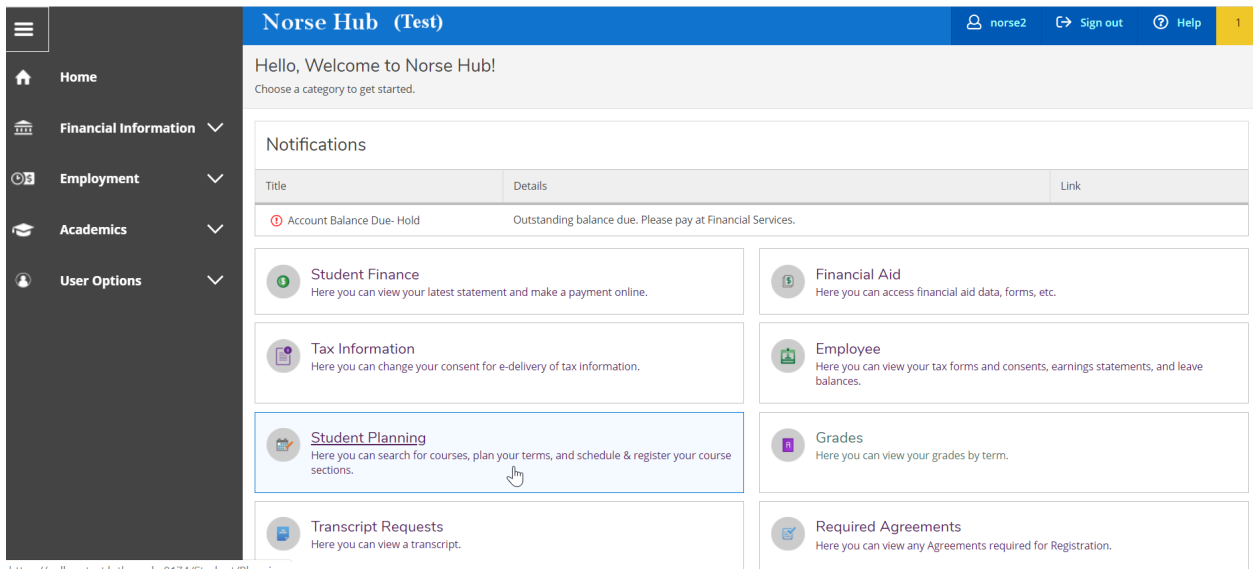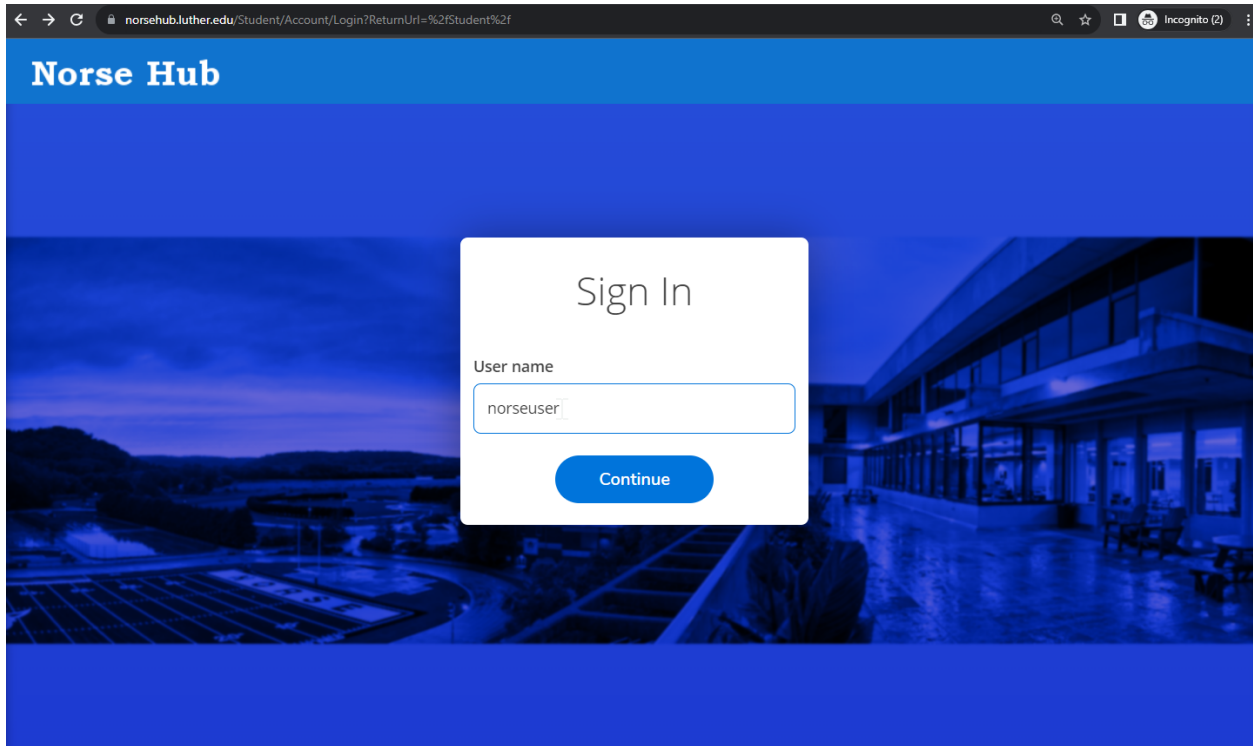# Norse Hub: Instructions for Students

