

Important uses of the
Portal and HU
student life website



<https://www.huntington.edu/student-life>

for information about any portion of the contents of this website, please contact
Margaret Pasko at mpasko@huntington.edu
or call 260-359-4026.

HUNTINGTON
UNIVERSITY

Apply

Search



STUDENT LIFE

Meet the Staff

Campus Ministries

Community Life Agreement

Residence Life

Student Activities

International Students

Student Resources

New Student Orientation

Office of Student Success

Campus Police

Sexual Assault Policy

Enterprise Resource Center



STUDENT LIFE

Home / Student Life

The Office of Student Life is here to serve you! We publish the weekly *Coffey Break* to keep you up to date on campus happenings and opportunities.

Take advantage of our many services designed to help with personal and academic needs. Individual counseling by trained counselors is available on a confidential basis. Seminars and individual counseling in academic skills development are also provided by this office.

Residence directors and assistants are available for mentoring and adjusting to University life. Students are encouraged to seek out these resource persons in addition to faculty and other administrators.

The Academic Center for Excellence, located in the Loew-Brenn, provides academic support to students in individual or small group settings.

The Career Development Office offers a multitude of services ranging from TEDS online occupation and graduate school searches to seminars on preparing for the job search. The office cooperates with nearby colleges in an annual Job Fair with multiple employer interview opportunities and conducts an annual career fair with returning alumni from a variety of occupations.

Career services are available to alumni.

QUICK INFO

(260) 359-4026

Huntington Union Building (HUB)
Upper Level

Monday - Friday
8:00am - 5:00pm
Saturday - Sunday
CLOSED

RESIDENCE LIFE

[Meet the Staff](#)

[Residence Halls](#) ▼

[FAQs](#)

[More Information](#)

MORE INFORMATION

[Home](#) / [Residence Life](#) / [More Information](#)

Important Dates to remember

Student Handbook (PDF)

Preparing for Success: A guide to life at HU. (PDF)

Portal and Website How to Guide (PDF)

New Student Orientation

Off-Campus Application (PDF)

Forester Village Application (PDF)

Room Draw Information (PDF)

Meal Plan Information

Meal Plan Information for Commuters

Meal Plan Petition (PDF)

International Students Information

Transportation Information (PDF)

Portal Logon Info

Access the HU campus
portal at

<https://my.huntington.edu>

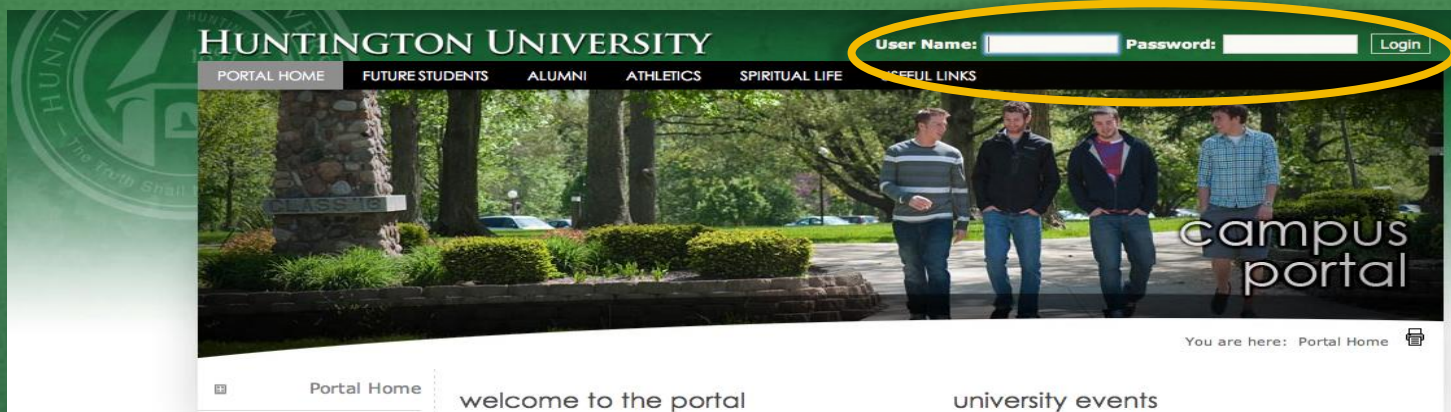
How to get logged on to Portal

- You may have previously received information on temporary access to the HU portal using your ID number. Since you have been accepted and have paid your deposit, you have now been added to the system with a permanent network ID. Your temporary ID and password will no longer work. The following information is provided for your new access.
- **The portal options on the student tab are not available until you register for classes.** Once you register logon to the portal and go to the student tab. Your HU e-mail account should now be active. You can access your HU e-mail account by going to the web site <https://mymail.huntington.edu>. Your network/e-mail username is «WP_USER_NAME». Your network/e-mail password is the last five (5) digits of your social security number (if you do not have a social security number, contact Technology Services at 260-359-4211 for instructions). You should change your password to something that you can remember but is not easily guessed by other people. You can change your password after you log into your HU e-mail account by selecting OPTIONS from the *Office Outlook Web Access* bar at the top of the page. After selecting this, choose the CHANGE PASSWORD function. Your HU email address is «WP_USER_NAME»@huntington.edu.
- You can now access the HU campus portal at <https://my.huntington.edu>, and logon using your username («WP_USER_NAME») and your network/e-mail password. Once logged in, go to the STUDENT tab.

You logon
to the
portal
(Use your date of
birth in this
format
dd/mm/yyyy
(ex. 01/01/2014).
If that does not
work, use 99999
for the password.

<https://mymail.huntington.edu>

For information on user name and password contact tech services rbrocher@huntington.edu
or call 260-359-4001



Then select Students Tab

Students

Current Campus Alert Data

If the information below is incorrect or needs updated, please click [here](#).

Cell/Text Phone: 0
Do you want to receive txt message alerts:
1st Additional Phone Number:
2nd Additional Phone Number:
Non-HU Alternate Email Address:
Primary Campus Location:
Last Updated:

Student Photo Directory and Dean's List

Student Directory

- 2014 - 2015 Undergraduate Photo Directory (.pdf, 3341K)
For detailed student directory click [here](#)
- 2013 - 2014 Undergraduate Student Photo Directory (.pdf, 11707K)
- 2012 - 2013 Undergraduate Student Photo Directory (.pdf, 11641K)
- 2011 - 2012 Undergraduate Student Photo Directory (.pdf, 23626K)

Information

My Moodle Courses

COURSE	TERM	COURSE TITLE
BR322PT (UG14) - 01	Fall Term 2014 (UNDG)	Philosophical Theology
ED211 (UG14) - 01	Fall Term 2014 (UNDG)	Principles of Macroeconomics
HS487 (UG14) - 01	Fall Term 2014 (UNDG)	Seminar in Early American Hist
MD31 (UG14) - 01	Fall Term 2014 (UNDG)	Evangelism

Meal Plan Information

Plan Type:	Plan B 200 Block
Meals Remaining:	24
Bonus Meals:	0
Flex Dollars:	\$0.00
Bonus Dollars:	\$0.00
Last Updated:	12/4/2014 10:03:01 AM

Medical Information



To find medical care information go to the Health Information website:

<https://www.huntington.edu/student-resources/health-information/>

Medical clinics and emergency after-hour services are referenced on this webpage.

