

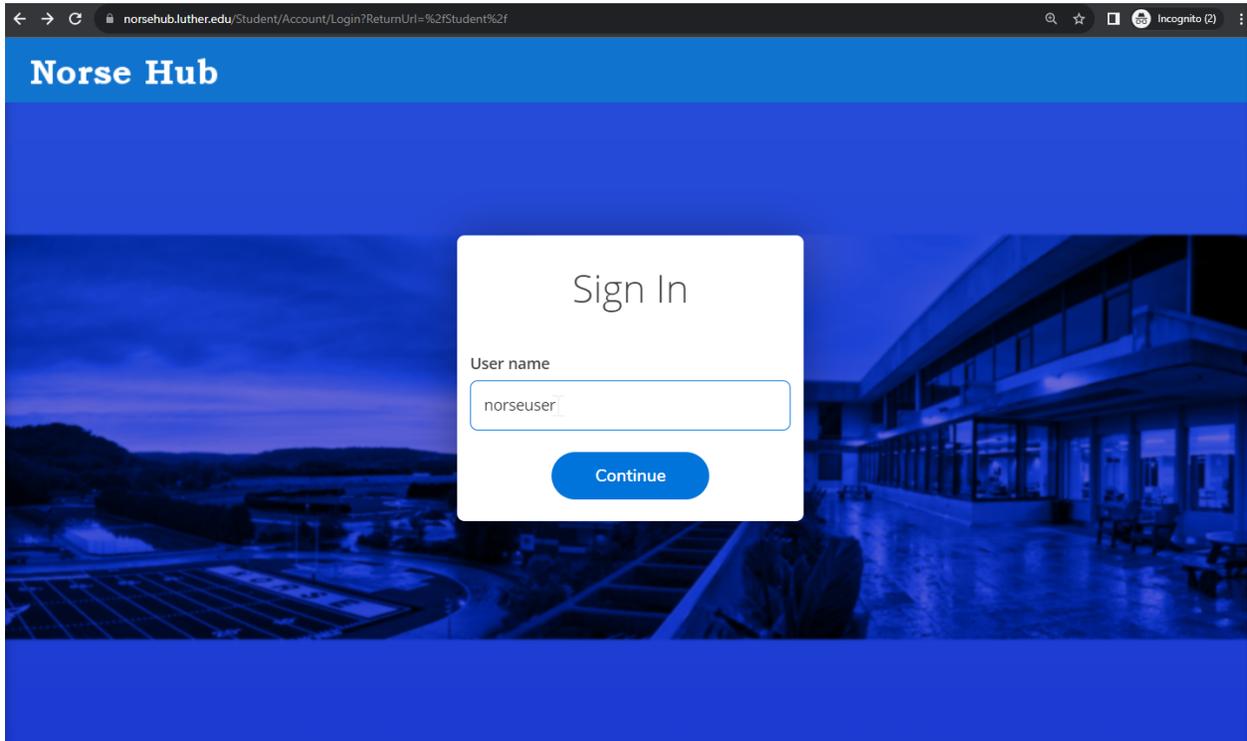
## Norse Hub: Faculty Academic Advising Guide

*NorseHub.luther.edu* provides students, faculty and staff, parents, guardians, or proxies self-service access to search and enroll for courses and manage your information. Student Planning allows you to assist students to plan, schedule, and register for courses. You can add prerequisite waivers for your courses.

### Steps for advising:

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**Log in with your Norse Key username and password**



## Faculty Menu

The screenshot displays the Norse Hub (Test) interface. On the left is a dark navigation sidebar with a hamburger menu icon at the top. The sidebar contains the following items: Home, Financial Information (with a dropdown arrow), Employment (with a dropdown arrow), Academics (with an upward arrow), Search for Courses (highlighted with a green box and a hand cursor), Unofficial Transcript, Academic Calendar, Course Catalog, Daily Work (with a dropdown arrow), and User Options (with a dropdown arrow). The main content area has a blue header with the title "Norse Hub (Test)" and user options: "prof1", "Sign out", and "Help". Below the header, a welcome message reads "Hello, Welcome to Norse Hub! Choose a category to get started." The main area features six category cards: Tax Information, Employee, Advising, Faculty, Financial Management, and Required Agreements. Each card includes an icon and a brief description of the service. At the bottom of the main area, there is a copyright notice: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)."