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 plan, schedule, and register for your courses. You can review and electronically sign consent forms called agreements. You can view your financial statement, make a payment, view your financial aid checklist and financial aid offer letter.

## Log in with your Norse Key username and password

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.

Update Personal Information

Edit Personal Identity by choosing User Options, then User Profile from the menu.   You can choose your preferred pronoun and gender identity. Pronouns are displayed in class rosters, academic advising materials and their printed student schedule. Gender Identity is maintained in the student record and the student's own profile page. It is not visible to anyone else in NorseHub.
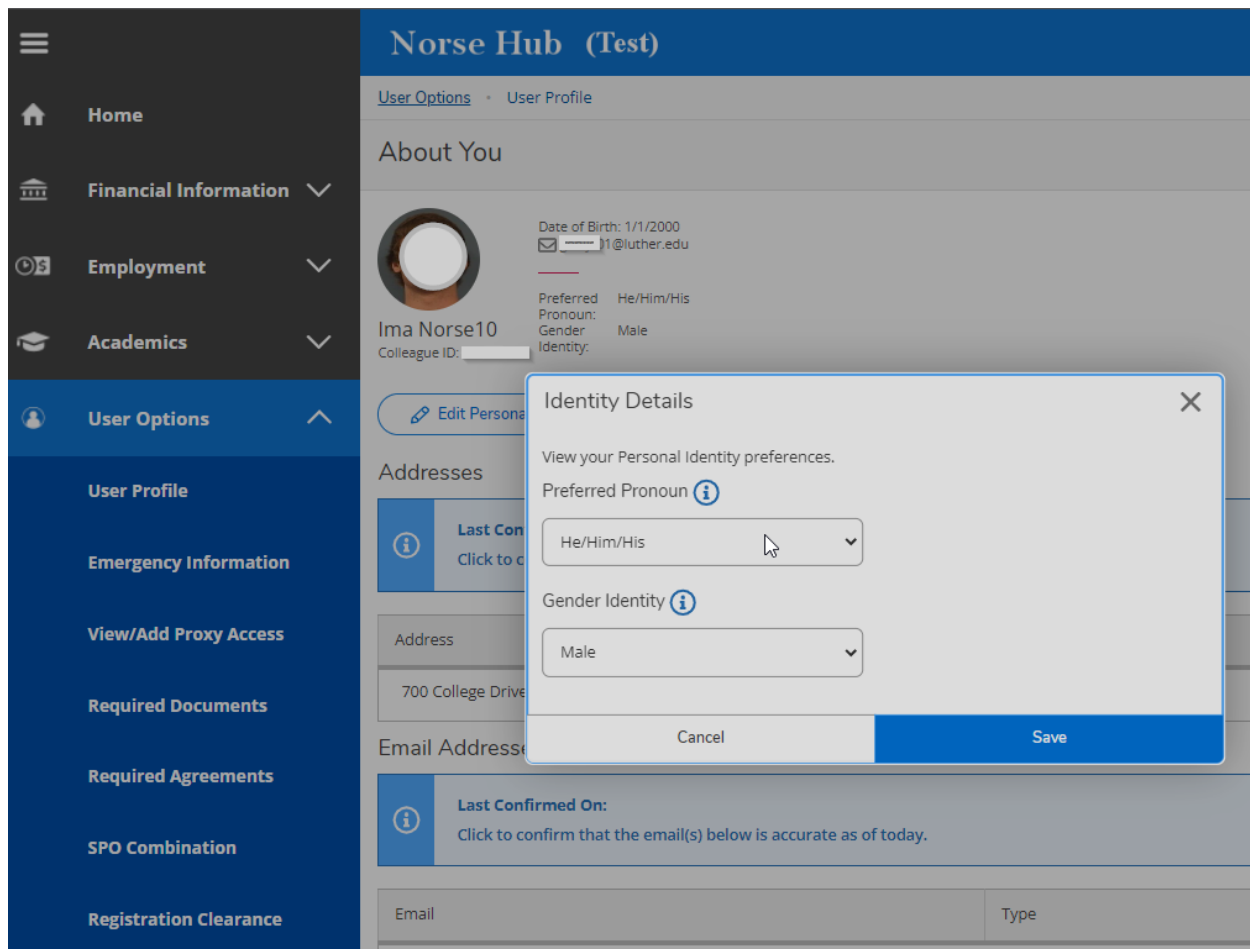
Students or parents can send address and phone number changes to the Office of Financial Services by calling 563-387-1015 or sending an email to studentaccounts@luther.edu. Students who have a name change; whether legal or chosen, should submit a Name Change Application with the Office of Student Development.