All students are required to complete the online medical history form.

Instructions for updating your student life medical history and immunization records:

1. Go to <https://my.huntington.edu/ics>
2. Login to the portal with your username and password.
3. Click on the STUDENTS tab.
4. Select PERSONAL INFORMATION on the left-hand menu bar.
5. Select MEDICAL INFORMATION on the left-hand menu bar.
6. Click on HEALTH FORM link.



HUNTINGTON UNIVERSITY PORTAL

Welcome back **Reneson Jean-Louis** (Personal Information)

You are here: [Students](#) > [Personal Information](#) > [Medical Information](#)

Personal Information

- [Address](#)
- [Involvements](#)
- [Vehicle Information](#)
- [Campus Alert Data](#)
- [Room Phone](#)
- [International Students](#)
- [Student Permissions](#)
- [Room Info](#)
- [Medical Information](#)**
- [Meal Plan Changes](#)

Medical Information


Instructions

1. A completed and up-to-date health form is required by H.U. Information is kept confidential.
2. If this form is not completed and/or absent from the HU student record, students will be restricted from classes.
3. **DEADLINE DATE:** start of Fall and/or Spring Semester. If you are unable to meet this deadline, please contact Pasko 260- 359-4026 or by email mpasko@huntington.edu.

Forms

Medical Information

[Health Form \(In Progress\)](#)


Search... 










Show search options

Quick Links

- My Pages**
- [Huntington University](#)
- [HU E-mail](#)
- [Moodle](#)
- [Library](#)
- [The Huntingtonian](#)

When selecting the type of immunization click the arrows next to "Select One" and choose which immunization applies

Campus Alert Data
Room Phone
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Meal Plan Changes

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Moodle 
Library 
The Huntingtonian 
Maintenance Requests 
HU Help Desk 
My Chapel Attendance 
My Moodle Courses

Section 2: Immunizations

Page 2 of 3

Instructions

This section MUST be completed as all students, regardless of age, must have documented proof of DPT, OPV, MMR, Tetanus, Meningitis immunizations. **Please use the most current date of your immunization, even if you have had multiple injections.** If you are unable to provide all immunization information at this time, please email mpasko@huntington.edu and use the subject line of IMM update. Information needed in the email is the date and immunization code name. Codes are DPT, MMR, OPV, MENI, and TET.

1. Select Immunization

2. Immunization Date Format: mm/dd/yyyy

3. Second Immunization

4. Second Immunization Date Format: mm/dd/yyyy

5. Select Immunization

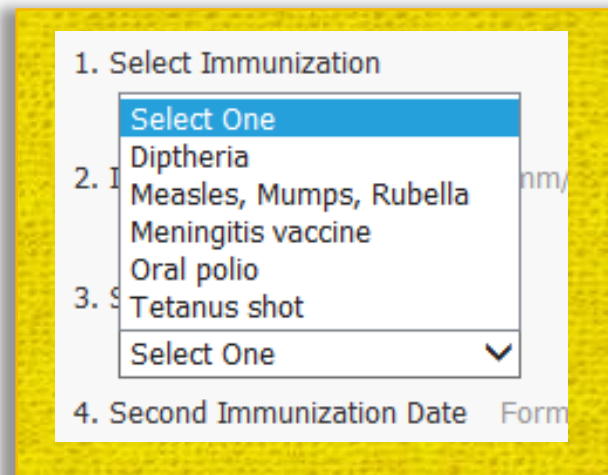
6. Immunization Date Format: mm/dd/yyyy

7. Select immunization

8. Immunization Date Format: mm/dd/yyyy

9. Select Immunization

10. Immunization Date Format: mm/dd/yyyy



1. Select Immunization

- Select One
- Diphtheria
- Measles, Mumps, Rubella
- Meningitis vaccine
- Oral polio
- Tetanus shot
- Select One

4. Second Immunization Date Form

When selecting the date of the immunization click the small box to the right of the empty date line and a calendar will pop up. Select the most current immunization date that applies.

- Campus Alert Data
- Room Phone
- International Students
- Student Permissions
- Room Info
- Medical Information**
- Instructions
- Forms
- Meal Plan Changes

- Quick Links
- My Pages
- Huntington University
- HU E-mail
- Moodle
- Library
- The Huntingtonian
- Maintenance Requests
- HU Help Desk
- My Chapel Attendance

My Moodle Courses

Section 2: Immunizations

Page 2 of 3

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4. Second Immunization Date Format: mm/dd/yyyy

5. Select Immunization

6. Immunization Date Format: mm/dd/yyyy


7. Select immunization

8. Immunization Date Format: mm/dd/yyyy

9. Select Immunization


10. Immunization Date Format: mm/dd/yyyy

2. Immunization Date Format: mm/dd/yyyy




3. Second Immunization

4. Second Immunization Date



5. Select Immunization

6. Immunization Date Format: mm/dd/yyyy



May 2014 [Close](#)

-Year	-Month	Month+	Year+			
Sun	Mon	Tue	Wed	Thr	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Yesterday](#) [Today](#) [Tomorrow](#)

Grad and Adult Online
(Moodle) Courses

The Huntingtonian

Maintenance Requests

HU Help Desk

My Chapel Attendance



My Pages

IN CASE OF EMERGENCY NOTIFY:

8. First and Last Name

9. Relationship: (ex. father, mother, grandparent)

10. Phone #1

11. Phone #2

12. Work Phone #

And/or

13. First and Last Name

14. Relationship: (ex. father, mother, grandparent)

15. Phone #1

16. Phone #2

17. Work Phone #

The last page in the Medical Health Forms section has a series of questions that you need to answer. Once you have come to end of the questions please remember to “submit”.

health form

Section 3: Health Details

Page 3 of 3

1. Please list any allergies you have below (foods, medicine, bees or stinging insects, latex, iodine and anesthesia reactions) **Answer "N/A" if this does not apply to you.**

2. Please indicate any special equipment you need (pads, braces, neck rolls, eye guards, etc.) **Answer "N/A" if this does not apply to you.**