**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](mailto:helpdesk@luther.edu) or 563-387-1000.

## Search for courses and course sections

The screenshot shows the 'Search for Courses and Course Sections' page in the Norse Hub (Test) system. The left sidebar contains navigation options like Home, Financial Information, Academics, Student Planning, and Search for Courses. The main content area is titled 'Search for Courses Advanced Search' and includes a 'Results View' section with two radio buttons: 'Catalog Listing' and 'Section Listing'. The 'Section Listing' option is selected and highlighted with a green box. Below this, there are input fields for 'Term', 'Meeting Start Date', and 'Meeting End Date', followed by three rows for 'Courses And Sections' with 'Subject', 'Course number', and 'Section' fields. At the bottom, there are 'Days Of Week' checkboxes for Sunday, Monday, Tuesday, and Wednesday.

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.

The screenshot shows the search results for courses in the Norse Hub (Test) system. The page title is 'Search for Courses and Course Sections'. Below the search bar, there is a 'Show Filters' button and a message 'Filters Applied: None'. The results are displayed in a table with the following columns: Add To Schedule, Term, Section Name, Title, Planned Status, Dates, Location, Meeting Information, Faculty, Available / Capacity / Waitlist, Credits, and Academic Level. The table contains four rows of results, each with an 'Add' button in the 'Add To Schedule' column.

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Available / Capacity / Waitlist	Credits	Academic Level
Add	Fall Semester 2020	ART-102-A	Foundations:Circa NOW		11/30/2020-1/28/2021		M, W, F 1:30-3:45 PM 11/30/2020 - 1/28/2021 ARR ARR (LEC2)	Elliott, K	0 / 25 / 0	2 Credits	Under Graduate
Add	Fall Semester 2020	ART-206-A	Graphic Design I		11/30/2020-1/28/2021		M, W, F 1:30-3:45 PM 11/30/2020 - 1/28/2021 ARR ARR (LEC2)	Lurth, A	0 / 18 / 0	4 Credits	Under Graduate
Add	Fall Semester 2020	ART-218-A	Photography I		11/30/2020-1/28/2021		T, Th 8:00-11:15 AM 11/30/2020 - 1/28/2021 ARR ARR (LEC2)	Lurth, A	0 / 18 / 0	4 Credits	Under Graduate
Add	Fall Semester 2020	ART-406-A	Graphic Design III		11/30/2020-1/28/2021		M, W, F 1:30-3:45 PM 11/30/2020 - 1/28/2021 ARR ARR (LEC2)		776 / 777 / 0	2 Credits	Under Graduate

At the bottom of the table, there are navigation controls including a 'Page 1 of 1' indicator and arrows for navigating between pages.

The screenshot shows the 'Search for Courses and Course Sections' page. On the left is a navigation menu with 'Academics' selected. The main area has a 'Filter Results' panel on the left and a course detail panel on the right. The 'Filter Results' panel includes sections for 'Availability' (Open Sections), 'Subjects' (Art (16), Art History (1)), 'Show All Terms' (Fall Semester 2019 (17)), and 'Days of Week' (Monday (17), Tuesday (17), Wednesday (17), Thursday (17), Friday (17)). The course detail panel shows 'ART-103 Foundations:Circa NOW (2 Credits)' with a description, prerequisites (None), and a button 'View Available Sections for ART-103' circled in green. Below this, it shows 'Fall Semester 2019' with a table of sections:

Seats	Times	Locations
25	M/W/F 11:00 AM - 12:00 PM 9/4/2019 - 10/18/2019	Main 113 Lecture - First 7 Weeks

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.

