Registration Information for J-Term & Spring 2020

- Registration dates are November 7, 12, 13, and 19, beginning at 5:15 pm each evening.

- NorseHub.luther.edu is the new web application that will progressively replace my.luther.edu and can be used for your J-Term and Spring 2020 registrations. Norse Hub and my.luther will co-exist until all features are developed in Norse Hub. You are encouraged to use Norse Hub for registration (Norse Hub features are available for all students to utilize, however, students with a major in Music or Music Education, or a minor in Music must continue to use my.luther to view their program evaluations). Instructions for using both applications are available at: https://www.luther.edu/registrar/students/registration-info/dates-tips-policies/

- Find your registration date and time on my.luther.edu under Registration Clearance. In Norse Hub, your registration date and time are viewable when courses for the upcoming term are added to your course plan.

- BEFORE your registration date, check my.luther.edu under Registration Clearance to see if you have registration holds with Health Services, Financial Services, Financial Aid and Student Life. In Norse Hub, click on Academics (Graduation Hat icon on the left side of your screen), then Student Planning, then Plan & Schedule. A message will appear in the upper right hand corner of your screen if you have a registration hold.

- You are required to meet with your advisor before you register. Once you do, your advisor will clear you to register. Check to ensure you’ve been cleared by your advisor (after you’ve met) on my.luther.edu under Registration Clearance. In Norse Hub, click on Academics (Graduation Hat icon), then Student Planning, then Plan & Schedule. A message will appear in the upper right hand corner of your screen if you have not been cleared by your advisor.

- If you are unsure who your advisor is, you can find out on my.luther.edu under My Profile. In Norse Hub, click on Academics (Graduation Hat icon), then Student Planning, then Plan & Schedule, then Advising.

- Take a copy of your program evaluation with you when you meet with your advisor. This document will tell you what you have left to complete for your degree. You can review your program evaluation at any time on my.luther.edu under Program Evaluation. In Norse Hub, click on Academics (Graduation Hat icon), then Student Planning, then My Progress. (Norse Hub features are available for all students to utilize, however, students with a major in Music or Music Education, or a minor in Music must continue to use my.luther to view their program evaluations). If you have any questions about the document, please contact the Registrar’s office (387-1167 or registrar@luther.edu). Check your program evaluation before and after you register to make sure the courses you’ve selected are fulfilling the requirements you think they should fulfill.

- Credits in excess of 36 hours for the year will be assessed an additional charge. Please see extra credit hour charges or contact the Financial Services office for more information. Review your course load to identify the possibility of extra credit charges in the Spring semester.

- PE Skills and Health & Wellness: Courses fulfilling the PE Skills requirement are numbered ES 110. The Health and Wellness course requirement is numbered HP 100.

- J-Term and Spring 2020 Registration takes place on my.luther.edu or in NorseHub.luther.edu. Instructions can be found on the Registrar’s office website at http://www.luther.edu/registrar/students/registration-
info/dates-tips-policies/ in the box at the right side of your screen. You may register using any computer that has Internet access. If a course you want is closed, select something else or contact your Advisor (not the instructor). After you have registered, please log out 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.edu or Norse Hub through the last day to add a class.

- The following information can be found on the Registrar’s office website at: https://www.luther.edu/registrar/students/registration-info/dates-tips-policies/:

  - Basic Registration Instructions for both my.luther.edu and NorseHub.luther.edu
  - Calendar of Important Dates
  - Listing of J-Term and Spring 2020 courses by general education requirement
  - Various registration forms (audit, credit/no credit authorization, over 17 hours, etc.)

Questions about registration? Contact the Registrar’s office at 387-1167
Questions about financial clearance? Contact the Financial Services office at 387-1015
Questions about financial aid? Contact the Financial Aid office at 387-1018
Technical issues? Contact the Technology Help Desk at 387-1000