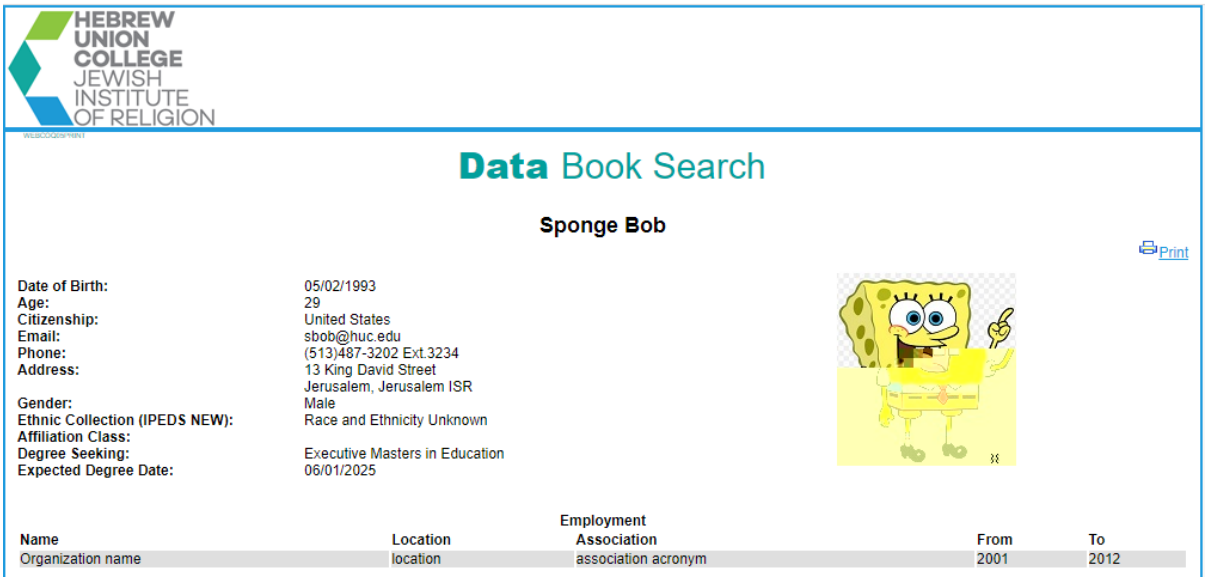
From here you can locate a student by major, or leave blank, and search by last name.



8. Data book search – continued



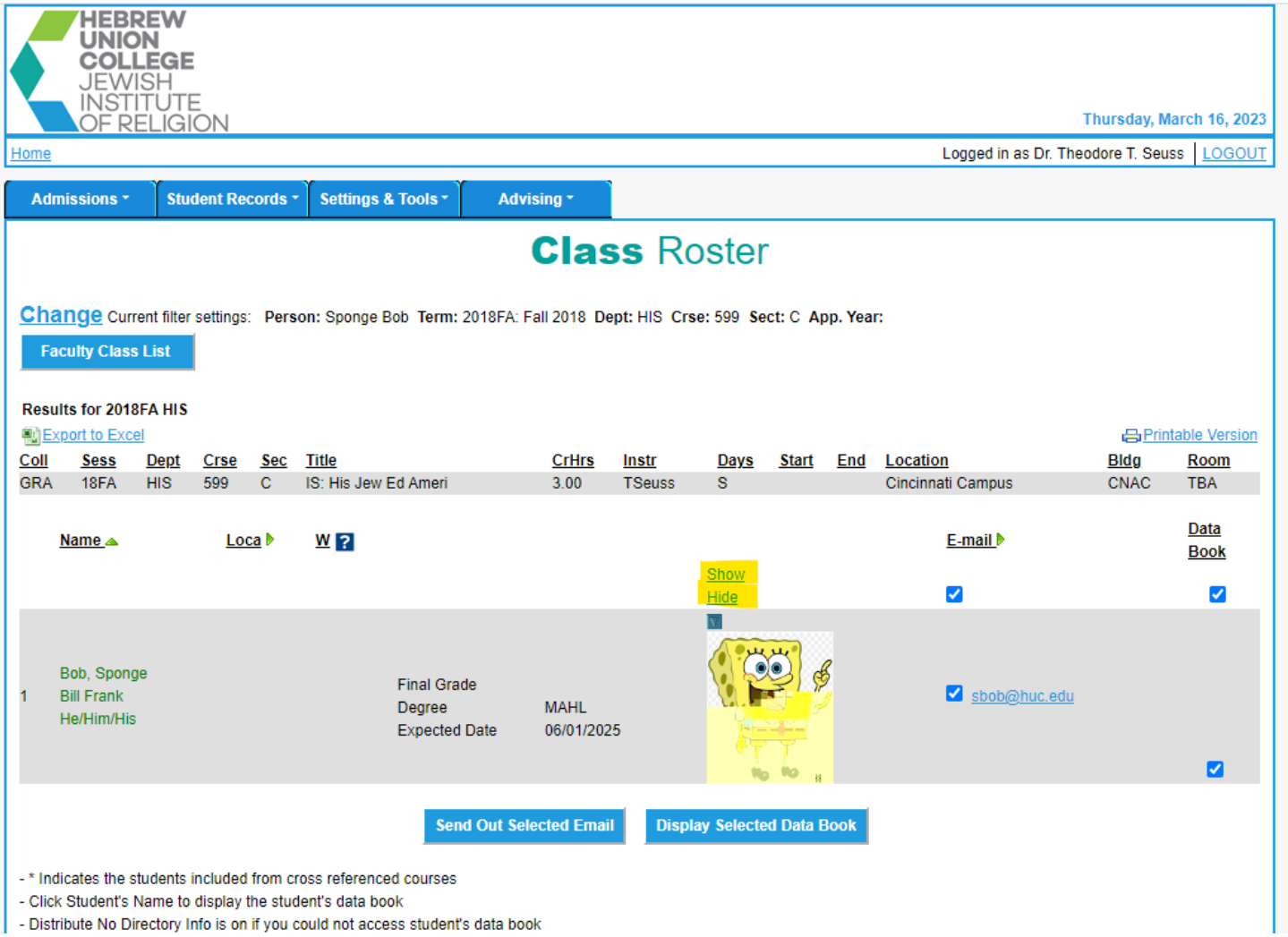
Clicking on Display Selected w/Bios will give you a condensed, printable screen, information on the student.



9. How to locate pictures of students

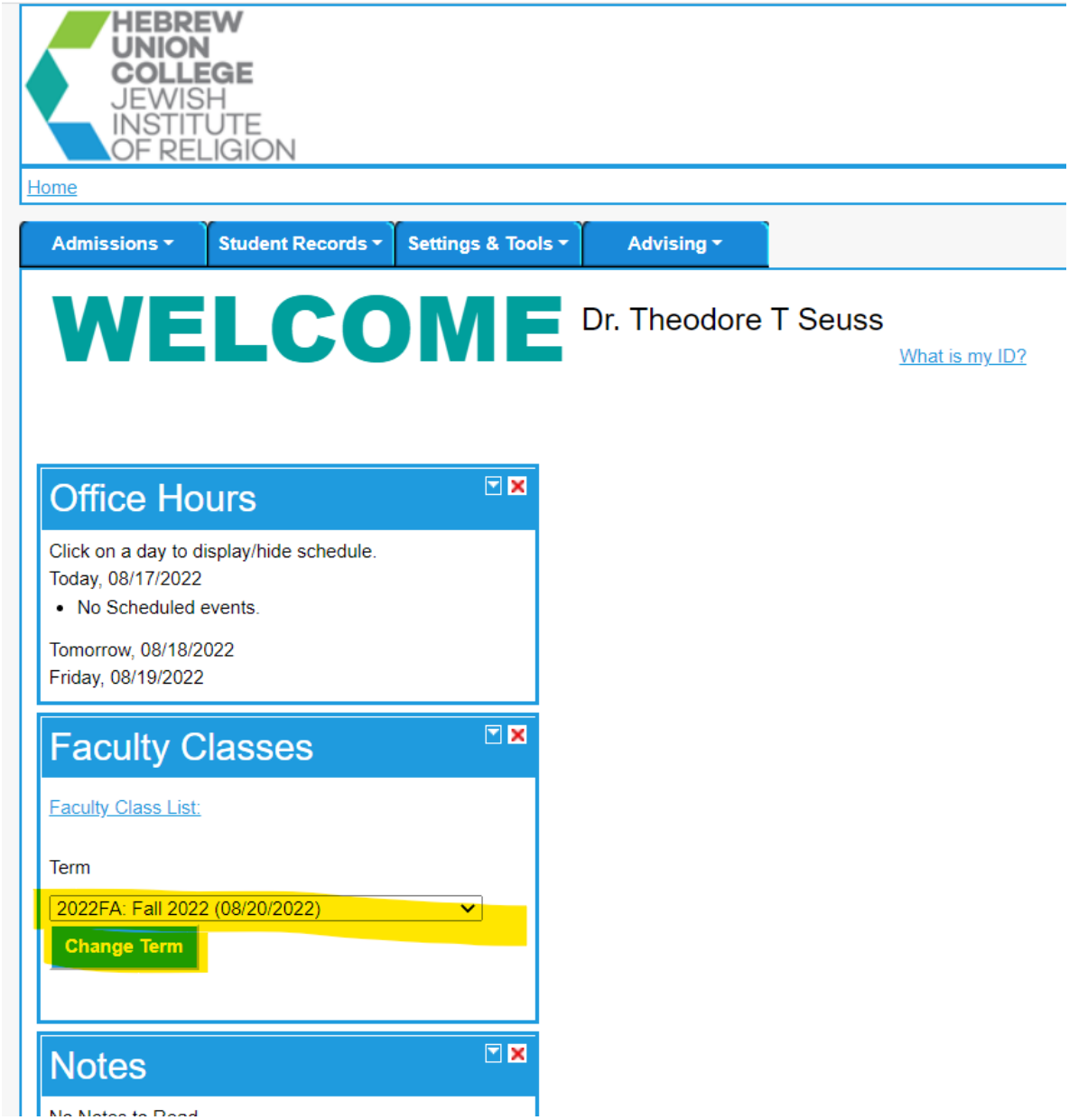
Follow directions for locating a class roster.

By clicking Show/Hide a picture will appear if the student has uploaded one.



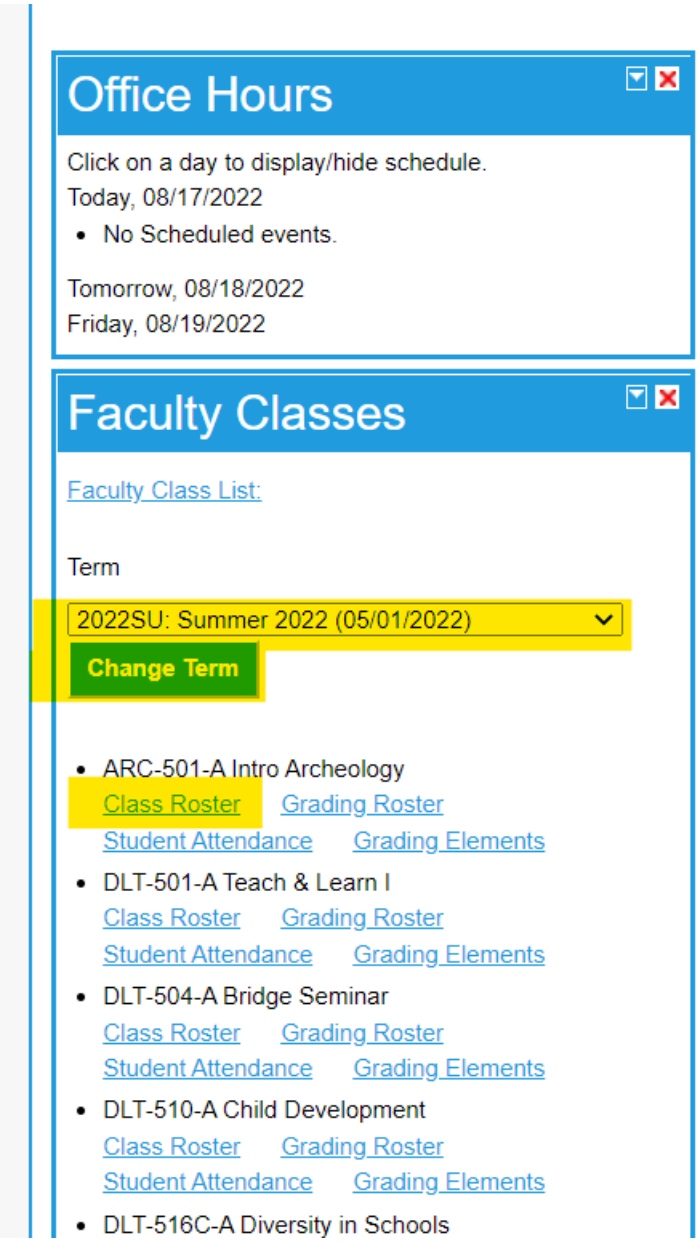
10. Set the semester/term

To locate the term for the course you wish to view click on the drop-down menu on the home screen, which can be found under Faculty Classes and click on Change Term.



11. To view a class roster

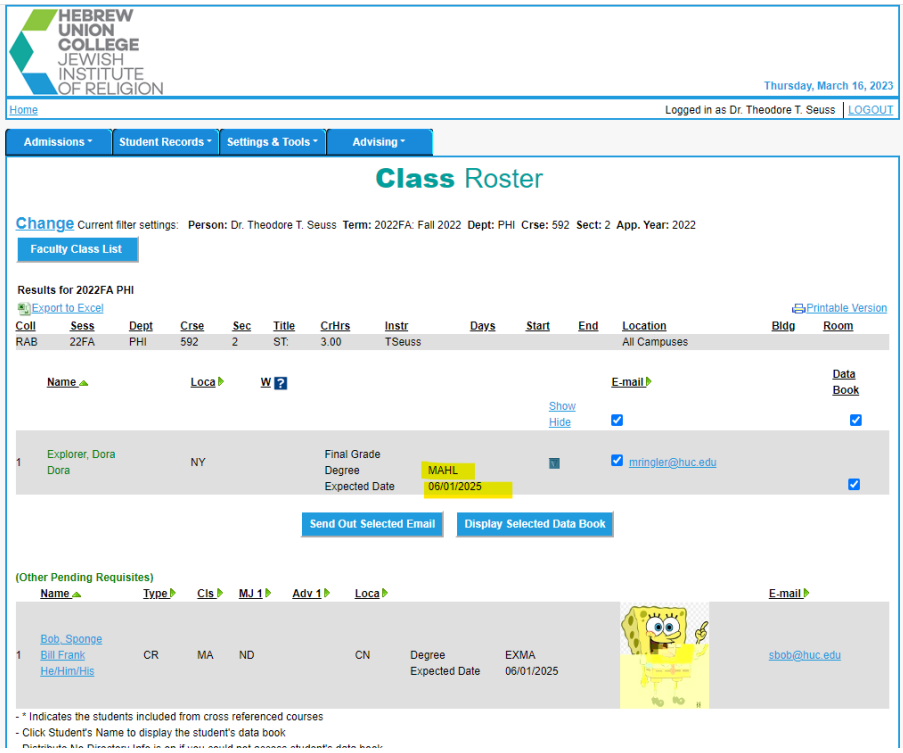
Select a term from the drop-down menu located on the home page. After clicking on the correct term, a list of classes will appear. Click on the Class Roster for each class.



11. To view a class roster – continued

This gives you the roster as shown below.

Please note that now you will know the date your student will be earning their degree.



There are several options on this page that may be helpful.

You can get a printable version of the class roster by clicking on the Printable Version link in the upper right-hand corner of the list.