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 Schedule' t*o 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. You will need to complete your registration using the 'Plan and Schedule' section instructions below.

2.
COMPLETE WRITING REQUIREMENT 🕐 **Fully Planned** ⚠ **0 of 1 Courses Completed.** Hide Details

Status	Course	Search	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	Search	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			

Search for courses and course sections

Norse Hub (Test)   👤 norse1   ↪ Sign out   ❓ Help

Academics · Search for Courses

ⓘ Any changes to registration for 2020 Fall Q1 or Q2 after October 6 should be discussed with the Financial Aid Office prior to making a change.

Search for Courses and Course Sections   [Search for courses... 🔍]

Menu:
- ☰
- 🏠 Home
- 🏛 Financial Information ⌄
- 🎓 Academics ⌃
  - Student Planning ⌄
  - • Search for Courses
  - Grades
  - Transcript Requests
  - Unofficial Transcript
  - Transfer Summary
  - Change Advisor
  - Change Major/Minor
  - Request A Transcript

Subject Search   **Advanced Search**

Search for Courses Advanced Search
Results View
- ○ Catalog Listing
- ● Section Listing

Term	Meeting Start Date	Meeting End Date
Select Term ▾	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

https://norsehub-test.luther.edu/Student/Student/Courses

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.

Section Details

ART-111-A Foundations: Sculpture
Fall Semester 2019

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
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.

Close   **Add Section**

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.

