NorseHub.luther.edu will progressively replace my.luther.edu for students, faculty and staff, and eventually, for parents, guardians, or proxies. Student Planning allows you to plan, schedule, and register for your courses. My.luther.edu will co-exist until all features have been developed in the new web application.

Steps for advising:

Log in with your Norse Key username and password 0
Faculty Menu 1
Search for courses and course sections 3
  Changing Course Credit Values 5
Advising 6
  Transfer Summary 7
  Add Course Section to Student Plan 9
Faculty overview 12
Review Request from your Advisee 13
View registration time and registration holds 14
Sign out to end your session 15

Log in with your Norse Key username and password

Go to NorseHub.luther.edu, choose ‘Students, Faculty, and Staff’. Chrome is the preferred browser.
Faculty Menu

Navigation: Click on the menu icon in the upper left corner to expand and collapse the navigation menu.

Getting help: Click on the ‘? Help’ button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.
Search for courses and course sections

Press the ‘tab’ key to move between fields. Add filters to narrow your selection. The ‘section listing’ allows you to view open courses, faculty, and meeting times at a glance.
Change or add filters in the panel on the left of the results window. Click on ‘view available sections’ to see details about a course, including fees.
Changing Course Credit Values

Some courses offer a range of credits. When you add a variable credit course you can use the drop down list next to ‘Credits’ to select the number of credits you want to register for.
Advising

Click on the ‘search’ button to see all of your advisees. Choose the name of the student you would like to view or enter part of the student’s name or ID in the filter box.

Once you are viewing the Advisee Details, click on ‘Progress’ to view their program evaluation. When you review the student’s plan and mark ‘advisement complete’, the student will be able to register for classes after their assigned registration time.
Transfer Summary

You and your advisee can see college credits from another institution when they choose the menu option labeled Transfer Summary or you choose the Transfer Summary tab.

Remind your advisee to click on ‘Show Program Notes & Credits Outside Major’ to see requirements specific to their program.
You can scroll down through the student’s courses in progress, completed courses, and remaining requirements.

To find courses that meet the student’s requirements, you can click on the ‘search’ button to view the ‘search for courses’ screen and click on ‘add section’ to add the course to the student’s schedule, and ‘add section’ in the course dialog box to confirm.
Add Course Section to Student Plan

The course will display as ‘planned’ on the student's progress screen.
Chose the “Course Plan” tab for a graphical view of the student’s schedule. **The fall term will not appear on Plan and Schedule until you add a course to the term.** When you click on ‘view other sections’ you can see other course meeting times. The example below shows meeting times for Econ-130-B.

When you have reviewed the student’s plan, click on the ‘Advisement Complete’ button to allow the student to register for classes for this term. Either you or your advisee can complete the registration with the ‘Register Now’ button on their schedule. Unless you’ve made arrangements with your advisee, it should be assumed that the student will complete the registration.
You can remove courses from your plan by clicking the ‘X’ in the left panel or on the course plan. You can remove all courses by choosing “Remove Planned Courses”.

If you want to drop courses after the student has registered, simply choose ‘Drop’ and ‘Update’.
Faculty overview

Choose the course that you want to view the roster, grading and permissions.
To grant a student permission to take your course without the prerequisite, click on “permissions”, search for the student, click on “approve” and “save”.

Review Request from your Advisee
Your advisee can ‘Request Review’ to notify you that their plan is ready for review. When a student requests a review, you will be notified by email, see a message in the upper right-hand corner of the screen and see an icon next to the student’s name on your advisee list.
When you choose the ‘Review Complete’ button, you have the option to archive the plan for future reference and add a note about the review that is visible to you and the student.

View registration time and registration holds

The fall term and registration period will not appear on Plan and Schedule until you add a class for the term. Registration holds are viewable in the upper right hand corner of the ‘Plan & Schedule’ screen. If you see a warning with a registration hold, the student needs to visit the appropriate office to clear the hold before they can register for courses.

You need to review and approve the student’s course plan to enable them to register.
Sign out to end your session

Because Norse Hub contains private information like transcripts and grades, be sure to ‘Sign out’ when you have finished working and close your browser. If you are working on a public computer and have downloaded any information, please take care to delete it.