The screenshot shows the 'Section Details' window for 'ART-111-A Foundations: Sculpture' in Fall Semester 2019. The details include:

- Instructors:** Madrigal, J (gullick@luther.edu, 563-387-1114)
- Meeting Information:** T, Th 12:45 PM 2:15 PM, 9/4/2019 - 12/19/2019, Storre Theatre SCULPT (Lecture)
- Dates:** 9/4/2019 - 12/19/2019
- Seats Available:** 16 of 16 Total
- Credits:** 4
- Grading:** Graded, Audit
- Requisites:** None
- Course Description:** Contemporary sculpture encompasses a wide spectrum of ideas, forms and materials. In this course students will explore a variety of readily available materials along with found objects to explore some prominent considerations and themes in sculpture. The primary goals of the course are to explore and question how objects, materials, structures, and spaces are implicated in relation the maker and their audience in the creation of sculptural experiences.
- Additional Information:** \$150 course fee to cover wood and materials consumed in course.

A green circle highlights the 'Additional Information' section.

## Advanced Search for open sections to fulfill requirements

Using Advanced Search, select the Term, Course Type, and at least one of Days of Week, Time of Day, or Courses and Sections, then click on the Search button.

Subject Search   **Advanced Search**

---

Search for Courses Advanced Search

Results View

Catalog Listing  
 Section Listing

**Term**   Meeting Start Date   Meeting End Date

Fall Semester 2021   M/d/yyyy   M/d/yyyy

Courses And Sections

Subject   Course number   Section

Subject   Course number   Section

Subject   Course number   Section

+ Add More...

**Days Of Week**

Sunday    Monday    Tuesday    Wednesday  
 Thursday    Friday    Saturday

Time Of Day   Time Starts by   Time Ends by

Select Time Of Day   hh:mm AM/PM   hh:mm AM/PM

**Course Type**

Intercultural

Clear   Search

Use the Filter Results column to show open sections only

### Search for Courses and Course Sections

[Back to Search for Courses](#)

#### Filter Results Hide

**Availability** ^

- Open and Waitlisted Sections
- Open Sections Only 

**Subjects** ^

- Africana Studies (2)
- Anthropology (3)
- English (1)
- Foreign Culture (1)
- History (4)

[Show All Subjects](#)

**Terms** ^

- Fall Semester 2021 (26)

**Days of Week** ^

## 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.

Search for Courses and Course Sections Search for courses...

[Back to Search for Courses](#)

Advanced Search Selection: MUS-130

Show Filters Filters Applied: Fall Semester 2020

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location	Meeting Information	Faculty	Available / Capacity / Waitlist	Credits	Academic Level
<a href="#">Add</a>	Fall Semester 2020	MUS-130-A	Applied Music-Voice		10/1/2020-1/28/2021		10/1/2020 - 1/28/2021 ARR ARR (PRIV)	Westlund, B	935 / 999 / 0	1 to 2 Credits	Under Graduate
<a href="#">Add</a>	Fall Semester 2020	MUS-130-A	Applied Music-Organ		10/1/2020-1/28/2021		10/1/2020 - 1/28/2021 ARR ARR (PRIV)	Peterson, G	999 / 999 / 0	1 to 2 Credits	Under Graduate
<a href="#">Add</a>	Fall Semester 2020	MUS-130-A	Applied Music-Harpsichord		10/1/2020-1/28/2021		10/1/2020 - 1/28/2021 ARR ARR (PRIV)	Reed, K	999 / 999 / 0	1 to 2 Credits	Under Graduate
<a href="#">Add</a>	Fall Semester 2020	MUS-130-A	Applied Music-Piano		10/1/2020-1/28/2021		10/1/2020 - 1/28/2021 ARR ARR (PRIV)	Huang, D Strauss, J	978 / 999 / 0	1 to 2 Credits	Under Graduate

### Section Details

**MUS-130-A Applied Music-Voice**  
Fall Semester 2020

**Instructors** Westlund, B ([raybet01@luther.edu](mailto:raybet01@luther.edu), 563-387-2132)

**Meeting Information** 10/1/2020 - 1/28/2021  
Arranged ARR (Private Instruction)

**Dates** 10/1/2020 - 1/28/2021

**Seats Available** 935 of 999 Total

**Credits**  (credits)

**Grading**  Graded

**Requisites** None

**Course Description** For all applied music students in their first year of study. Non-majors and music majors in their secondary areas may repeat this course for credit in subsequent years. Studio seminars may be required. Additional fees will be assessed for this course.

