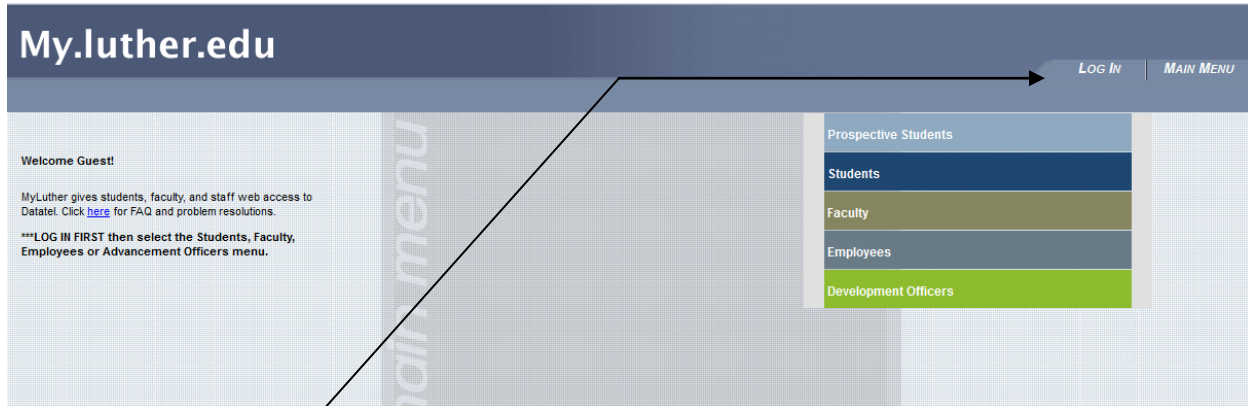


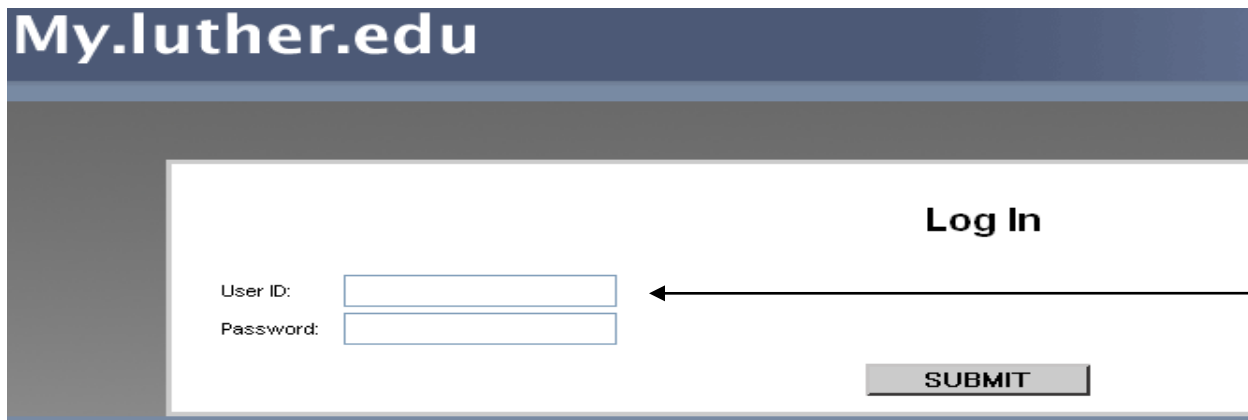
WebAdvisor Instructions for Students

- The WebAdvisor site is located at <http://my.Luther.edu>.