3. Please list any problems you have had with your eyes or vision. **Answer "N/A" if this does not apply to you.**

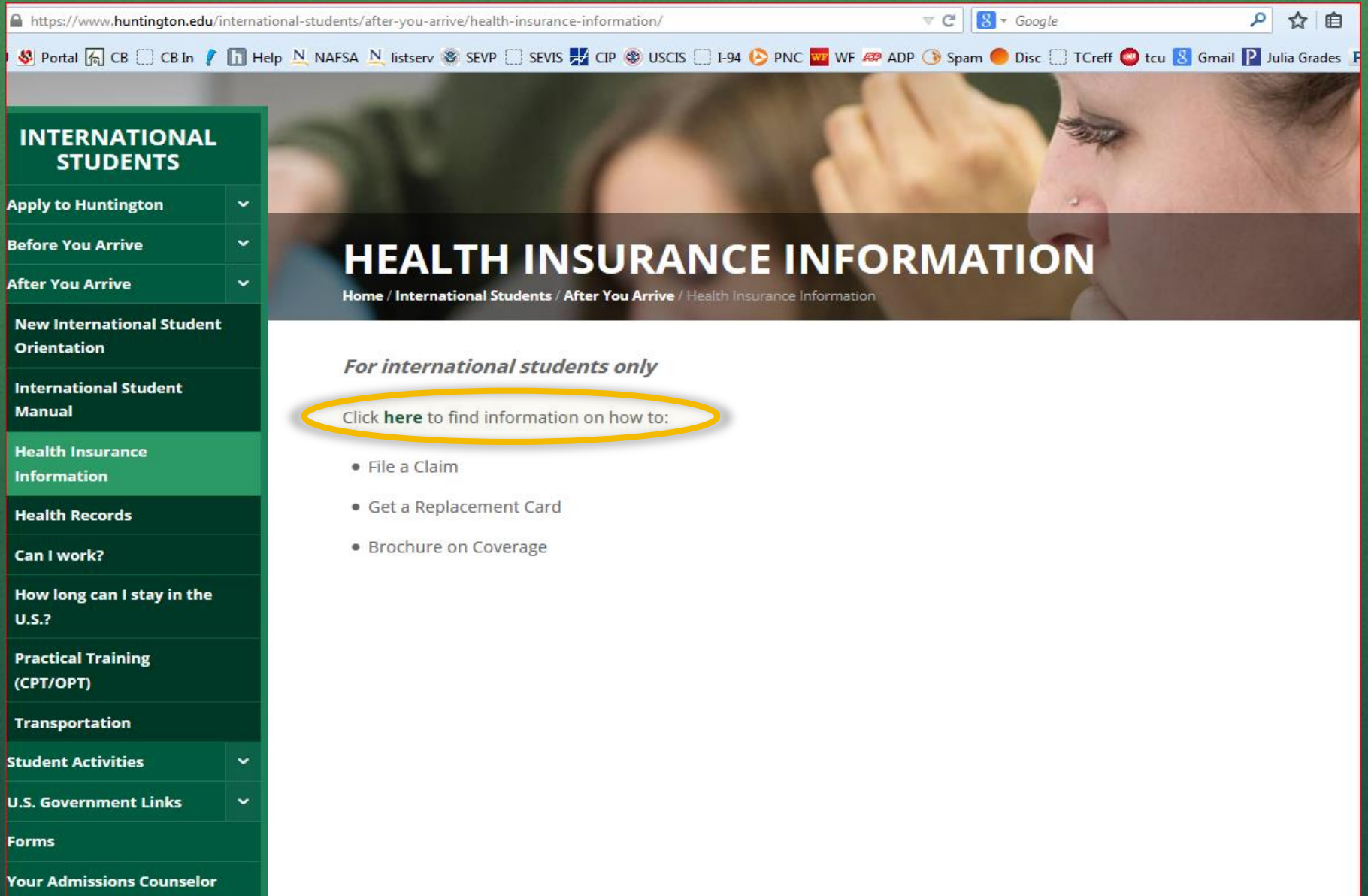
Medical History

Abdominal pain	Deformities	Hay fever	Loss of sensation	Pneumonia
Anemia	Dentalappliances	Headaches	Marfan's syndrome	Pregnancy
Angina/Chest pain	Depression	Hearing loss	Measles	Profuse bleeding
Apnea	Diabetic problems	Heart issues	Migraines	Rheumatic fever
Appendicitis	Digestive problems	Heat related illness	Missing organ pair	Ringing in ears
Arthritis	Dizziness	Hepatitis	Mononucleosis	Rubella
Asthma	Drug abuse	Hernia	Motion sickness	Shortness of breath
Blackouts	Easily bruised	Hypertension	Mumps	Sickle cell
Bladder infection	Eating disorder	Impetigo	Nausea/vomiting	Skin problems
Blood disorder	Emphysema	Increased Thirst	Nerve damage	Sore throat
Cancer	Epilepsy	Influenza	Neuro disorder	Speech impaired
Change in hunger	Fainting spells	Infrequent periods	Nose bleeds	Stroke
Chicken pox	Feet problems	Insomnia	Numbness/tingling	Trouble breathing
Concussion	Frequent colds/flu	Kidney disease	Pacemaker	during exercise
Convulsion/seizure	Frequent urination	Kidney stones	Painful joints	Tuberculosis
Cough	Frost bite	Loss of consciousness	Painful urination	Ulcers
Curvature of spine	Gas reflux	Loss of a digit	Persistent cough	Weight loss or gain
Deafness	General weakness	Loss of balance	Pertussis (whooping cough)	None apply
Decreased motion	Gout	Loss of memory	Pinched nerve	Other(explain)

8. List any conditions above that apply to you with Dates of Treatment. **Answer "N/A" if this does not apply to you.**

Insurance information

<https://www.gallagherstudent.com/students/student-home.php?idField=1115>



https://www.huntington.edu/international-students/after-you-arrive/health-insurance-information/

Portal CB CB In Help NAFSA listserv SEVP SEVIS CIP USCIS I-94 PNC WF ADP Spam Disc TCreff tcu Gmail Julia Grades

INTERNATIONAL STUDENTS

- Apply to Huntington
- Before You Arrive
- After You Arrive
- New International Student Orientation
- International Student Manual
- Health Insurance Information**
- Health Records
- Can I work?
- How long can I stay in the U.S.?
- Practical Training (CPT/OPT)
- Transportation
- Student Activities
- U.S. Government Links
- Forms
- Your Admissions Counselor

HEALTH INSURANCE INFORMATION

Home / International Students / After You Arrive / Health Insurance Information

For international students only

Click [here](#) to find information on how to:

- File a Claim
- Get a Replacement Card
- Brochure on Coverage



Student Access

- Return Home
- Dependent Enroll
- Forms and Applications PDF
- Customer Service

My Account

- Account Home
- View Purchased Products
- Authorize Account

My Student Health Insurance Plan

- My Benefits and Plan Information
- Other Insurance Products
- Discounts and Wellness
- Find a Doctor
- Pharmacy Program
- Claims Company
- Resources and Links



Welcome Huntington University International Students

This site has been designed especially for you to provide information about the Student Health Insurance Plan for International Students.

On this site you can:

- Download a plan brochure or Frequently Asked Questions, by clicking on "My Benefits & Plan Information"
- Look for participating providers
- Learn more about plan enhancements available to you
- Email Gallagher Student or engage in live chat using the "Live Help" icon

Health/Doctor Information

- Parkview First Care Walk-in Clinic (2708 Guilford Street just a few blocks from campus (260) 355-3900)
- Family Practice is located in the hospital just a few blocks from campus (260) 356-5424.
- Several Doctors are in the area so check the phone directory.
- Take your insurance card with you.
- If you need a doctor when the clinic is closed you can go to the Parkview Hospital ER or Redi-Med.