Plan, Schedule and Register

Go to *Academics >Student Planning > Plan & Schedule* on the navigation menu.
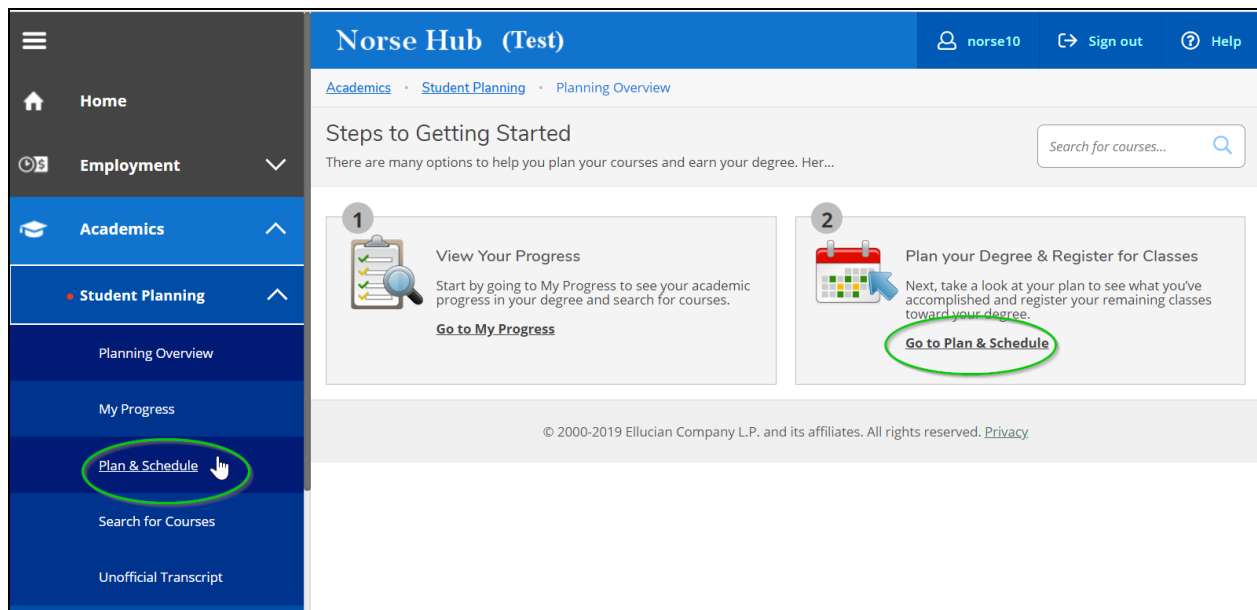
You or your advisor can suggest classes and add them to your schedule. **The term will not appear on Plan and Schedule until you add your first class.** When your advisor reviews your plan and clicks on *'Approve