**Additional Information** First year applied music - voice, fall semester only.

## 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.

The screenshot shows the Norse Hub (Test) interface. The left sidebar contains navigation options: Home, Academics, Daily Work, Advising (selected), Advising Overview, Faculty, and User Options. The main content area is titled "Who would you like to work with?" and includes a search box with the text "chosen" and a search button. Below the search box is a table with columns: Name, Review Requested, Assigned Advisee, ID, Program(s), Date of last advisement, and Advisor(s). The table lists three students: Ima Xavier Norse13-Chosen, Ima Rachelle Norse, and Janie Q. Abbott-Chosen. The "Review Requested" column shows checkmarks for the first two students.

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.

The screenshot shows the Norse Hub (Test) interface for "Advisee Details". The page includes a search box for courses, a profile section for "Norse5, Ima X." with student ID 0519946 and email gehije01@luther.edu, and a "View Full Profile" button. A prominent blue button labeled "Approve Student to Register" is highlighted with a green box, with a tooltip indicating "Last approved to register on 11/30/2021 by Alexandra Y. Professor". Below this, a navigation bar includes tabs for Course Plan, Timeline, Progress (highlighted with a green box), Search for Courses, Notes, Test Scores, Unofficial Transcript, Transfer Summary, Grades, and Waivers. The "At a glance" section shows "Bachelor of Arts (1 of 1 programs)" and a "View a New Program" button.

## 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.

The screenshot shows the Norse Hub interface. On the left, a blue sidebar contains navigation options: Academics, Student Planning, Search for Courses, Grades, Transcript Requests, Unofficial Transcript, **Transfer Summary** (selected), Change Advisor, Change Major/Minor, Request A Transcript, and Academic Calendar. The main content area is titled 'Norse Hub (Test)' and 'Transfer Summary'. It features an 'Expand All' button and a table of transfer credits. The table is organized by institution: Decorah High School and Northeast Iowa Community College. The table columns are: Transfer Course/Title, Credits, Grade, Completion Date, Equivalent Course/Subject/Course Level, Credits, Grade/Dept, Academic Level, and Restrict to Academic Programs. The table lists four courses with their respective credits and grades, and a total of 12.00 transfer credits.

Transfer Course/Title	Credits	Grade	Completion Date	Equivalent Course/Subject/Course Level	Credits	Grade/Dept	Academic Level	Restrict to Academic Programs
ECN120/Principles of Macroeconomics	3.00	A-	12/31/2016	ECON-139	3.00	A-	Undergraduate Level	Bachelor of Arts
SPC112/Public Speaking	3.00	A-	5/31/2017	COMS-132	3.00	A-	Undergraduate Level	Bachelor of Arts
POL111/American National Government	3.00	B+	5/31/2017	POLS-130	3.00	B+	Undergraduate Level	Bachelor of Arts
ENG105/Composition I	3.00	A	5/31/2017	ENG-139	3.00	A	Undergraduate Level	Bachelor of Arts
<b>Transfer Credit Total</b>	<b>12.00</b>			<b>Equivalent Credit Total</b>	<b>12.00</b>			

Remind your advisee to click on 'Show Program Notes & Credits Outside Major' to see requirements specific to their program.

The screenshot shows the Norse Hub interface for an advisee. The left sidebar has 'Program Notes' selected, which is highlighted with a green box. The main content area shows 'Advisee Details' for Ima Z. Norse10-Legal, a Bachelor of Arts student. A 'Program Notes' modal window is open, displaying requirements for the Bachelor of Arts program. The modal window contains text about graduation requirements, general education requirements, and a 'PLEASE NOTE' section. The 'PLEASE NOTE' section is highlighted with a green box and contains the following text: 'PLEASE NOTE: You have completed 62.00 hours outside of the MGT discipline. You entered Luther under the 2017 catalog. Students who entered Luther under the 2007 catalog, or a more recent catalog year, must complete 80 hours outside of the MGT discipline.'

You can scroll down through the student's courses in progress, completed courses, and remaining requirements.

Complete the Core Courses. NO MORE THAN TWO COURSES COUNTING TOWARD ANOTHER MAJOR OR MINOR, EXCLUDING THE CORE COURSES, MAY BE APPLIED TO THE IS MAJOR. "DOUBLE-DIP" RESTRICTIONS ARE NOT MONITORED ON PROGRAM EVALUATIONS.

