Bursar & Financial Aid System

[ ] [BRQ] Bursar/Financial Inquiry

[ ] [AWI] Award/Waiver Inq
[ ] [PCI] Financial Charge Inq
[ ] [TCI] Financial Comments Inq
[ ] [PAI] Payment/Adjustment Inq
[ ] [SSI] Source Semester Inq
[ ] [SOA] Statement Of Accounts
[ ] [TRI] Transaction Inq

[ ] [BRU] Bursar/Financial Update

[ ] [AWU] Award/Waiver Upd
[ ] [BIU] Bursar Information Upd
[ ] [PCU] Financial Charge Upd
[ ] [TCU] Financial Comments
[ ] [POA] Payment/Adjustment Upd
[ ] [PPA] Payment Upd
[ ] [SMU] Source Master Upd
[ ] [SSU] Source Semester Upd

X

Authorization Signature: (T. Matis, Bursar)

Course & Section System

[X] [CIQ] Course Inquiry

[X] [CSQ] Course and Section Inq
[ ] [CMC] Course Master Change Inq
[X] [CMQ] Course Master Inq
[ ] [CSC] Course Section Change Inq
[X] [SEQ] Course Section Inq
[ ] [CSR] Roster Inq

[ ] [CRU] Course Update

[ ] [CSA] Attendance Upd
[ ] [CMU] Course Master Upd
[ ] [CSU] Course Section Upd
[ ] [CSG] Grade Upd
[ ] [CSL] Section Limits Upd

Tables System

[ ] [TBL] Tables Update/Inquiry

[ ] [TBI] Table Inquiry
[ ] [TBU] Table Update/Inquiry

Student System

[X] [SIQ] Student Inquiry

[ ] [CPI] College Preparatory Inq
[ ] [GPA] Cum GPA Calculate
[ ] [DIQ] Degree Information Inq
[ ] [SEI] Emergency Inq
[ ] [SFR] Foreign Information Inq
[ ] [GCQ] Grade Change Inq
[ ] [HSI] High School Inq
[ ] [OIQ] ID Number Change Inq
[ ] [SNC] Name Change Inq
[ ] [PHQ] Probation/Discharge Inq
[ ] [SPR] Program Codes Inq
[ ] [SPE] Registration Permission
[ ] [SKA] Skills Appeal Inq
[ ] [SKX] Skills Exempt/Waiver Inq
[ ] [SKP] Skills Placements Inq
[ ] [SKT] Skills Tests Inq
[ ] [STP] Stop Codes Inq
[ ] [SII] Student Immunization Inq
[ ] [STU] Student Information Inq
[ ] [TSI] TAP/STAP/APTS Inq
[ ] [STM] Term Acad Summary Inq
[ ] [TCI] Transcript Comments Inq
[X] [SRI] Transcript Inq

Registration System

[X] [RIQ] Registration Inquiry

[X] [SCA] Student Course Inq - All
[ ] [RSI] Student Reg Status Inq

[ ] [RUS] Registration Update

[ ] [ORG] Original Registration

Degree Audit

[ ] [AUD] Degree Audit

[ ] [EVL] Degree Evaluation
[ ] [IND] Individual Requirement
[ ] [ACC] Forced Requirement
[ ] [SUB] Substitute Course

[ ] [SUS] Student Update

[ ] [ADM] Admission Information
[ ] [CLT] Certification Letters
[ ] [CPU] College Preparatory Upd
[ ] [DEG] Degree Information
[ ] [EAU] Emergency Information
[ ] [SFR] Foreign Information
[ ] [GIF] General Information Form
[ ] [GRC] Grade Change
[ ] [GPW] Grade Posting (W/AUD/PF)
[ ] [GAD] Graduation Information
[ ] [HSC] HESC Information
[ ] [SHS] High School Information
[ ] [SIU] ID Number Change
[ ] [MAJ] Major/Minor Update
[ ] [MCU] Miscellaneous Courses
[ ] [STU] Personal Information
[ ] [PIN] PIN Number
[ ] [SPB] Probation/Discharge
[ ] [SPR] Program Codes
[ ] [SAP] Reg Appoint/Status Codes
[ ] [SPE] Registration Permission
[ ] [RCU] Repeat Course Update
[ ] [SKA] Skills Appeal
[ ] [SKX] Skills Exemptions
[ ] [SKP] Skills Placements
[ ] [SKT] Skills Tests
[ ] [STP] Stop Codes
[ ] [SDI] Student Immunization
[ ] [TSI] TAP/STAP/APTS Update
[ ] [TAS] Term Acad Summary Hist
[ ] [STM] Term Acad Summary
[ ] [TCU] Transcript Comments
[ ] [TPR] Transcript Print
[ ] [STR] Transfer Information

X

Authorization Signature: (M. Daley-Weston, Registrar)

Instructions for Submitting SIMS Access Application

- **Complete Information on Front Panel**
  Please Print Clearly: Name, Hunter Phone Number, Build & Room Number, e-mail address, Department, Functional or Payroll Title and College Affiliation.

