



# Reference Sheet for Advisors

This Reference Sheet provides information on training resources such as Job Aids, QRGs, and videos available to Howard University Advisors. These resources are available in Workday Learning.

Topic	Resource
Advising Navigation & Managing My Advisees	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Navigating the Advising Dashboard QRG</a></li> <li>• <a href="#">Academic Progress Report QRG</a></li> <li>• <a href="#">Student Notes for Advisors QRG</a></li> <li>• <a href="#">Student Notes Job Aid</a></li> <li>• <a href="#">My Advisees and Student Cohorts Job Aid</a></li> </ul> Videos <ul style="list-style-type: none"> <li>• <a href="#">General Navigation Video</a></li> <li>• <a href="#">Managing My Advisees Video</a></li> </ul>
Advising Overview	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Academic Progress Report QRG</a></li> <li>• <a href="#">Student Registration Holds QRG</a></li> <li>• <a href="#">Evaluate Academic Requirements for Student Job Aid</a></li> <li>• <a href="#">Override Academic Requirement for Student Job Aid</a></li> <li>• <a href="#">View Student Course Registration and Registration History Job Aid</a></li> </ul> Videos <ul style="list-style-type: none"> <li>• <a href="#">Holds on Student Record Video</a></li> </ul>
Student Registration Overview & Registration Changes	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Troubleshoot Registration Issues QRG</a></li> <li>• <a href="#">Create, View, and Update Saved Schedule Job Aid</a></li> <li>• <a href="#">Find Course Sections Job Aid</a></li> </ul> Videos <ul style="list-style-type: none"> <li>• <a href="#">Register Student for Course Video</a></li> </ul>
BisonHub Self-Registration	Job Aids/QRGs <ul style="list-style-type: none"> <li>• <a href="#">Register for Courses Job Aid (Undergrad)</a></li> <li>• <a href="#">Register for Courses Job Aid (Grad &amp; Prof)</a></li> <li>• <a href="#">Register from Saved Schedule Job Aid</a></li> <li>• <a href="#">Withdraw from or Drop Courses Job Aid</a></li> </ul>



ADVISORS

	<ul style="list-style-type: none"> <li>• <a href="#">Maintain Registration Restriction Overrides Job Aid Videos</a></li> <li>• <a href="#">Registering from Saved Schedule Video</a></li> <li>• <a href="#">Register from Find Course Sections Video</a></li> <li>• <a href="#">Registering from an Academic Plan Video (Undergrad)</a></li> <li>• <a href="#">Registration Swap Video</a></li> <li>• <a href="#">Withdraw or Drop Student from Course Video</a></li> </ul>
<p>Advising Specifics for <i>Undergraduate</i> Advisors</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">Add, Change, or Remove Program of Study Job Aid</a></li> <li>• <a href="#">Create and Update Academic Plan for Student Job Aid</a></li> </ul> <p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">Undergraduate Program of Study Changes Video</a></li> <li>• <a href="#">Registering from an Academic Plan Video</a></li> </ul>
<p>Advising Specifics for <i>Graduate</i> School</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">Satisfy Test Achievements for Candidacy Job Aid</a></li> </ul> <p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">Satisfy Test Achievements for Candidacy Video</a></li> </ul>
<p>Advising Reports</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Advising Reports QRG</a></li> </ul> <p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Progress Report Video</a></li> </ul>
<p>Ad Hoc Processes</p>	<p>Job Aids/QRGs</p> <ul style="list-style-type: none"> <li>• <a href="#">View Transfer Credit Rules</a></li> <li>• <a href="#">Student Program Completion</a></li> </ul> <p>Videos</p> <ul style="list-style-type: none"> <li>• <a href="#">View Transfer Credit Rules Video</a></li> </ul>