Student to Register'*, you will be able to register for classes after your assigned registration 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.
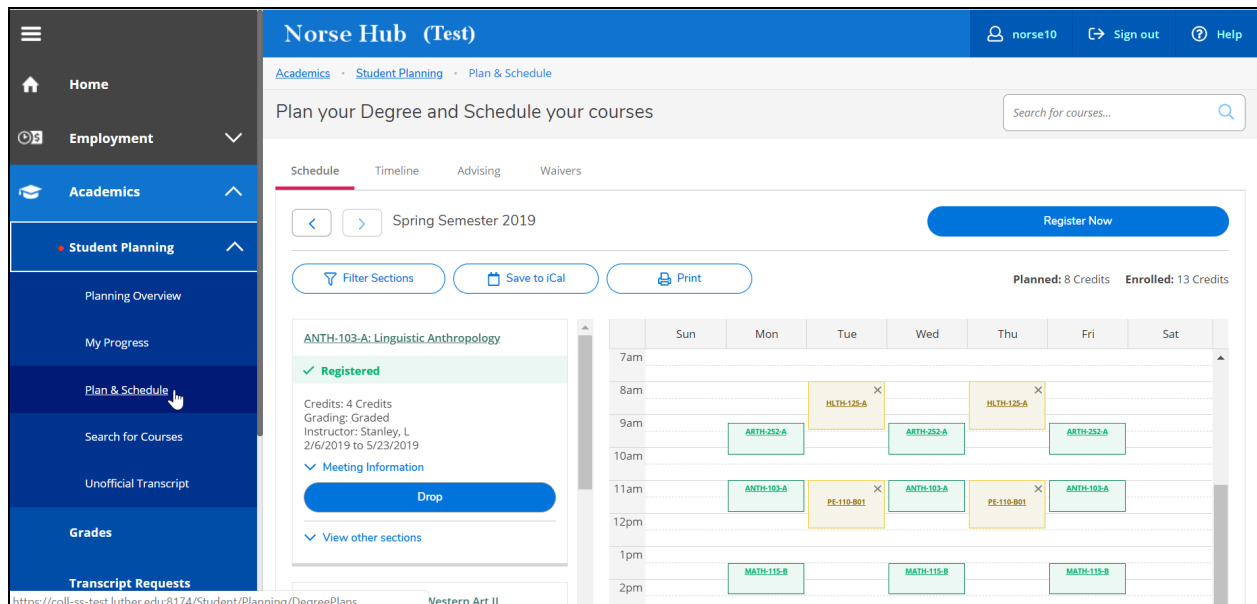
When you click on *'view other sections'* you can see other course meeting times.   The example below shows meeting times for Math-111.
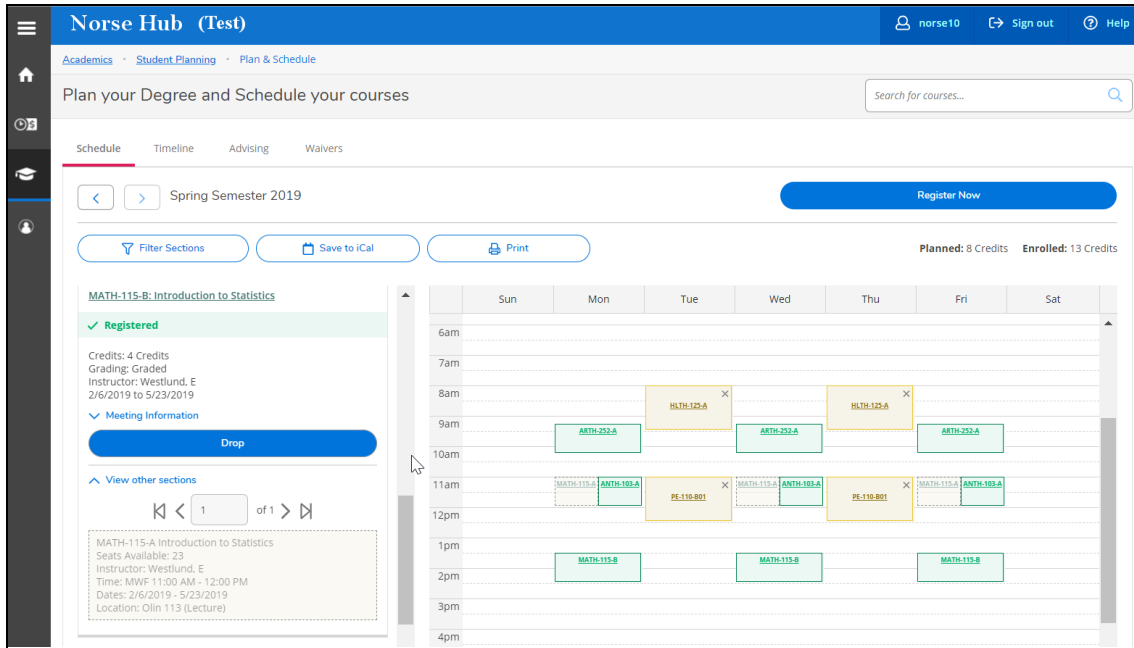