PERSONAL PERMISSIONS

When calling in to talk to HU personnel about your student, please remember that unless your student has to authorize each person they approve to have it. Your student must log on to the portal and select **Student Permissions**. Your name will appear and they select what information they approve for each person listed. We check on the portal for these permissions and you may be instructed to have your student log on and give you permission before discussing their account.

PERSONAL PERMISSIONS

Personal Information

Address

Involvements

Vehicle Information

Campus Alert Data

Room Phone

International Students

Student Permissions

Room Info

Medical Information

Add a Page



Meal Plan Changes

Context Manager



Usage Statistics



Quick Links

My Pages



My Groups



Huntington University



HU E-mail



Moodle



Library



The Huntingtonian



Maintenance Requests



HU Help Desk



My Chapel Attendance



Student Permissions

Student Permissions

Student's ID:

Confirmation Information

Question: *No question has been selected.*

Answer: *No answer has been given.*

Authorizations

No authorizations have been set so no expiration dates exist.

Name	Financial Aid ?	Billing ?	Educational Records ?	Medical ?	Action
[Redacted]	No	No	No	No	<input type="button" value="Edit"/>

Huntington University Organizations		Medical	Action
Student Life Personnel	No	<input type="button" value="Edit"/>	
Athletics Personnel (Athletes Only)	No		

Notes

No Data Available.



Sign up and/or change
meal plan

All new incoming resident students are placed on meal plan A. All returning students are placed on A plan at the beginning of fall semester. **You have to choose your plan each semester.** For spring semester you will automatically be placed on the same meal plan as the fall.

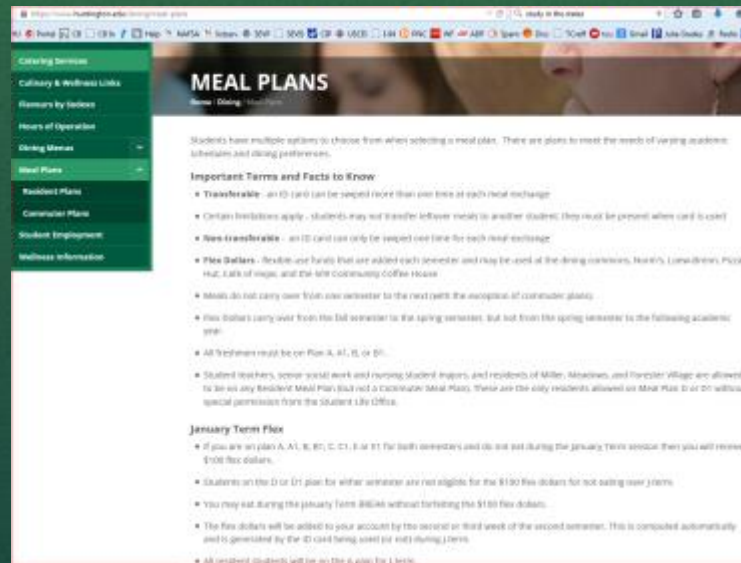
To change to another option log on to the portal page. Chose personal information and then meal plan changes.

There are restrictions on meal plans according to classification, dorm assignments or majors.

The site will be active until the 1st Thursday of the 1st week of classes until midnight. **After August 28th for fall and January 30th for spring semester no changes will be accepted.**

Commuters, are not on any meal plan; however, they can chose any options A-E1 by emailing mpasko@huntington.edu with their choice. Sodexo has meal plans designed especially for commuter and are purchased in their office in the dining commons.

To see the meal plan options available go to <https://www.huntington.edu/dining/meal-plans>.



The screenshot shows a web browser displaying the "MEAL PLANS" page on the Huntington University website. The page has a dark green sidebar on the left with navigation links: "Catering Services", "Culinary & Wellness Links", "Hours by Building", "Hours of Operation", "Dining Menus", "Meal Plans" (highlighted), "Resident Plans", "Commuter Plans", "Student Employment", and "Wellness Information". The main content area has a header "MEAL PLANS" and a sub-header "Home | Dining | Meal Plans". Below the header, there is a paragraph: "Students have multiple options to choose from when selecting a meal plan. There are plans to meet the needs of varying academic schedules and dining preferences." This is followed by a section titled "Important Terms and Facts to Know" with a bulleted list of rules regarding card transfers, non-transferability, plan dollars, carry-over, and special permissions. A "January Term Flex" section follows with another bulleted list of rules for the January term. The page footer contains a small note: "All resident students will be on this plan by default."

On the portal student tab: personal information link



You can also check on the amount of meals and flex money you have on your account.

- UNDG
- The Forest
- Academic Records
- Departments
- Financial Records
- Personal Information**
- Organizations
- Technology Services
- Room Draw
- Huntington University
- HU E-mail
- MyClasses (Moodle)

There are no courses to display

meal plan information

Plan Type:	Sodexo Staff Plan
Meals Remaining:	0
Bonus Meals:	0
Flex Dollars:	\$0.00
Bonus Dollars:	\$0.00
Last Updated:	5/22/2013 4:03:02 PM

student announcements

off campus housing application

<http://www.huntington.edu/students/residence-life/> then choose the left hand link Residence Life. The off campus application link is on the right side of that page.

2012-13 meal plan info

<http://www.huntington.edu/students/residence-life/>

network bandwidth usage

- Involvements
- Vehicle Information
- Campus Alert Data
- Room Phone
- International Students
- Room Info
- Meal Plan Changes**
- Huntington University
- HU E-mail
- MyClasses (Moodle)
- Grad and Adult Online (Moodle) Courses
- The Huntingtonian

your current local address.

Commuters:
Please verify your local address. You may do this by clicking on the **Personal Info** link, next to your name at the top of this page, then the **Biographical Info** tab. If the address displayed is where you are living, then you need to do nothing further; however, if you are not living at this address, please choose the Local Address link and submit your update.

Summer Address:
This form is for people who will have an address for the summer that is different than their local 7/or permanent address. Please check your personal information to see if it is already on file. If you will be living somewhere other than this address over the summer, please submit your update by clicking on the "Summer Address Form". If you have more than one summer address, please provide the additional summer address in the "Comments" line on the form. If you have a question or comments please use the comments box or email ajohnson@huntington.edu.

Cell Phone:
Please verify your phone information. You may do this by clicking on the **Personal Info** link, next to your name at the top of this page, then the **Biographical Info** tab. Only submit new information.

Choose Meal Plan Changes.

