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
Search for courses and course sections
Advising
Faculty overview
Review Request from your Advisee
View registration time and registration holds
Sign out to end your session

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.
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.
Advising

Click on the ‘search’ button to see all of your advisees. Choose on 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 ‘Approve Student to Register’, the student will be able to register for classes after their assigned registration time. Music majors must use my.luther to view their program evaluation.
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.
Course Section Details

ANTH-104-A Archaeology
Fall Semester 2019

Instructors: Betts, C.
(ullrich@luther.edu, 563-387-1284)

Meeting Information:
M, W, F 11:00 AM - 12:00 PM
9/4/2019 - 12/19/2019
Koren 216 (Lecture)

Dates: 9/4/2019 - 12/19/2019

Seats Available: 25 of 25 Total

Credits: 4

Grading: Graded

Requisites: None

Course Description: Archaeology is the study of the human past through material remains. This course introduces students to the fundamental techniques employed by archaeologists to reconstruct the past. In addition to exploring the basic methodological foundations of archaeology this course provides an overview of world archaeology, including major developments in human prehistory and significant archaeological sites.

The course will display as ‘planned’ on the student's progress screen.

2. COMPLETE WRITING REQUIREMENT

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>IS-456  International Studies Seminar</td>
<td></td>
<td>2018BA</td>
<td>4</td>
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</tbody>
</table>

B. GLOBAL PERSPECTIVES

Complete 2 Global Perspectives courses. Courses may not be taken from the same discipline. Of the 6 global perspectives and regional focus/thematic track courses required for the major, students may count no more than two 100-level on-campus courses and must take at least two courses numbered 300 or above.

Complete all of the following items: 1 of 2 Completed, Fully Planned, Not Started

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Completed</td>
<td>POLS-230  ST Appr Pol Intern Relations (Exercise Applied)</td>
<td>B+</td>
<td>2017FA</td>
<td>6</td>
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<tr>
<td>Planned</td>
<td>ANTH-104  Archaeology</td>
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<tr>
<td>Not Started</td>
<td>IS-456  Global Citizenship</td>
<td></td>
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</table>
Chose the “Course Plan” tab for a graphical view the student’s schedule. The upcoming 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 SOC-101.

When you have reviewed the student’s plan, click on the ‘Approve Student to Register’ 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 on the course 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 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 upcoming 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.