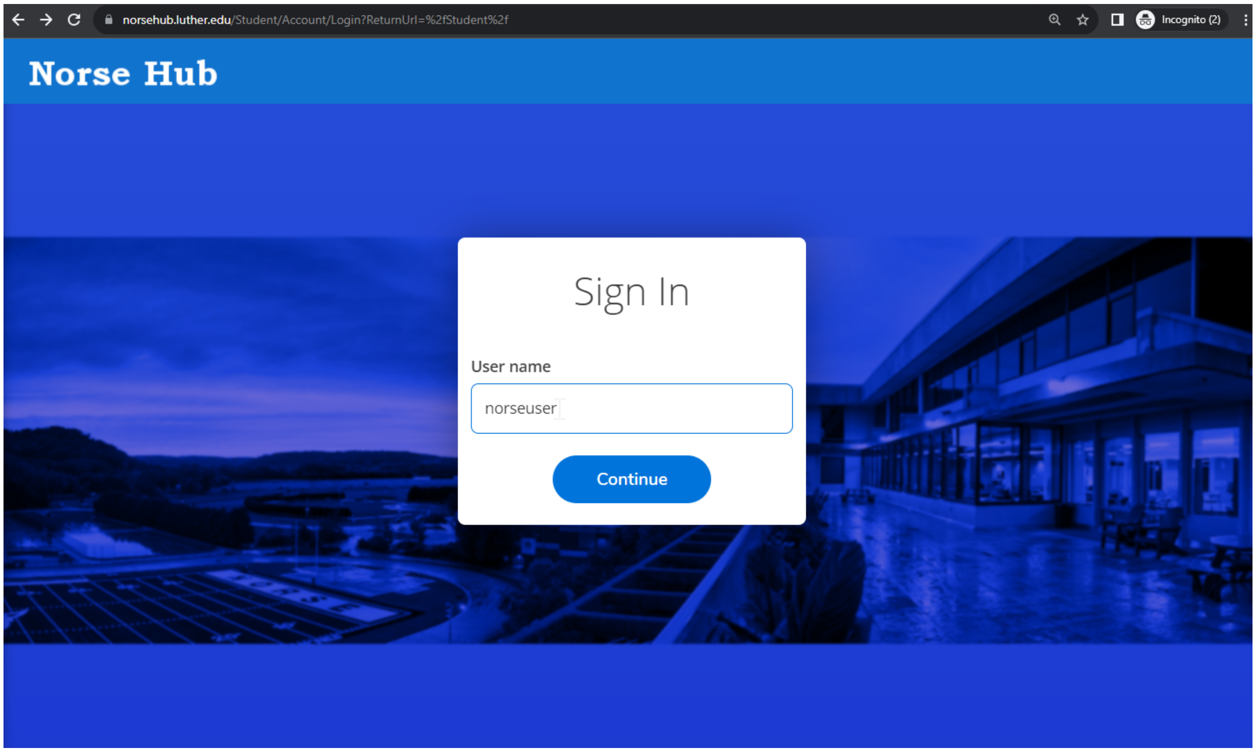
Norse Hub: Faculty Academic Advising Guide

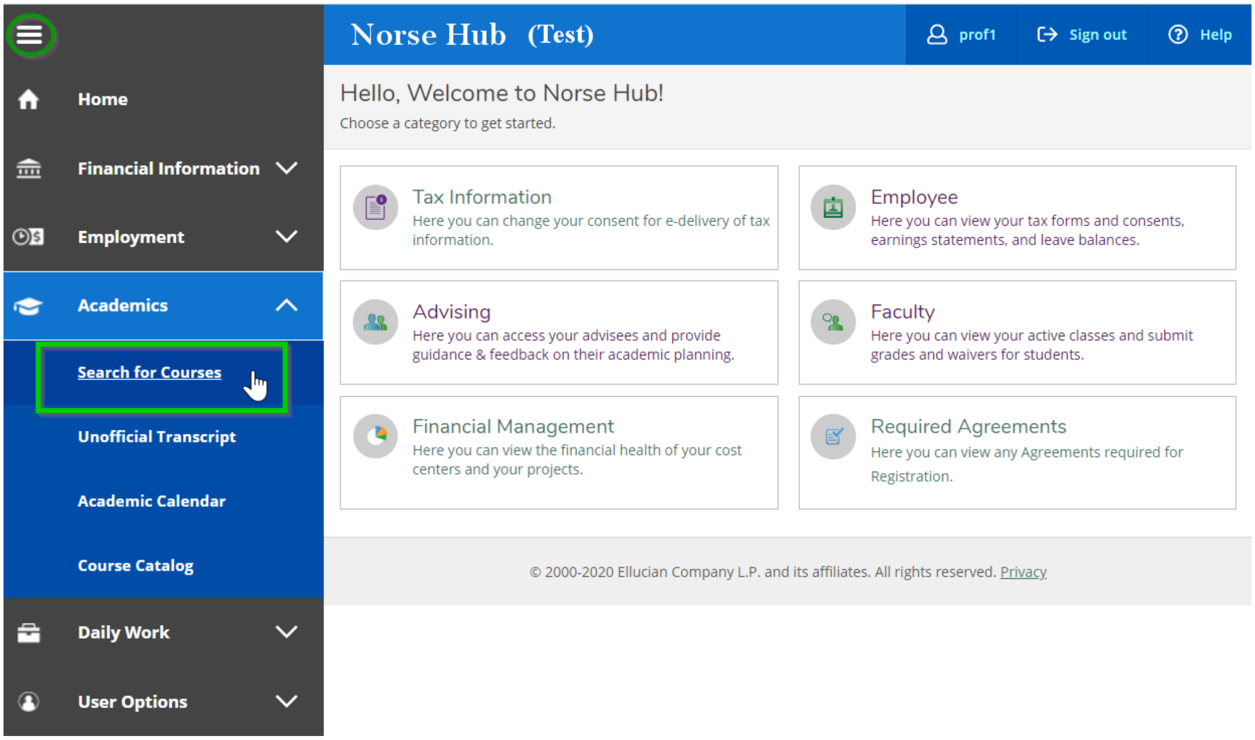
NorseHub.luther.edu provides students, faculty and staff, parents, guardians, or proxies self-service access to search and enroll for courses and manage your information. Student Planning allows you to assist students to plan, schedule, and register for courses. You can add prerequisite waivers for your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

Steps for advising:

Log in with your Norse Key username and password



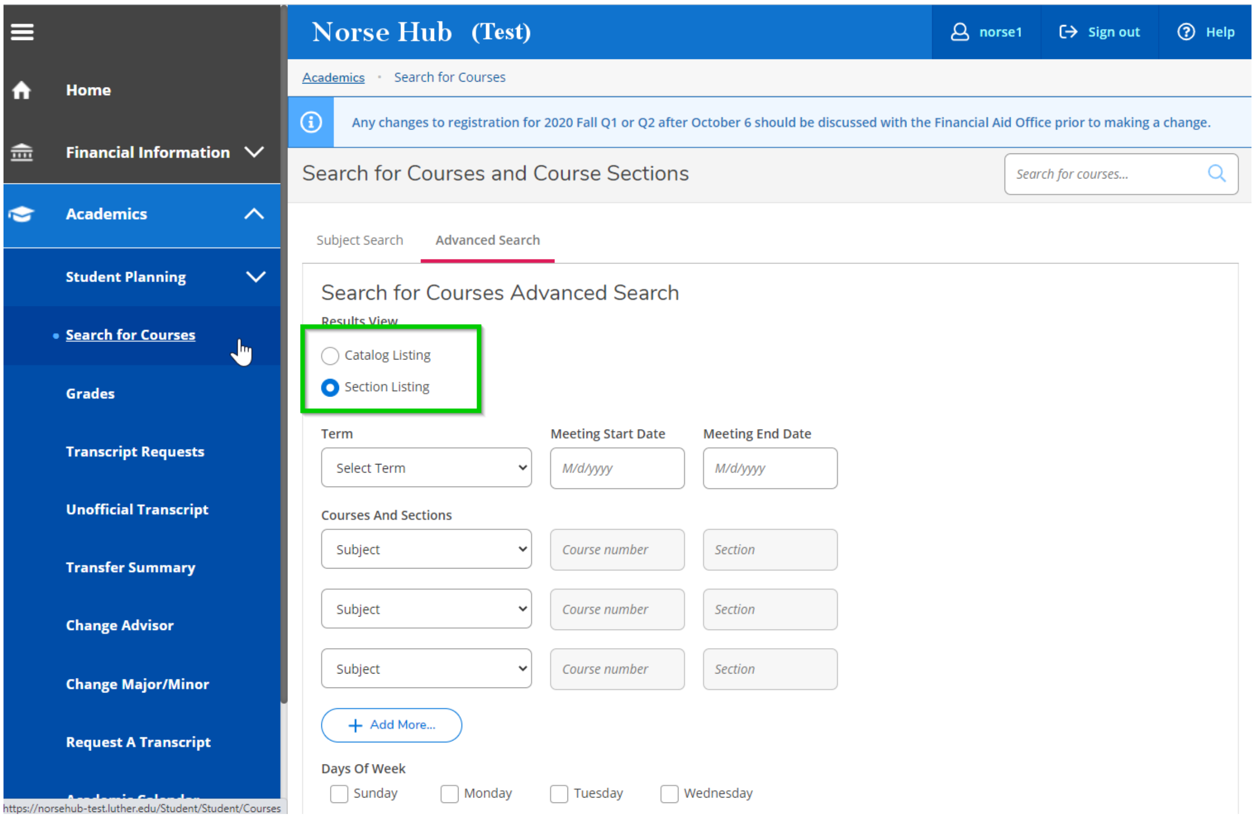
Faculty Menu



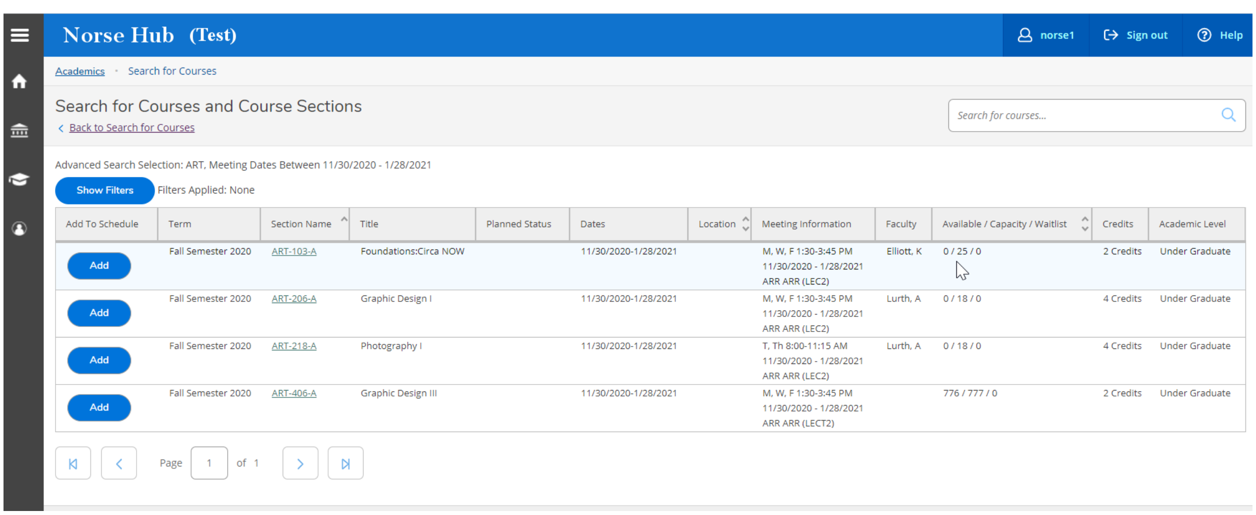
Navigation: Click on the menu icon in the upper left corner to expand and collapse the navigation menu.

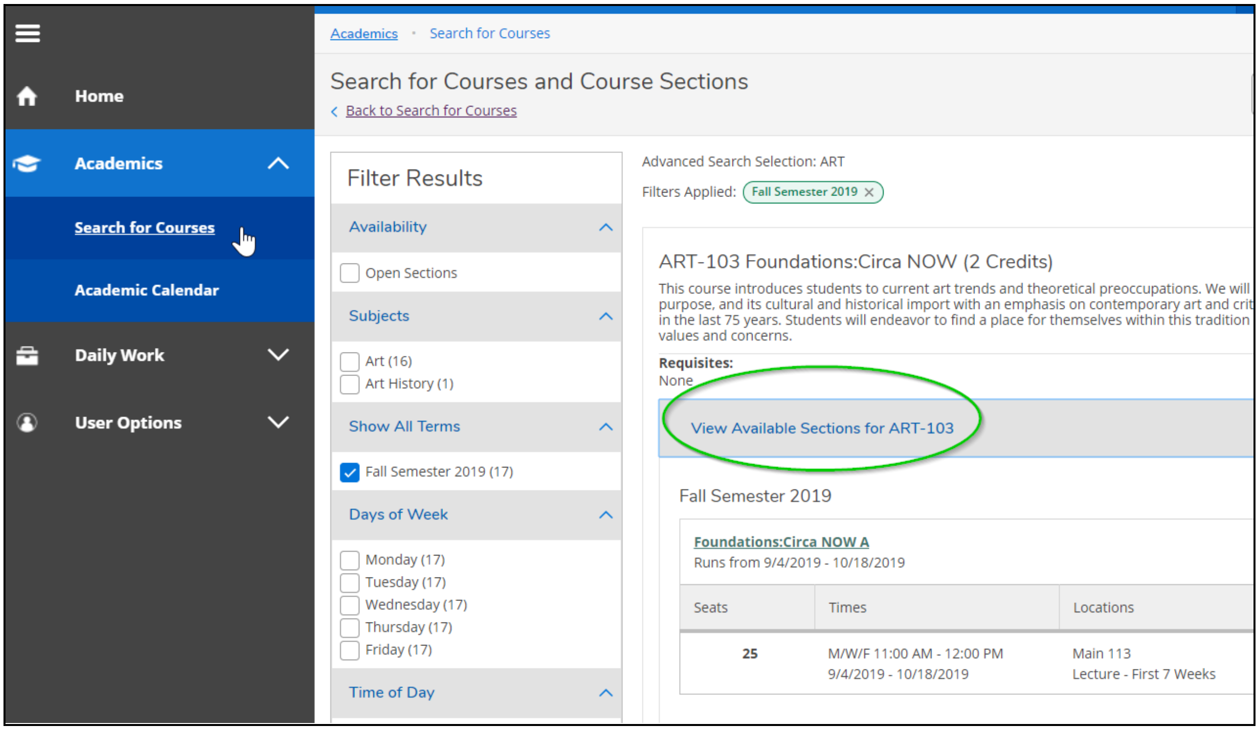
Getting help: Click on the *'? Help'* button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.

Search for courses and course sections

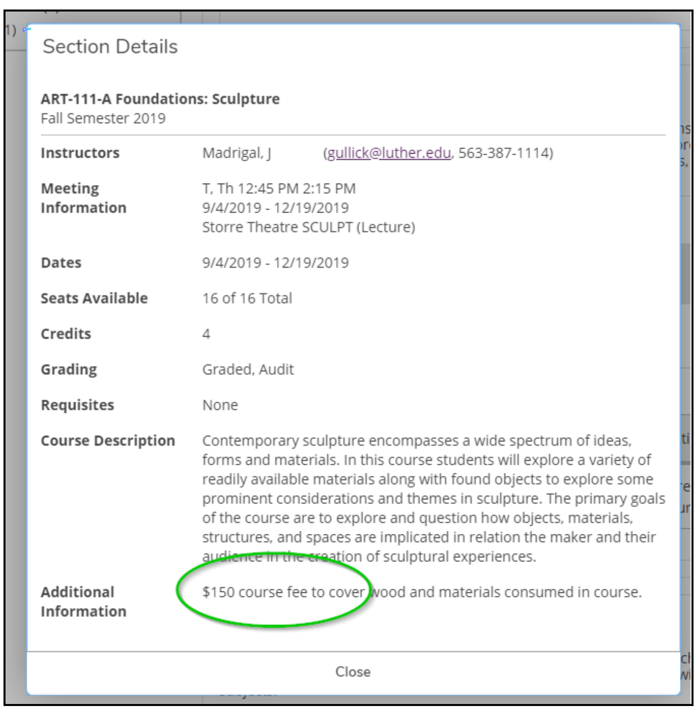


Press the *'tab'* key to move between fields. Add filters to narrow your selection. The 'section listing" allows you to view open courses, faculty, and meeting times at a glance.



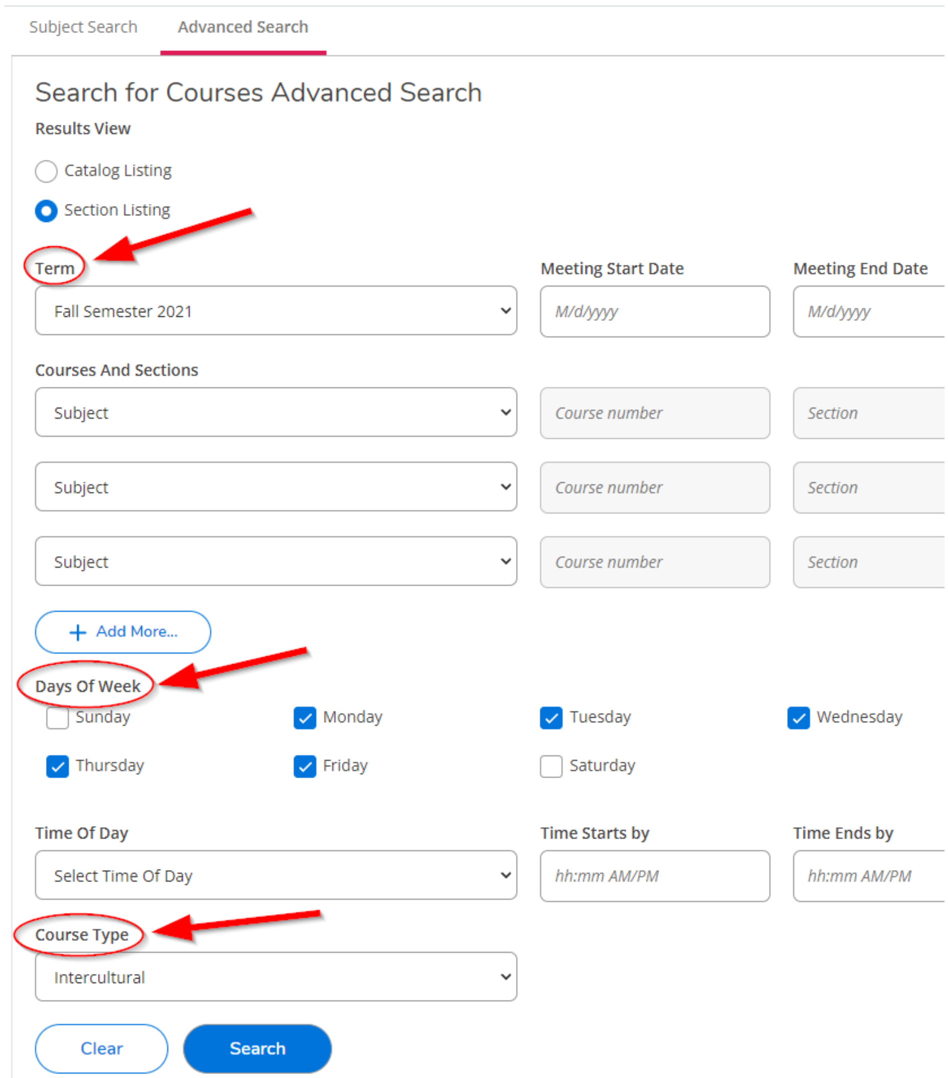


Change or add filters in the panel on the left of the results window. Click on *'view available sections'* to see details about a course, including fees.

