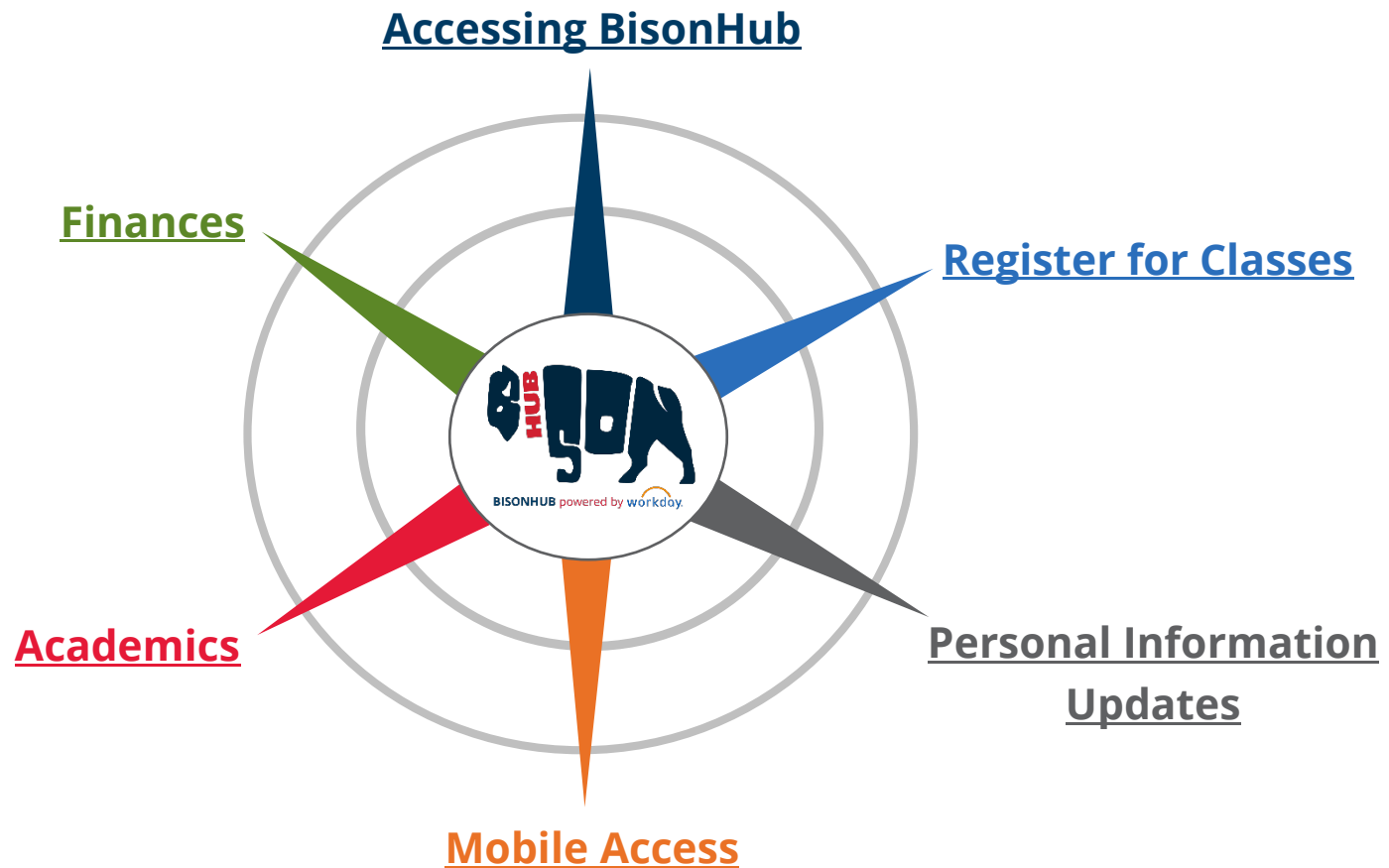






BisonHub - Student Reference Guide

Click [HERE](#) to access the BisonHub 101 Student course in Canvas for all student BisonHub training material.



Click topics below to view common FAQs and supporting training material.