- My Courses
- Junior Film Production (Section 01, SP-2013-UNDG)
- Seminar-Britain & End of Empire (Section 01, SP-2013-UNDG)
- Public Policy (Section 01, SP-2013-UNDG)
- Cultural Anthropology (Section 01, SP-2013-UNDG)
- Meal Plans A thru C1
- Huntington University
- HU E-mail
- MyClasses (Moodle)

meal plan changes

Meal plans may be changed until Thursday midnight of the first week of classes. No changes will be accepted after that date.

meal plans a thru c1

Submit Meal Plan Changes

Meal Plans A thru C1



Vehicle Registration

1. Logon to the portal



2. Choose student tab

3. Select personal information link

4. Next choose vehicle information

UNDG)

The Forest

Academic Records

Departments

Financial Records

Personal Information

Organizations

Technology Services

Room Draw

Huntington University

HU E-mail

MyClasses (Moodle)

There are no courses to display

meal plan information

Plan Type:	Sodexo Staff Plan
Meals Remaining:	0
Bonus Meals:	0
Flex Dollars:	\$0.00
Bonus Dollars:	\$0.00
Last Updated:	5/22/2013 4:03:02 PM

student announcements

off campus housing application

<http://www.huntington.edu/students/residence-life/> then choose the left hand link Residence Life. The off campus application link is on the right side of that page.

2012-13 meal plan info

<http://www.huntington.edu/students/residence-life/>

network bandwidth usage

Meal information is updated daily. For more information on meal plans, [click here](#).

If you think this information is incorrect, please contact Sodexo Food Services at ext. 4258

UNDG)

Address

Involvements

Vehicle Information

Campus Alert Data

Room Phone

International Students

Room Info

Meal Plan Changes

"Biographical Info". If you will be living somewhere other than this address, please submit your summer address by clicking on the "Summer Address Form" below. If you have more than one summer address, please provide the additional summer address in the "Comments" line on the form.

Only First Class Mail can be forwarded. We will hold magazines until Fall if you answer "yes" to the "Please hold my magazines" question on the form. Magazines will not be held automatically. Please pick them up when you return to campus.

If you have special needs or questions, please fill the comment section or email ajohnson@huntington.edu. When done please click the "Submit" button at the bottom of the page.

Thank you.

local address

This screen should appear when you choose the vehicle registration link. You will pick up your decal in the student life office located in the upper level of the HUB.

Decals go in the rear window driver's side lower left.

The \$25 decal charge is per semester not per vehicle. You may have as many decals as you need for your cars. If you do not have a car **remember to waive the \$25 per semester fee.**

Included on this page are helpful link such as: Vehicle Registration Instructions, **Parking Fee Waiver** (for those who do not have cars on campus), Campus Parking maps, etc. Also, if you need to appeal a parking ticket it is on this site.

This screenshot shows the 'vehicle registration' form. On the left is a sidebar with 'My Courses' and navigation links like 'Address', 'Involvements', and 'Vehicle Information'. The main content area is titled 'vehicle information' and 'vehicle registration'. It features 'Section 1: Vehicle Registration' with a 'Page 1 of 1' indicator. A note states: 'Whether completing this form for the first time, or updating a new license number etc., it is necessary to answer all questions in order for the form to be complete.' Below this are six numbered questions with input fields: 1. Vehicle Plate Number (Example: 35B1234), 2. State vehicle is registered (dropdown), 3. Year of vehicle, 4. Vehicle color (dropdown), 5. Vehicle Make (dropdown), and 6. Vehicle Model (Examples: Cavalier, Civic, Accord, Escort). At the bottom, there are buttons for 'View Table of Contents', 'Next Page-->', and 'Save and Finish Later'.

This screenshot shows the 'vehicle registration instructions' page. It includes a sidebar with 'My Courses' and navigation links like 'Address', 'Involvements', and 'Vehicle Information'. The main content area is titled 'vehicle registration instructions' and contains several sections: 'Vehicle Forms' (with links for 'Vehicle Registration' and 'Parking Fee Waiver'), 'vehicles currently registered', and a 'REQUIRED:' section stating that a copy of the registration must be on file to pick up a decal. It also includes 'FOR NEW STUDENTS' instructions and a 'Vehicles no Longer in Use' section. At the bottom, there are links for 'parking appeals' and 'campus parking map', both of which are circled in yellow. A blue box with a warning message is also present: 'You do not have permission to access this page. Please contact your system administrator for assistance.'

Look at your Bill

- It's always good to stay on top of your bill's while at school.
- When paying on your bill you usually go to the Business office no matter who the bill is from. Example: have a textbook bill, fines for not returning library materials, parking fines, etc. go pay it at the Business Office.
- Check your bill often so you never have unexpected payments. You could mistakenly be charged for something you didn't use.



1. Logon to the portal



2. Choose student tab

3. Select financial records

UNDG)

- The Forest
- Academic Records
- Departments
- Financial Records**
- Personal Information
- Organizations
- Technology Services
- Room Draw
- Huntington University
- HU E-mail
- MyClasses (Moodle)

There are no courses to display

meal plan information

Plan Type:	Sodexo Staff Plan
Meals Remaining:	0
Bonus Meals:	0
Flex Dollars:	\$0.00
Bonus Dollars:	\$0.00
Last Updated:	5/22/2013 4:03:02 PM

Meal information is updated daily. For more information on meal plans, [click here](#).

If you think this information is incorrect, please contact Sodexo Food Services at ext. 4258

student announcements

off campus housing application

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2012-13 meal plan info

<http://www.huntington.edu/students/residence-life/>

network bandwidth usage

4. Click on "my account balances" on the right hand side.

You are here: Students > Financial Records > Fee Statement

My Courses

- Junior Film Production (Section 01, SP-2013-UNDG)
- Seminar-Britain & End of Empire (Section 01, SP-2013-UNDG)
- Public Policy (Section 01, SP-2013-UNDG)
- Cultural Anthropology (Section 01, SP-2013-UNDG)

business office

Welcome to the Business Office portal! It is our hope this will provide you with convenient access to important information about your student account here at Huntington University.

If you prefer to email us rather than to telephone during the business day, you can contact us today.

reminder

Students will be placed on a hold status and will be unable to register for classes or receive a transcript if they have any outstanding financial obligations. These obligations

my account info

- My Account Balances**
- Course and Fee Statement

financial statement


Warning: If you are viewing **My Account Info** after the official beginning of the semester, please contact the business office for the most current balance due on your

Fee Statement

This screen should then appear. Please explore this page to familiarize yourself with the information offered, more than likely you'll need it again.