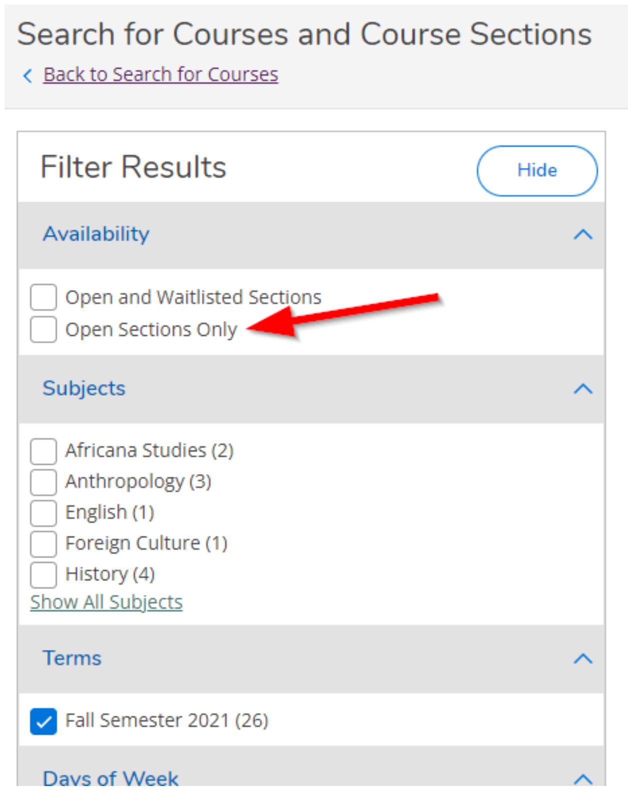


Advanced Search for open sections to fulfill requirements

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.

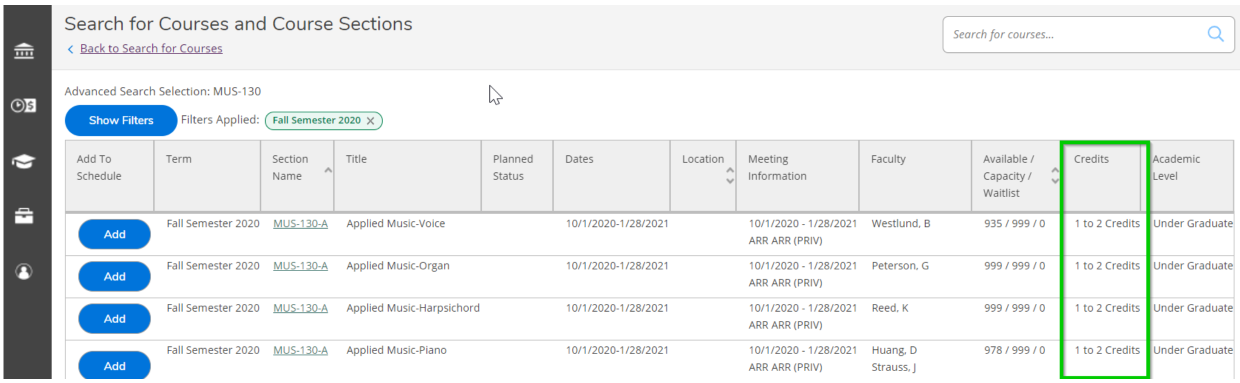


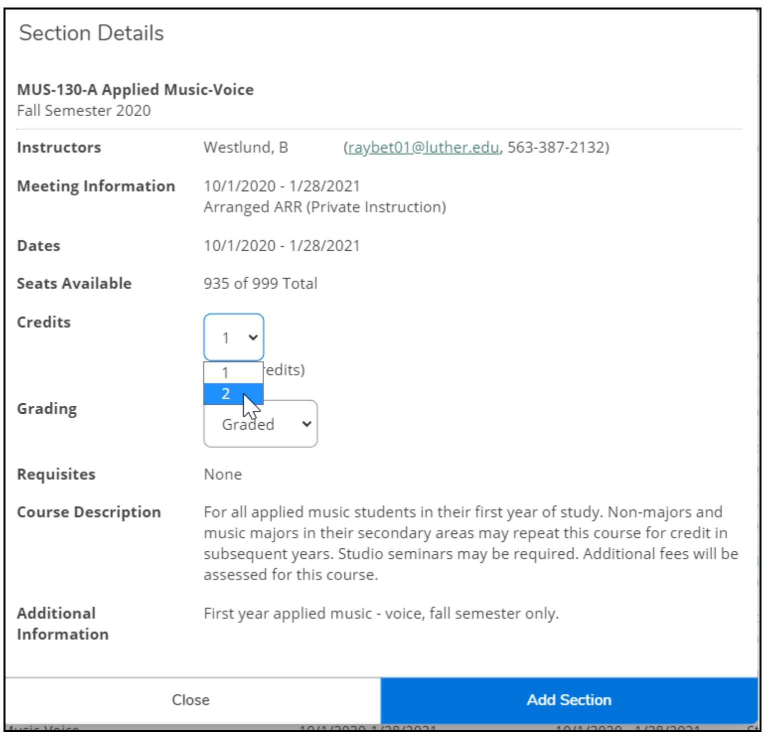
Use the Filter Results column to show open sections only



Changing Course Credit Values

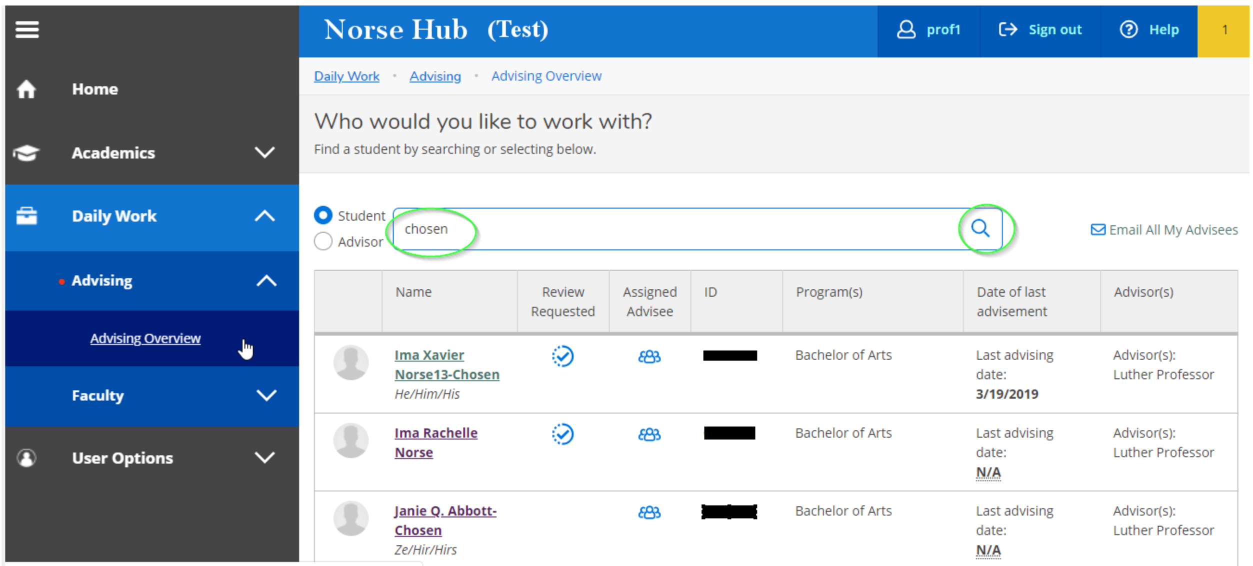
Some courses offer a range of credits. When you add a variable credit course you can use the drop down list next to 'Credits' to select the number of credits you want to register for.