You can remove courses from your plan by clicking the 'X' in the left panel or on the course plan. You can remove all courses by choosing "Remove Planned Courses"
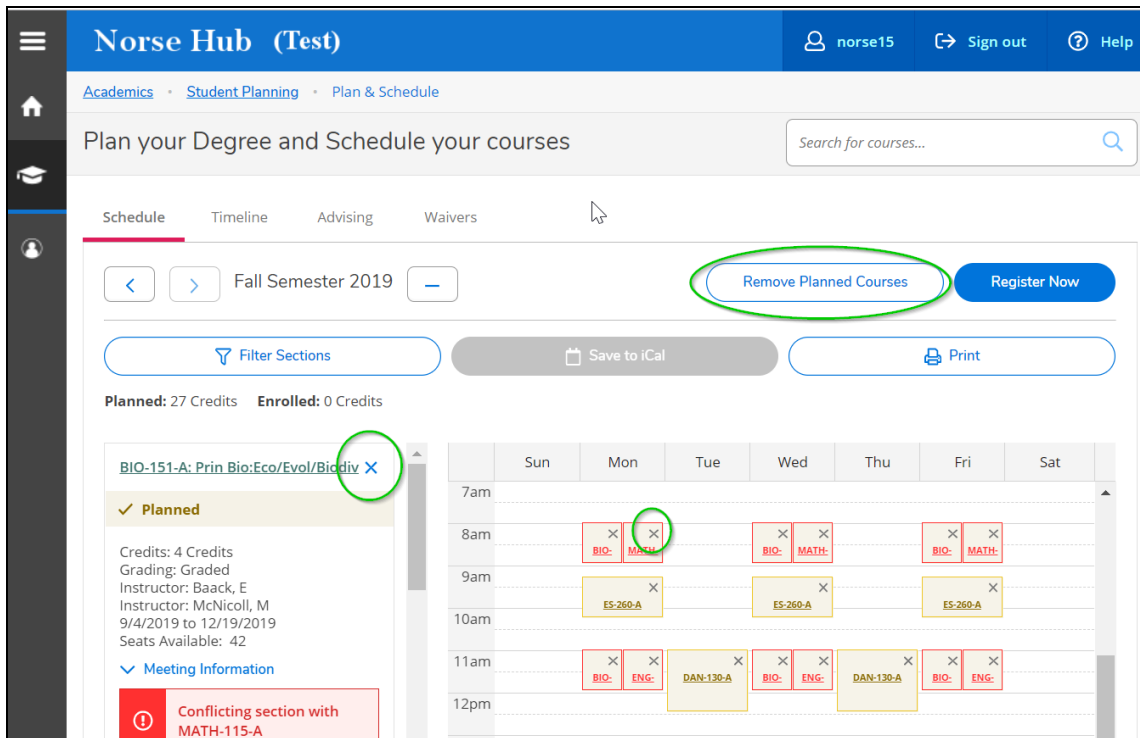
If you want to drop courses after you've registered, simply choose 'Drop' and 'Update'
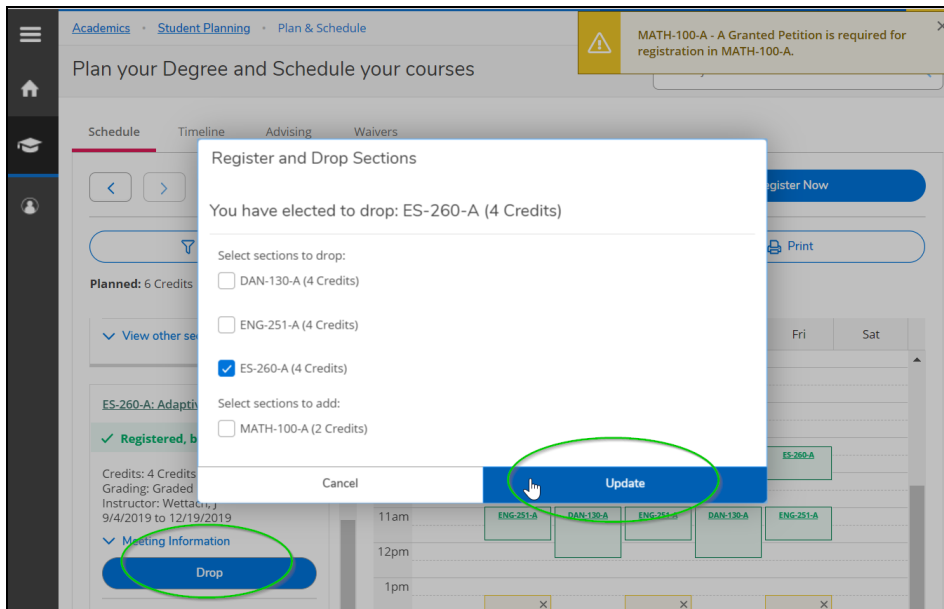
Quick Registration