Accessing BisonHub

Topic	Questions	Resources	Contact
<p>Accessing BisonHub</p> 	<p>I can't login, what should I do?</p>	<p>Video - How to login to BisonHub Demo</p> <p>Job Aid - How to login to BisonHub</p>	<p>Enterprise Technology Services (ETS) Email: huhelpdesk@howard.edu Phone: 202-806-2020</p>
<p>Navigation</p> 	<p>How do I Navigate BisonHub?</p>	<p>Video - Student Home Page & Student Profile</p> <p>Student Quick Guide</p> <p>QRG - Student Profile Overview</p>	
<p>First Steps</p> 	<p>What are my first steps in BisonHub?</p>	<p>Video - Configure Search</p> <p>Job Aid - Configure Search</p> <p>Job Aid - My Tasks Process Flow</p>	<p>Contact your specific Academic Advisor</p>
<p>New Student Onboarding</p> 	<p>New Students – What do I need to do for Onboarding?</p>	<p>Video - New Student Onboarding Demo</p> <p>QRG - New Undergraduate Student Onboarding</p>	




Register for Classes

Topic	Questions	Resources	Contact
<p>Holds</p> 	<p>I have a hold, what should I do?</p>	<p>Video - Holds on Student Record Job Aid - Holds on Student Record</p>	<p>Contact office listed for the Hold</p>
<p>Undergrad Registration</p> 	<p>What do I need to do before registering for classes?</p>	<p>Video - Create Saved Schedule Video - View & Update Saved Schedule Job Aid - Create, View & Update Saved Schedule</p>	<p><i>Note: If functionality is limited in mobile, try logging into BisonHub via AccessHU</i> Contact your specific Academic Advisor</p>
	<p>How do I see course availability?</p>	<p>Video - Find Course Sections Video - View Course Section Details Job Aid - View Course Section Details</p>	<p>Contact your specific Academic Advisor</p>
	<p>How do I register or update my registration?</p>	<p>Video - Register from Academic Plan Video - Register from Find Course Sections Video - Register from Saved Schedule Video - Registration Restrictions Video - Registration Swap</p>	



		Job Aid - Waitlist	
	I can't register for a course I need?	Video - Troubleshoot Registration QRG - Troubleshoot Registration	
	How do I drop or withdraw from a course?	Video - Drop Courses Job Aid - Withdraw from or Drop Courses	
	What do I need to do before registering for classes? I started after Fall 2023	Video - Post Fall 2023 Create Academic Plan	Office of the Registrar Email: registrar@howard.edu Phone: 202-806-2705
	What do I need to do before registering for classes? I started before Fall 2023	Video - Pre Fall 2023 Create Academic Plan	
Graduate Registration 	What do I need to do before registering for classes?	Video - Create, View & Update Saved Schedule Job Aid - Create, View & Update Saved Schedule	<i>Note: If functionality is limited in mobile, try logging into BisonHub via AccessHU</i> Contact your specific Academic Advisor
	How do I see course availability?	Video - View Course Section Details Video - Find Course Sections Job Aid - View Course Section Details	
	How do I Register or Update my Registration?	Video - Register from Find Course Sections	


		<u>Video - Register from Saved Schedule</u>	
		<u>Video - Registration Restrictions</u>	
		<u>Job Aid - Self-Registration for Courses (Grad & Prof self-reg)</u>	
		<u>Job Aid - Waitlist</u>	

Personal Information Updates



Topic	Questions	Resources	Contact
Personal Information Updates 	How do I update my profile ?	Video - Maintaining Your Profile Information	Office of the Registrar Email: registrar@howard.edu Phone: 202-806-2705
	How do I update my address ?	Job Aid - Change Address	
	How do I change my Legal Name ?	Job Aid - Change Legal Name	
Third Party Access 	How do I grant permission for my parent or guardian to access my records or make payments?	Video - Step 1 - Update Contact & Third-Party Information Video - Step 2 - Manage Third-Party Permissions Job Aid - Manage Third-Party (FERPA) Permission Job Aid - Third-Party Access to BisonHub (for Third-Parties)	
Both an Employee & Student 	I'm an employee and a student , what do I need to know?	Job Aid - Tuition Remission Job Aid - Switching between Employee and Student Profiles (for student employees only)	Tuition Remission is managed by Human Resources: https://hr.howard.edu/working-hu/tuition-benefits