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Results for 2022FA PHI

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
RAB	22FA	PHI	592	2	ST:	3.00	TSeuss				All Campuses		

	Name	Type	Cls	MJ 1	Adv 1	W	E-mail	Last date of attendance	location	Final Grade	Degree	Expected Date
1	Explorer, Dora / Dora	CR	ND	ND			mringler@huc.edu		New York Campus		MAHL	06/01/2025

Other Elections

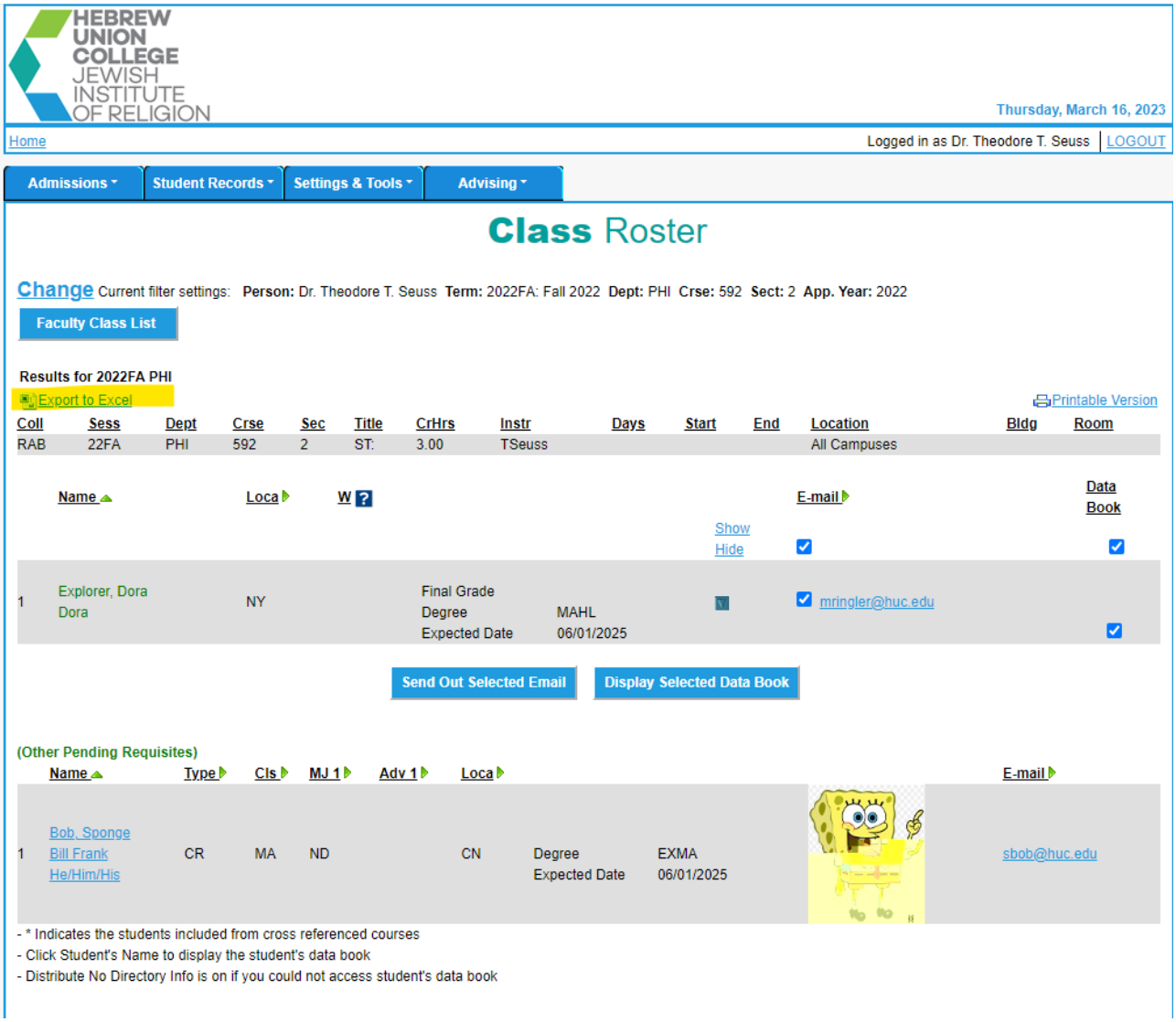
	Name	Type	Cls	MJ 1	Adv 1	E-mail	Last date of attendance	Location	Degree	Expected Date
1	Bob, Sponge / Bill Frank / He/Him/His	CR	MA	ND		sbob@huc.edu		Cincinnati Campus	EXMA	06/01/2025

* Indicates the students included from cross referenced courses

11. To view a class roster – continued

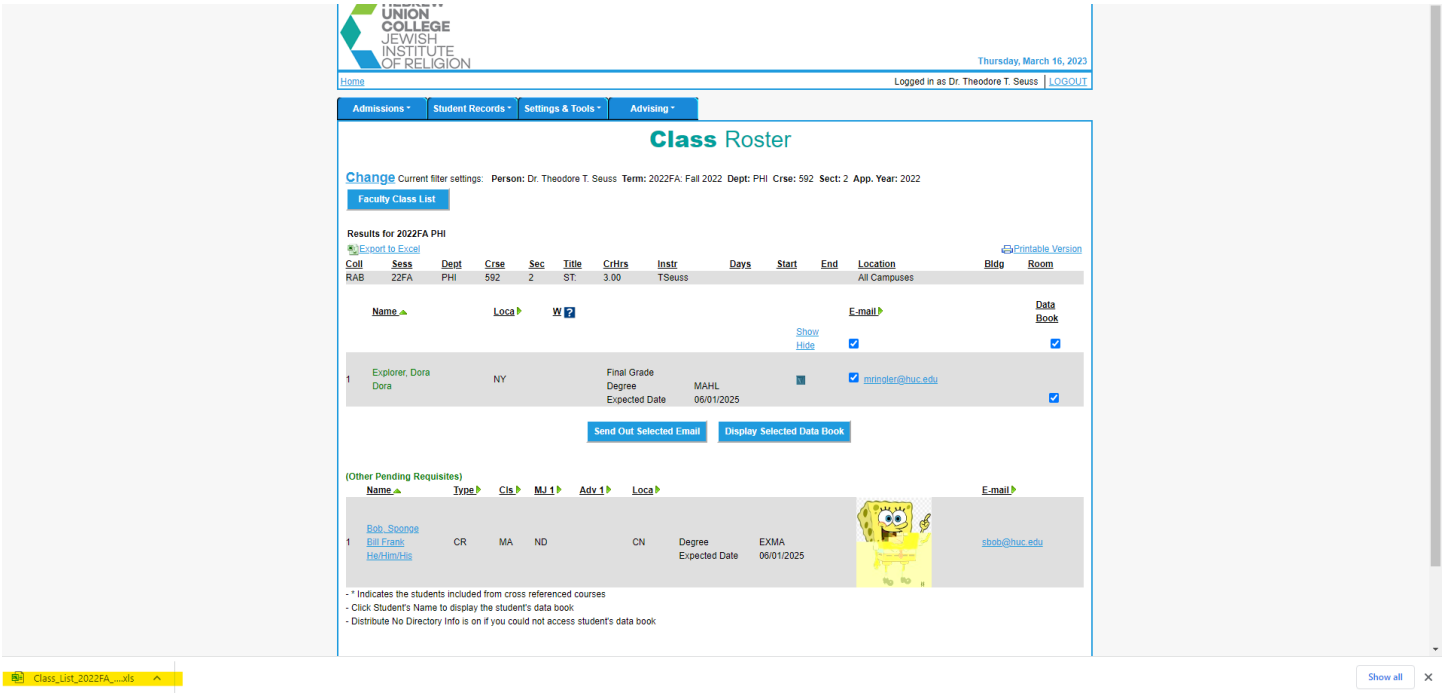
There is also an option of exporting your roster into an excel sheet.

Click on the Export to Excel button:

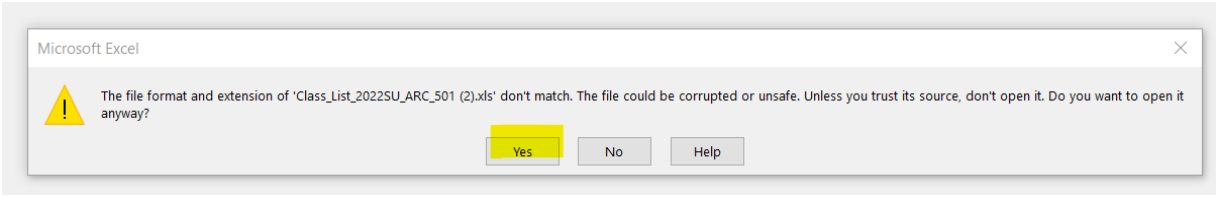


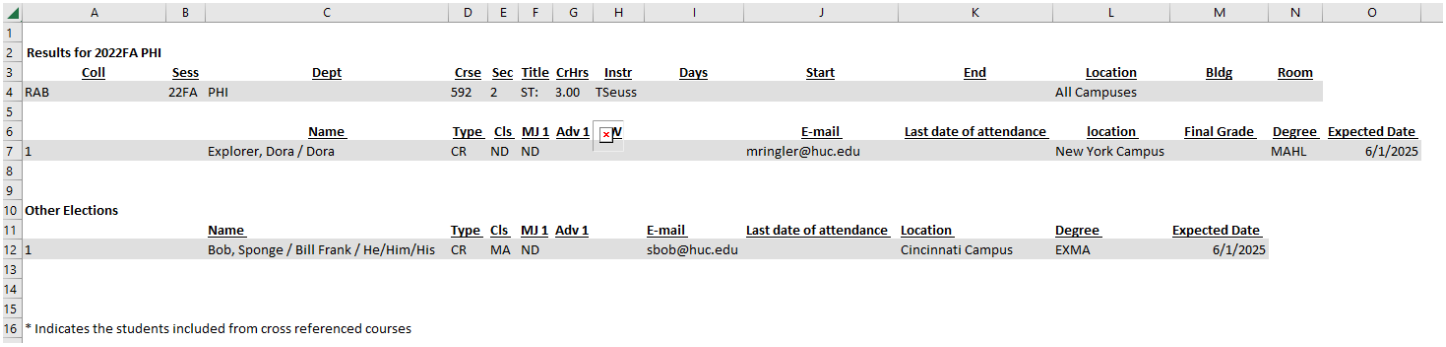
11. To view a class roster – continued

Once you click on the option an excel document will appear at the bottom of the page.



After clicking on the Class List excel document at the bottom you will need to click yes before the sheet will open.





Results for 2022FA PHI

Coll	Sess	Dept	Crse	Sec	Title	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
RAB	22FA	PHI	592	2	ST:	3.00	TSeuss				All Campuses		

	Name	Type	Cls	MJ 1	Adv 1	W	E-mail	Last date of attendance	location	Final Grade	Degree	Expected Date
1	Explorer, Dora / Dora	CR	ND	ND			mringler@huc.edu		New York Campus		MAHL	6/1/2025

Other Elections

	Name	Type	Cls	MJ 1	Adv 1	E-mail	Last date of attendance	Location	Degree	Expected Date
1	Bob, Sponge / Bill Frank / He/Him/His	CR	MA	ND		sbob@huc.edu		Cincinnati Campus	EXMA	6/1/2025

* Indicates the students included from cross referenced courses

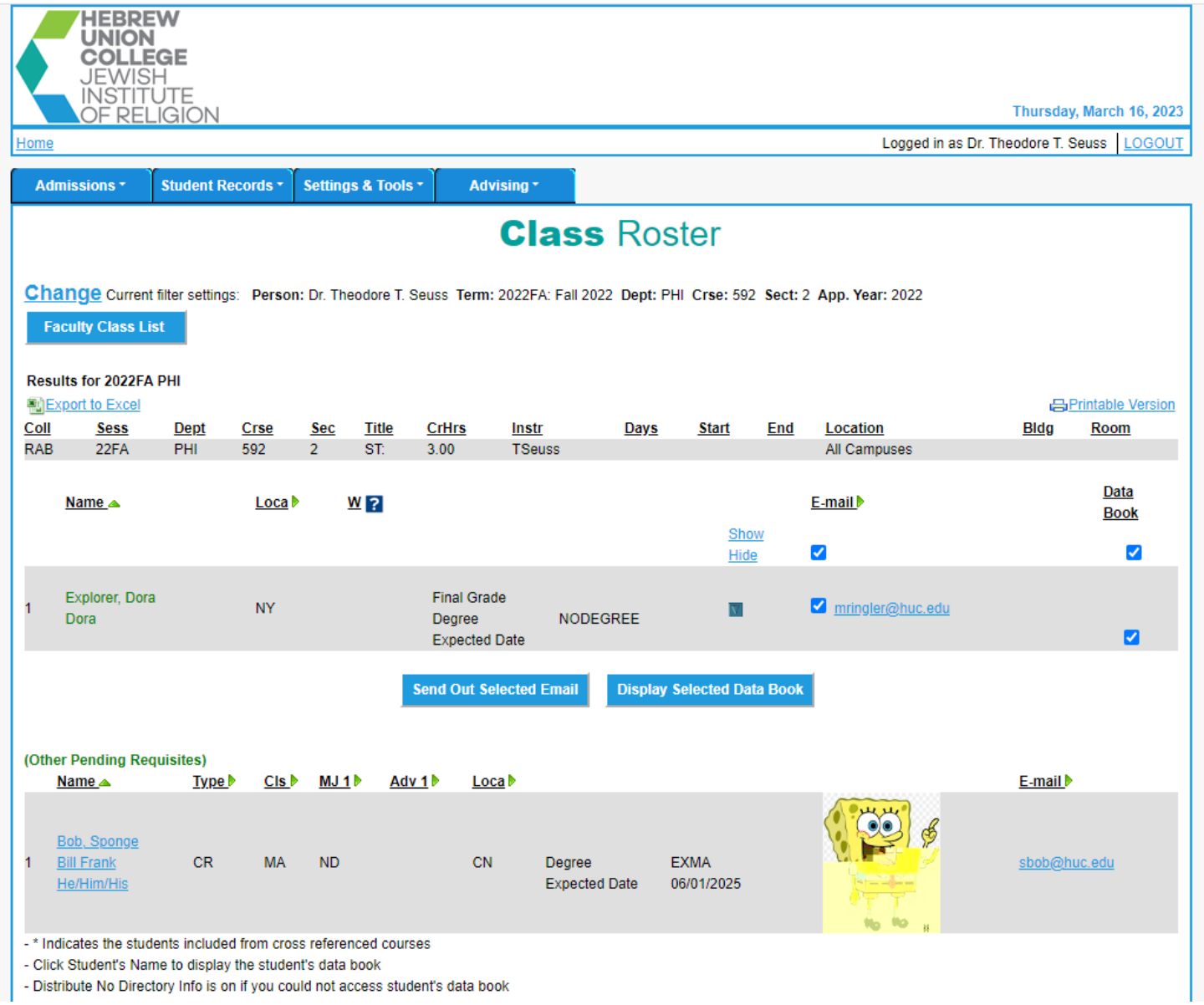
12. Other pending requisites

If there are students listed below the class roster under (Other Elections), these students are **NOT** enrolled in this class.

These students are listed here due to a time conflict with another course that is being offered at the same day and time, or they have exceeded the 18 credits per semester policy that is contained in the Student Academic Handbook.

Please contact the student and the Office of the Registrar registrar@huc.edu if this occurs.

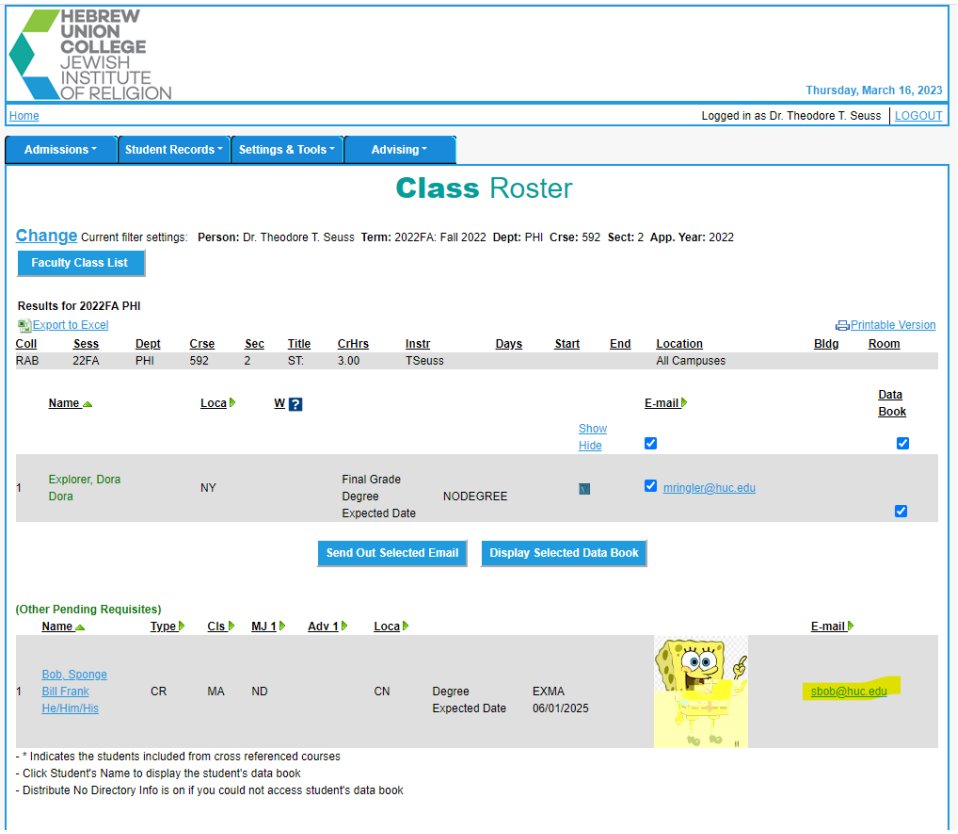
You can email the student from this screen to let them know that they are not enrolled in this course.

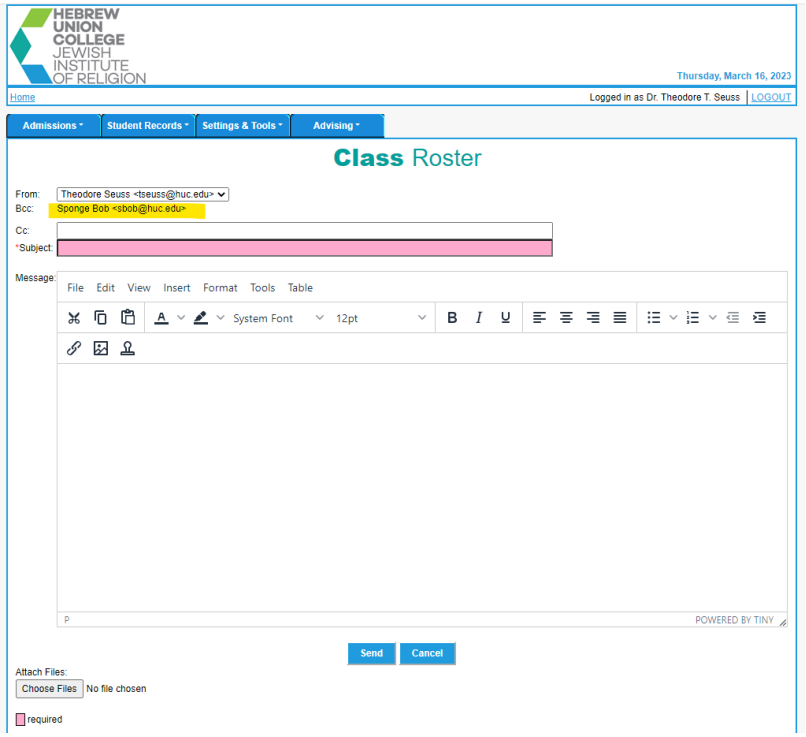


12. Other pending requisites – continued

Click on the Send Out Selected Email at the bottom of the list to send email to all, or specific, students in this class.

Clicking on an individual student's email address will allow you to send email to that student.