Any courses that you have selected and added to your schedule as planned will be included in the option when the 'Registration Now', quick registration appears on your home screen. You can simply click on the 'register' button and the dialog box will present the classes that you can choose to register.
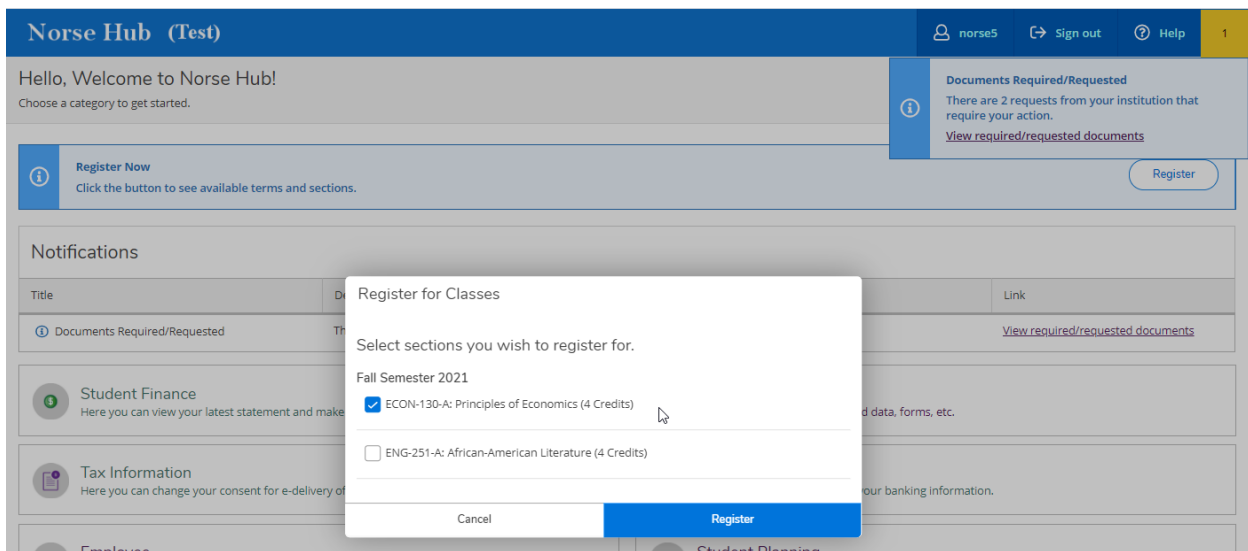
Compose a note to your Advisor