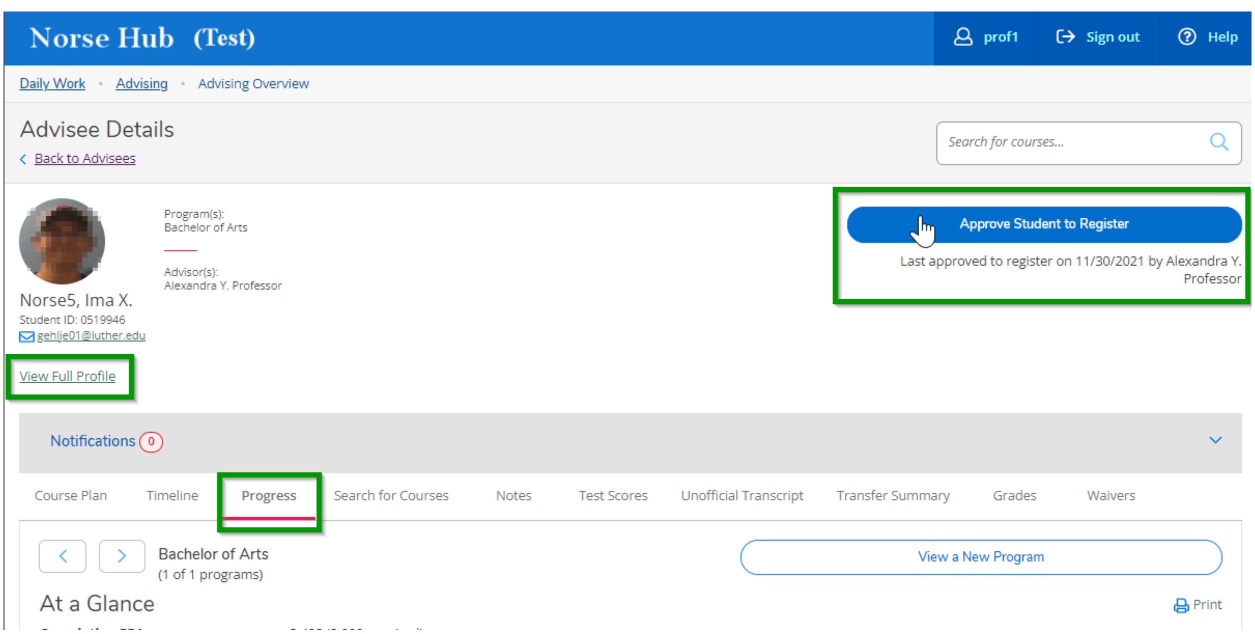


Advising

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.

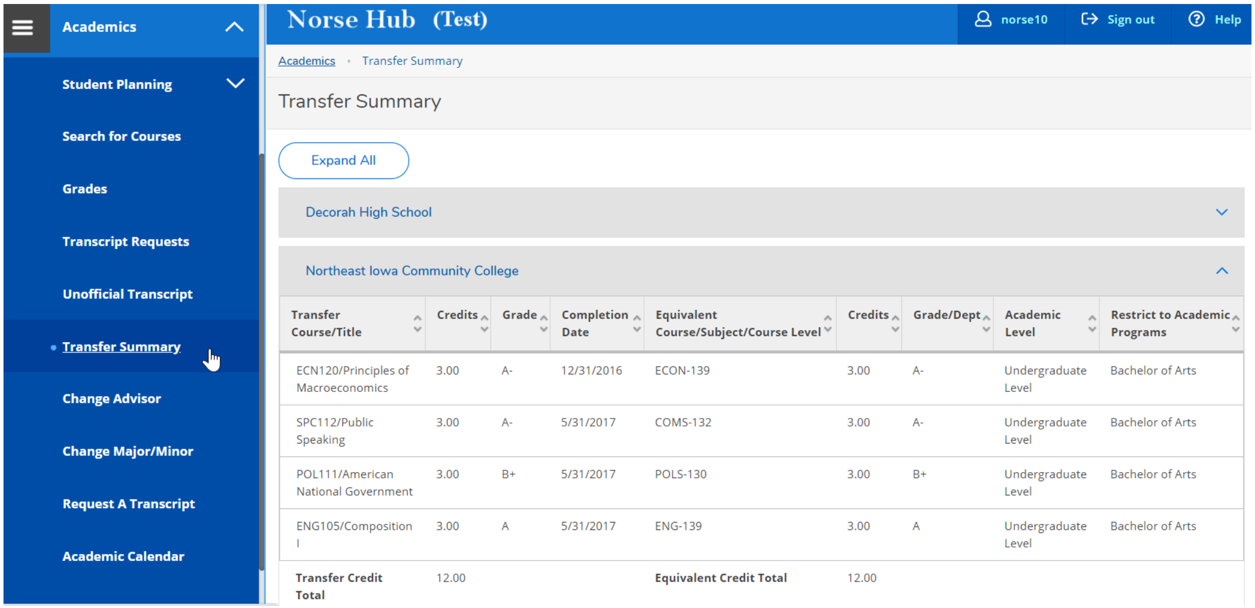


Once you are viewing the Advisee Details, click on 'Progress' to view their program evaluation. When you review the student's plan and mark *'Approve Student to Register'*, the student will be able to register for classes after their assigned registration time.

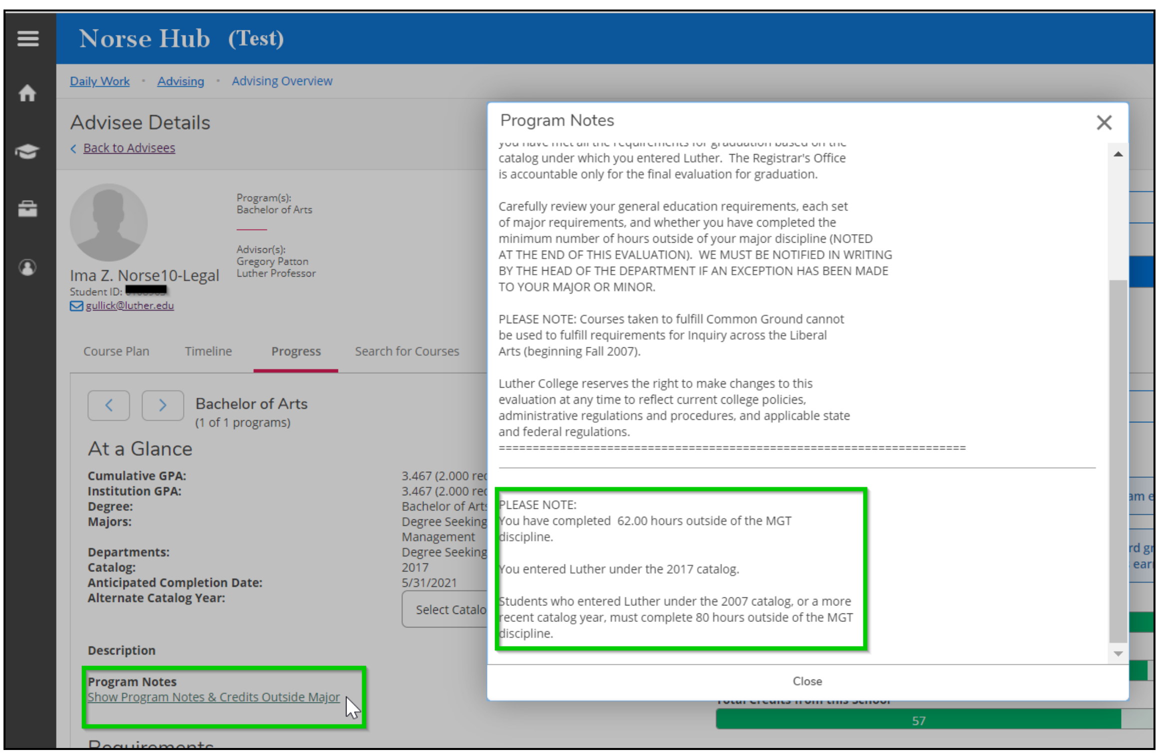


Transfer Summary

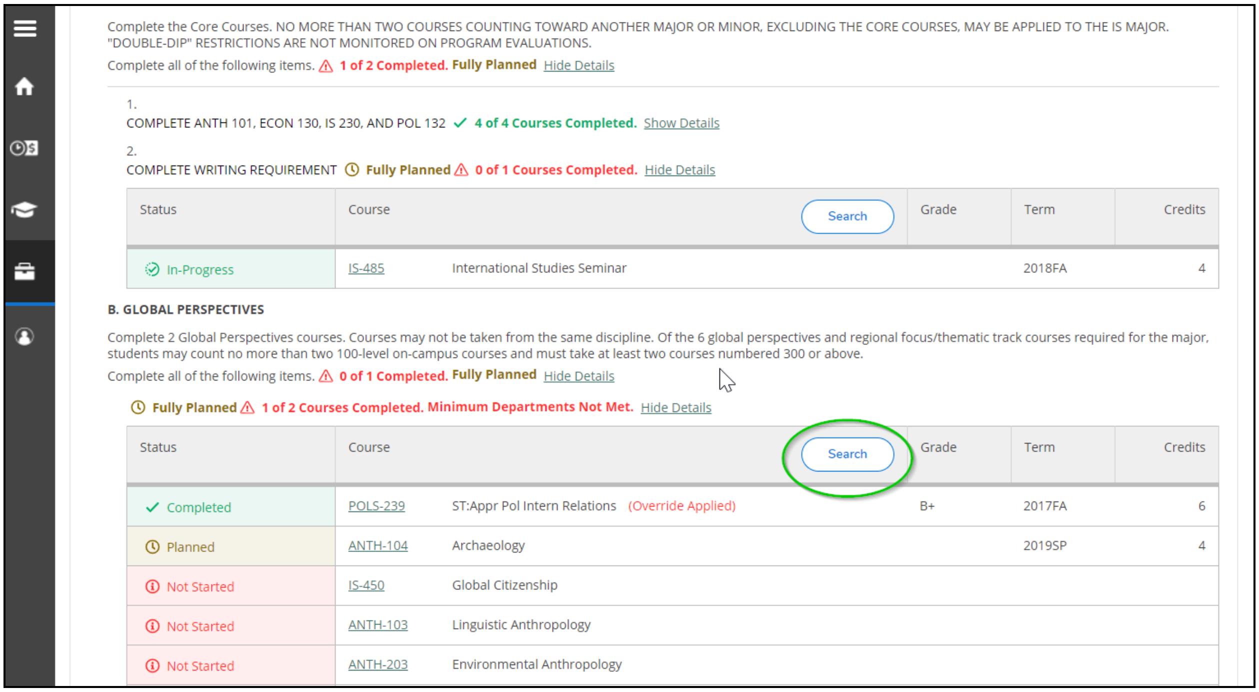
You and your advisee can see college credits from another institution when they choose the menu option labeled Transfer Summary or you choose the Transfer Summary tab.