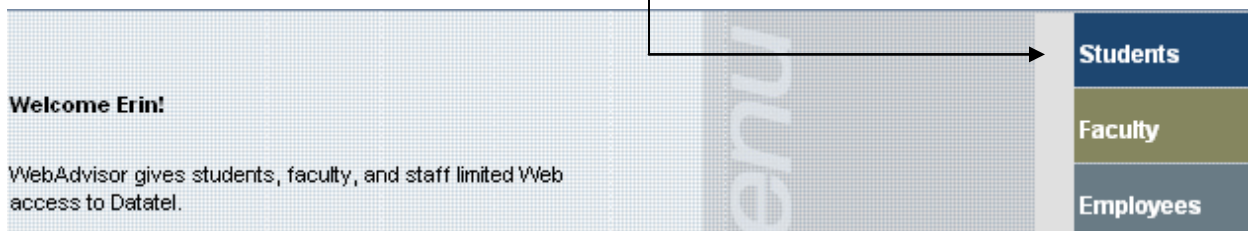


- Click on **LOG IN** and enter your username and Norsekey password.

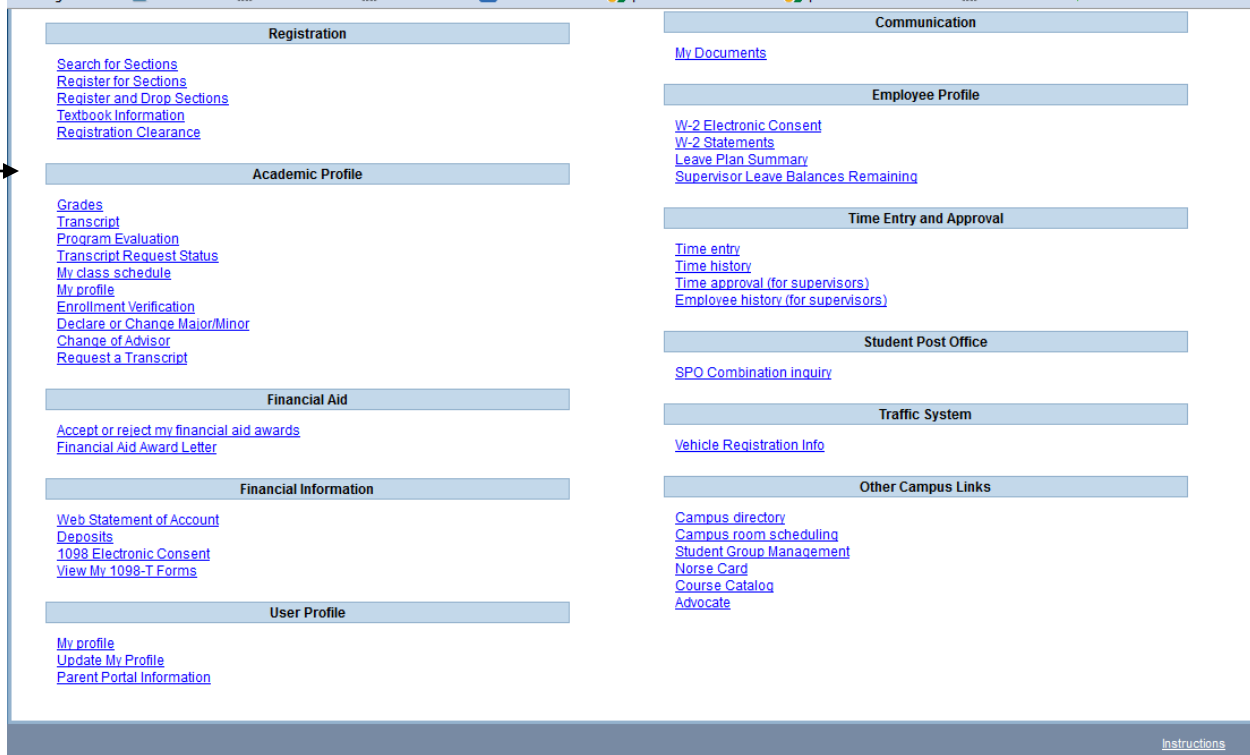
Note: Please contact the LIS helpdesk at helpdesk@luther.edu or x1000 if you need additional assistance.)



- After logging in, select the Students option.



- The options available on the **Students Menu** are shown below.



Note: If you wish to review the instructions on how to use the various tools in the WebAdvisor, click the **Instructions** link.

