

BisonHub Student Records 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.

Student Records staff should then complete the Student Records 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.

[Manage Academic Records and Holds](#)



[Administrative Student Registration](#)

[Program of Study Updates](#)

Topic	Resource
<p>Manage Academic Records and Holds</p> <p>Resources provide instructions on how to manage academic record information and removing or updating student holds.</p>	<p>Job Aid - Student Name Change</p> <p>Job Aid - Third Party Permissions and FERPA</p> <p>Job Aid - Remove and Update Student Holds</p> <p>Job Aid - Student Institutional Withdrawal Requests</p> <p>Job Aid - Managing Deceased Students' Records</p>

<p>Program of Study Updates</p> <p>Resources provide instructions on how to make program of study updates including changing a student's program of study, reassigning change request approvals, and updating expected completion dates.</p>	<p><u>Job Aid - Add, Change, or Remove a Program of Study for Student</u></p> <p><u>Job Aid - Reassign Program of Study Change Request Approval</u></p> <p><u>Job Aid - Manage Student Expected Program Completion Dates</u></p>
<p>Administrative Student Registration</p> <p>Resources provide instructions on how to register students for courses, on an individual basis or in mass, as well as removing students from courses and updating credit limits.</p>	<p><u>Job Aid - Registering Students for Courses</u></p> <p><u>Video - Registering Students for Courses</u></p> <p><u>Job Aid - Mass Register Students</u></p> <p><u>Video - Mass Register Students</u></p> <p><u>Job Aid - Withdraw/Drop Student from Course</u></p> <p><u>Video - Withdraw/Drop Student from Course</u></p> <p><u>Job Aid - Update Credit Limits for Student Cohort</u></p>