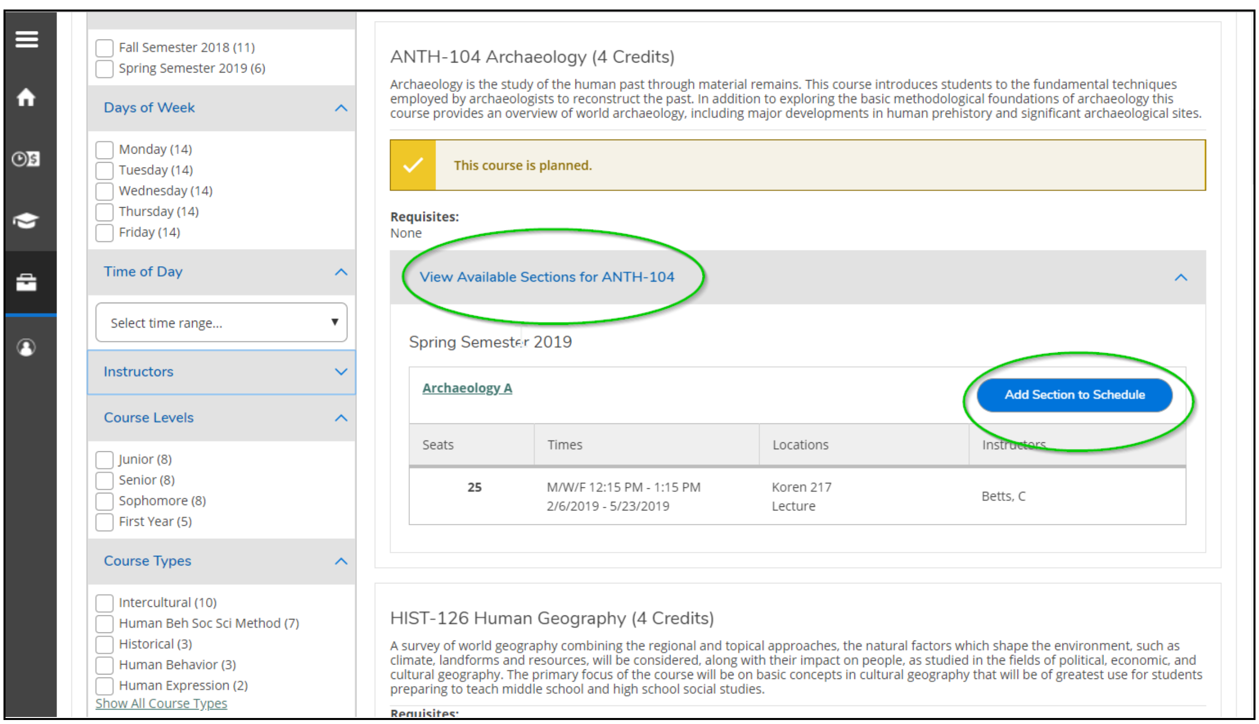
Remind your advisee to click on 'Show Program Notes & Credits Outside Major' to see requirements specific to their program.



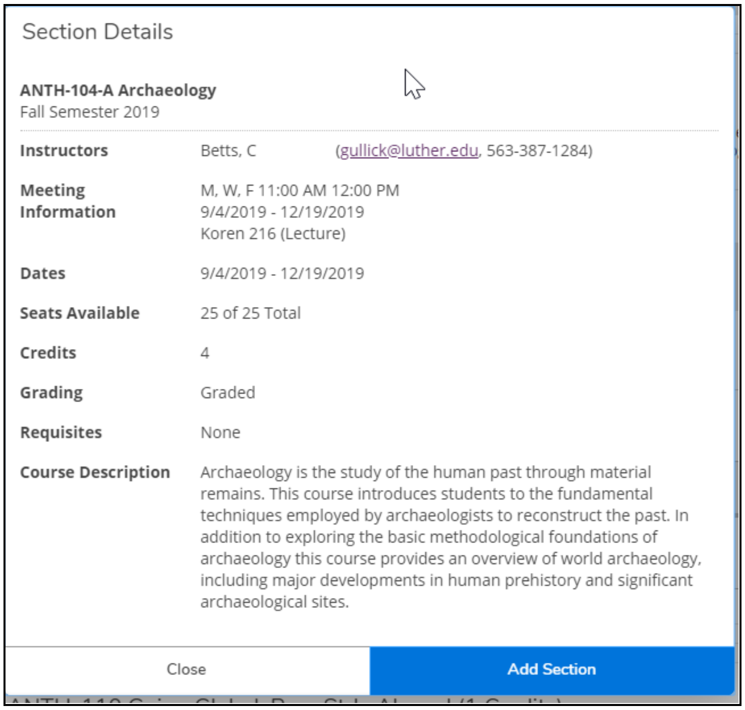
You can scroll down through the student's courses in progress, completed courses, and remaining requirements.



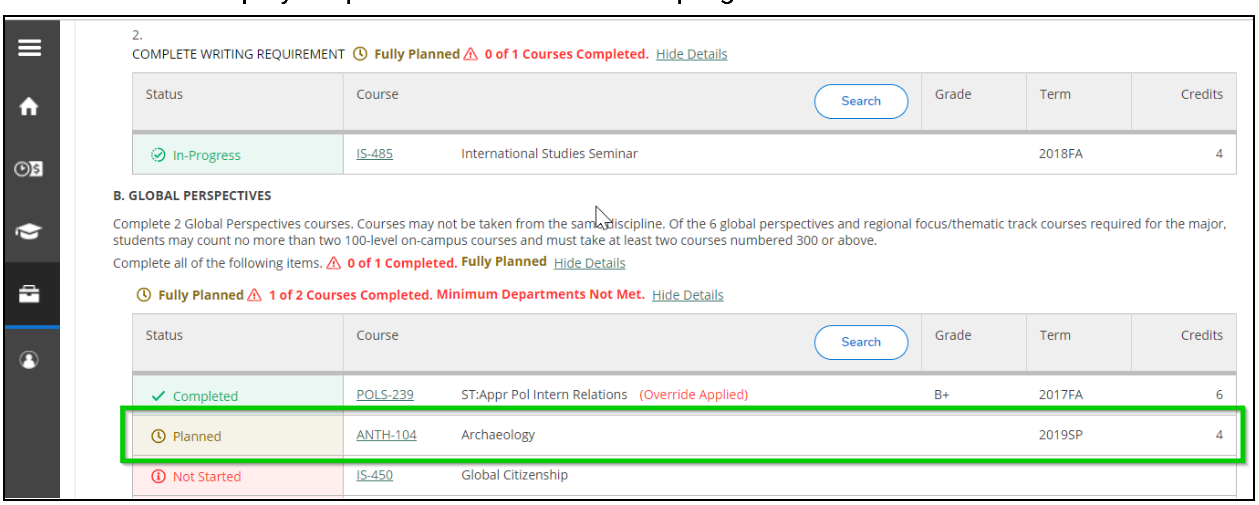
To find courses that meet the student's requirements, you can click on the 'search' button to view the 'search for courses' screen and click on 'Add Section to Schedule' to add the course to the student's schedule, and 'add section' in the course dialog box to confirm.