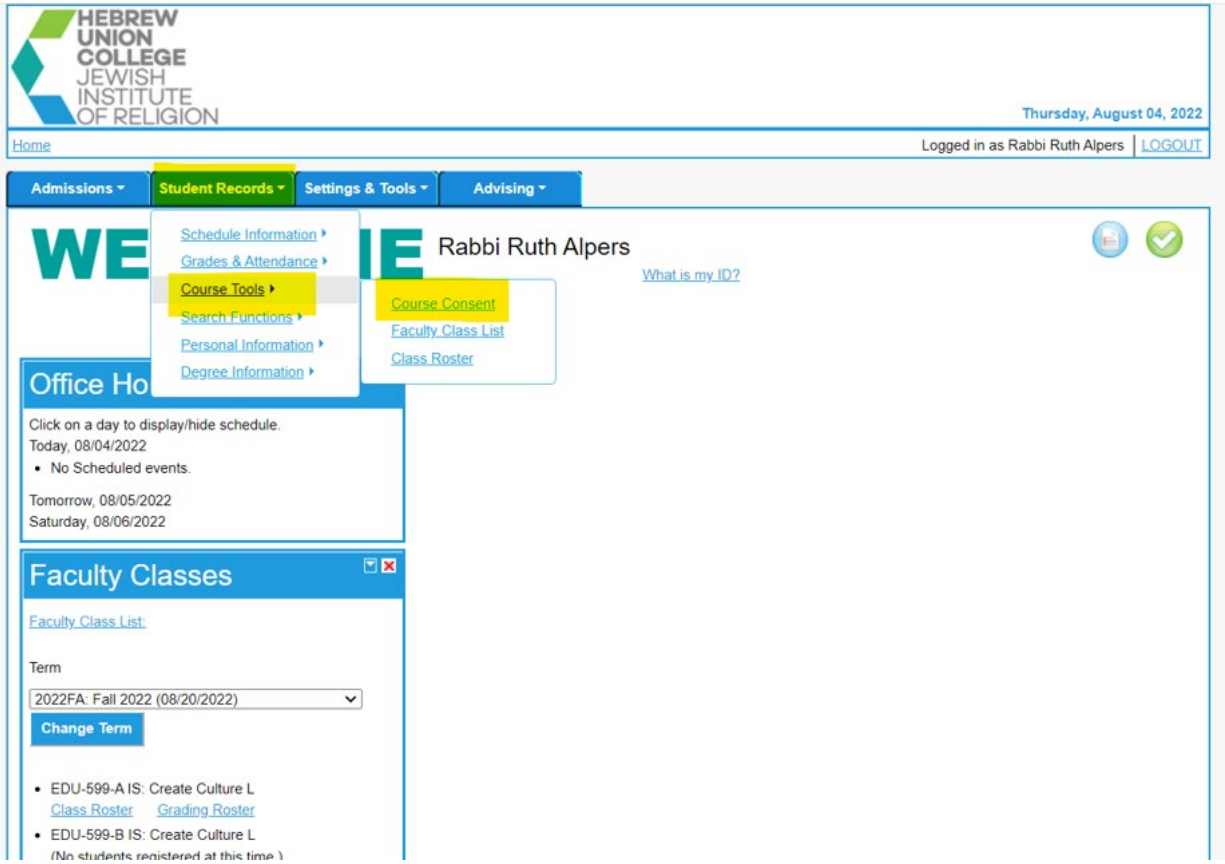




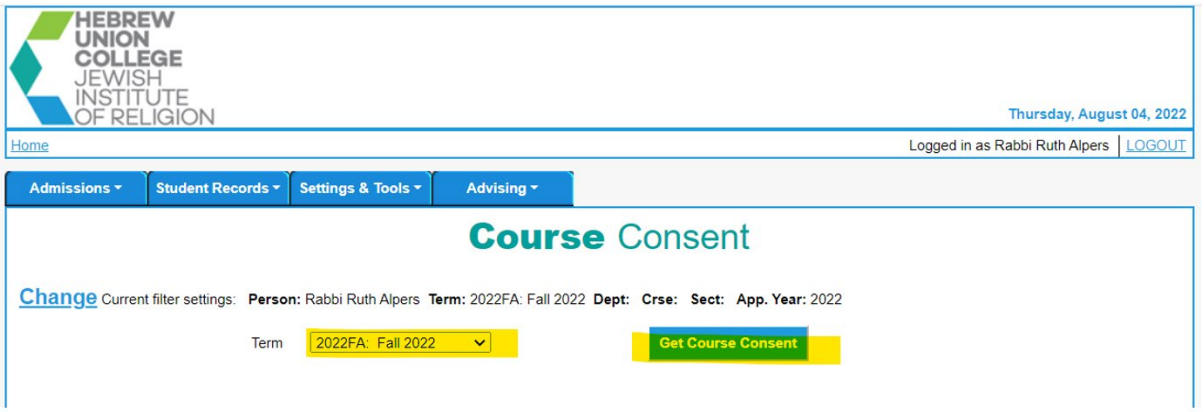
13. How to grant consent for a class

If you are offering a course that is “By Permission Only,” you can grant the permission yourself without contacting the Registrar’s Office.

Click on Student Records, Course Tools, and then Course Consent.

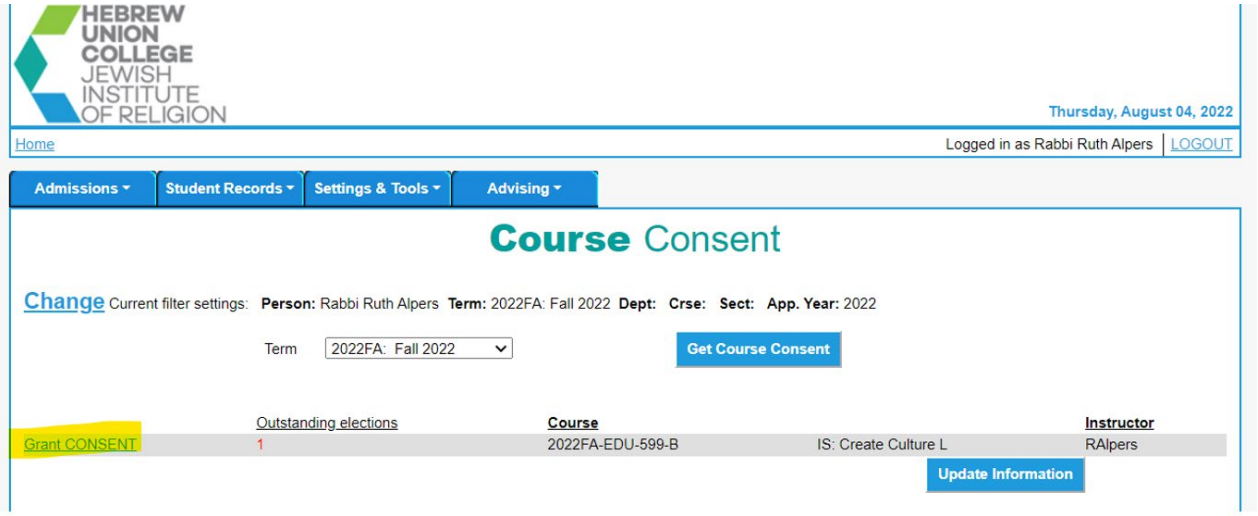


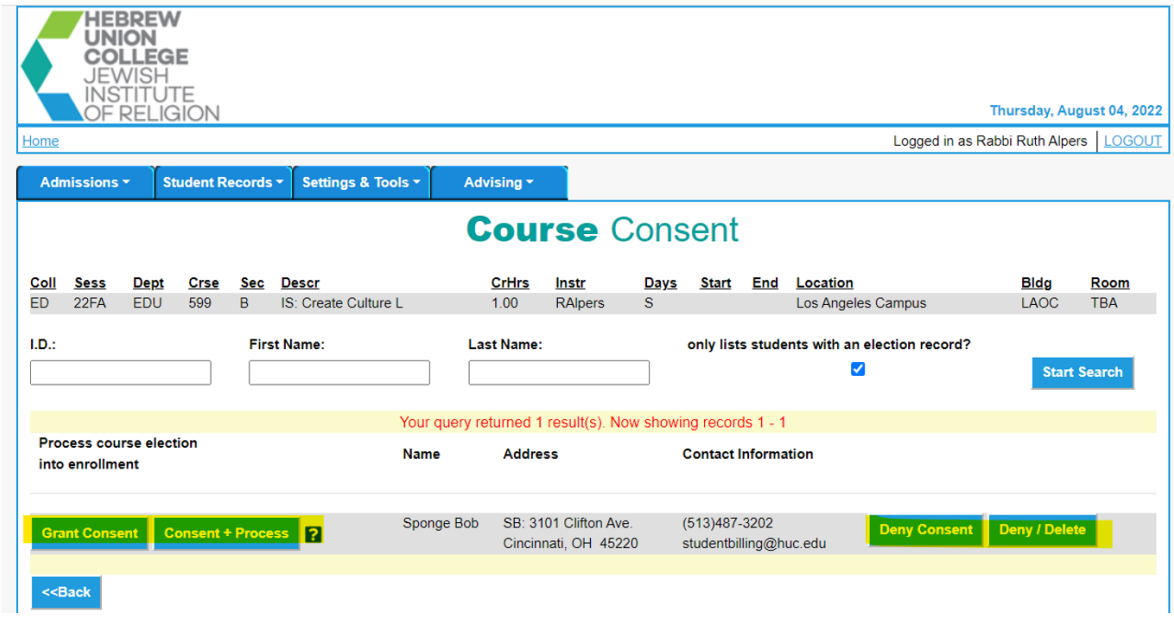
Make sure to click on the correct term and then Get Course Consent:



13. How to grant consent for a class – continued

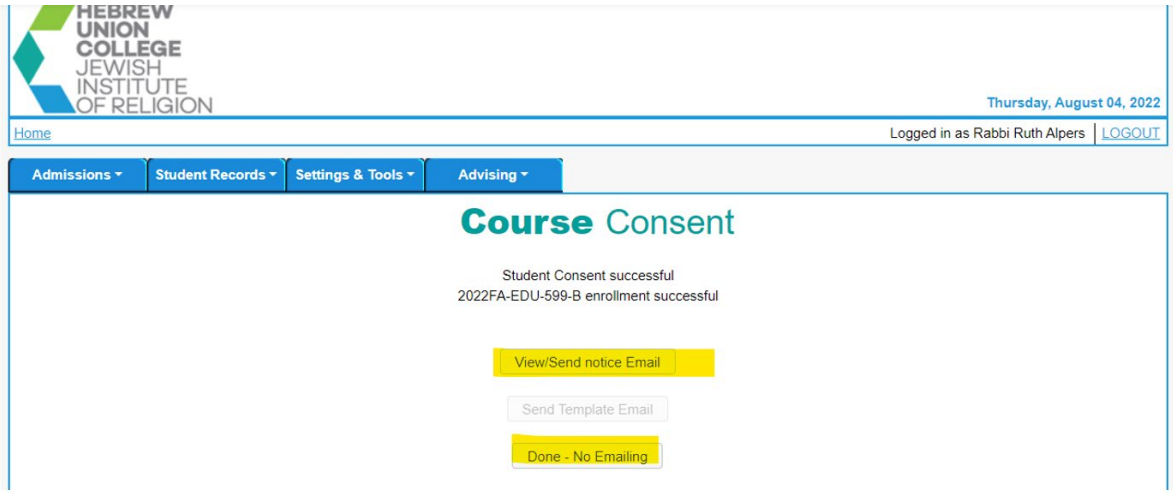
At this point, you have the option to Grant CONSENT to the student or to deny the request.





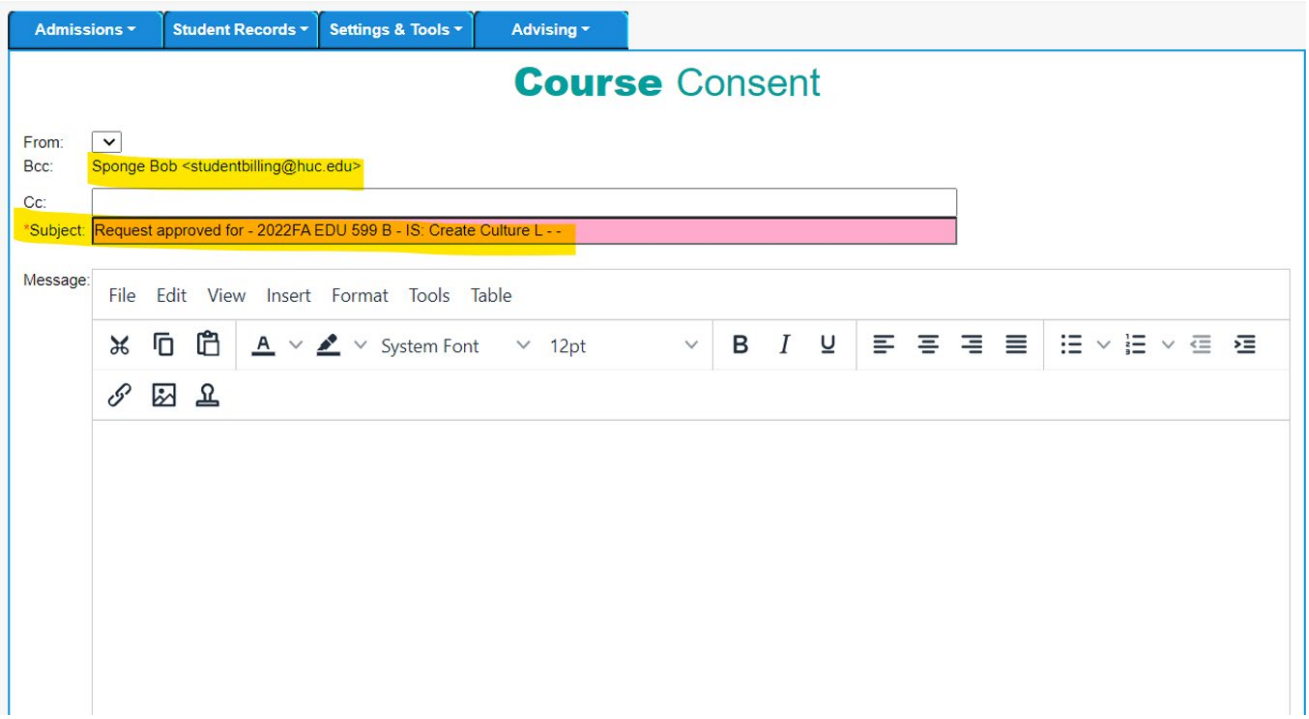
13. How to grant consent for a class – continued

If you select Consent + Process, then the following screen appears after the student has been added to your class. Your options are to Send a notice Email or click Done – No Emailing.

