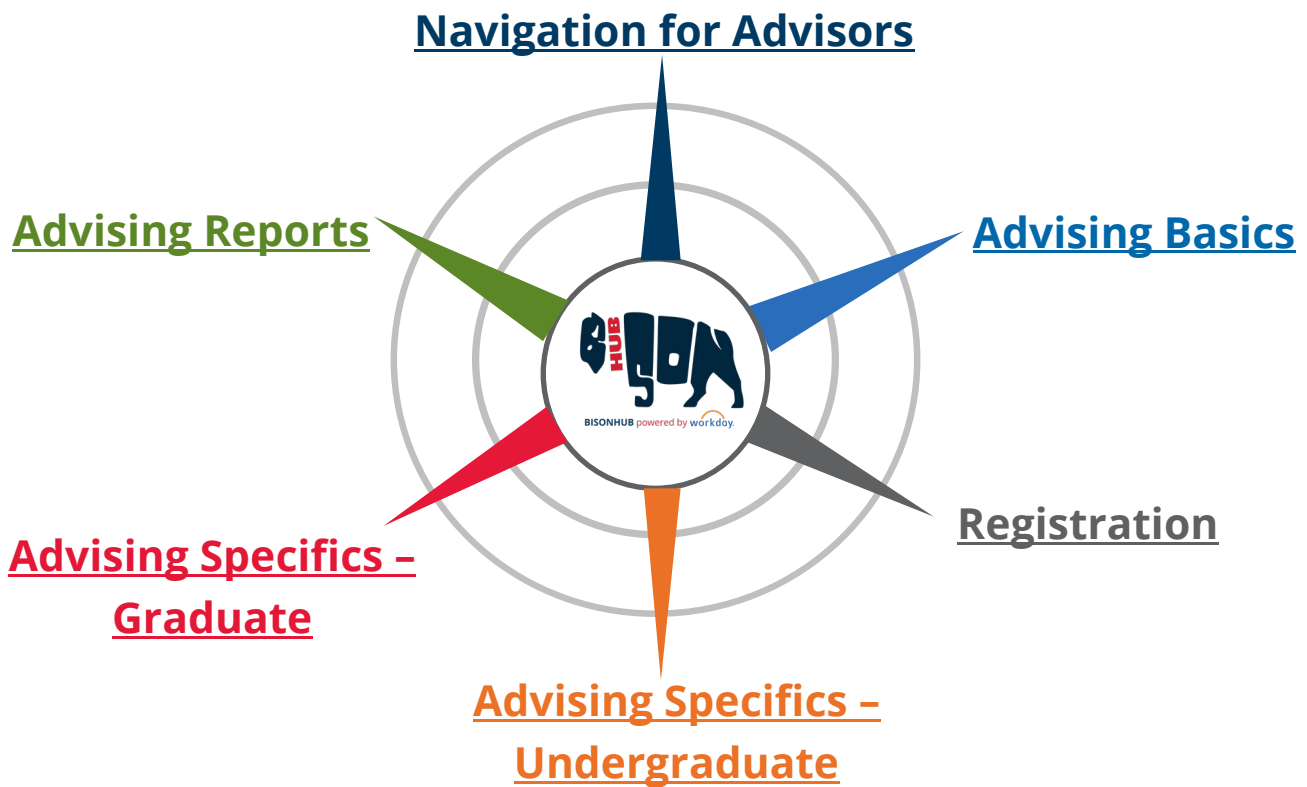# BisonHub Advising Training Quick Links

Students should refer to the student specific guide. Click HERE

All faculty and staff should complete BisonHub 101 first which includes foundational skills for all users navigating and completing tasks in BisonHub.

Advisors should then complete the Advising training course, click HERE. The links below provide quick access to specific training material for reference as needed. Click the topic title to view available resources related to that topic.

Navigation for Advisors

Advising Reports

Advising Basics

Advising Specifics – Graduate

Registration

Advising Specifics – Undergraduate

Topic	Resource
Navigation for Advisors Resources provide instructions for navigating advising specific tasks and applications in BisonHub like the Advising Dashboard.	QRG - Navigating the Advising Dashboard Video - General Navigation

Advising Basics	Job Aid- My Advisees and Student Cohorts
Resources provide instructions for advising functions performed by anyone having the responsibility or role of Academic Advising, regardless of title.	Video - Managing My Advisees
	QRG - Academic Progress Report
	Video - Academic Progress Report
	QRG - Student Notes for Advisors
	Job Aid - Student Notes
	QRG - Student Registration Holds
	Video - Holds on Student Record
	Job Aid - View Transfer Credit Rules
	Video - View Transfer Credit Rules
	Job Aid - Student Program Completion

Registration	**Registration Overview**
Resources provide instructions on advising functions related to course registration. Topics include saved schedules, academic plans, student self-registration, troubleshooting registration, overrides, and registration swaps or withdraws.	Job Aid - Register for Courses Job Aid (Undergrad)
	Job Aid - Register for Courses Job Aid (Grad & Prof)
	Job Aid - View Student Course Registration and Registration History
	Pre-Registration
	Job Aid - Create, View, and Update Saved Schedule
	Job Aid - Create and Update Academic Plan for Student Job Aid
	Student Self-Registration
	Video - Registering from an Academic Plan (Undergrad)
	Job Aid - Register from Saved Schedule
	Video - Registering from Saved Schedule
	Job Aid - Find Course Sections
	Video - Register from Find Course Sections
	Job Aid - Withdraw from or Drop Courses
	Video - Registration Swap

	Troubleshoot and Overrides
	[QRG - Troubleshoot Registration Issues](#)
	Recommendation: Review the Troubleshoot page with the student (or request a screenshot of the troubleshoot page) to best determine the issue when a student is unable to register. Utilize this Quick Reference Guide to help you determine the issue.
	[Job Aid - Override Academic Requirement for Student](#)
	[Job Aid - Maintain Registration Restriction Overrides](#)
Advising Specifics – Undergraduate	[Job Aid - Add, Change, or Remove Program of Study](#)
	[Video - Undergraduate Program of Study Changes](#)
	[Job Aid - Evaluate Academic Requirements for Student](#)
Advising Specifics – Graduate	[Job Aid - Satisfy Test Achievements for Candidacy](#)
	[Video - Satisfy Test Achievements for Candidacy](#)
Advising Reports	[QRG - Academic Advising Reports](#)