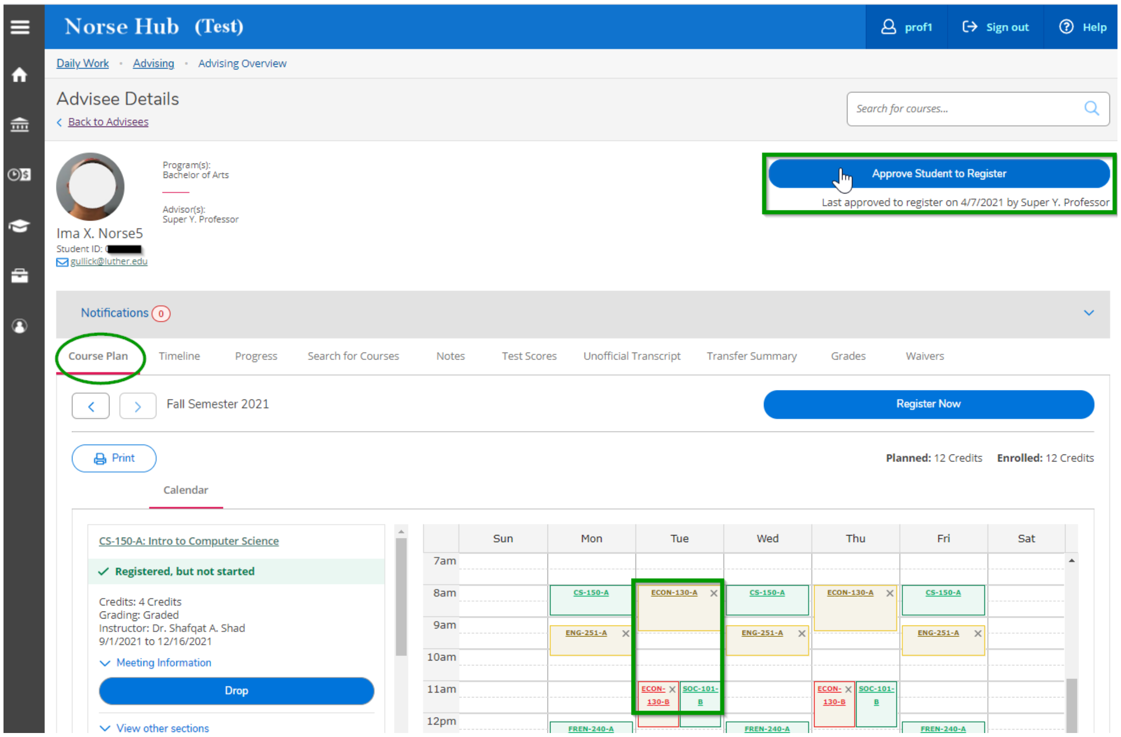
Add Course Section to Student Plan



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

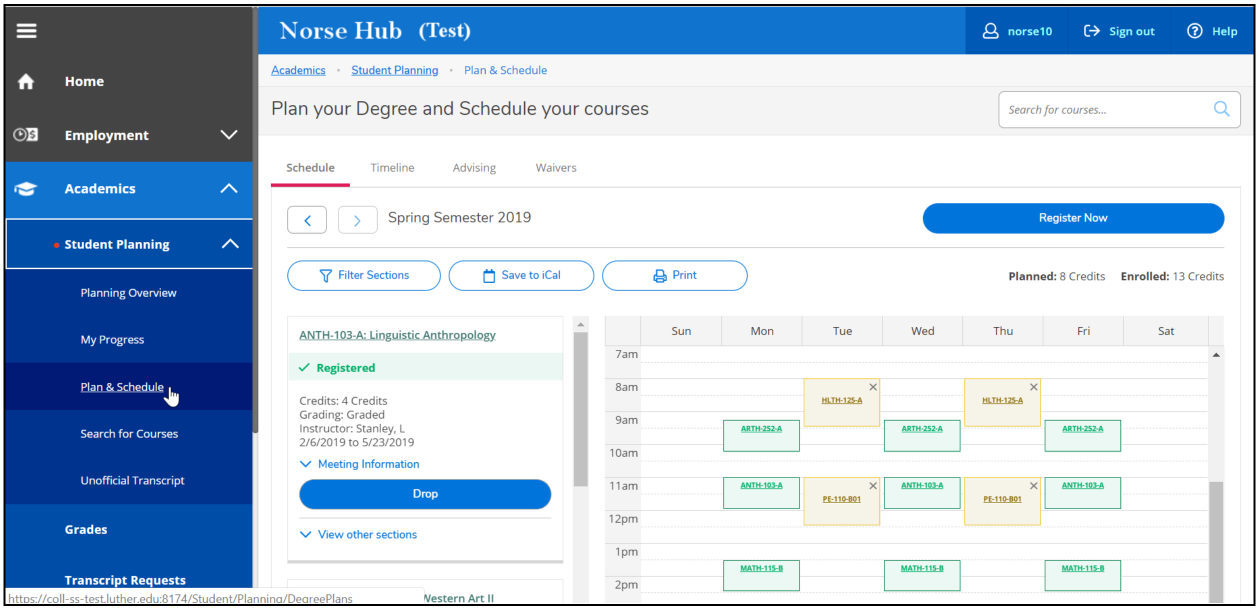


Choose the "Course Plan" tab for a graphical view of the student's schedule. **The term will not appear on Plan and Schedule until you add a course to the term.** When you click on 'view other sections' you can see other course meeting times. The example below shows meeting times for Econ-130.

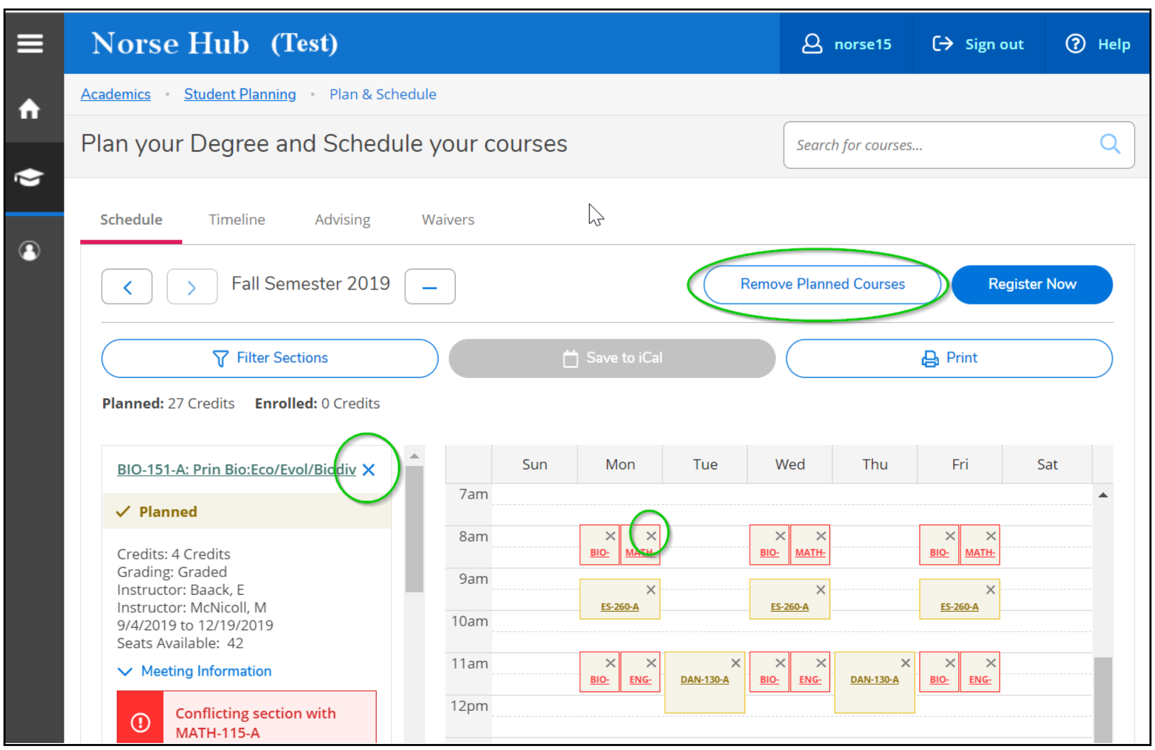


Approve Student to Register

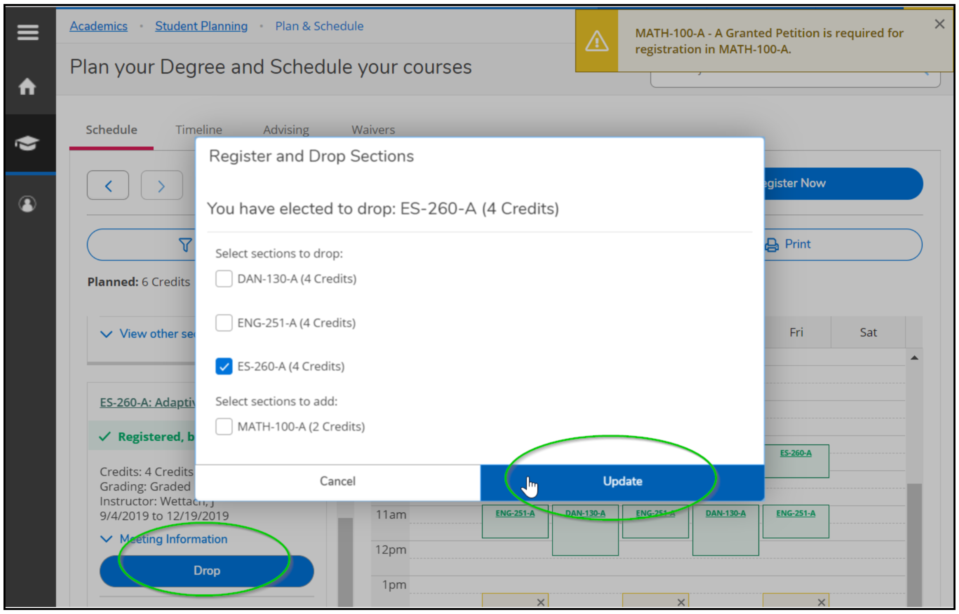
When you have reviewed the student's plan, click on the '*Approve Student to Register*' button to allow the student to register for classes for this term. Either you or your advisee can complete the registration with the *'Register Now'* button on their schedule. Unless you've made arrangements with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



