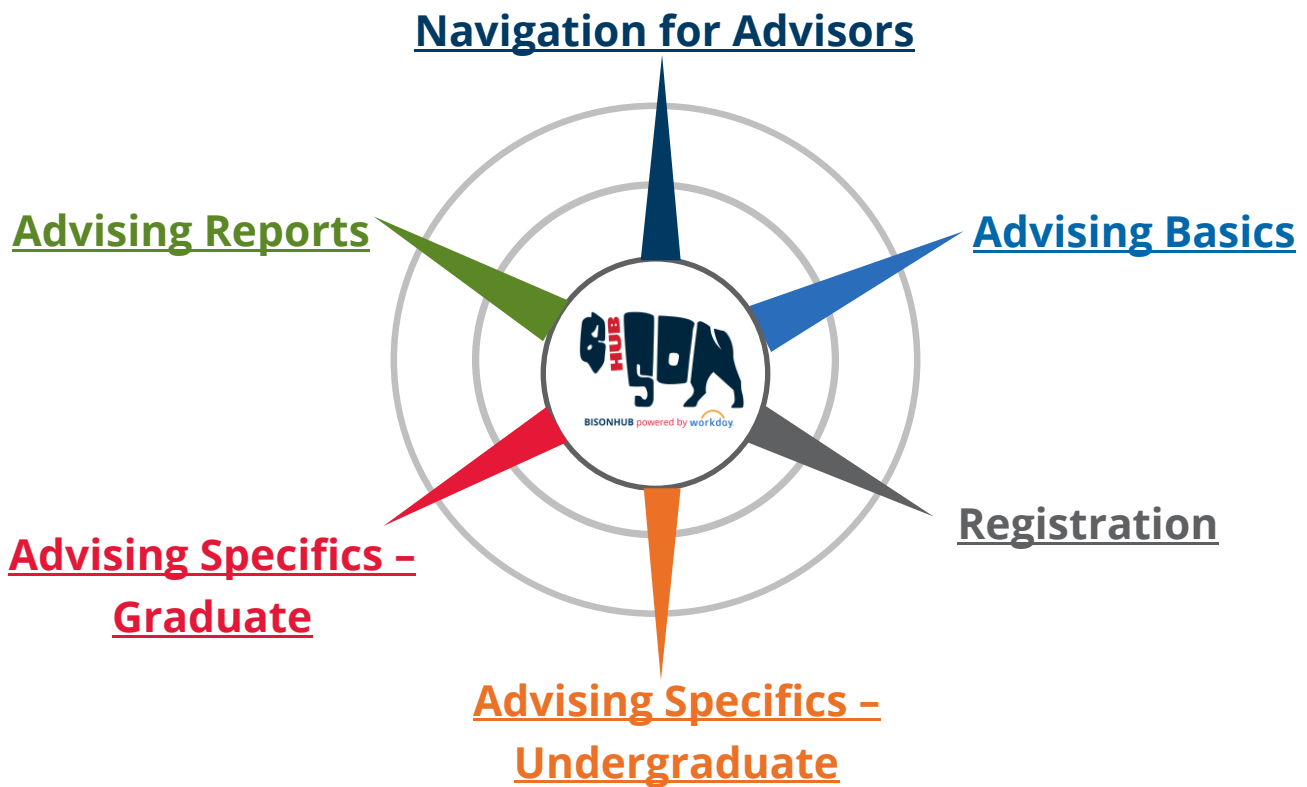


BisonHub Advising Training Quick Links

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.



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

<p>Advising Basics</p> <p>Resources provide instructions for advising functions performed by anyone having the responsibility or role of Academic Advising, regardless of title.</p>	<p>Job Aid- My Advisees and Student Cohorts</p> <p>Video - Managing My Advisees</p> <p>QRG - Academic Progress Report</p> <p>Video - Academic Progress Report</p> <p>QRG - Student Notes for Advisors</p> <p>Job Aid - Student Notes</p> <p>QRG - Student Registration Holds</p> <p>Video - Holds on Student Record</p> <p>Job Aid - View Transfer Credit Rules</p> <p>Video - View Transfer Credit Rules</p> <p>Job Aid - Student Program Completion</p>
<p>Registration</p> <p>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.</p>	<p>Registration Overview</p> <p>Job Aid - Register for Courses Job Aid (Undergrad)</p> <p>Job Aid - Register for Courses Job Aid (Grad & Prof)</p> <p>Job Aid - View Student Course Registration and Registration History</p> <p>Pre-Registration</p> <p>Job Aid - Create, View, and Update Saved Schedule</p> <p>Job Aid - Create and Update Academic Plan for Student Job Aid</p> <p>Student Self-Registration</p> <p>Video - Registering from an Academic Plan (Undergrad)</p> <p>Job Aid - Register from Saved Schedule</p> <p>Video - Registering from Saved Schedule</p> <p>Job Aid - Find Course Sections</p> <p>Video - Register from Find Course Sections</p> <p>Job Aid - Withdraw from or Drop Courses</p> <p>Video - Registration Swap</p>

	<p>Troubleshoot and Overrides</p> <p>QRG - Troubleshoot Registration Issues <i>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.</i></p> <p>Job Aid - Override Academic Requirement for Student</p> <p>Job Aid - Maintain Registration Restriction Overrides</p>
Advising Specifics - Undergraduate	Job Aid - Evaluate Academic Requirements for Student
Advising Specifics - Graduate	<p>Job Aid - Satisfy Test Achievements for Candidacy</p> <p>Video - Satisfy Test Achievements for Candidacy</p>
Advising Reports	QRG - Academic Advising Reports