- Under **ACADEMIC PROFILE**, the available tools are:
 - Grades:** displays your final grades and GPA for a term you specified
 - Transcript:** displays your performance of past semesters and courses currently in progress
 - Program Evaluation:** displays your progress in fulfilling the general education and major requirements
 - Transcript Request Status:** displays the status of your past and current request for a copy of your transcript
 - My Class Schedule:** displays your course schedule for the term you specify
 - My Profile:** displays information about you
 - Enrollment Verification:** enables you to request and provide proof of your enrollment status to an external agency
 - Declare or Change Major/Minor:** allows you to declare majors, etc.
 - Change of Advisor:** allows you to change your advisor
 - Request a Transcript:** allows you to obtain an official copy of your transcript

Registration

[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Textbook Information](#)
[Registration Clearance](#)

- Under **REGISTRATION**, the features are:
 - **Search for Sections:** enables you to specify **criteria (term, subject, level, etc)** to look for desired courses for a particular term before your registration.

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
History	First Year		

A search for first-year history courses in spring 2012 produces the following list:

Section Selection Results

Term	Status	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Credits	Gen Educ	Comments
Spring Semester 2012	Open	HIST-101-A (S5007) Intro to Hist US for EI Edu	02/01/2012-05/11/2012 Lecture Monday, Wednesday, Friday 09:15AM - 10:15AM, Main, Room 218	J. Needham	1 / 25	4.00	HB, HIST, INTCL	
Spring Semester 2012	Closed	HIST-111-A (S5854) Survey of US History to 1877	02/01/2012-05/11/2012 Lecture Monday, Wednesday, Friday 01:30PM - 02:30PM, Valders, Room 252	E. Tebbenhoff	0 / 25	4.00	HIST, HBSSM	
Spring Semester 2012	Closed	HIST-139-A (S5953) Sp Top American Heritage (Was	02/01/2012-05/17/2012 Lecture Days to be Announced, Times to be Announced Other Campus, Room OTHC	To be Announced	0 / 1	4.00		Only available to students participating in the Washington Consortium program.
Spring Semester 2012	Closed	HIST-150-A (S5008) Europe, 1648 to the Present	02/01/2012-05/11/2012 Lecture Monday, Wednesday, Friday 11:00AM - 12:00PM, Valders, Room 252	M. Slind	0 / 25	4.00	HBSSM, HIST, INTCL	
Spring Semester 2012	Open	HIST-172-A (S5010) History of Modern Africa	02/01/2012-05/11/2012 Lecture Monday, Wednesday, Friday 12:15PM - 01:15PM, Valders, Room 252	R. Mtisi	8 / 25	4.00	HB, INTCL, HIST	Same as AFRS-172-A

OK

Indicates availability

Click on title to view course description and prerequisites.

Indicates the general educ requirement(s) each course fulfills

- o **Register for Sections:** enables you to search AND register for courses using the first two options shown below:

[Search and register for sections](#)
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Register for previously selected sections](#)
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

OK

OPTION 1: SEARCH AND REGISTER FOR SECTIONS

- Use the search criteria to produce a list of classes from your search as shown below (I selected anthro 185 classes and sophomore level history classes offered Jan term 2012). Select the courses you are interested in adding to your list of preferred courses (doing so does NOT enroll you in them). Click on SUBMIT.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	January Term 2012	Open	ANTH-185-A (55720) Culture of Capitalism		01/03/2012-01/26/2012 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 01:30PM - 03:45PM, Koren, Room 217	A. Carrasco	8 / 19	4.00	
<input checked="" type="checkbox"/>	January Term 2012	Closed	ANTH-185-A (55721) Born to Run		01/03/2012-01/26/2012 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 09:15AM - 10:15AM, Koren, Room 216 (more)...	C. Betts	0 / 19	4.00	
<input type="checkbox"/>	January Term 2012	Closed	HIST-239-A (55813) STVictim or Villan:Crises Afr		01/03/2012-01/26/2012 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 11:00AM - 12:00PM, Olin, Room 102 (more)...	R. Mtisi	2 / 25	4.00	
<input type="checkbox"/>	January Term 2012	Open	HIST-239-A (55852) "China Market" to "Global Ter		01/03/2012-01/26/2012 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:15AM - 10:15AM, Main, Room 212 (more)...	B. Caton	14 / 25	4.00	
<input checked="" type="checkbox"/>	January Term 2012	Closed	HIST-239-A (55882) STEuropean Reformatons		01/03/2012-01/26/2012 Study Away Days to be Announced, Times to be AnnouncedArranged, Room ARR	V. Christman, R. Christman	0 / 16	4.00	
<input type="checkbox"/>	January Term 2012	Open	HIST-285-A (54568) Directed Study		01/03/2012-01/26/2012 Independent Studies Days to be Announced, Times to be AnnouncedArranged, Room ARR	B. Caton, R. Mtisi, M. Slind, E. Tebbe (more)	994 / 999	2.00	