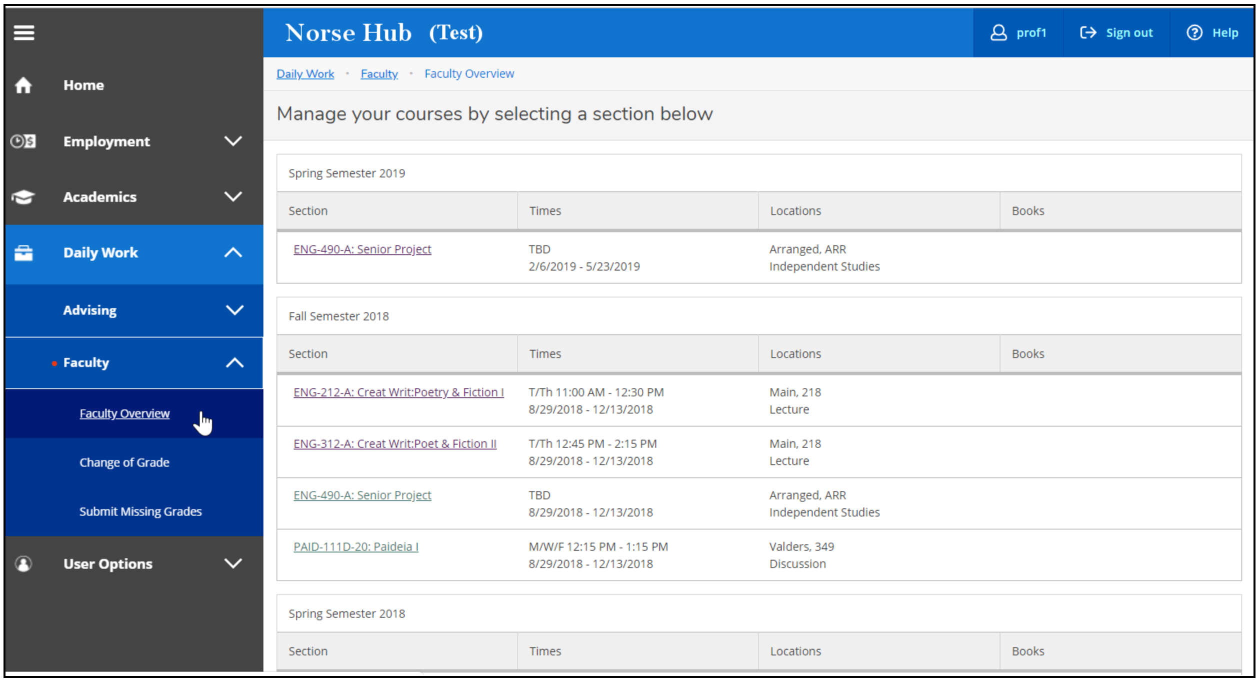
You can remove courses from your plan by clicking the 'X' in the left panel or on the course plan. You can remove all courses by choosing "Remove Planned Courses"



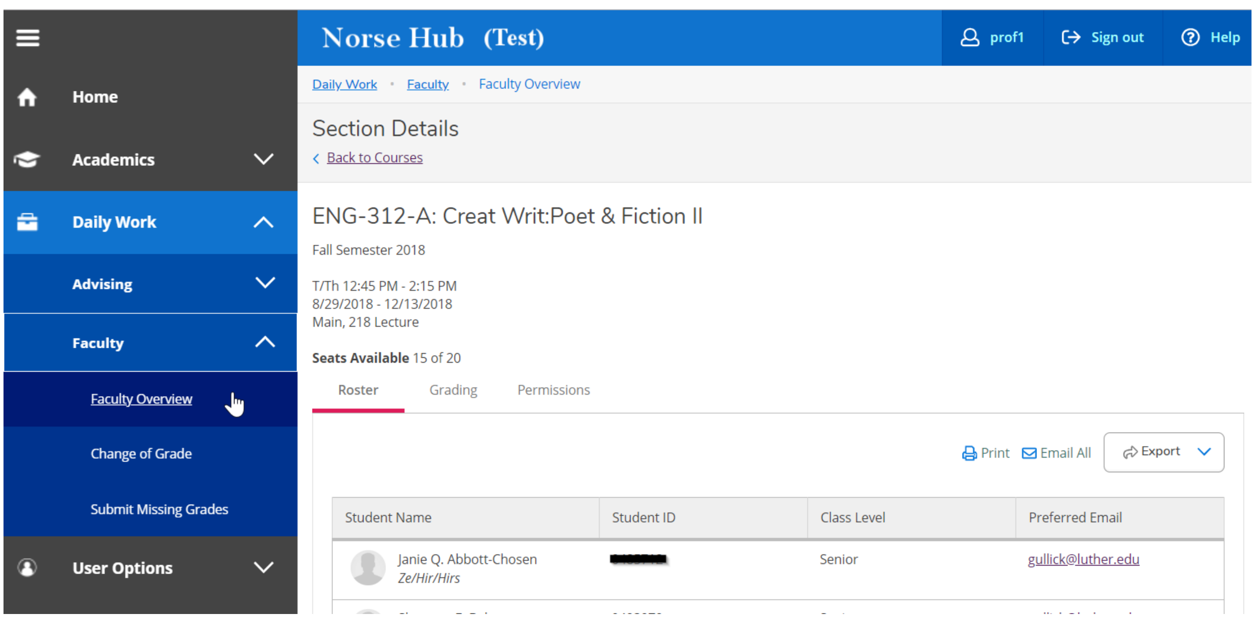
If you want to drop courses after the student has registered, simply choose 'Drop' and 'Update'


Academics · Student Planning · Plan & Schedule
MATH-100-A - A Granted Petition is required for registration in MATH-100-A.
Plan your Degree and Schedule your courses
Schedule
Timeline
Advising
Waivers
Register and Drop Sections
You have elected to drop: ES-260-A (4 Credits)
Select sections to drop:
DAN-130-A (4 Credits)
ENG-251-A (4 Credits)
ES-260-A (4 Credits)
Select sections to add:
MATH-100-A (2 Credits)
Cancel
Update
Print
Planned: 6 Credits
Fri
Sat
Registered, b
Credits: 4 Credits
Grading: Graded
9/4/2019 to 12/19/2019
Meeting Information
Drop
11am
12pm
1pm

Faculty overview



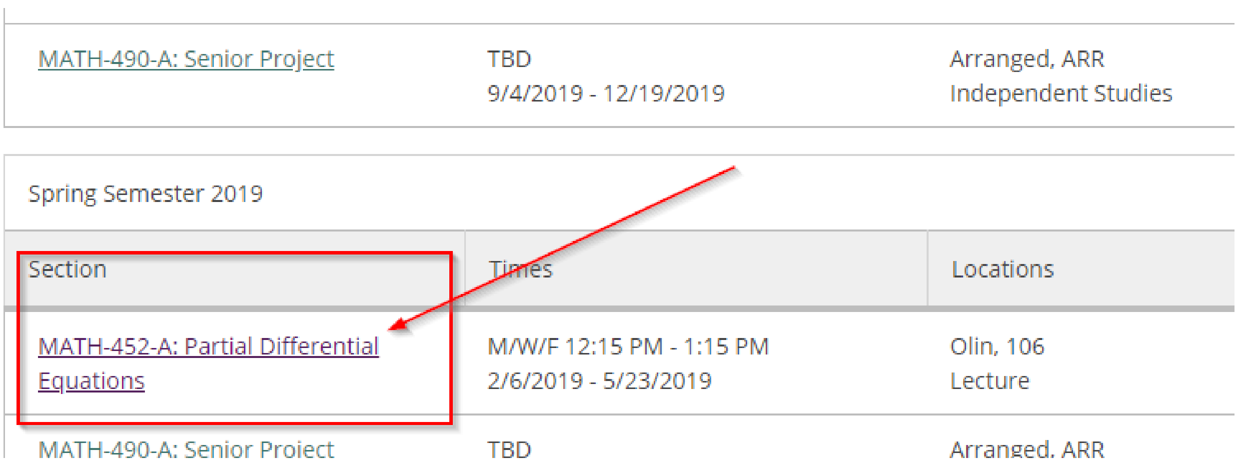
Choose the course that you want to view the roster, grading and permissions for.



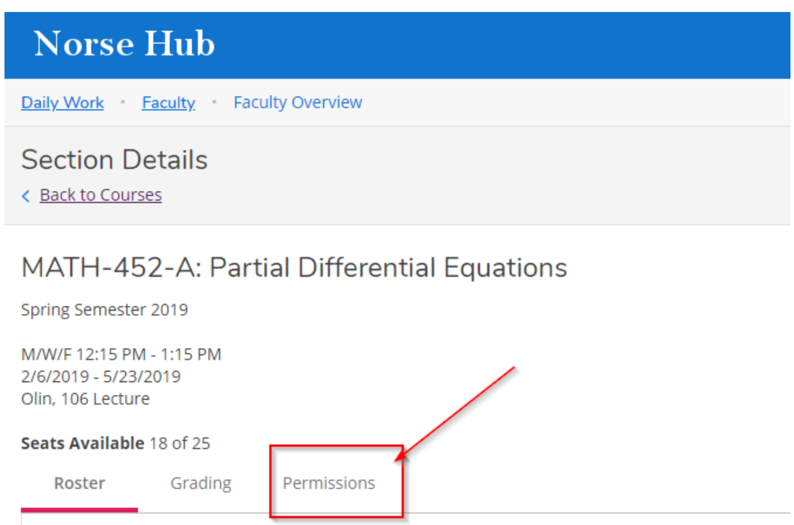
Granting Course Prerequisite Waivers

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”.