Complete all of the following items. **1 of 2 Completed. Fully Planned** [Hide Details](#)

- COMPLETE ANTH 101, ECON 130, IS 230, AND POL 132 **4 of 4 Courses Completed.** [Show Details](#)
- COMPLETE WRITING REQUIREMENT **Fully Planned** **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
In-Progress	IS-485 International Studies Seminar		2018FA	4

**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. **0 of 1 Completed. Fully Planned** [Hide Details](#)

**Fully Planned** **1 of 2 Courses Completed. Minimum Departments Not Met.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Completed	POLS-239 ST:Appr Pol Intern Relations (Override Applied)	B+	2017FA	6
Planned	ANTH-104 Archaeology		2019SP	4
Not Started	IS-450 Global Citizenship			
Not Started	ANTH-103 Linguistic Anthropology			
Not Started	ANTH-203 Environmental Anthropology			

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 Schedule' to add the course to the student's schedule, and 'add section' in the course dialog box to confirm.

Fall Semester 2018 (11)  
 Spring Semester 2019 (6)

**Days of Week**

Monday (14)  
 Tuesday (14)  
 Wednesday (14)  
 Thursday (14)  
 Friday (14)

**Time of Day**

Select time range...

**Instructors**

**Course Levels**

Junior (8)  
 Senior (8)  
 Sophomore (8)  
 First Year (5)

**Course Types**

Intercultural (10)  
 Human Beh Soc Sci Method (7)  
 Historical (3)  
 Human Behavior (3)  
 Human Expression (2)  
[Show All Course Types](#)

**ANTH-104 Archaeology (4 Credits)**

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.

**This course is planned.**

**Requisites:**  
None

[View Available Sections for ANTH-104](#)

Spring Semester 2019

Seats	Times	Locations	Instructors
25	M/W/F 12:15 PM - 1:15 PM 2/6/2019 - 5/23/2019	Koren 217 Lecture	Betts, C

**Add Section to Schedule**

**HIST-126 Human Geography (4 Credits)**

A survey of world geography combining the regional and topical approaches, the natural factors which shape the environment, such as climate, landforms and resources, will be considered, along with their impact on people, as studied in the fields of political, economic, and cultural geography. The primary focus of the course will be on basic concepts in cultural geography that will be of greatest use for students preparing to teach middle school and high school social studies.

**Requisites:**

## Add Course Section to Student Plan

**Section Details**

**ANTH-104-A Archaeology**  
Fall Semester 2019

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**Instructors**      Betts, C      ([gullick@luther.edu](mailto:gullick@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.

---

Close      Add Section

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

2. COMPLETE WRITING REQUIREMENT 🕒 Fully Planned ⚠️ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
🔄 In-Progress	IS-485 International Studies Seminar		2018FA	4

**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. ⚠️ 0 of 1 Completed. 🕒 Fully Planned [Hide Details](#)

🕒 Fully Planned ⚠️ 1 of 2 Courses Completed. ⚠️ Minimum Departments Not Met. [Hide Details](#)

Status	Course	Grade	Term	Credits
✅ Completed	POLS-239 ST:Appr Pol Intern Relations (Override Applied)	B+	2017FA	6
🕒 Planned	ANTH-104 Archaeology		2019SP	4
🛑 Not Started	IS-450 Global Citizenship			

Choose the “Course Plan” tab for a graphical view of the student’s schedule. **The 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.

The screenshot displays the Norse Hub interface for a student named Ima X. Norse5. The interface includes a navigation menu on the left, a search bar at the top right, and a course plan calendar for Fall Semester 2021. The 'Course Plan' tab is selected and circled in red. The calendar shows the following course sections:

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		CS-130-A	ECON-130-A	CS-130-A	ECON-130-A	CS-130-A	
9am		ENG-251-A		ENG-251-A		ENG-251-A	
10am							
11am			ECON-130-B	SOC-181-B	ECON-130-B	SOC-181-B	
12pm		PBEN-240-A		PBEN-240-A		PBEN-240-A	