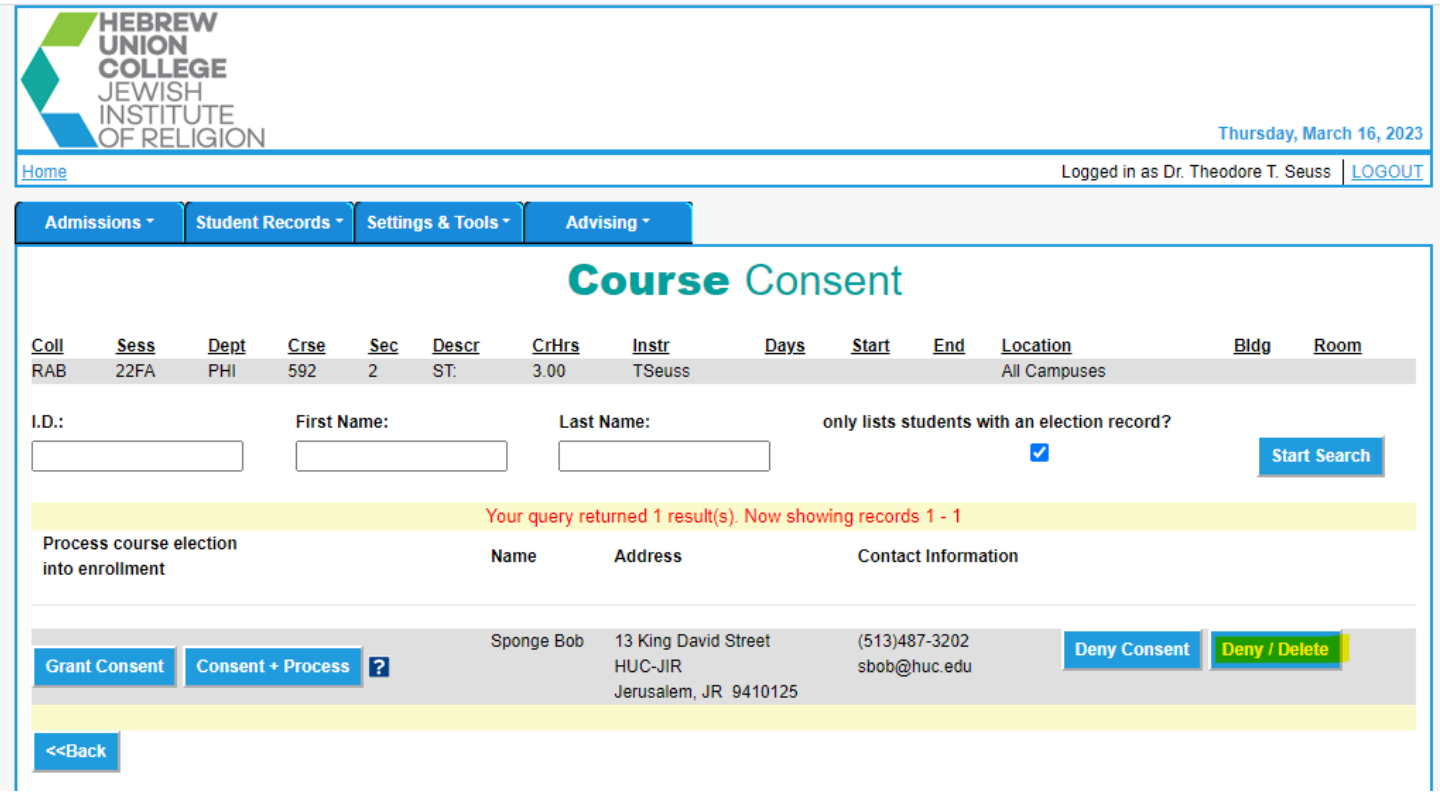


13. How to grant consent for a class – continued

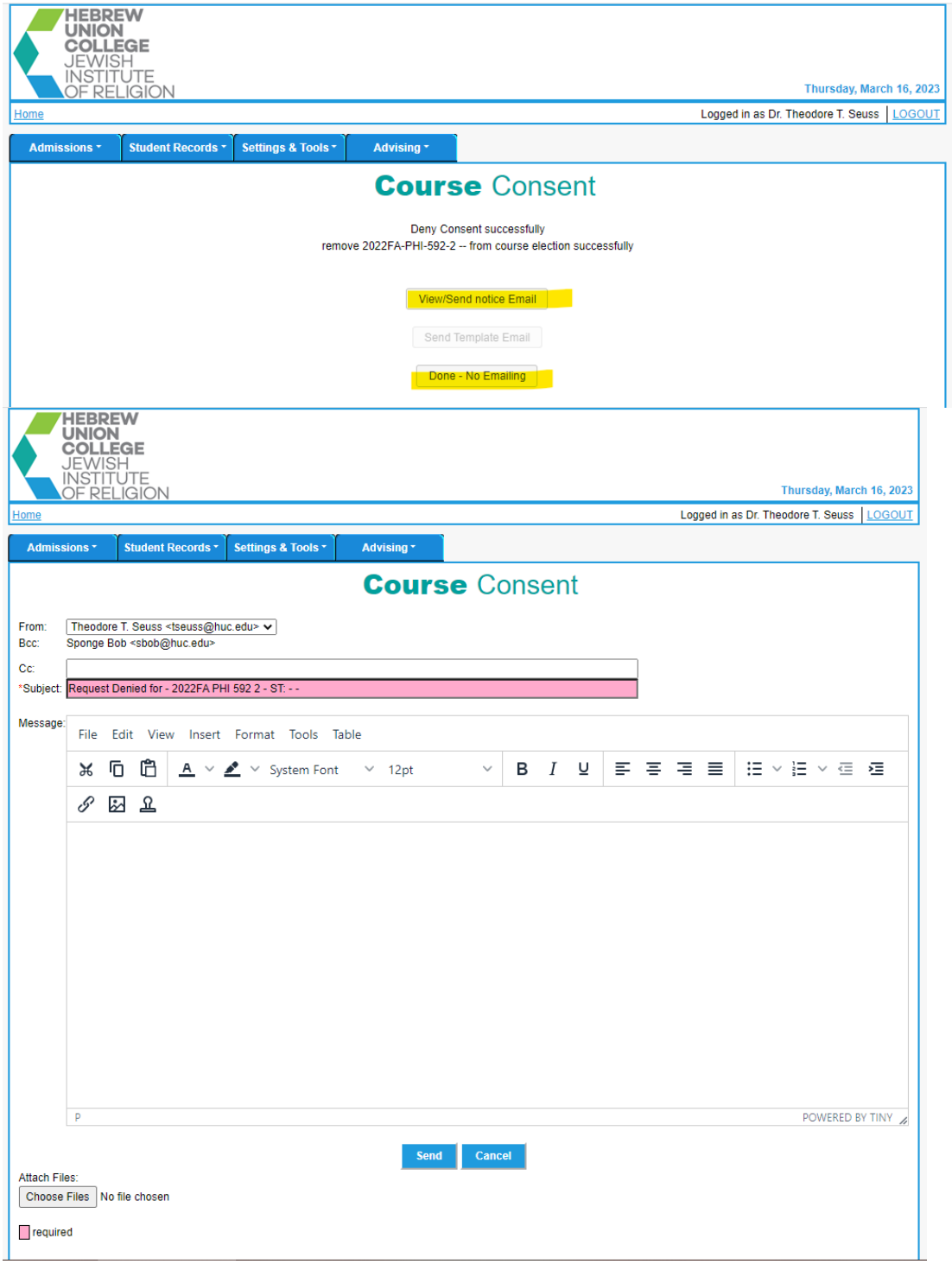
Email:



If you click Deny/Delete, you will have the option of sending an email for further explanation, or you can click on Done – No emailing.

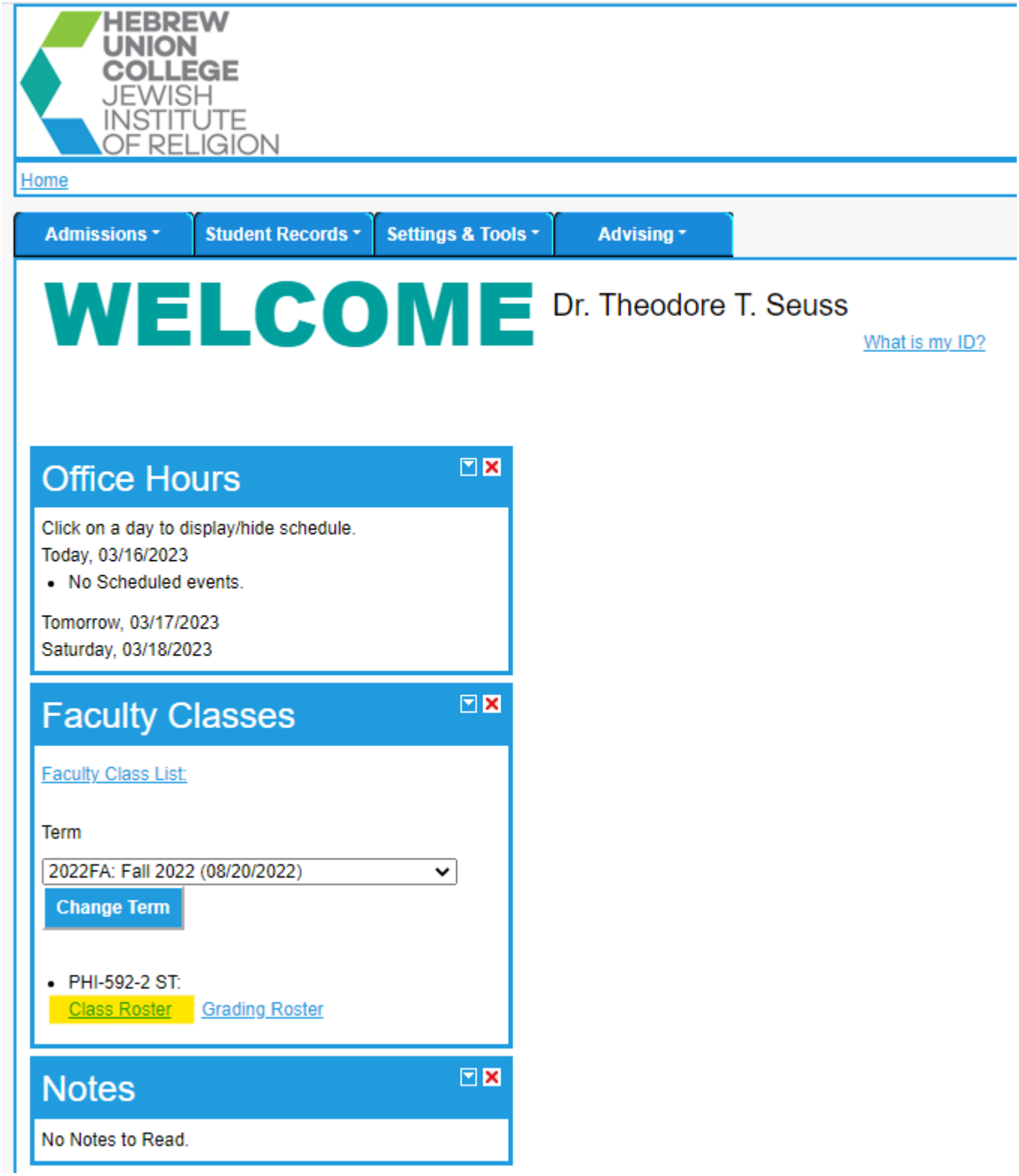


13. How to grant consent for a class – continued



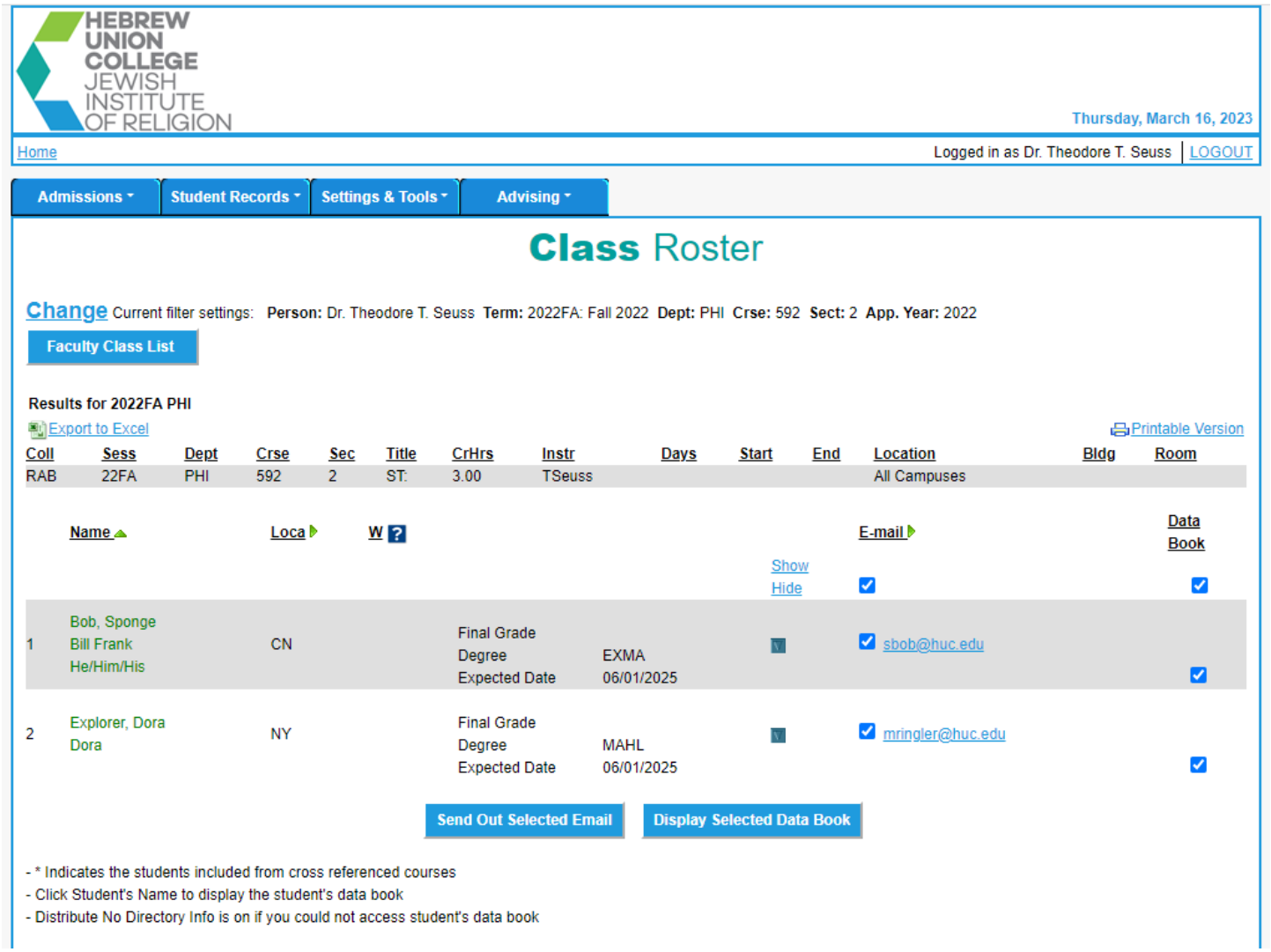
14. Sending email to students

Set the Term on the home page and click on the Class Roster.



14. Sending email to students – continued

This gives you the roster as shown below.



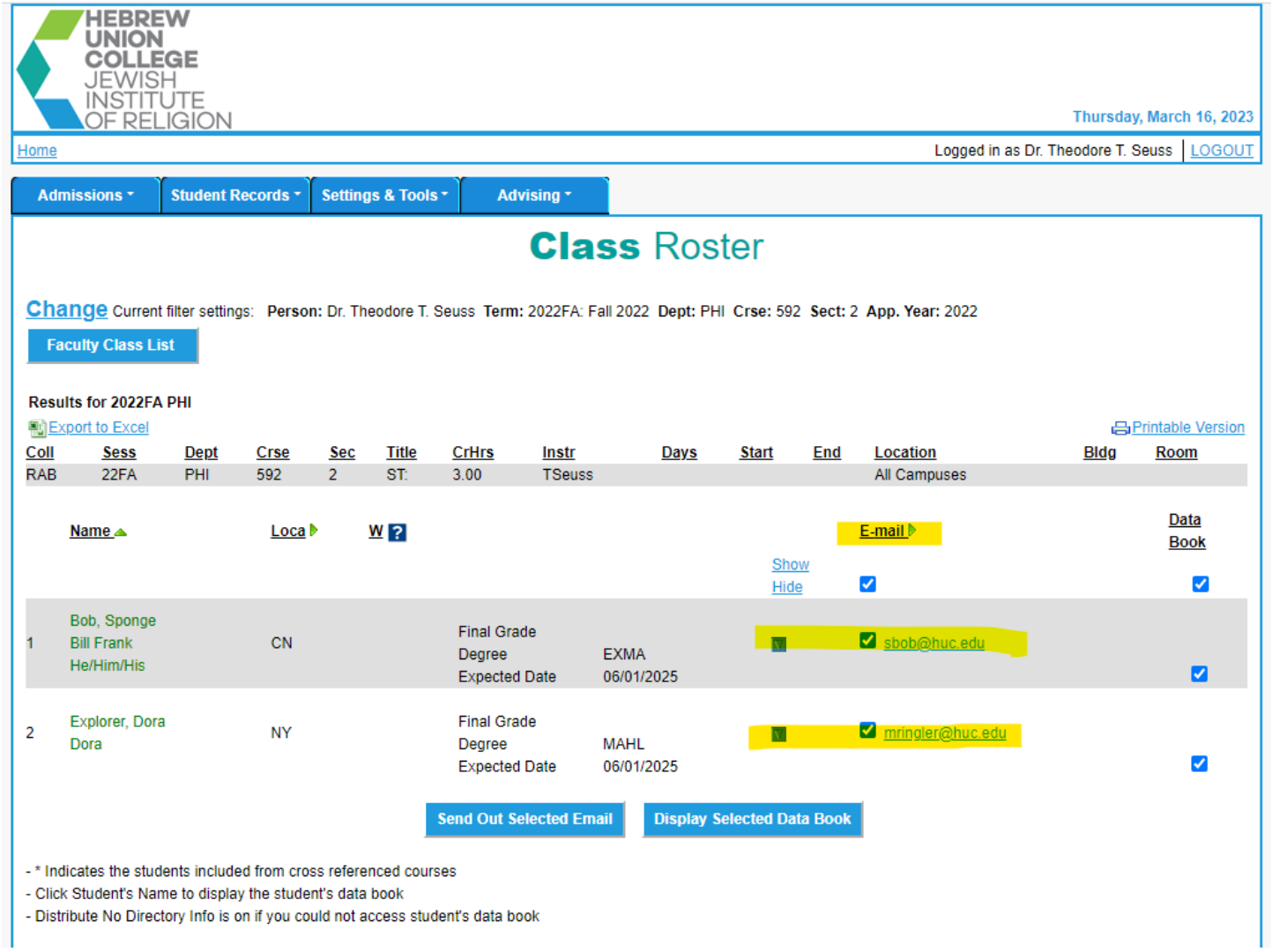
14. Sending email to students – continued

At the bottom of the screen there is an option to Send Out Selected Email to students.

You may click on all the student's email by checking the box underneath E-mail and next to Show Hide.

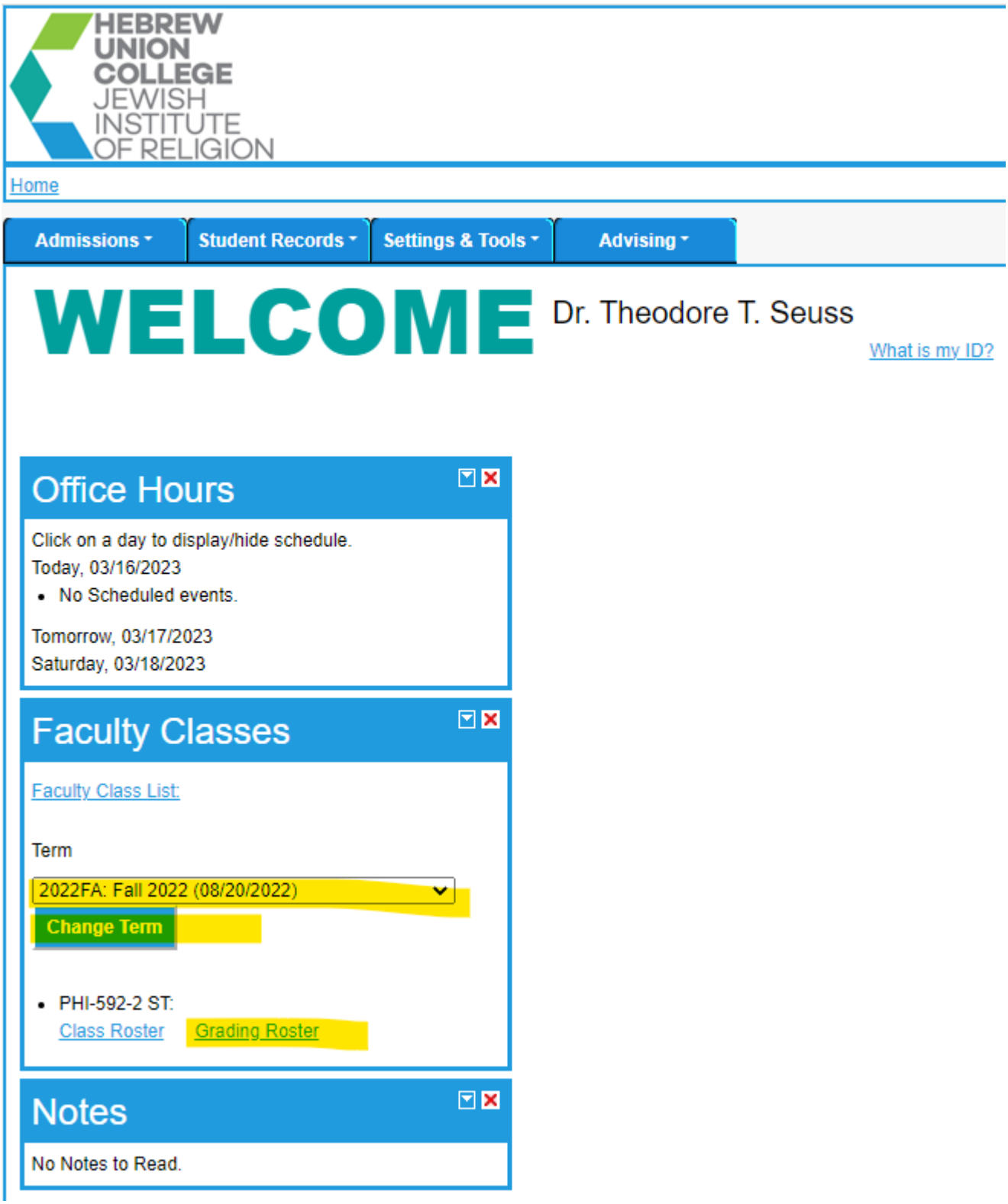
You may also click on the individual student's email address.