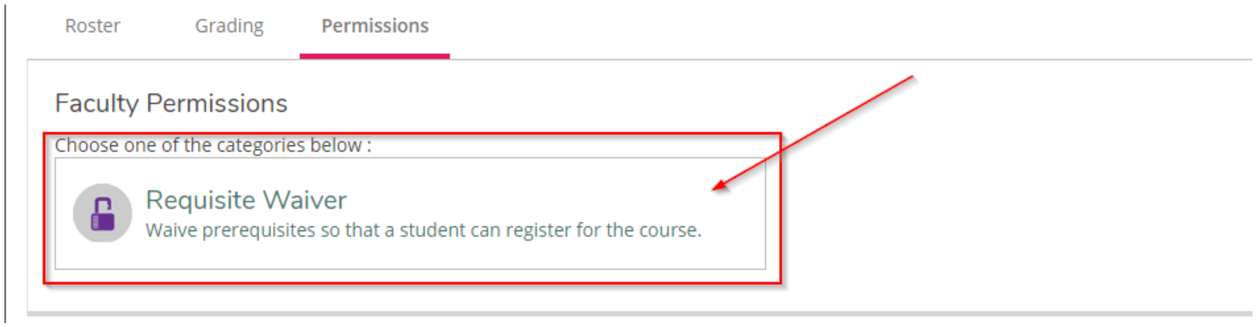
Select the course by clicking on the title



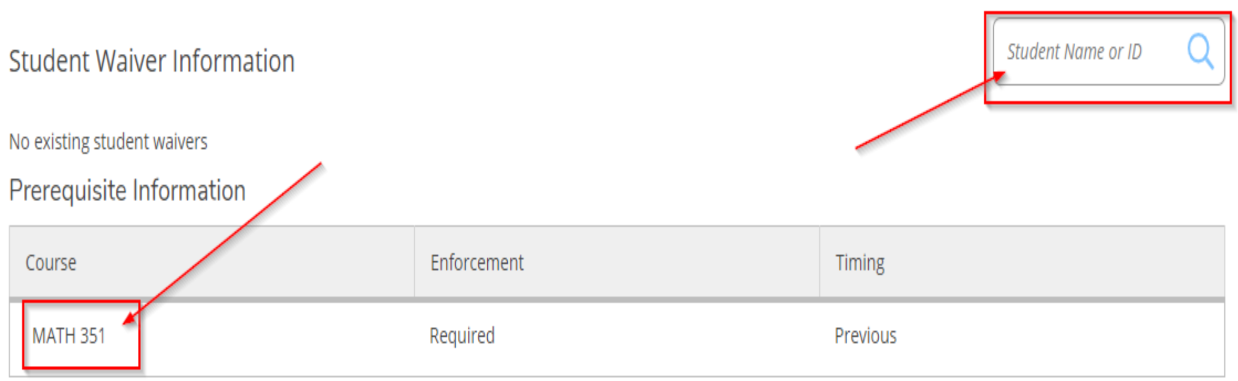
Click on the “Permissions” tab for the course



Click on the “Requisite Waiver” tile

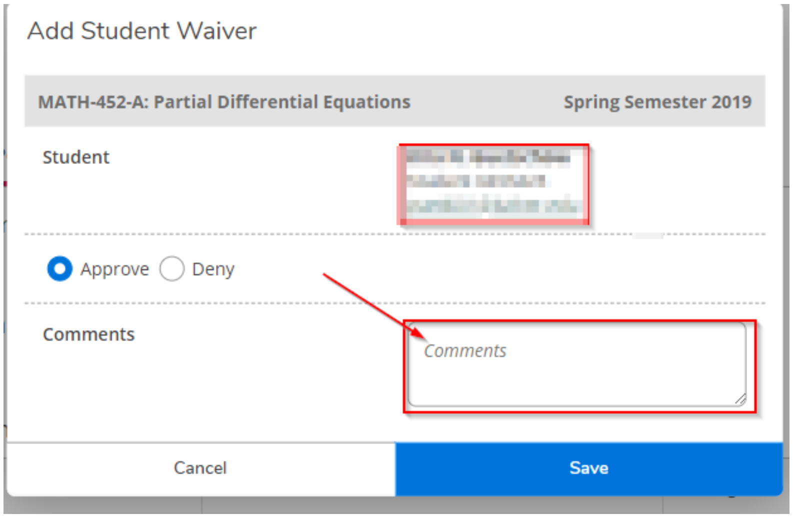


The prerequisite information is shown at the bottom left. Move your cursor to the search window near the right-hand side of the screen. It is BEST to use the student ID number for a search, however you may search by “last name”, “first name.” A correct ID for a current student will result in that student’s 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



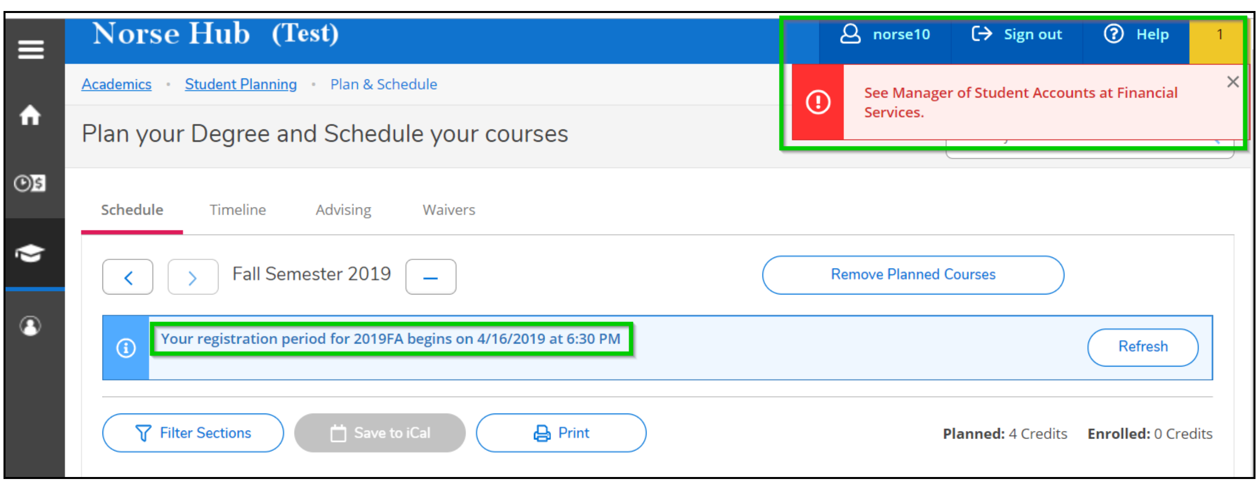
An “Add Student Waiver” window will open with a default setting of “Approve.” You MUST enter something in the “Comments” window. Alternatively, there may be a drop-down box from which you may choose a reason for the waiver.

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



View registration time and registration holds

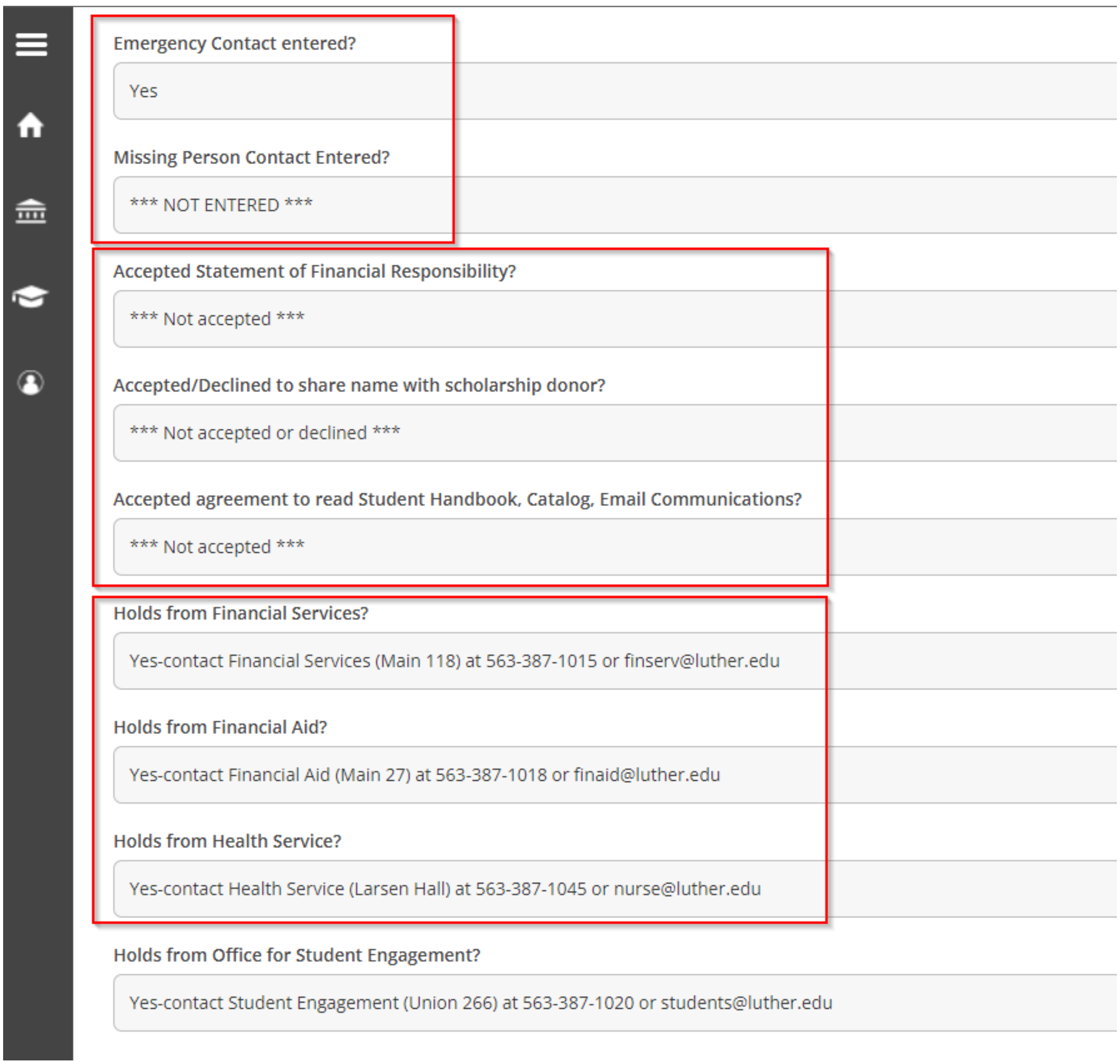
The term planning grid and registration time will not appear on Plan and Schedule until you add a class for the term. Registration holds are viewable in the upper right hand corner of the *'Plan & Schedule'* screen. If you see a warning with a registration hold, the student needs to complete the requirement 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]



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.



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.