### Approve Student to Register

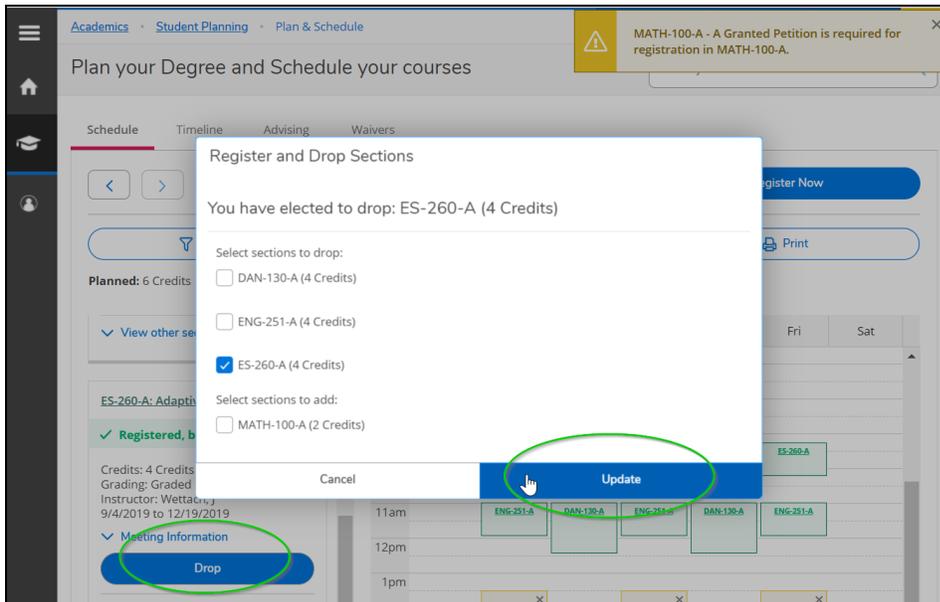
When you have reviewed the student’s plan, click on the ‘Approve Student to Register’ button to allow the student to register for classes for this term. Either you or your advisee can complete the registration with the ‘Register Now’ button on their schedule. Unless you’ve made arrangements with your advisee, it should be assumed that the student will complete the registration.

The screenshot shows the Norse Hub (Test) interface for a user named 'norse10'. The main heading is 'Plan your Degree and Schedule your courses'. The current semester is 'Spring Semester 2019'. The interface includes a sidebar with navigation options: Home, Employment, Academics, Student Planning, Planning Overview, My Progress, Plan & Schedule (highlighted), Search for Courses, Unofficial Transcript, and Grades. The main area displays a course plan for 'ANTH-103-A: Linguistic Anthropology' with a 'Drop' button. A calendar view shows the course schedule from 7am to 2pm, with 'X' marks indicating conflicts. The 'Remove Planned Courses' button is highlighted in green.

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"

The screenshot shows the Norse Hub (Test) interface for a user named 'norse15'. The main heading is 'Plan your Degree and Schedule your courses'. The current semester is 'Fall Semester 2019'. The interface includes a sidebar with navigation options: Home, Employment, Academics, Student Planning, Planning Overview, My Progress, Plan & Schedule (highlighted), Search for Courses, Unofficial Transcript, and Grades. The main area displays a course plan for 'BIO-151-A: Prin Bio:Eco/Evol/Biodiv' with a 'Remove Planned Courses' button highlighted in green. A calendar view shows the course schedule from 7am to 12pm, with 'X' marks indicating conflicts. The 'Remove Planned Courses' button is highlighted in green.

If you want to drop courses after the student has registered, simply choose 'Drop' and 'Update'



## Faculty overview

**Norse Hub (Test)** | prof1 | Sign out | Help

Daily Work | Faculty | Faculty Overview

Manage your courses by selecting a section below

Spring Semester 2019			
Section	Times	Locations	Books
<a href="#">ENG-490-A: Senior Project</a>	TBD 2/6/2019 - 5/23/2019	Arranged, ARR Independent Studies	

