REGISTRATION INSTRUCTIONS FOR FALL SEMESTER 2016

Registration dates are April 12, 13, 14, 19, and 20, beginning at 5:30pm.

REGISTRATION PROCESS:

Check HTTP://MY.LUTHER.EDU/ under Registration Clearance to find out when you register.

Meet with your advisor before you register. Once you do, your advisor will clear you to register. Don’t know who your advisor is? Find out at HTTP://MY.LUTHER.EDU/, under My Profile.

Take a copy of your program evaluation with you, found at HTTP://MY.LUTHER.EDU/ under Program Evaluation, when you meet with your advisor. If you have any questions about the document, please contact the Registrar’s office at registrar@luther.edu.

Make sure you are cleared to register by Health Service, Financial Services, Financial Aid office, and Student Life. You can find out this information at HTTP://MY.LUTHER.EDU/ under Registration Clearance. If you are not cleared by these offices, you cannot register for classes!

Be sure to pre-select your courses at HTTP://MY.LUTHER.EDU/ before your scheduled registration time. If you don’t know how to do this, instructions on how to register can be found at http://www.luther.edu/registrar/My_Luther_Instructions/student/. If a course you want is closed, select something else or contact your ADVISOR (not the instructor).

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 2016 (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