The Advising tab displays the last time your course plan was reviewed and the last time you were approved to register. You can review notes from your advisor in the **View Note History** section. You can add notes for your advisor using the **Compose a Note** section. You can also send an email message to your advisor from this form.

Transfer Summary

If you have college credits from another institution you or your advisor can view them on the Academics menu option labeled Transfer Summary.

View registration time and registration holds

The 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 or complete the required actions before you can register for courses.

Registration Clearance

You can view your clearance information from the 'registration clearance' tile on your home page or choose the menu option under 'user options'. The Registration Clearance page will tell you if you have any tasks to complete before registration - entering emergency/missing person contacts, accepting required agreements, and clearing holds from any offices.

Your advisor needs to review and click on 'Approve Student to Register' to enable you to register.
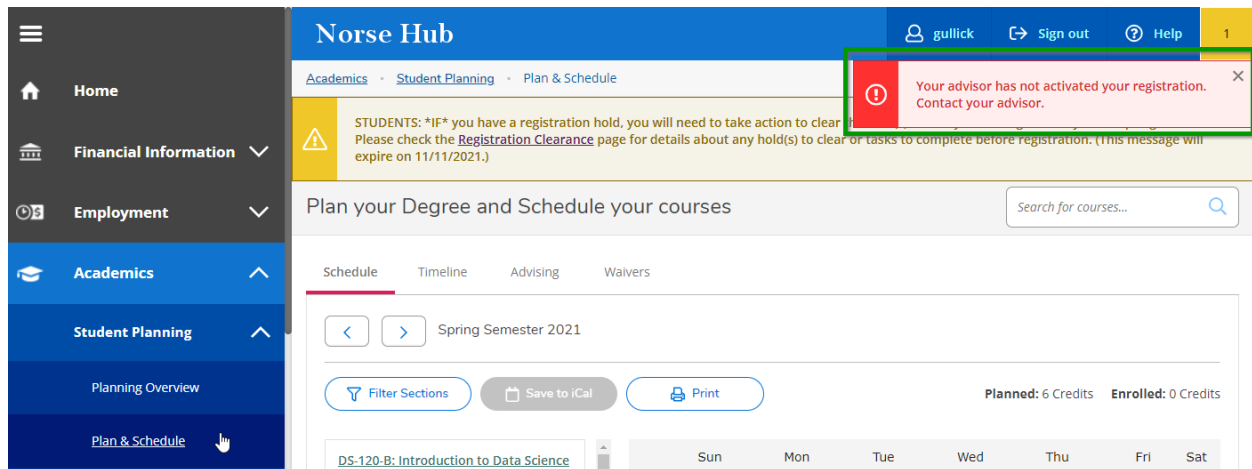
You are required to provide an **emergency contact AND missing person contact** on the 'Emergency Contact' form on the 'User Options' menu:
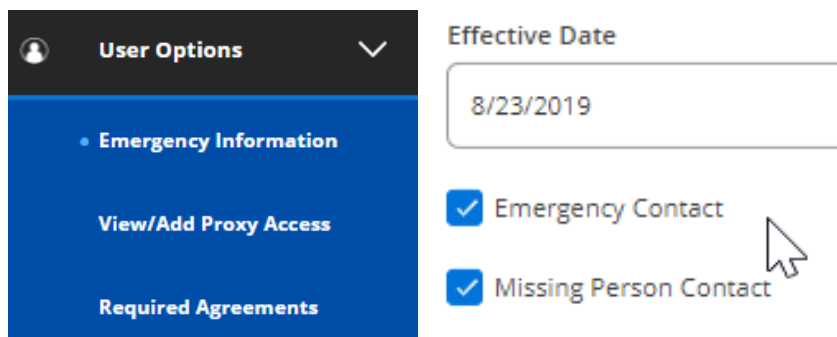
Agreements

Luther College requires your review and consent to several agreements before registering for classes is allowed. Choose 'User Options' and 'Required Agreements' to view agreements that may need review.

Please read each statement and complete with your electronic signature as needed.

Make a Payment

Choose a payment method of credit or debit card or bank ACH.

Check or uncheck the charges you would like to apply your payment. The amount due will appear in the 'amount to pay' and you can reduce, but not increase that amount.

Once you've select the items and amount you want to pay, select Proceed to Payment

Payment review will summarize your payment selections and total amount. Select 'Pay Now' to proceed on making your payment.

Enter bank or credit card information on the next form and select 'Pay Now'. There are no additional fees for Bank ACH payments. If you select debit or credit card, you will incur a convenience fee to process the transaction.

Financial Aid Checklist and Offer

Choose Financial Aid to see action items or your Financial Aid Offer Letter. Helpful links under 'Resources' include how to complete the missing documents, like how to file the FAFSA application.

Choose 'Financial Aid' and 'My Awards' to view your financial aid offer or print your offer letter. Contact the Financial Aid office with any questions about your financial aid offers or loans.

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.