Academics

Topic	Questions	Resources	Contact
<p>Academic Information</p> 	<p>How do I review my academic information?</p>	<p>Video - Academics Hub QRG - Academics Hub Video - Student Profile - Academics Tab QRG - Student Profile - Academics Tab Job Aid - View My Interim Grades</p>	<p>Office of the Registrar Email: registrar@howard.edu Phone: 202-806-2705</p>
	<p>How do I know what the requirements are for my major?</p>	<p>Video - View My Academic Progress Job Aid - Academic Progress Report</p>	<p>Contact your specific Academic Advisor</p>
	<p>I'm thinking about changing my major, how will courses I have taken count towards this major?</p>	<p>Video - Evaluate Academic Requirements for Major/Minor Change Job Aid - Evaluate Academic Requirements for Major/Minor Change</p>	
<p>Unofficial Transcripts</p> 	<p>How do I view my unofficial transcript?</p>	<p>Video - Generate Unofficial Transcript Job Aid - Generate Unofficial Transcript</p>	<p>Office of the Registrar Email: registrar@howard.edu Phone: 202-806-2705</p>

<p>Withdrawal from University</p> 	<p>How do I withdraw from Howard University?</p>	<p>Video - Request Institutional Withdraw</p>	

Finances


Topic	Questions	Resources	Contact
Holds 	I have a hold , what should I do?	Video - Holds on Student Record Job Aid - Holds on Student Record	Contact office listed for the Hold
Financial Aid 	How do I view my financial aid and my bill ?	Video - Financials Hub QRG - Financials Hub	Student Fees and Charges
	What financial aid do I receive ?	Video - Navigate Financial Aid Package Job Aid - Financial Aid Award and Action Items	<i>Note: If functionality is limited in mobile, try logging into BisonHub via AccessHU</i>
	How do I accept my financial aid ?	Video - Accept and Decline Award Job Aid - Guide to Accepting and Declining Loans	Financial Aid Office - Grants, Scholarships, Loans Email: finaid@howard.edu
	How do I complete my financial aid action items ?	Video - Complete Financial Aid Action Items Job Aid - Complete Inceptia Verification	Contact: financialservices.howard.edu/contact
	How do I view my balance due now ?	Video - View Due Now and Full Balance Job Aid - View Balance Due Now Job Aid - View Balance	<i>Note: If functionality is limited in mobile, try logging into BisonHub via AccessHU</i>

**Student
Financials**



<p>Student Financials</p>	<p>How do I make a payment?</p>	<p>Video - Make Payments</p> <p>Job Aid - Make a Payment and Payment Plan</p> <p>Video - Joint Bursar-FA Student Support Session</p>	<p>Bursar's Office (Tuition and Fees) Email: bursarhelp@howard.edu Phone: 855-490-2875</p> <p>How to Make Payments Howard University Student Financial Services</p>
	<p>How do I set up Direct Deposit (payment elections)?</p>	<p>Video - Make Payment Elections</p> <p>Job Aid - Make Payment Elections</p>	
	<p>How do I view and print my statement?</p>	<p>Video - View and Print Statement</p> <p>Job Aid - View and Print Statement</p>	
	<p>Can I view and print my 1098T?</p>	<p>Video - View and Print 1098T</p> <p>Job Aid - View and Print 1098T</p>	
	<p>Can someone else complete a payment in ePay for me?</p>	<p>Job Aid - Make a Payment and Payment Plan (includes Third-Party instructions)</p>	

Mobile

Topic	Questions	Resources	Contact
<p>Mobile Access</p> 	<p>I want to use my phone to access BisonHub, what do I do?</p>	<p>Video - BisonHub Mobile Device Access Job Aid - Access BisonHub Mobile QRG - Mobile Actions for Students</p>	<p><i>Note: If functionality is limited in mobile, try logging into BisonHub via AccessHU</i></p>