- **Read: Instructional Computing & Information Technology System Access and Usage Policy.**
  Sign and date to accept policy.

- **Obtain access authorization.**
  System access approval must be signed by your Department Chair, Department Head, Vice President or Provost.

- **Password.**
  - At a secure temporary password will be assigned to you.
  - This password will expire on first use. You will be required to create a new password when signing on for the first time. (see: *Password Tips* below).
  - DO NOT SHARE YOUR PASSWORD.

  NOTE: A temporary password will be assigned only when requesting a New UserID.

- **Complete: SIMS Menu selection**.
  Indicate desired system access by entering '**A**' within the brackets.
  To drop systems from your menu, enter '**D**' within the brackets.

- **Obtain appropriate authorization for system access.**
  System access must be approved by appropriate college official. Forward completed application as follows:
  For:

  Bursar/Financial Aid System
  Attn: Theresa Matis, Bursar, Room 238 North

  Course & Section System, **Registration System, Student System**
  Marilyn Daley-Weston, Registrar, Room 217 North

  Note: If you require access to both, send to Bursar's Office First.

- **You will receive email or phone notification by ICIT when your account has been created. If you are requesting and update to an existing account, your changes will appear on your menu. Additional notification will not be sent.**

Password Tips

- Password length must be 8 characters and MUST contain letters and numbers.
- Password must have at least one number, but your password cannot start with a number.
- Do not use common words, proper names or personally identifiable numbers (i.e. nicknames, birthdates, name of spouses or children or other personal information.) or words that are in the dictionary.
- Jumbled letters and/or numbers make the best passwords.
- Change passwords every 45 days. Your password will expire in 45 days.
- Do not cooperate with anyone who orders you to use a specific password.
- Never include your password in your e-mail.
- Never share your password with others.

Instructional Computing & Information Technology System Access and Usage Policy

Computer systems are to be used solely for the performance of Hunter College related work, and not for personal use, whether for compensation or otherwise. Invalid data must not be entered into any computer system, nor may valid data in any database be altered or deleted.

Protection of computer equiptment and systems against damage, misuse and distruction is a shared responsibility of all Hunter College personnel who use these system. Intentional abuse or misuse of any computer equiptment or system is cause for appropriate disciplinary action.

All Hunter College, CUNY, State and Federal policies on ethical use of computing technology must be followed. Policies concerning the use and operation of computer equiptment, software and/or systems may be updated from time to time by the Instructional Computing & Information Technology (ICIT). It is the responsibility of users of ICIT services to be aware of these policies. Such policy statements will be on file with department heads.

I have read this statement of Instructional Computing & Information Technology Access and Usage Policy and agree with these statements. I have been given a copy for my own records.

Applicant Signature _____ *Date* _____

System Access Approval

I certify that the above applicant should be granted access to the **Hunter College Student Information Management System (SIMS)**, to perform work required solely by my office.

In order to insure that computer access is restricted to authorized active members of my staff, I will promptly notify the Director of Instructional Computing & Information Technology as to the effective date of discontinuace of employment in this office, for any reason, of the staff member identified above.

Copies of the Instructional Computing & Information Technology System Access and Usage Policy statement will be made available to all members of my department and will be kept on file in my office.

Department Head/Divisional Dean Signature _____ *Date* _____

GG

HUNTER
The City University of New York

SIMS
(Student Information Management System)
Access Application

* **Name** _____

* **Phone Number (Work)** _____ * **Build/Room #** _____

* **Hunter eMail (Format: NetID@hunter.cuny.edu)** _____

* **Department** _____

* **Title** _____

***Affiliation:** Faculty: ___ Adjunct: ___ Fulltime Staff: ___
College Assistant: ___ Student Aide: ___

*Are you taking courses at Hunter? Yes - No *(circle one)*

* *Denotes Required Information*

New User Access ☐ *(Check one box only)* **Update User Access** ☐

HCMIS User ID ___ ___ ___ ___ ___

Instructional Computing & Information Technology
(212) 772-4357

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