SUBMIT

After selecting your desired classes, chose one of 3 actions from drop down box (register, register pass/fail, remove from list).

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>	Spring Semester 2012	BIO-116-A (54786) Intro to Human Physiology		02/01/2012-05/11/2012 Lecture Monday, Wednesday, Friday 09:15AM - 10:15AM, Olin, Room 102	M. Eichinger	19 / 72	4.00	
<input type="text"/>	Spring Semester 2012	BIO-116L-A02 (54768) Intro to Human Physiology Lab		02/01/2012-05/09/2012 Lab Wednesday 12:15PM - 02:15PM, Sampson Hoffland Laboratories, Room 175	M. Eichinger	1 / 20	0.00	
<input type="text"/>	January Term 2012	ANTH-185-A (55721) Born to Run		01/03/2012-01/26/2012 Seminar Monday, Tuesday, Wednesday, Thursday, Friday 09:15AM - 10:15AM, Koren, Room 216 (more)...	C. Betts	0 / 19	4.00	
<input type="text"/>	January Term 2012	HIST-239-A (55882) STEuropean Reformatons		01/03/2012-01/26/2012 Study Away Days to be Announced, Times to be AnnouncedArranged, Room ARR	V. Christman, R. Christman	0 / 16	4.00	

OPTION 2: REGISTER FOR PREVIOUSLY SELECTED SECTIONS

You can preselect your courses before your scheduled registration appointment time. At your scheduled appt time, you then register for your courses as shown above. **Be sure to select MY CLASS SCHEDULE found under ACADEMIC PROFILE to verify that you actually were registered for your courses.**

OPTION 3: DROP SECTIONS

Allows you drop courses from your schedule in the same manner as described above.

TEXTBOOK INFORMATION: Link to the Luther College bookstore where you can view and/or order textbooks for classes.

REGISTRATION CLEARANCE: Lets you know when you are scheduled to register. Also lets you know, before you register for classes, whether you have any holds (financial, health service, advisor, etc) on your record. A hold (restriction) on your record prevents you from registering.

The screenshot shows a registration clearance form with the following fields and values:

- Name: [Empty text box]
- Registration Clearance For: 2012SP
- Registration Date/Time: [Empty text box]
- Advisor approved registration: [Empty text box]
- Advisor: [Empty text box]
- Major(s): [Empty text box]
- Registration Restrictions: You have no active restrictions at this time.

Callout boxes with arrows point to the 'Name' field, the 'Registration Date/Time' field, the 'Advisor approved registration' field, and the 'Registration Restrictions' box. Below the form, there is a text instruction: "Click HELP in the top right corner for an explanation of the information displayed on this screen." and an "OK" button.

Under **USER PROFILE** you can give permission for parents or guardians to view your academic and financial information. Specific information about the PARENT PORTAL can be found at: <http://www.luther.edu/financialservices/student/costpymt/parentportal/>

The screenshot shows a menu titled "User Profile" with the following options:

- [My profile](#)
- [Update My Profile](#)
- [Grant Rights to Parent/Guardians](#)
- [Add Parent/Guardian/Other](#)

An arrow points from the text above to the "Grant Rights to Parent/Guardians" link.

When you are done using Web Advisor, be sure to log out!