My Courses

- Junior Film Production (Section 01, SP-2013-UNDG)
- Seminar-Britain & End of Empire (Section 01, SP-2013-UNDG)
- Public Policy (Section 01, SP-2013-UNDG)
- Cultural Anthropology (Section 01, SP-2013-UNDG)

 **Fee Statement**

my account info - my account balances

My Account Info > My Account Balances

my account balances

- S/A Q113 \$0.00 Due
- S/A FA13 \$0.00 Due
- S/X FA13 \$0.00 Due
- S/A Q413 \$0.00 Due
- S/A SM13 \$0.00 Due
- S/A Q313 \$0.00 Due

CHAPEL

Chapel information found at
<https://www.huntington.edu/campus-ministries/>

Spiritual Formation Participation



- All full-time students under the age of 25 are required to receive 30 chapel credits each semester, 20 of which need to be **(CORE)** from the Community chapels on Tuesday and Thursday or the Friday Divine Hour service. Students can check their Chapel attendance on the following website: <http://my.huntington.edu>. The website is updated after each chapel. Students who fail to receive the required 20 Community Chapel credits, plus at least 10 additional **(ELECTIVE)** credits any time during their Huntington University career will be subject to the following sanctions:
- **1st Offense:** 15 hours of community service to be completed by the end of the second week of classes of the following semester. Any unfinished hours will be charged to the student's account at a rate of \$10 per hour.
- **2nd Offense:** 30 hours of community service to be completed by the end of the fourth week of classes of the following semester. Any unfinished hours will be charged to the student's account at a rate of \$10 per hour.
- **3rd Offense:** One semester suspension.
- **Gross violation:** jump ahead a level of discipline if a student has less than 20 total credits

HUNTINGTON UNIVERSITY PORTAL

[Home](#)[Future Students](#)[Alumni](#)[Athletics](#)[Spiritual Life](#)[Useful Links](#)

You are here: [Portal Home](#)

my.huntington.edu

[Portal Home](#)[Network User Name](#)[Athletics](#)[Arts](#)

Quick Links

[Huntington University](#)[HU E-mail](#)[Moodle](#)[Library](#)[The Huntingtonian](#)[Maintenance Requests](#)[HU Help Desk](#)[My Chapel Attendance](#)

my.huntington.edu

welcome to the portal

This campus portal provides resources for

- [Future Students](#)
- [Current Students](#)
- [Faculty and Staff](#)
- [Alumni](#)
- [Trustees](#)

[Return to the main Huntington University site.](#)

university news

[Wanous named dean at Huntington Univ...](#)
5 hours ago

After a national search process, Huntington University has named Dr. Michael Wanous as the institution's vice president for ...

- ▶ [Wanous named dean at Huntington University](#)
- [Geders, Shafer recognized as April Peer Award...](#)
- [4th annual HU Men's Golf Outing set for June 7](#)
- [Foresters struggle at Taylor Spring Invitational](#)
- [Senior visual art students' work to be featured i...](#)
- [HU music department to present annual Conc...](#)
- [Film, animation students to be featured in sho...](#)
- [Golf outing to benefit Forester women's basket...](#)
- [Huntington sitting in 2nd after splitting with MVNU](#)
- [HU softball dominates IWU](#)

ACADEMICS

You are here: [Students](#) > [Academic Records](#) > [Academics](#)

Academic Records

- Academics**
- Degree Audit
- Registration
- Graduation

Search...

[Show search options](#)

Quick Links

- My Pages**
- Huntington University
- HU E-mail
- Moodle
- Library
- The Huntingtonian
- Maintenance Requests
- HU Help Desk
- My Chapel Attendance

Academic Records

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

- [View Final Grade Report](#)
- [View Midterm Grade Report](#)

Class Schedule

Course Schedule for XXXXXXXXXX

[View Details](#)

Fall Term - 2014 - All Divisions		
Course	Title	Meets
BR333PT-01	Philosophical Theology	MWF -10:00 - 10:50 AM
CO215-04	Public Speaking	MWF -2:00 - 2:50 PM
PE111CYC-01	Cycling	TR -8:00 - 8:50 AM
PE111YOG-02	Yoga	W -12:00 - 12:50 PM
SW425-01	Social Work Practice III	MWF -1:00 - 1:50 PM
SW445-01	Interview Workshop	MWF -9:00 - 9:50 AM
SW471-01	Human Behavior & Social Environ	TR -2:00 - 3:15 PM

Academic Calendar

Tuesday, 19 August

Faculty Workshop

Monday, 25 August

Classes Begin

Friday, 29 August

Final Day for change of Registration

Monday, 1 September

Labor Day (offices closed-no classes)

[View All](#)

GPA Estimator

Please select a Course Program for which to calculate your projected GPA.

Course Program:

The Coffey Break is a daily (Monday-Friday) newsletter sent to all HU students. Parents may subscribe to it by going to <http://coffeybreak.huntington.edu/> choose the option "Subscribe to the Break".

The screenshot shows the website coffeybreak.huntington.edu. The main header features the title "COFFEY BREAK" in large green letters, with the subtitle "A daily digest from Huntington University" below it. To the right is a mascot character holding a mug. A navigation menu includes links for HOME, ACADEMIC, ADMINISTRATIVE, CAMPUS MINISTRIES, GENERAL, STUDENT ACTIVITIES, and SUBMIT TO FEED. Below the menu are four image-based category buttons: ATHLETICS EVENTS, UNIVERSITY NEWS, SPORTS NEWS, and CAMPUS EVENTS. The main content area is divided into three columns. The left column, titled "RECENT ARTICLES", contains two entries: "Jr High Middle School Math Contest – DC" (dated April 15, 2014, by Jeff Lehman) and "Games Postponed" (dated April 15, 2014, by Lori Ingle). The middle column, titled "STUDENT ACTIVITIES", contains two entries: "Minute To Win It – Finals – UPDATE" (dated 15 Apr 2014, by Beth Keith) and "Forester Lecture Tuesday, April 15th, 7pm Dr. Todd Martin" (dated 15 Apr 2014, by David E. Alexander). The right column contains a "SEARCH COFFEY BREAK" box, a "SUBSCRIBE TO THE BREAK" button (circled in yellow), a form with fields for "First name", "Last name", and "Email", and a "Subscribe!" button. Below the form are sections for "ARCHIVES" (with a "Select Month" dropdown) and "CAMPUS MINISTRIES" (with a link to "Forester Lecture Tuesday, April 15th, 7pm Dr. Todd Martin").

<https://www.huntington.edu/residence-life/more-information/>
is a link for important dates.

2014/15 Important Dates

Friday-Sunday - August 22-24 New Student Orientation

Saturday-Sunday - August 23-24 Returning Students Move in

Monday, August 25 Fall classes begin

Monday, September 1 Labor Day (no classes - halls open)

Monday-Tuesday October 13-14 Mid-Semester Break (no classes - halls open)

Wednesday November 26 Residence Halls close @ 5:00 PM

Thursday-Friday November 27-28 Thanksgiving Break*

Sunday November 30 Residence Halls open @ noon

Monday-Thursday December 8-11 Semester Examinations

Thursday December 11 Residence Halls close @ 5:00 PM

December 12 to January 4 Christmas Break*

Sunday January 4 Residence Halls open @ noon

January 5-21 January-Term

January 22-25 January-Term Break

Monday January 26 Spring classes begin

Friday March 13 Residence Halls close @ 5:00 PM

Monday-Friday - March 16-20 Spring Recess

Sunday March 22 Residence Halls open @ noon

Friday April 3 Good Friday (no classes - halls open)

Sunday April 5 Easter

Monday April 6 Easter Break Day (no classes - halls open)

Monday-Thursday May 11-14 Semester Examinations

Thursday, May 14 Residence Halls close @ 5:00 PM for summer break. Seniors may stay until 7PM on Saturday 16th.

