Greetings!

We are thrilled that you have decided to attend Luther College! You will soon be introduced to many people, policies and procedures that will be vital to your years as a Luther student. The Registrar’s office will be your resource as you transition to life at Luther. Please remember this as you encounter questions about academic policies, transfer credits, your academic record and registration.

You will be assigned a first-year advisor who will play a vital role in this transition. The Registrar’s office and your first-year advisor will assist you in your registration for fall courses. Before advising and course selection can take place, you must complete the pre-registration questionnaire and placement tests. Your results will be forwarded to our office and to your first-year advisor so we can better understand your interests and academic experience.

Incoming first-year students will register on campus during ROAD (Registration, Orientation and Advising Day). ROAD dates and deadlines can be found on the following page in this mailing. In addition to registering for classes, ROAD is an opportunity to connect with your future classmates and Luther’s faculty and staff.

Enclosed in this mailing is information that you and your parents should find useful. Also, you should begin regularly accessing your Luther e-mail as the majority of information that is distributed to Luther students is done electronically. Your e-mail information can be found on the red sheet included in your enrollment deposit packet. If you need assistance accessing your e-mail, please contact Luther’s Help Desk at (563) 387-1000.

We look forward to meeting you this summer and can’t wait to welcome you to Luther College!

Kristin Swanson, registrar

Have a question? Get in touch.
Office of the Registrar
Phone: (563) 387-1167 or (800) 458-8437
Fax: (563) 387-1129
Email: registrar@luther.edu
Website: www.luther.edu/registrar
All new Luther College students are expected to attend ROAD. Here's how:

**STEP 1**
Go to luther.edu/new-students/checklist/ and log in using your Norse Key (see red sheet in your deposit packet).

**STEP 2**
Click on “Pre-Advising Questionnaire.” You will need to complete and submit this questionnaire before moving on to the next step.

Note: You cannot come back to it, so make sure you set aside approximately 15 minutes to get it done in one sitting.

**STEP 3**
Return to the checklist (luther.edu/new-students/checklist/) to determine the questionnaires and placements exams you need to take. You must complete your required questionnaires and exams before you can sign up for ROAD.

Possible requirements include:
- Math Placement Exam
- Language Placement Questionnaire
- Language Placement Exam
- Music Theory Placement Exam
- Piano Placement Questionnaire

Note: For most of these, you will need to log in to our learning management system, KATIE. Use your Norse Key to log in.

**STEP 4**
On the checklist, click the link “Sign up for ROAD” to select your ROAD date and let us know if you’ll be staying in campus housing (available for June dates only). You’ll receive a confirmation email with your selected date.

Sign up early to get your choice of date! First come, first served.

**REGISTRATION DATE** | **SIGN-UP DEADLINE**
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ROAD, Saturday, May 6 | Friday, April 28
ROAD, Monday, June 5 | Wednesday, May 24
ROAD, Monday, June 12 | Wednesday, May 31
ROAD, Monday, June 19 | Wednesday, June 7
ROAD, Friday, August 25 | Wednesday, August 16

* Reserved for students who live 350+ miles from campus.

Note about August ROAD: If you are unable to attend ROAD due to distance from campus (350+ miles), you may select the option to attend ROAD on August 25 (the day before first year orientation activities begin).

Need to change your ROAD date? Contact the Admissions Office: 563-387-1287 or admissions@luther.edu.

**NEED HELP?**
If you are unable to locate your Norse Key username and password, or have a technical problem, please contact the Technology Help Desk:
- Phone: (563) 387-1000
- Email: helpdesk@luther.edu (Use subject “ROAD Question” and briefly describe the problem)
- Spring Hours
  - Sunday: Noon–Midnight
  - Monday–Thursday: 7:30 a.m.–Midnight
  - Friday: 7:30 a.m.–9 p.m.
  - Saturday: 9 a.m.–9 p.m.
- Summer Hours (beginning May 20)
  - Monday–Friday: 8 a.m.–5 p.m.

**WHAT TO BRING TO CAMPUS FOR ROAD**
- Your Norse Key username, password, and ID number.
- Any forms or documents you have not get submitted (see luther.edu/new-students/checklist/).
- If you plan to do work study, bring two forms of identification for completion of your I-9 form: one picture ID such as your driver’s license, and an original social security card or certified copy of your birth certificate; a passport will satisfy both requirements.

Plan ahead by browsing the academic catalog: luther.edu/catalog/

**NORSE MAIL**
Starting today, you should begin to check your Luther Norse Mail on a regular basis. In order to access your email, you will need to know your Norse Key username and password. If you do not have your Norse Key username and password, please contact the Technology Help Desk at (563) 387-1000.

Updates on registration, Summer Immersion, and the online alcohol and sexual violence education course will be sent to your Norse Mail account throughout the summer.

Your Luther email address is your username followed by *@luther.edu.*

You may access your Luther email through our Norse Mail facility at mail.luther.edu. You will see a screen similar to the one shown below.

**USE YOUR CALENDAR**
Create events, manage your time and share your schedule with other members in and outside of the Luther community. Add other calendars too (calendar.luther.edu)

**COLLABORATE WITH DOCS AND DRIVE**
Drive is unlimited online storage space for files. It is accessible either through a web browser or through a client you install on your computer. Norse Docs is a web-based word processing, spreadsheet, drawing, and presentation program that lets you edit documents stored on your drive. You can also share documents with others and everyone can make updates simultaneously right from their browsers. (drive.luther.edu) (docs.luther.edu)

**HANGOUTS WITH FRIENDS**
Norse Mail integrates Google Hangouts into the mail browser window, so you can see when your contacts are online and connect with them in real-time. Your Hangout conversations can be saved and searched, just like your email conversations.

**BUILD A WEBSITE**
Create sites as simply as writing a doc through an intuitive editor. That means individuals don’t have to rely on IT specialists or web developers. (sites.luther.edu)

If you have problems with your Norse Key username or password, contact the Luther Technology Help Desk at helpdesk@luther.edu or call them at (563) 387-1000.

**NORSE APPS**
Once you’ve checked your Luther email using Norse Mail, take a look at the rest of the Norse Apps suite, which includes Calendar, Docs, Chat, Sites and Groups.