You can be as selective as to the number of emails sent to students by clicking the box located under E-mail, and to the left of the students email address.



15. How to enter grades

Set the Term on the home page and click on Grading Roster.

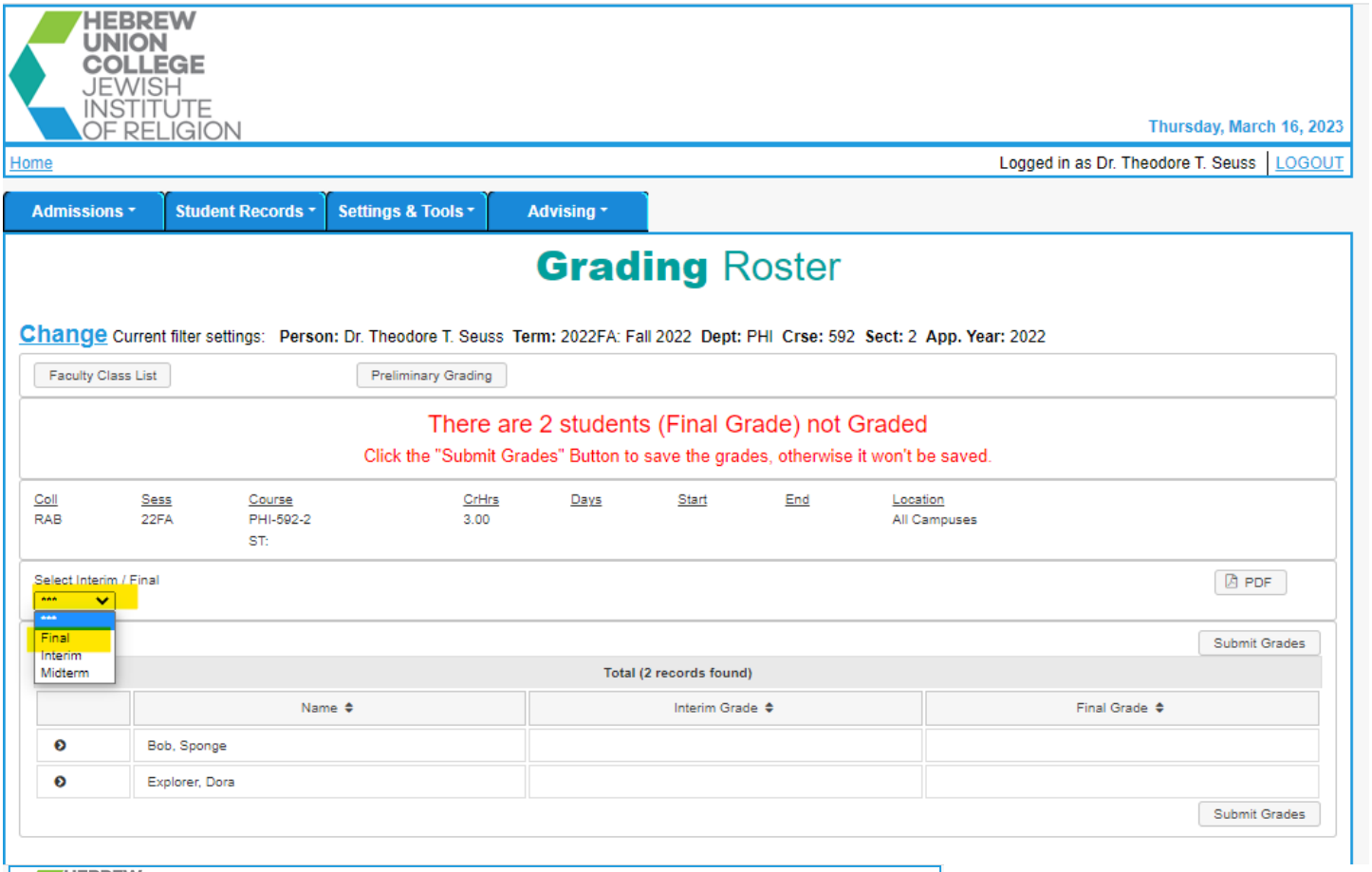


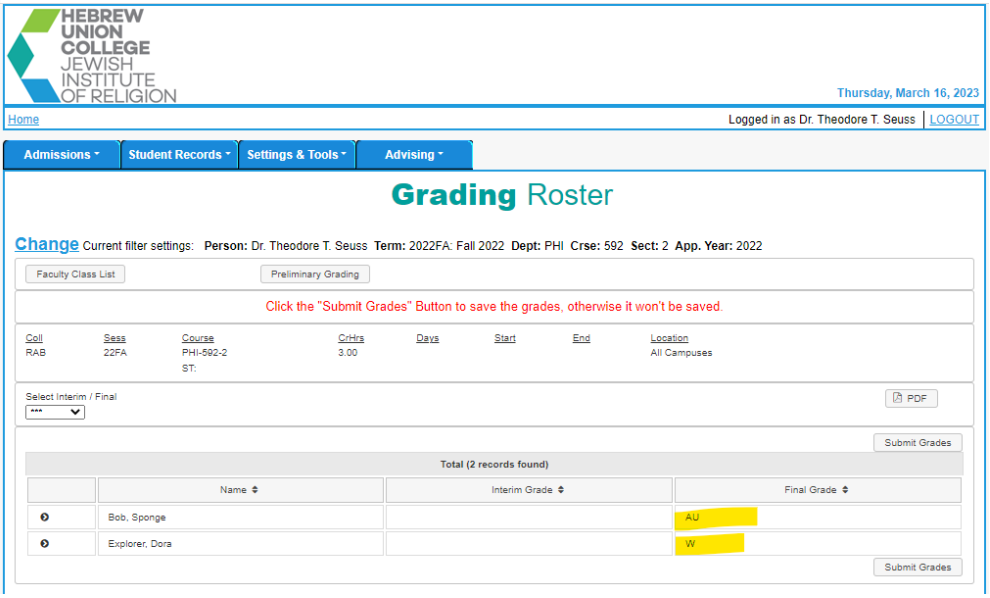
15. How to enter grades – continued

On the left-hand side of the screen, you will need to select Final for final grade.

Please note that nothing will populate under Final Grades if you do not select Final under Select Interim / Final.

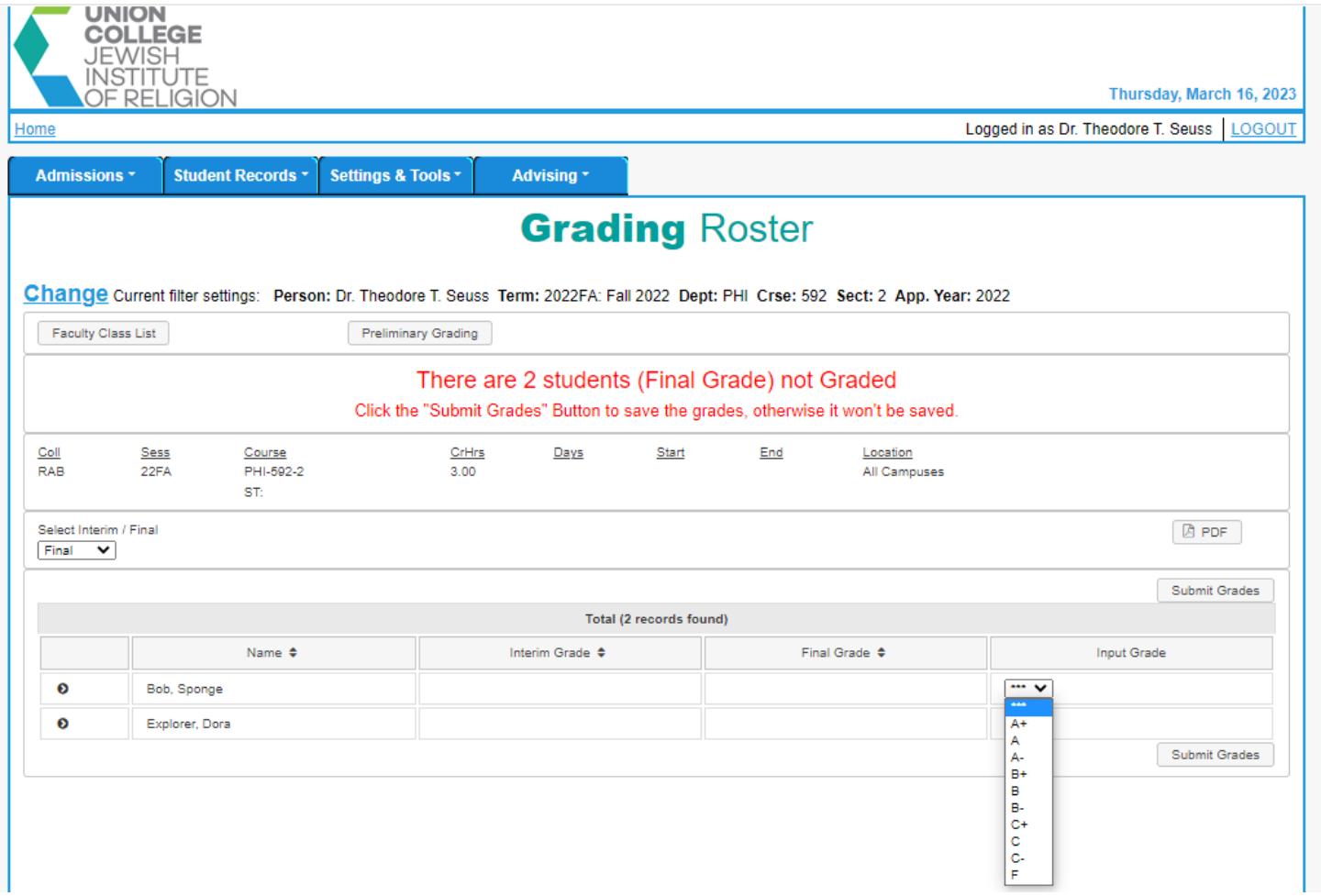
After selecting Final, located under Select Interim / Final, there is a pull-down menu for each student to allow you to select their grade. If the student has withdrawn or is taking the class for Audit (AU), there will be a “W” or “AU” entered as the grade. This information cannot be changed by the instructor.



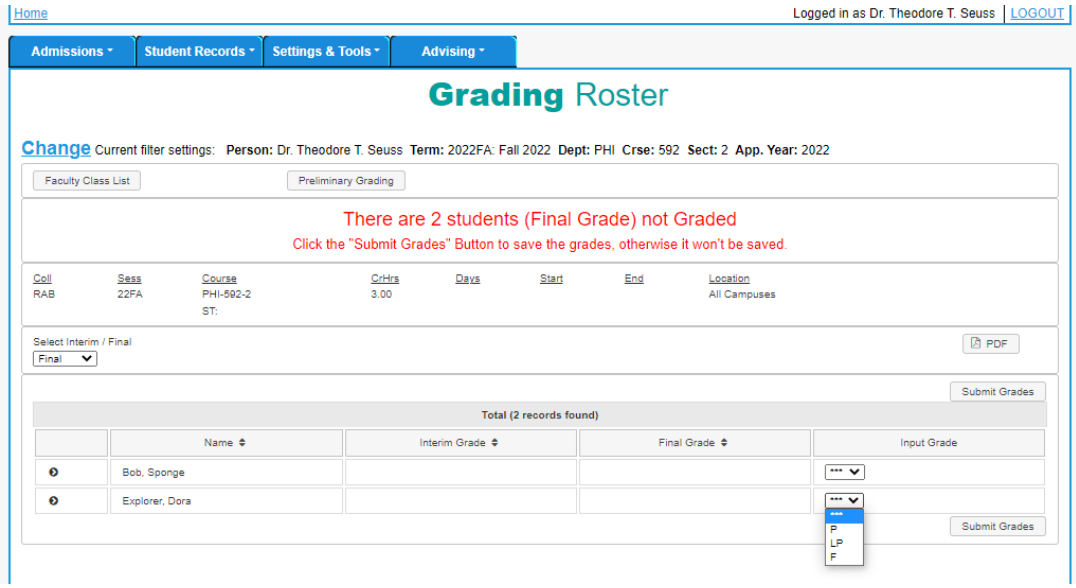


15. How to enter grades – continued

If the student is listed as wanting letter grades this is what their option will look like when you click to input their grades (A+, A, A-, B+, B, B-, C+, C, C-, and F).



If the student requested Pass/Fail, this is what their option will look like when you click to input their grades. Pass/Fail option only lists P, LP, and F.



15. How to enter grades – continued

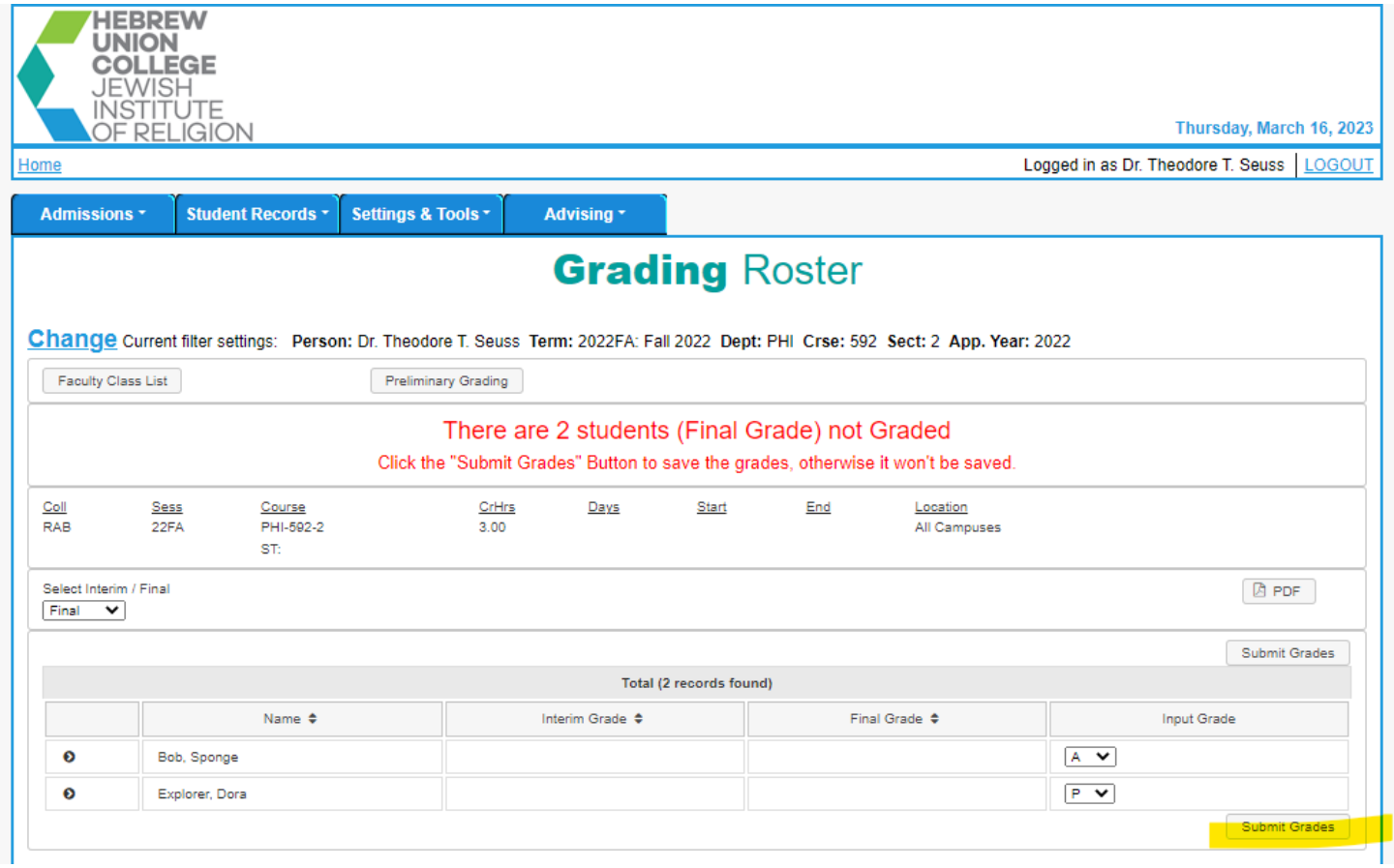
The default grading system for students will be Pass/Fail.

Students may change from one grading system to the other annually, prior to the beginning of the Fall semester.

As new courses are developed, the faculty member will be asked whether the course is to be graded on a letter grade basis only, Pass/Fail only or either. This decision overrides the student's grading preference.

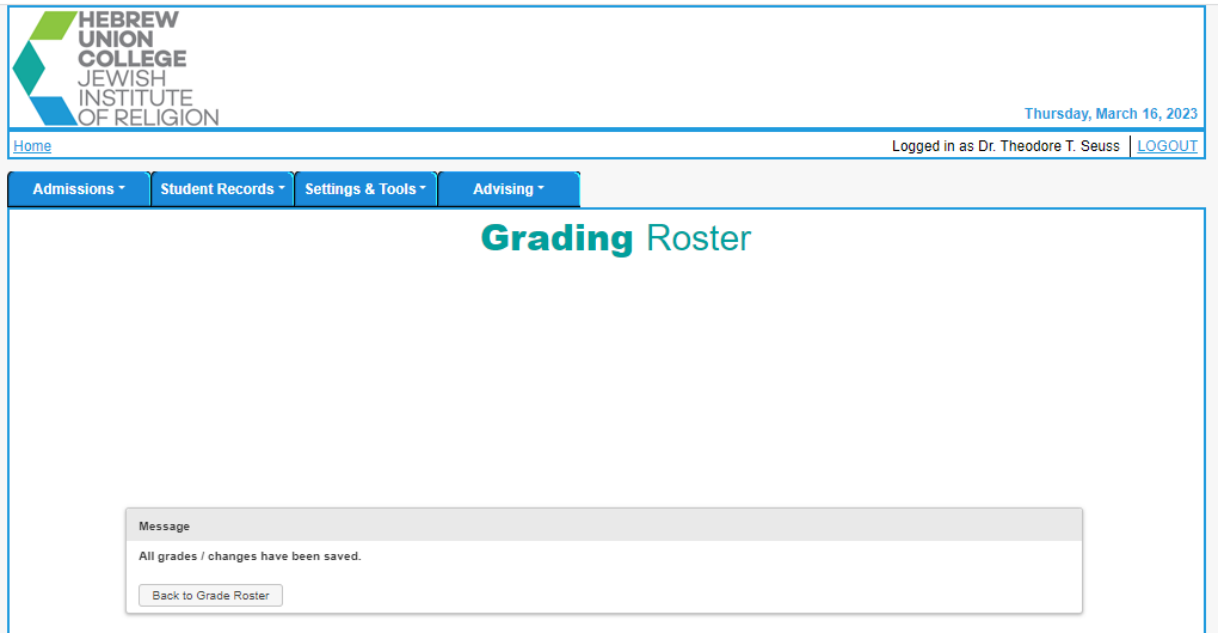
Program faculty may designate courses as Pass/Fail only, letter grade only or either. This decision overrides the student's grading preference. Where a course exists on more than one campus, the grading system should be the same.