Saturday, May 16 Graduation - Residence Halls close @ 7:00 PM

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FOR INTERNATIONAL STUDENTS

<https://www.huntington.edu/international-students/>

INTERNATIONAL STUDENTS

Apply to Huntington

Before You Arrive

After You Arrive

Student Activities

U.S. Government Links

Forms

Your Admissions Counselor

INTERNATIONAL STUDENTS

Home / International Students

Welcome to Huntington University! This site provides helpful information for students from outside of the United States.

Our students come from all over the world. In recent years, we have enrolled students from the Bahamas, Bulgaria, Cameroon, **Canada**, Dominican Republic, France, Gambia, Germany, Honduras, Hong Kong, India, Indonesia, **Jamaica**, Japan, Kenya, Korea, Kyrgyzstan, Mexico, Netherlands, New Zealand, Nicaragua, Nigeria, Northern Ireland, **People's Republic of China**, Peru, Poland, Republic of China (Taiwan), Russia, Senegal, Serbia / Montenegro, Sierra Leone, South Africa, **Trinidad and Tobago**, Turkey, Ukraine, and the United Kingdom.

And to help our international students, a **lower TOEFL score is now accepted**. Contact Shoshannah McKinney, international admissions counselor, at smckinney@huntington.edu to learn more.

Come join us!

Click [here](#) for the New International Student Orientation information

Applying to Huntington University

A step-by-step guide to gaining admission to Huntington University.

Before you arrive

What you need to know before you arrive in Huntington, Indiana, USA.

Once you are here

Resources to help you get the most from Huntington University.

Forms

Links to forms you will need.

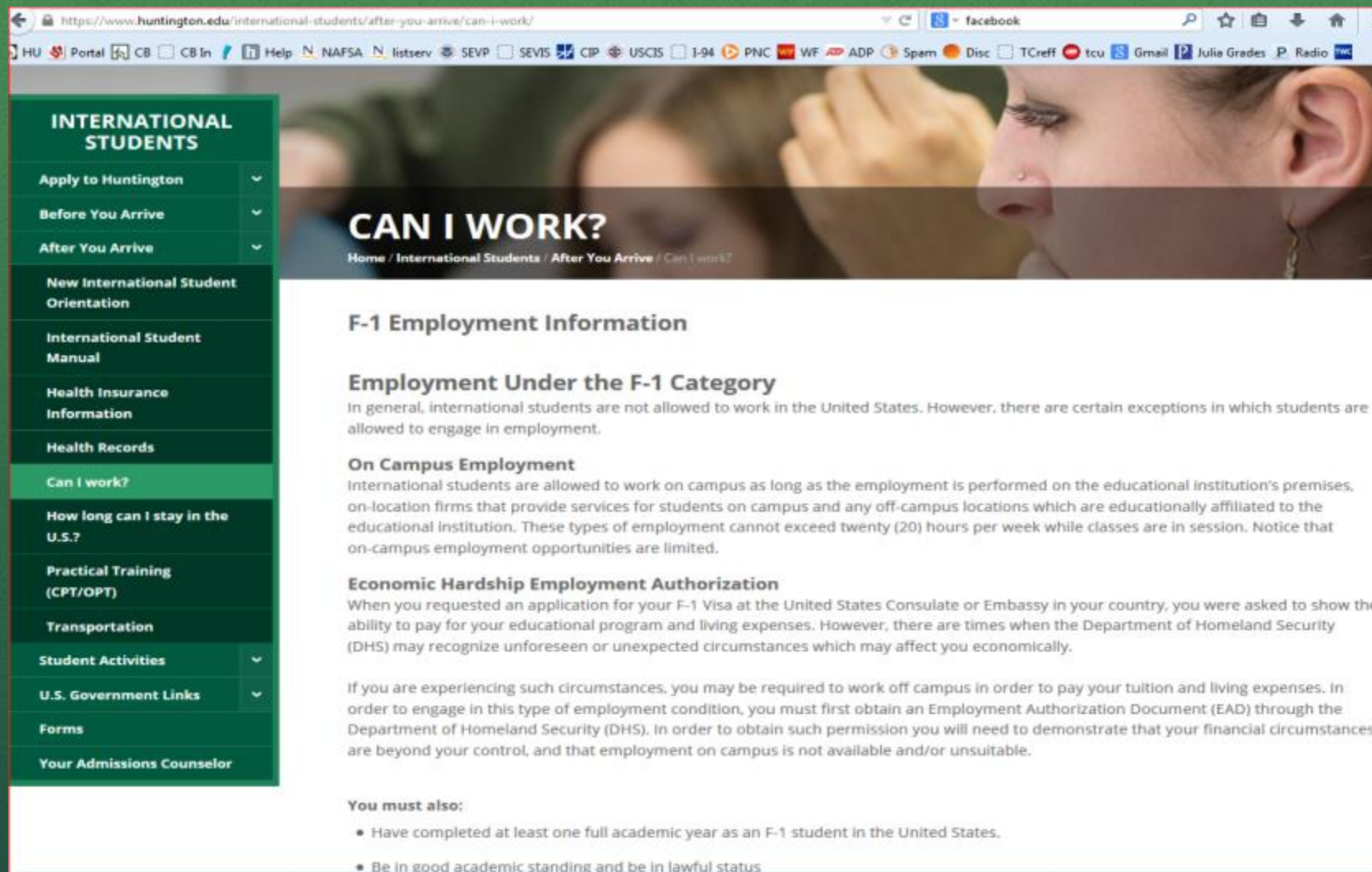
Frequently asked questions

FAQs, plus helpful links and resources.

Can I get a job?

- In F-1 status, you may work on campus only
- The financial aid office has a list of jobs available.
- Once you have been offered a job on campus, you will need to apply for a Social Security card. You must be offered the job before you can apply.
- This requires a letter from the department hiring you and the DSO, along with the Social Security form.

There are two forms of off campus employment CPT and OPT. Please choose the options on the left hand link. You must be a student for one full academic year before applying for either one.



The screenshot shows a web browser window with the URL <https://www.huntington.edu/international-students/after-you-arrive/can-i-work/>. The page features a green sidebar on the left with a menu of links. The main content area has a white background with a header image of a student. The page title is 'CAN I WORK?' and the breadcrumb trail is 'Home / International Students / After You Arrive / Can I work?'. The main heading is 'F-1 Employment Information', followed by the sub-heading 'Employment Under the F-1 Category'. The text explains that international students are generally not allowed to work in the U.S. but there are exceptions. It details 'On Campus Employment' (limited to 20 hours/week) and 'Economic Hardship Employment Authorization' (requiring an EAD from DHS). A 'You must also:' section lists two requirements: completing at least one full academic year as an F-1 student and being in good academic standing and lawful status.

INTERNATIONAL STUDENTS

- Apply to Huntington
- Before You Arrive
- After You Arrive
- New International Student Orientation
- International Student Manual
- Health Insurance Information
- Health Records
- Can I work?**
- How long can I stay in the U.S.?
- Practical Training (CPT/OPT)
- Transportation
- Student Activities
- U.S. Government Links
- Forms
- Your Admissions Counselor

CAN I WORK?

