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 to register for courses:

1. Log in with your Norse Key username and password
2. My Progress
3. Search for courses and course sections
4. Plan, Schedule and Register
5. Request Review from your Advisor
6. View registration time and registration holds
7. Sign out to end your session

Log in with your Norse Key username and password

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

Go to Academics > Student Planning > My Progress to view your program evaluation.

Here, you can view your courses in progress, completed courses, and remaining requirements. Choose “View a New Program” to see how your courses would apply to the requirements for another program and what courses you would need to complete that program. You can also select the catalog year if you start a new program.
To find courses that meet your requirements, use the ‘search’ button. In the course search screen, choose ‘add section’ to add the course to your schedule, and then ‘add section’ again in the course dialog box to confirm.
The course will display as ‘planned’ on your progress screen.
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.
Plan, Schedule and Register

Go to Academics >Student Planning > Plan & Schedule on the navigation menu.

You or your advisor can suggest classes and add them to your schedule. The fall term will not appear on Plan and Schedule until you add your first class. When your advisor reviews your plan and marks your ‘advisement complete’, you will be able to register for classes after your assigned registration time. Either you or your advisor can complete your registration with the ‘Register Now’ button on your schedule. Unless you've made arrangements with your advisor, it should be assumed that you will complete the registration.
When you click on ‘view other sections’ you can see other course meeting times. The example below shows meeting times for Math-111.

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 you’ve registered, simply choose ‘Drop’ and ‘Update’

Request Review from your Advisor

You can ‘Request Review’ to notify your advisor that your plan is ready to review and approve. Choose ‘Advising’ and ‘request review’ to send an email message and notice to your advisor.
View registration time and registration holds

The fall term and registration period will not appear on Plan and Schedule until you add your first class. Registration holds are viewable in the upper right hand corner of the ‘Plan & Schedule’ screen. If you see a warning with a registration hold, you need to visit the appropriate office to clear the hold before you can register for courses. Your advisor needs to review and approve your course plan to enable you to register.
**Sign out to end your session**

Because Norse Hub contains private information like your transcript 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.