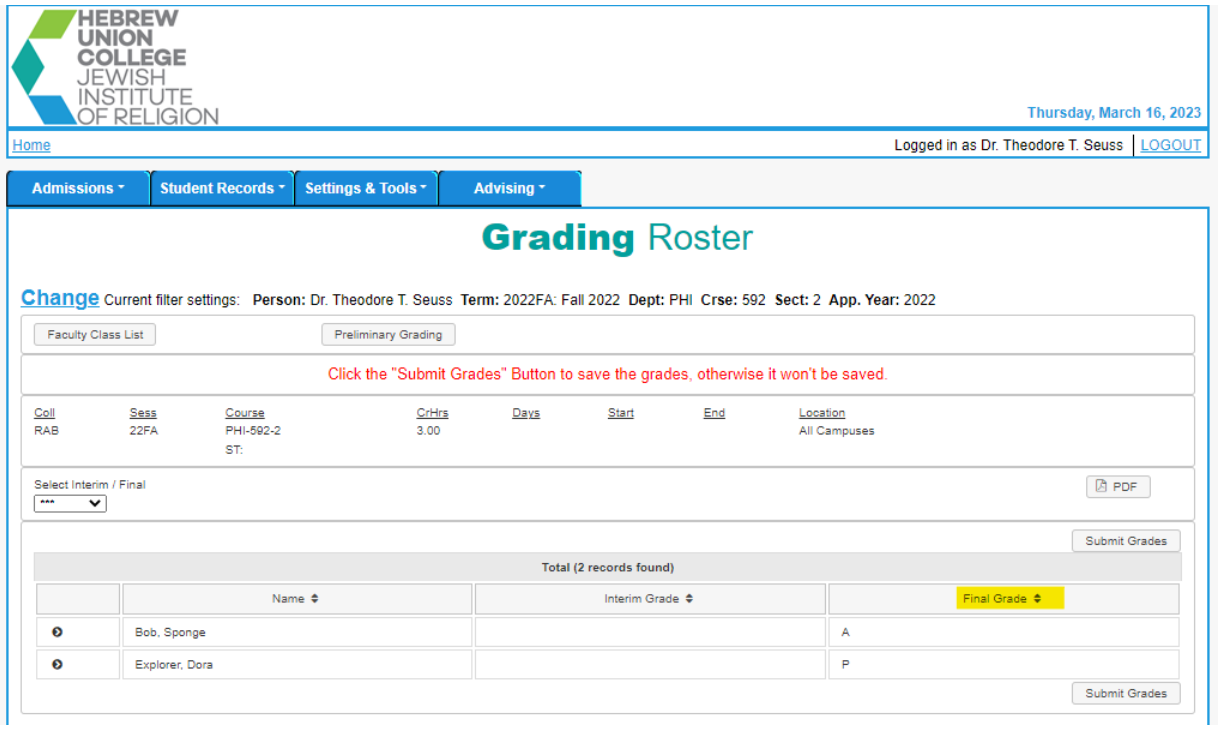
Be sure to click on Submit Grades at the bottom of the screen for your grades to be submitted.



15. How to enter grades – continued

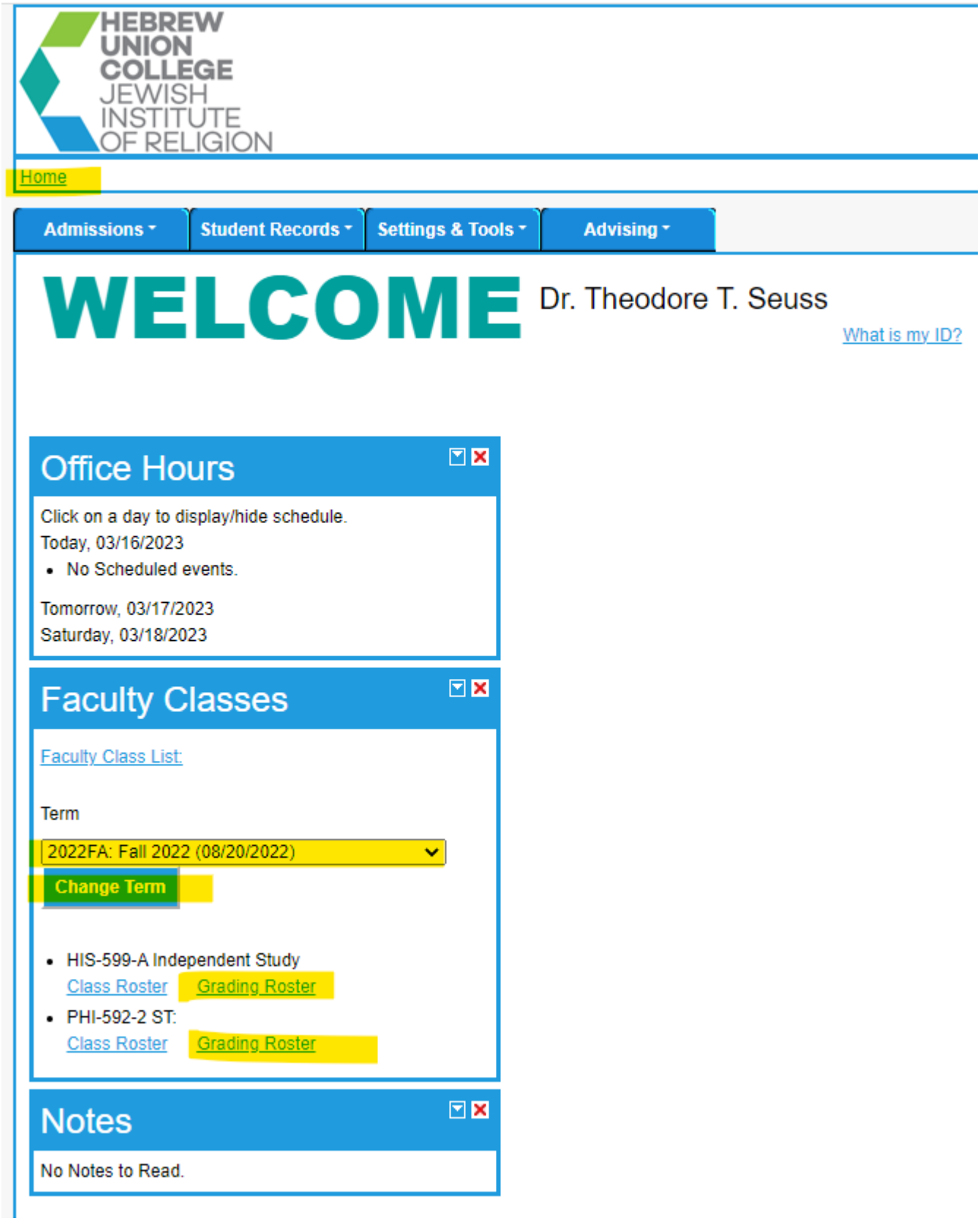
After submitting a grade, you are not able to go back and change the grade. After final grades are made visible to students, a “Change of Grade” form must be completed and signed by the Dean before a grade can be changed.





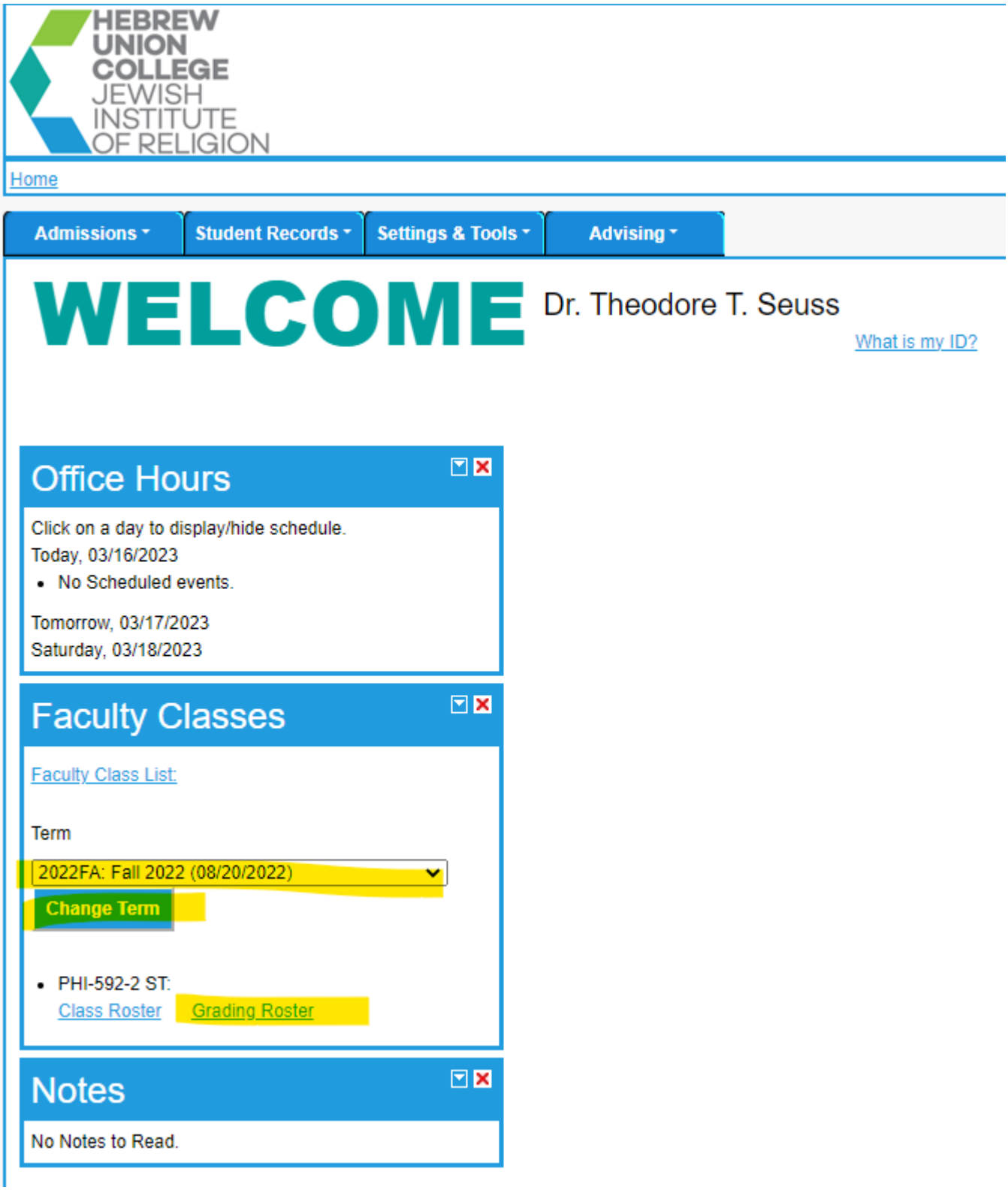
15. How to enter grades – continued

If you have more than one course to grade you can easily locate another class by clicking on the Home button at the top of the page. Then click on the course you need to grade.



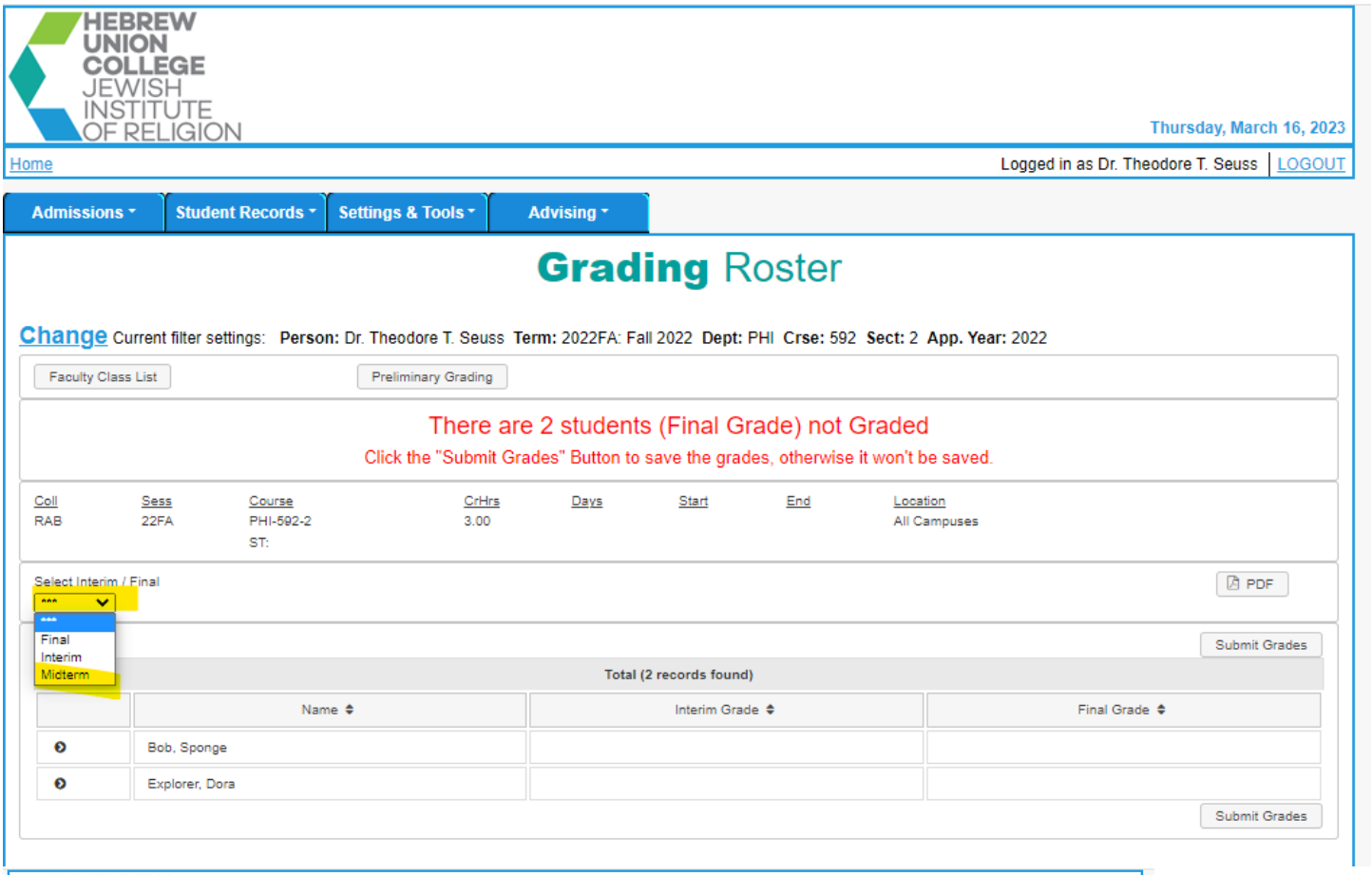
16. Entering midterm grades

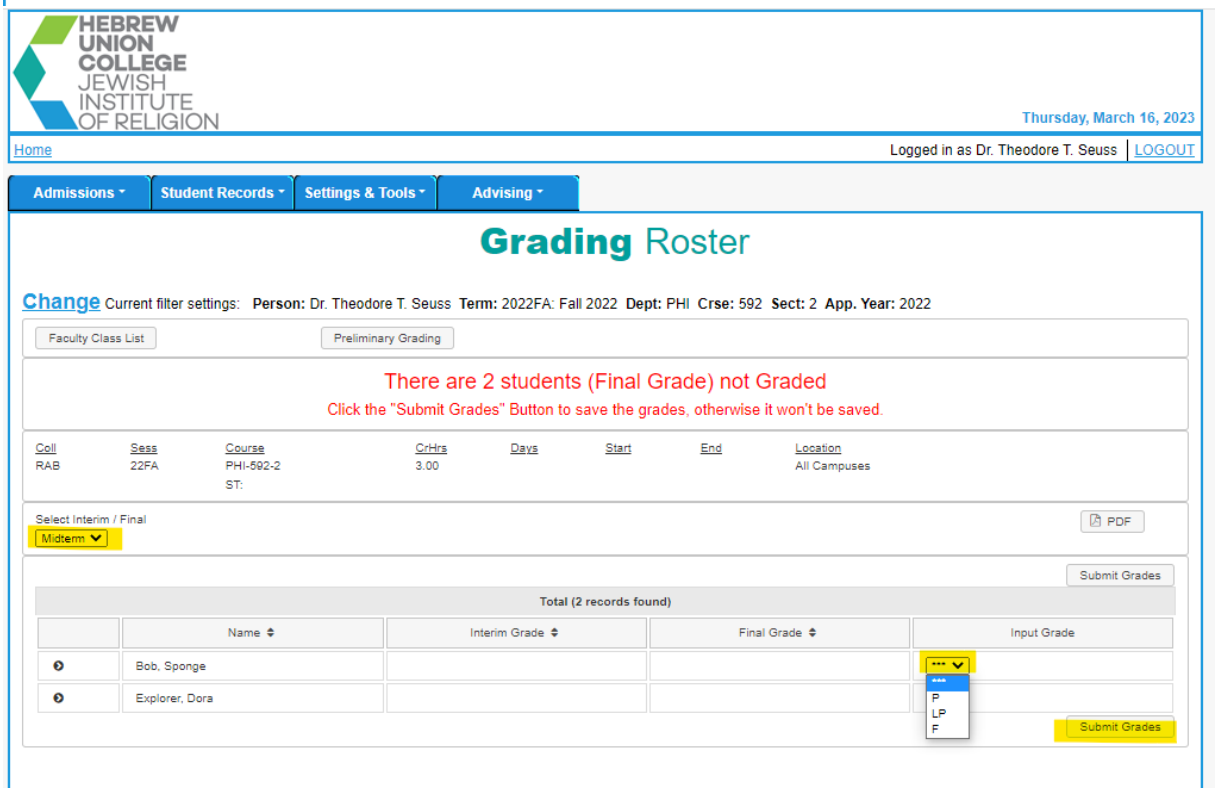
Set the Term on the home page and click on the Grading Roster.