Home / International Students / After You Arrive / Can I work?

F-1 Employment Information

Employment Under the F-1 Category

In general, international students are not allowed to work in the United States. However, there are certain exceptions in which students are allowed to engage in employment.

On Campus Employment

International students are allowed to work on campus as long as the employment is performed on the educational institution's premises, on-location firms that provide services for students on campus and any off-campus locations which are educationally affiliated to the educational institution. These types of employment cannot exceed twenty (20) hours per week while classes are in session. Notice that on-campus employment opportunities are limited.

Economic Hardship Employment Authorization

When you requested an application for your F-1 Visa at the United States Consulate or Embassy in your country, you were asked to show the ability to pay for your educational program and living expenses. However, there are times when the Department of Homeland Security (DHS) may recognize unforeseen or unexpected circumstances which may affect you economically.

If you are experiencing such circumstances, you may be required to work off campus in order to pay your tuition and living expenses. In order to engage in this type of employment condition, you must first obtain an Employment Authorization Document (EAD) through the Department of Homeland Security (DHS). In order to obtain such permission you will need to demonstrate that your financial circumstances are beyond your control, and that employment on campus is not available and/or unsuitable.

You must also:

- Have completed at least one full academic year as an F-1 student in the United States.
- Be in good academic standing and be in lawful status

Each year you are required to verify that you understand your F1 status.
Please log on to the portal and then chose:

1. Students tab
2. Personnel Information
3. International Students
4. Immigration Verification

Be sure and chose submit option at the end so you are cleared.

The screenshot shows the Huntington University Portal interface. At the top, the text "HUNTINGTON UNIVERSITY PORTAL" is displayed on the left, and "Welcome back" is on the right. Below this is a navigation menu with the following items: Home, Future Students, Students (highlighted with a yellow box), Alumni, Athletics, Spiritual Life, Useful Links, and My Pages. Underneath the navigation menu, a breadcrumb trail reads "You are here: Students > Personal Information > International Students". On the left side, there is a "Personal Information" sidebar menu with the following items: Address, Involvements, Vehicle Information, Campus Alert Data, Room Phone, International Students (highlighted with a yellow box), Student Permissions, Room Info, Medical Information, and Meal Plan Changes. The main content area is titled "International Students" and contains a "Forms" section. Under "Forms", there is a sub-section titled "International Student Forms" which includes a link for "Immigration Verification (In Progress)" (highlighted with a yellow box). At the bottom left, there is a search bar with the text "Search..." and a magnifying glass icon, and a link for "Show search options".

11. I must report changes to my local (US) and home (International) address with 10 days to the Student Life Office.

*Required

I understand

12. I must enroll in at least 12 credits of required coursework each term, unless I am authorized for part-time by the DSO. Part-time authorization must be granted in advance by the DSO and a new Form I-20 will be issued. Failure to enroll full-time may result in loss of F1 status.

*Required

I understand

13. It is my responsibility to look at the information on the Form I-94 and if there is an error, I must request the U.S. immigration officer to make the correction. The Form I-94: Entry and Departure Record (white form given on the plane or at the U.S. border) should have a stamp with the entry date, entry status (F1) and D/S (duration of status) noted.

*Required

I understand

14. I certify that the information above is accurate.

*Required

I agree

15. Date

*Required, Format: mm/dd/yyyy

INTERNATIONAL STUDENTS

Apply to Huntington



Before You Arrive



After You Arrive



Student Activities



U.S. Government Links



Forms

Your Admissions Counselor

FORMS

Home / International Students / Forms

Reduce Course Load Application

Transfer Out Form

Withdraw Application

Social Security application form

Department Social Security Form

Tax Filing Information for International Students

Indiana Bureau of Motor Vehicle information (driver's license)

Download An Application

- **CPT** internal form for student life office
- **OPT** internal form for student life office
- OPT application **I-765, Application for Employment Authorization**
- **e-verify** for employers for OPT applications
- Check **here** for your submitted OPT status. link to check on your submitted OPT
- **I-94 Printout**

Filing Taxes

- Form 8843
 - Even if you did not work and did not earn any income, all students in F-1 status will file Form 8843. Pathfinder services has trained individuals to help with your taxes as a free service to you.
- Taxes Filed for Income
 - If you choose to work on campus this year, you will need to file taxes. Contact the student life office in the HUB for more information.

Banking

- To open a bank account – you will need your passport and \$50.
- Several banks are within walking distance of the University. Markle Bank, Wells Fargo, PNC, etc.

There is more information in your International Student Manual.

Communication

- **Mail:** You will receive (and can also send) mail on campus in the maintenance building. **Cell phones** can be purchased at Wal-Mart or at a local cell phone provider's store.
- **Computer hook-up and Login-** Tech services will help with these questions and in getting your login information.
- Tech support if on campus is x-4001, if you are off campus (260) 359-4001.

There is more information in your International Student Manual.

Transportation

- Public transportation is not available in Huntington. Most students who don't have a car ask friends to drive them or get a bike.
- There is HAT (Huntington Area Transportation) which is run by a nonprofit organization. It works like a taxi, but you need to book 24 hours in advance (260) 356-3006.
- You will need to find your own transportation to the airports. The University does not have a drop off or pick up service.
- Travel to Indianapolis Airport:
 - Hoosier Shuttle Service 877-392-2463
 - The cost is \$39 one way (subject to change).
 - This needs to be scheduled in advance to make sure of availability. The website for more information on this service is <http://www.hoosiershuttle.com/index.html>.

There is more information in your International Student Manual.

HOUSING OVER BREAKS

- The residence halls close over the following breaks: Thanksgiving, Christmas, Easter, and Spring break. The DC is closed.
- Check with your RD if you have any questions or need to make housing arrangements.
- There is a list of Important Dates on the residence life page <https://www.huntington.edu/residence-life/more-information/>.

We Are Here to Help You

- Andy Vaught avaught@huntington.edu
- Shoshannah McKinney smckinney@huntington.edu
- Margaret Pasko mpasko@huntington.edu
- Or any of the ISC members found at <https://www.huntington.edu/international-students/student-activities1/international-student-council/> know if you have questions.
- Visit HU International Friends of Facebook at https://www.facebook.com/groups/5820758399/?ref=br_tf

Contact Information

- Student Life Office (Margaret Pasko, DSO)
on campus: x-4026 ; # off campus: (260) 359-4026
email: mpasko@huntington.edu
- **Andy Vaught, ISC Advisor** # on campus: x-4047 ; # off campus: (260) 359-4047
email: avaught@huntington.edu
- Registrar
on campus: x-4080 ; # off campus: (260) 359-4080
email: bdubois@huntington.edu
- Business office
on campus: x-4007 ; # off campus: (260) 359-4007
email: kwust@huntington.edu
- Tech services
on campus: x-4001 ; # off campus: (260) 359-4001
email: bclampitt@huntington.edu
- DC – manager (Blair Stairs)
on campus: x-4058 ; # off campus: (260) 359-4058
email: bstairs@huntington.edu