Fall Semester 2018			
Section	Times	Locations	Books
<a href="#">ENG-212-A: Creat Writ:Poetry &amp; Fiction I</a>	T/Th 11:00 AM - 12:30 PM 8/29/2018 - 12/13/2018	Main, 218 Lecture	
<a href="#">ENG-312-A: Creat Writ:Poet &amp; Fiction II</a>	T/Th 12:45 PM - 2:15 PM 8/29/2018 - 12/13/2018	Main, 218 Lecture	
<a href="#">ENG-490-A: Senior Project</a>	TBD 8/29/2018 - 12/13/2018	Arranged, ARR Independent Studies	
<a href="#">PAID-111D-20: Paideia I</a>	M/W/F 12:15 PM - 1:15 PM 8/29/2018 - 12/13/2018	Valders, 349 Discussion	

Spring Semester 2018			
Section	Times	Locations	Books

Choose the course that you want to view the roster, grading and permissions for.

**Norse Hub (Test)** | prof1 | Sign out | Help

Daily Work | Faculty | Faculty Overview

Section Details

< [Back to Courses](#)

**ENG-312-A: Creat Writ:Poet & Fiction II**

Fall Semester 2018

T/Th 12:45 PM - 2:15 PM  
8/29/2018 - 12/13/2018  
Main, 218 Lecture

**Seats Available** 15 of 20

Roster | Grading | Permissions

Print | Email All | Export

Student Name	Student ID	Class Level	Preferred Email
Janie Q. Abbott-Chosen Ze/Hir/Hirs	██████████	Senior	<a href="mailto:gullick@luther.edu">gullick@luther.edu</a>

## Granting Course Prerequisite Waivers

To grant a student permission to take your course without the prerequisite, choose the 'faculty' menu and select the course, click on "permissions", search for the student, click on "approve" and "save".

Select the course by clicking on the title

<a href="#">MATH-490-A: Senior Project</a>	TBD 9/4/2019 - 12/19/2019	Arranged, ARR Independent Studies
Spring Semester 2019		
Section	Times	Locations
<a href="#">MATH-452-A: Partial Differential Equations</a>	M/W/F 12:15 PM - 1:15 PM 2/6/2019 - 5/23/2019	Olin, 106 Lecture
MATH-490-A: Senior Project	TBD	Arranged, ARR

Click on the "Permissions" tab for the course

### Norse Hub

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

#### Section Details

[Back to Courses](#)

