REGISTRATION INSTRUCTIONS FOR FALL SEMESTER 2015

- Registration dates are April 14, 15, 16, 21, and 22, beginning at 5:30pm.

- When do you register? Find out at HTTP://MY.LUTHER.EDU/ under Registration Clearance.

- Are you cleared to register by Health Service, Financial Services, Financial Aid office, and Student Life?? Find out at HTTP://MY.LUTHER.EDU/ under Registration Clearance. (Helpful hint: check on this BEFORE you register).

- You are required to meet with your advisor before you register. Once you do, your advisor will clear you to register. (Helpful hint: Did your advisor remember to clear you? Find out at HTTP://MY.LUTHER.EDU/, under Registration Clearance.)

- Don’t know who your advisor is or how to contact him/her? Find out at HTTP://MY.LUTHER.EDU/, under My Profile. You can change advisors at: Registrar: Change of Advisor.

- Take a copy of your program evaluation with you when you meet with your advisor. This document will tell you what you have yet to complete for your degree. You can review your program evaluation at any time at HTTP://MY.LUTHER.EDU/, under Program Evaluation. If you have any questions about the document, please contact the Registrar’s office (387-1167, registrar@luther.edu). (Helpful Hint: check your program evaluation BEFORE AND AFTER you register to make sure that the courses you selected are fulfilling the requirements you think they are supposed to fulfill).

- Registration takes place at HTTP://MY.LUTHER.EDU/. Instructions on how to register can be found on the Registrar’s Office web site at http://www.luther.edu/registrar/My_Luther_Instructions/student/. You may register using any computer that has access to the Web. If a course you want is closed, select something else or contact your ADVISOR (not the instructor). (Helpful Hint: you can pre-select your courses on MY.LUTHER.EDU before your registration appointment time. This makes registration much easier!). After registration, please log out of the MY.LUTHER.EDU Web site and close the browser window, especially if you are using a lab or public computer. You can make changes to your schedule via MY.LUTHER through the last day to add a class.

- The following information can be found on the Registrar’s Office web at http://www.luther.edu/registrar/ under Registration/Term Information for fall.
  - Basic registration instructions
  - Calendar of important dates for Fall 2015 (add/drop dates, etc)
  - Listing of fall courses by gen educ requirement
  - Academic information
  - College policies
  - Various registration forms (audit, credit/no credit authorization, over 17 hours, etc)

- Have you declared a major? Find out at HTTP://MY.LUTHER.EDU/, under My Profile. Want to declare or change your major? Do so at https://www.luther.edu/registrar/department-info/forms/declare-major/.

Questions regarding registration  contact the Registrar’s Office at 387-1167
Questions regarding financial clearance  contact Financial Services at 387-1015
Questions regarding financial aid  contact Financial Aid at 387-1018