16. Entering midterm grades – continued

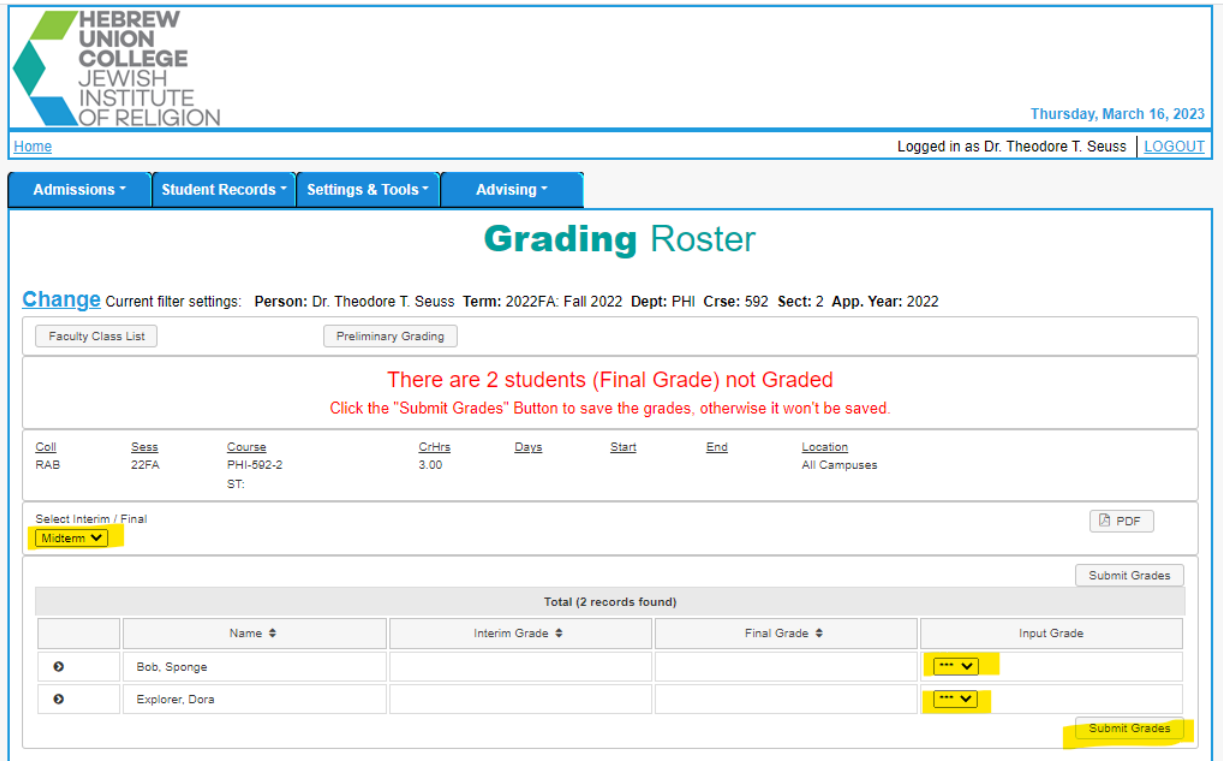
In the middle of the screen, you will need to select I for Interim grade or M for Midterm grade. Remember to click on the Submit Grades button after entering all midterm grades.



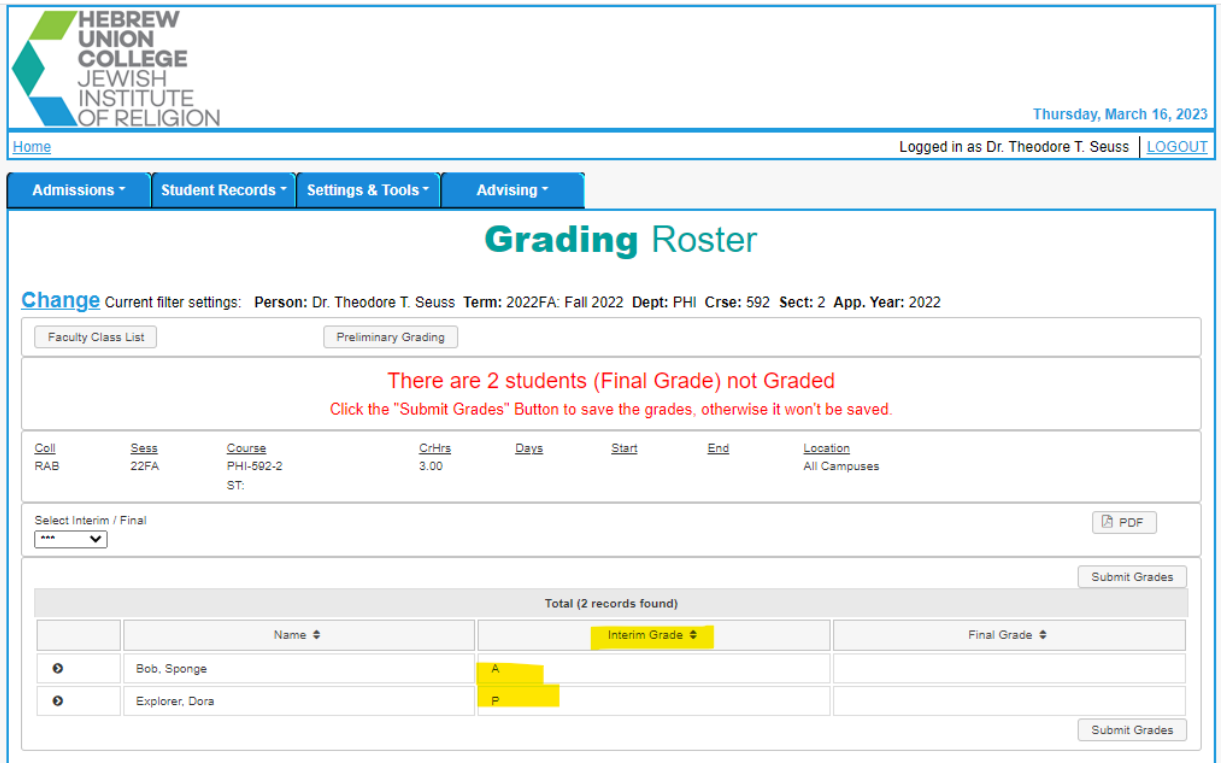


16. Entering midterm grades – continued

This is how the interim/midterm grade will appear for the student:



Please remember that the interim/midterm grades do not appear on the student's unofficial or official transcript.

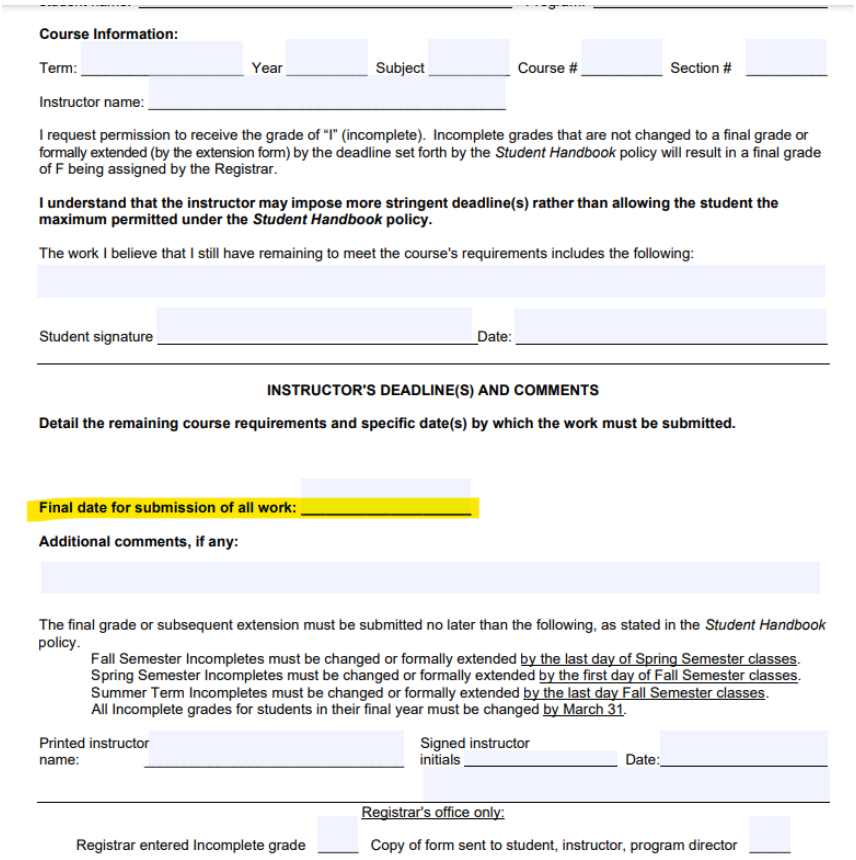


17. Entering incompletes

If you want to enter an incomplete (I) for your student you will need the student to fill out a request for an incomplete, which can be found on the Registrar's web page.

As an instructor you may impose more stringent deadline(s) rather than allowing the student the maximum permitted under the Student Handbook policy.

Please make sure the final date for submission of all work is entered so you and your students are aware of the due dates.



Course Information:

Term: _____ Year _____ Subject _____ Course # _____ Section # _____

Instructor name: _____

I request permission to receive the grade of "I" (incomplete). Incomplete grades that are not changed to a final grade or formally extended (by the extension form) by the deadline set forth by the *Student Handbook* policy will result in a final grade of F being assigned by the Registrar.

I understand that the instructor may impose more stringent deadline(s) rather than allowing the student the maximum permitted under the *Student Handbook* policy.

The work I believe that I still have remaining to meet the course's requirements includes the following:

Student signature _____ Date: _____

INSTRUCTOR'S DEADLINE(S) AND COMMENTS

Detail the remaining course requirements and specific date(s) by which the work must be submitted.

Final date for submission of all work: _____

Additional comments, if any:

The final grade or subsequent extension must be submitted no later than the following, as stated in the *Student Handbook* policy.

Fall Semester Incompletes must be changed or formally extended by the last day of Spring Semester classes.
Spring Semester Incompletes must be changed or formally extended by the first day of Fall Semester classes.
Summer Term Incompletes must be changed or formally extended by the last day Fall Semester classes.
All Incomplete grades for students in their final year must be changed by March 31.

Printed instructor name: _____ Signed instructor initials _____ Date: _____

Registrar's office only:

Registrar entered Incomplete grade _____ Copy of form sent to student, instructor, program director _____

The final grade or subsequent extension must be submitted no later than the following, as stated in the Student Handbook policy.

Fall Semester Incompletes must be changed or formally extended by the last day of Spring Semester classes.

Spring Semester Incompletes must be changed or formally extended by the first day of Fall Semester classes.

Summer Term Incompletes must be changed or formally extended by the last day Fall Semester classes.

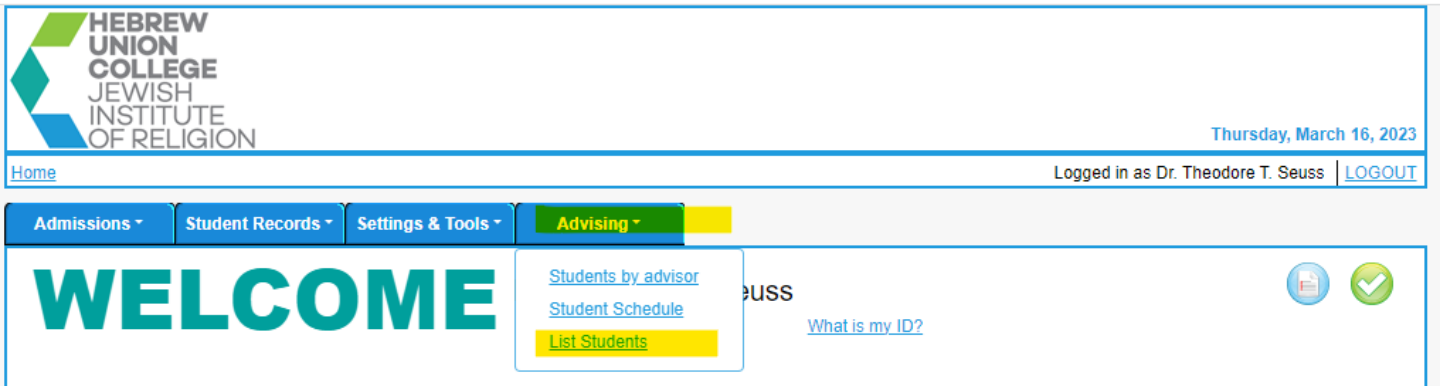
All Incomplete grades for students in their final year must be changed by March 31.

18. View list of advisees

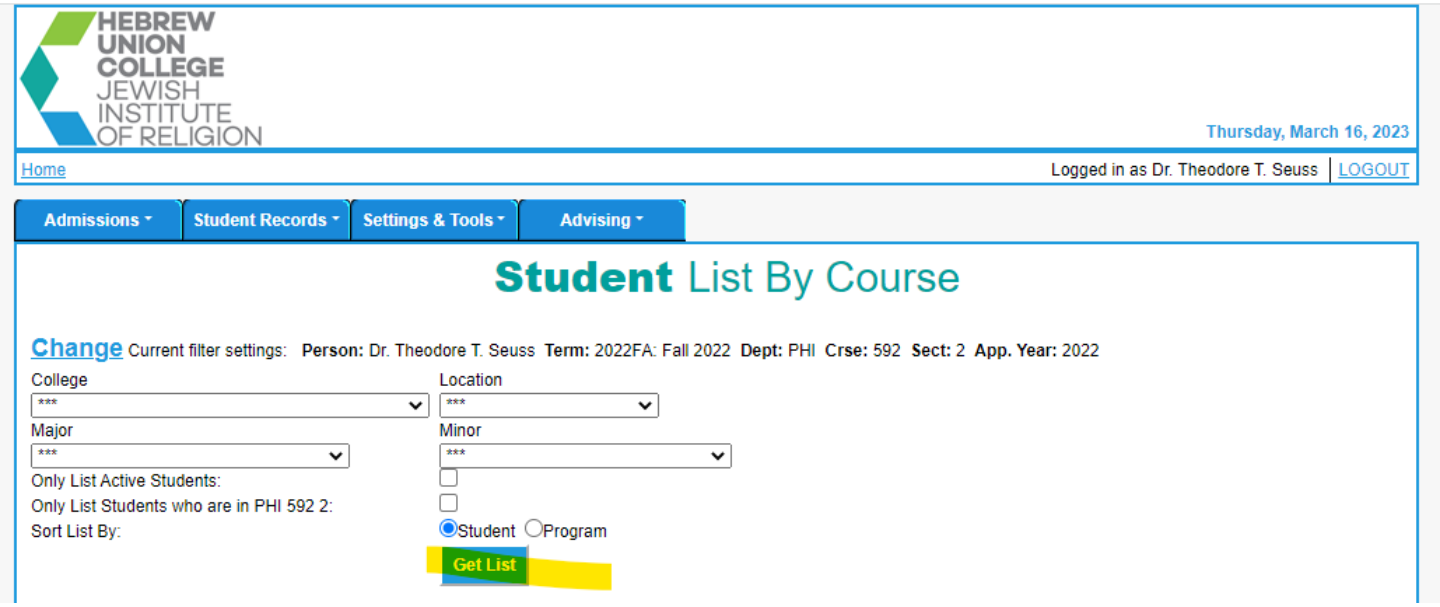
If you would like to be listed as an advisor for a current student, so you can view their schedule/unofficial transcript, please contact registrar@huc.edu for assistance.

The Advising tab is located at the top of the Home page on the far-right hand-side.

Click on Advising and then List Students:

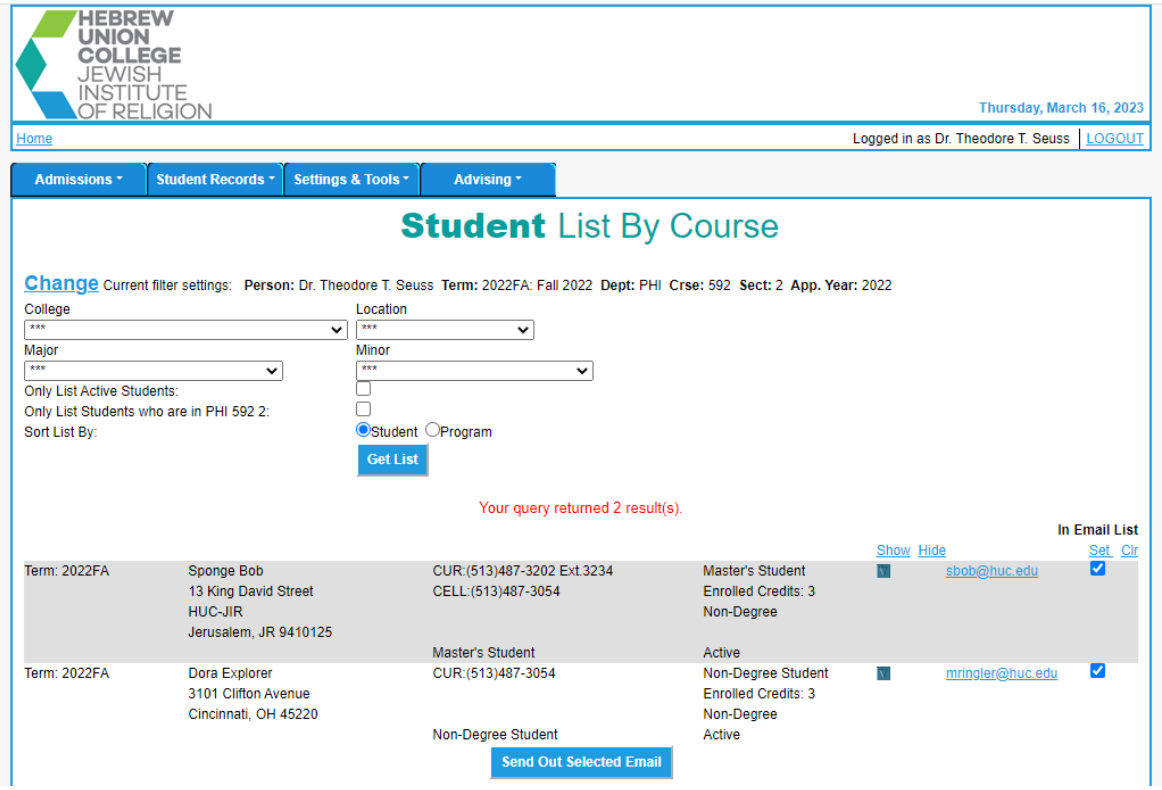


To get a list of your current advisees click on Get List.