## MATH-452-A: Partial Differential Equations

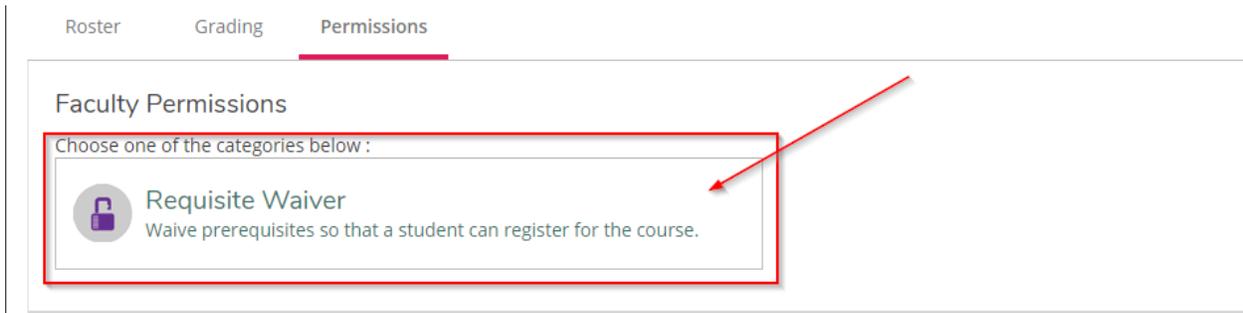
Spring Semester 2019

M/W/F 12:15 PM - 1:15 PM  
2/6/2019 - 5/23/2019  
Olin, 106 Lecture

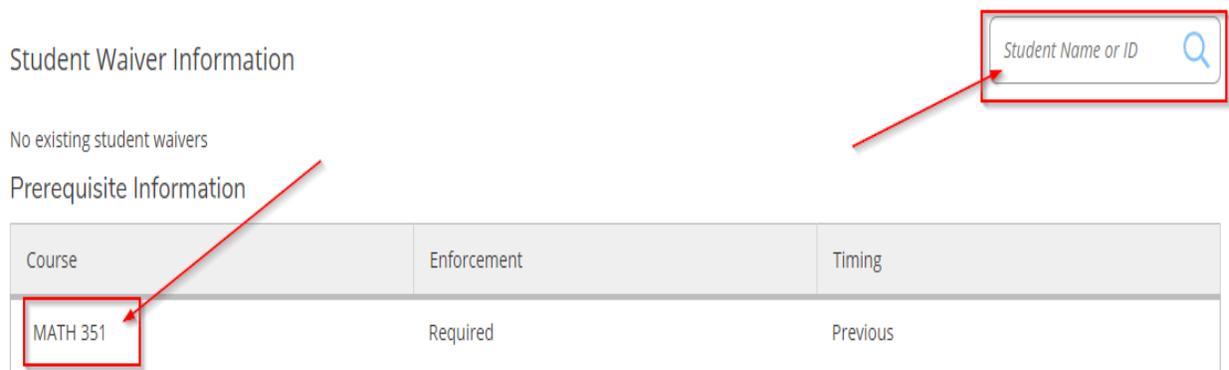
**Seats Available** 18 of 25

Roster   Grading   **Permissions**

Click on the "Requisite Waiver" tile



The prerequisite information is shown at the bottom left. Move your cursor to the search window near the right-hand side of the screen. It is BEST to use the student ID number for a search, however you may search by "last name", "first name." A correct ID for a current student will result in that student's name appearing. Using a name search may result in a list of names from which you will need to find the correct student. In either case, click on the student's name



An "Add Student Waiver" window will open with a default setting of "Approve." You MUST enter something in the "Comments" window. Alternatively, there may be a drop-down box from which you may choose a reason for the waiver.

Click "Save" and the student has been granted the waiver. NOTE: The student is now able to register for the course provided there is capacity, they have no registration "holds" and they have reached their assigned registration time. Granting a waiver does not register the student for the course, nor does it reserve a seat for the student

Add Student Waiver

MATH-452-A: Partial Differential Equations Spring Semester 2019

Student

Approve  Deny

Comments

Cancel Save

### View registration time and registration holds

The term planning grid and registration time 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 complete the requirement or visit the appropriate office to clear the hold before they can register for courses. More information on registration holds and how to remove them can be found on the [Financial Services website](#)

Norse Hub (Test)

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Waivers

Fall Semester 2019 Remove Planned Courses

Your registration period for 2019FA begins on 4/16/2019 at 6:30 PM Refresh

Filter Sections Save to iCal Print

Planned: 4 Credits Enrolled: 0 Credits

You need to review the student's course plan and click on 'approve student to register' to enable them to register.

## Registration Clearance

Students can view their clearance information on the 'Registration Clearance' tile on the home page or choose it on the 'user options' menu. The 'Registration Clearance' page informs them of any tasks to complete before registration - entering emergency/missing person contacts, accepting required agreements, and clearing holds from any offices.

The screenshot shows a vertical navigation menu on the left with icons for a hamburger menu, home, building, graduation cap, and user profile. The main content area contains several sections, each with a question and a response box. Red boxes highlight the following sections:

- Emergency Contact entered?**  
Yes
- Missing Person Contact Entered?**  
\*\*\* NOT ENTERED \*\*\*
- Accepted Statement of Financial Responsibility?**  
\*\*\* Not accepted \*\*\*
- Accepted/Declined to share name with scholarship donor?**  
\*\*\* Not accepted or declined \*\*\*
- Accepted agreement to read Student Handbook, Catalog, Email Communications?**  
\*\*\* Not accepted \*\*\*
- Holds from Financial Services?**  
Yes-contact Financial Services (Main 118) at 563-387-1015 or finserv@luther.edu
- Holds from Financial Aid?**  
Yes-contact Financial Aid (Main 27) at 563-387-1018 or finaid@luther.edu
- Holds from Health Service?**  
Yes-contact Health Service (Larsen Hall) at 563-387-1045 or nurse@luther.edu
- Holds from Office for Student Engagement?**  
Yes-contact Student Engagement (Union 266) at 563-387-1020 or students@luther.edu

## 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.