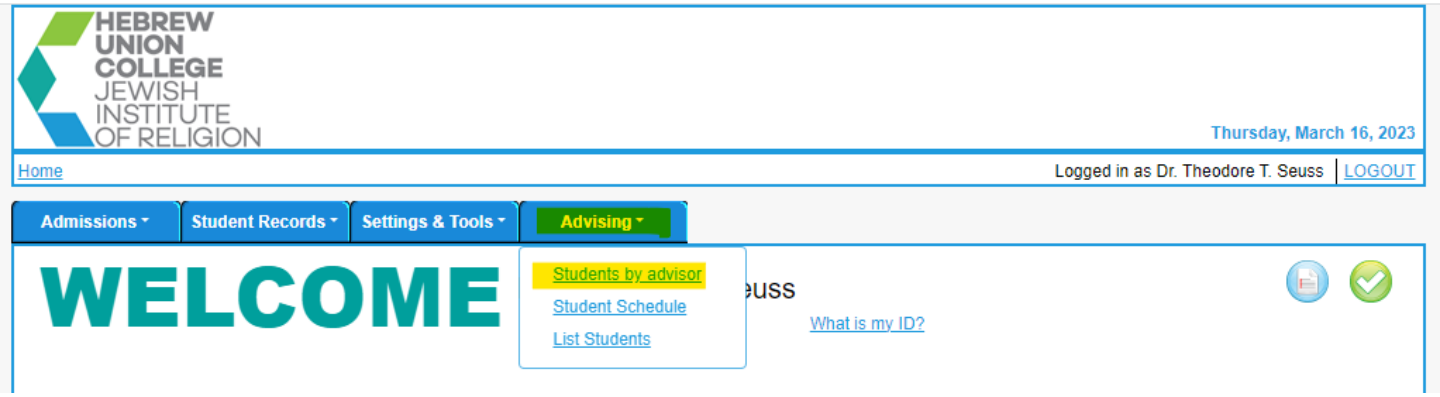


18. View list of advisees – continued

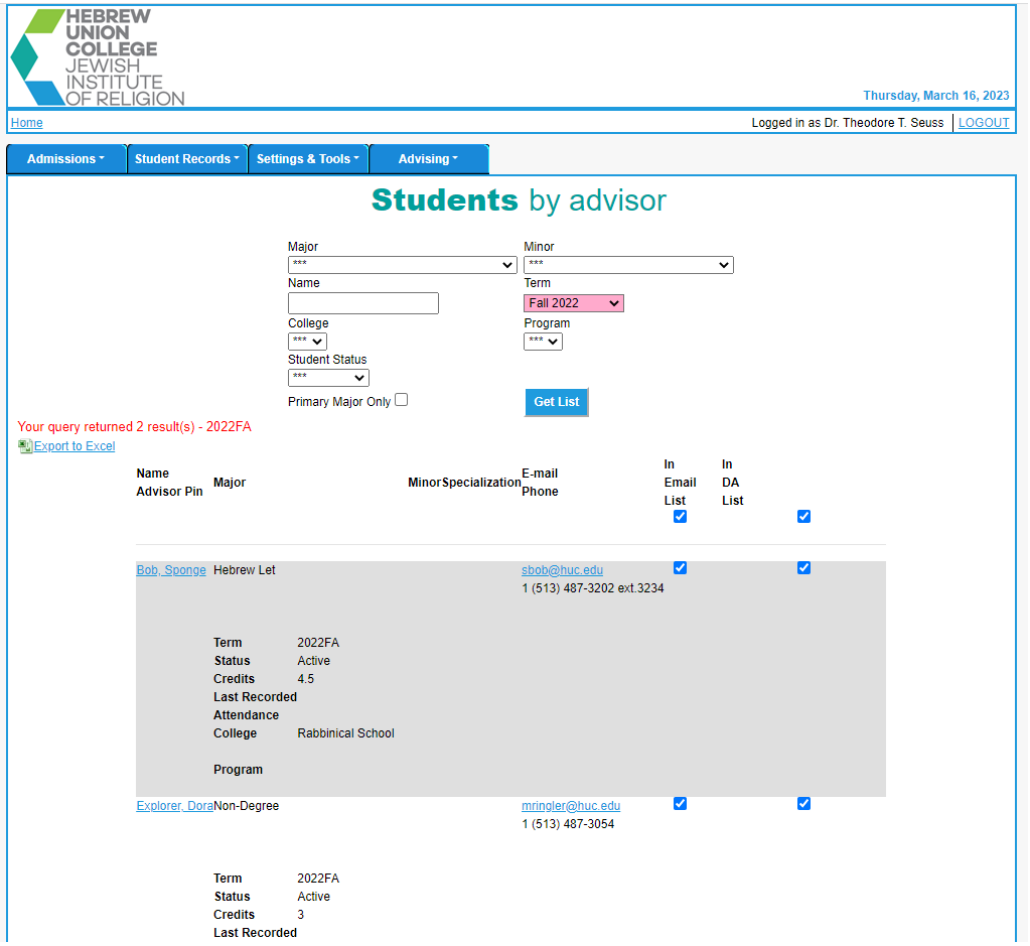
A list will populate of all your current advisees. From here you can email the student directly.



Clicking on Advising, Students by advisor will give you a listing of all your current active advisees.



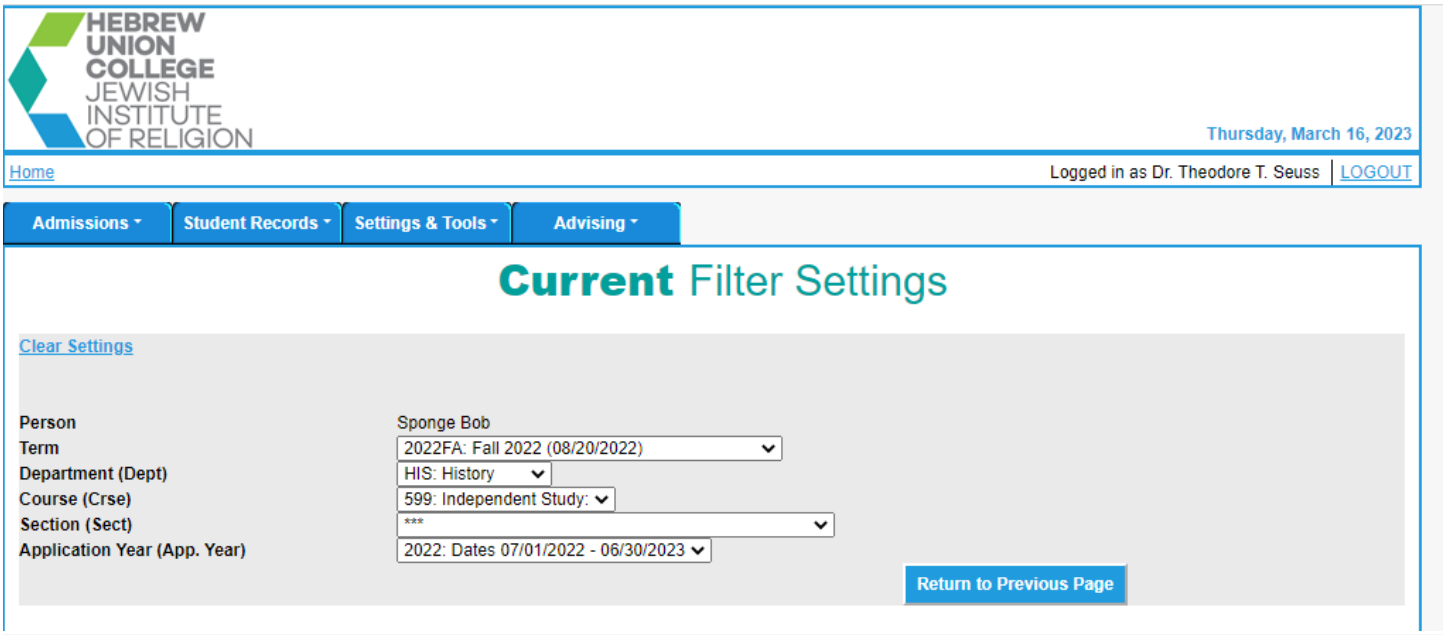
18. View list of advisees – continued

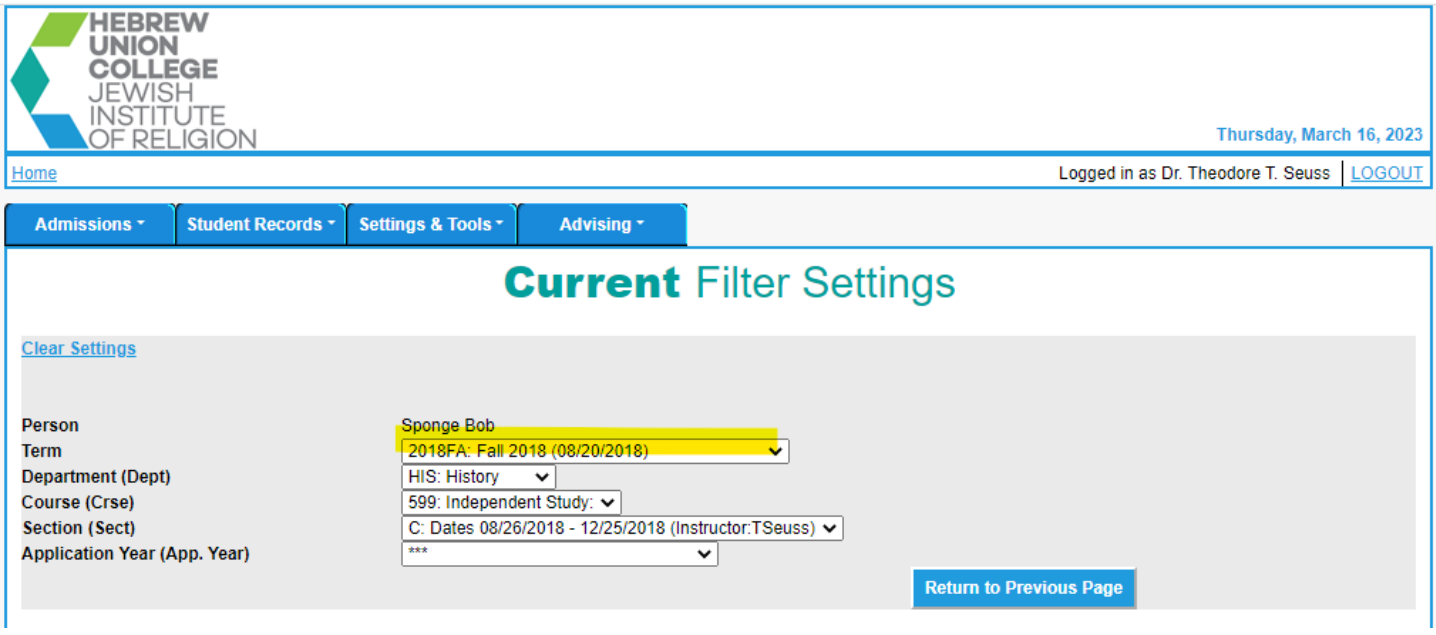


18. View list of advisees – continued

By clicking on the students name you will be taken to the Current Filter Settings page, listed below. As their advisor, you now “become the student” and can look at their schedule based on the specific term or their entire career at HUC-JIR. To look at a different student’s account, click on Return to Previous Page, which will take you back to the Students by advisor screen. By clicking on the Home button this will take you back to the class and grade rosters on the home page.

After picking the student you would like to view, you will need to go to the Advising tab and then Student Schedule.





18. View list of advisees – continued

HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Thursday, March 16, 2023

Home | Logged in as Dr. Theodore T. Seuss | LOGOUT

Admissions | Student Records | Settings & Tools | Advising

Student Schedule

Change Current filter settings: **Person:** Sponge Bob **Term:** 2018FA: Fall 2018 **Dept:** HIS **Crse:** 599 **Sect:** C **App. Year:**

Printable Version

Name
Bob, Sponge

Mailing Address
13 King David Street
HUC-JIR
Jerusalem, JR 9410125
sbob@huc.edu

Campus Mail Box

Phone Numbers

CELL:	(513)487-3054
CUR:	(513)487-3202 Ext.3234
EMRG:	(513)487-3269

(Current Information)

Major	Minor	Specialize1	Specialize2	Track
Hebrew Letters/Literature				

(Degree)

School/thesis	Degree	Earned	Awarded
Daemen College	Bachelor of Arts	05/01/2015	
Not in the List	Bachelor of Arts	01/01/1995	
Not in the List	Bachelor of Arts	01/01/2001	

(Undergraduate Classes)

Undergraduate Institutional Totals	Cr Enrl	Cr Att	Cr Ern	Qual Pts	GPA

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

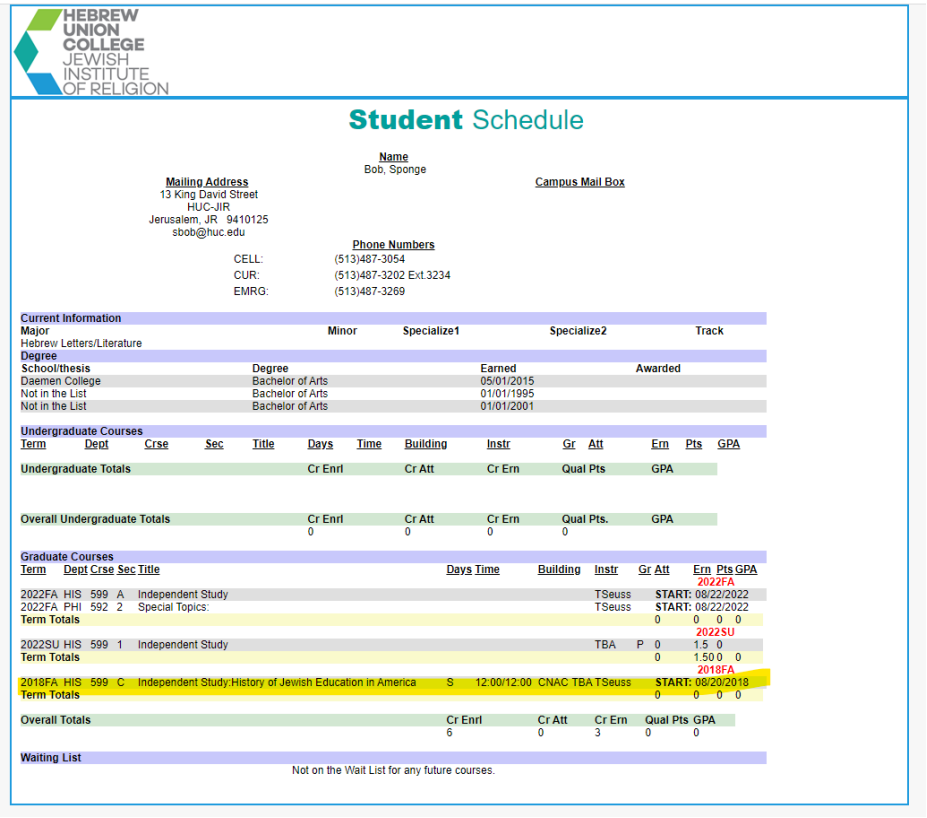
(Graduate Classes)

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

18. View list of advisees – continued

By clicking on the Printable Version in blue you will be able to see an entire transcript of your advisee.

This will give you an unofficial transcript of the student's entire time at HUC-JIR. Please keep in mind FERPA policies when handling student transcripts.



HEBREW UNION COLLEGE JEWISH INSTITUTE OF RELIGION

Student Schedule

Name
Bob, Sponge

Mailing Address
13 King David Street
HUC-JIR
Jerusalem, JR 9410125
sbob@huc.edu

Campus Mail Box

Phone Numbers

CELL:	(513)487-3054
CUR:	(513)487-3202 Ext.3234
EMRG:	(513)487-3269

Current Information

Major	Minor	Specialize1	Specialize2	Track
Hebrew Letters/Literature				

Degree

School/thesis	Degree	Earned	Awarded
Daemen College	Bachelor of Arts	05/01/2015	
Not in the List	Bachelor of Arts	01/01/1995	
Not in the List	Bachelor of Arts	01/01/2001	

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Enrl	Cr Att	Cr Ern	Qual Pts	GPA

Overall Undergraduate Totals	Cr Enrl	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0	

Graduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
											2022FA		
2022FA	HIS	599	A	Independent Study				TSeuss			START: 08/22/2022		
2022FA	PHI	592	2	Special Topics:				TSeuss			START: 08/22/2022		
Term Totals											0	0	0 0
											2022SU		
2022SU	HIS	599	1	Independent Study				TBA	P	0	1.5	0	
Term Totals											0	1.50	0 0
											2018FA		
2018FA	HIS	599	C	Independent Study:History of Jewish Education in America	S	12:00/12:00	CNAC TBA	TSeuss			START: 08/20/2018		
Term Totals											0	0	0 0

Overall Totals	Cr Enrl	Cr Att	Cr Ern	Qual Pts	GPA
	6	0	3	0	0

Waiting List

Not on the Wait List for any future courses.

19. Quick instructions – grading

Once you enter SIS you will need to locate a Term, located under Faculty Classes on the Home page.

Click on the Grading Roster button.

You will need to click on the middle of the screen for Final (F).

After you click Final (F) the types of grades will populate for your students on the right-hand side.

Make sure after you enter the grades that you hit submit grades or nothing will be saved.

You will need to do this for each course that you are offering by going to the Home button and clicking on the correct Grade Roster.

20. Quick instructions – locating a class roster

Once you enter SIS you will need to locate a Term, located under Faculty Classes on the Home page.

Click on the Class Roster button.

21. Final note

You are encouraged to explore other options available in SIS. If you believe that any functions need to be added to the Faculty SIS Instructions, please contact the Registrar's Office at registrar@huc.edu and let us know.