

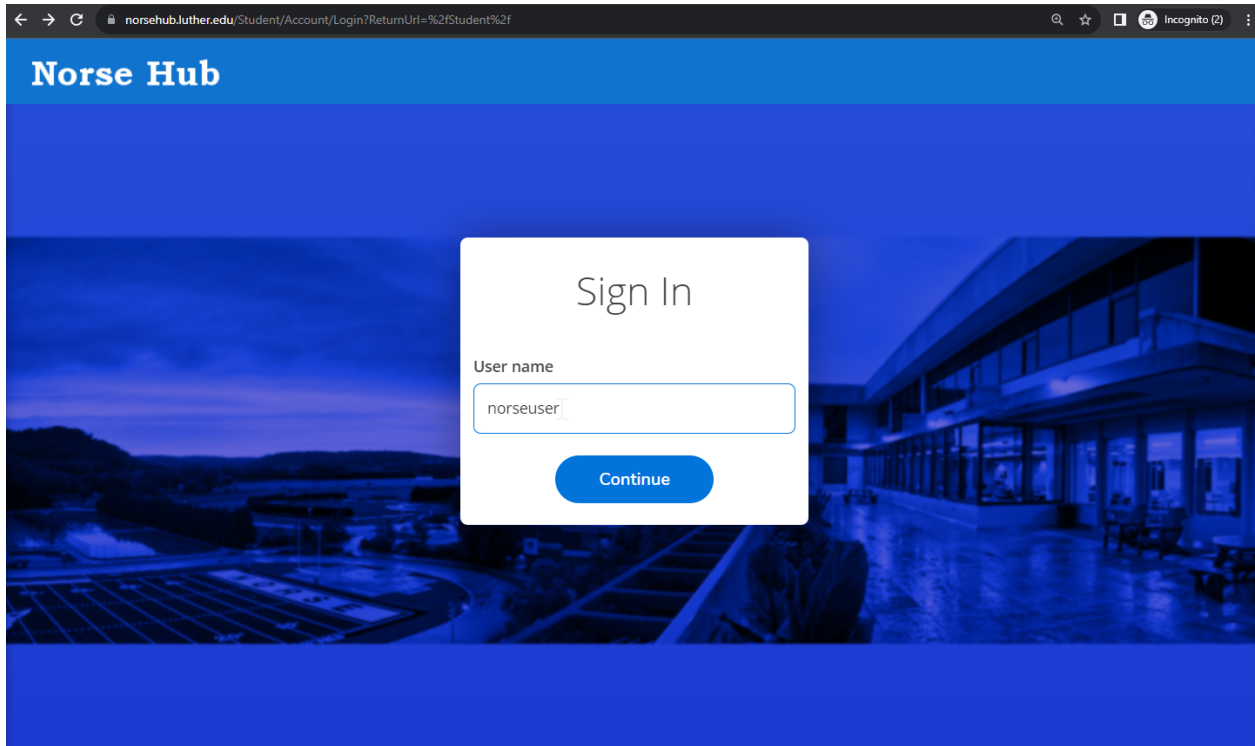
Norse Hub: Non-Faculty Academic Advising Guide

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 Advising allows you to assist students to plan their schedule of courses.

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Log in with your Norse Key username and password



Menu

The screenshot shows the Norse Hub (Test) interface. On the left is a dark navigation sidebar with a hamburger menu icon at the top. The sidebar is expanded to show the 'Academics' section, which is highlighted in blue. Under 'Academics', the 'Search for Courses' link is highlighted with a green rectangular box and a white mouse cursor. Other items in the sidebar include Home, Financial Information, Employment, Unofficial Transcript, Academic Calendar, Course Catalog, Daily Work, and User Options. 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 grey banner says 'Hello, Welcome to Norse Hub!' and 'Choose a category to get started.' The main area contains six white tiles with icons and text: 'Tax Information', 'Employee', 'Advising', 'Faculty', 'Financial Management', and 'Required Agreements'. At the bottom of the main area, a grey footer contains the 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 or 563-387-1000.

Search for courses and course sections

The screenshot shows the 'Norse Hub (Test)' interface. The left sidebar contains navigation links: Home, Financial Information, Academics, Student Planning, Search for Courses (highlighted), Grades, Transcript Requests, Unofficial Transcript, Transfer Summary, Change Advisor, Change Major/Minor, and Request A Transcript. The main content area is titled 'Search for Courses and Course Sections' and includes a search bar. Below the search bar, there are tabs for 'Subject Search' and 'Advanced Search'. The 'Advanced Search' section has a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing' (selected). Below this are several filter fields: 'Term' (a dropdown menu), 'Meeting Start Date' and 'Meeting End Date' (text input fields), 'Courses And Sections' (three rows of dropdown for 'Subject', 'Course number', and 'Section'), and 'Days Of Week' (checkboxes for Sunday, Monday, Tuesday, Wednesday). A '+ Add More...' button is also present.

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 page. At the top, it says 'Advanced Search Selection: ART, Meeting Dates Between 11/30/2020 - 1/28/2021'. Below this is a 'Show Filters' button and 'Filters Applied: None'. The main part of the page is 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:

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-103-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 is a pagination control showing 'Page 1 of 1' and navigation arrows.

Academics · Search for Courses

Search for Courses and Course Sections

[Back to Search for Courses](#)

Advanced Search Selection: ART
Filters Applied: Fall Semester 2019

ART-103 Foundations: Circa NOW (2 Credits)

This course introduces students to current art trends and theoretical preoccupations. We will purpose, and its cultural and historical import with an emphasis on contemporary art and crit in the last 75 years. Students will endeavor to find a place for themselves within this tradition values and concerns.

Requisites: None

[View Available Sections for ART-103](#)

Fall Semester 2019

Foundations: Circa NOW A
Runs from 9/4/2019 - 10/18/2019

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.

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, 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.

Close

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 ^

Advising

By default you will arrive on the 'My Assignments' tab. Switch to the '**Unassigned**' tab. From there you can look up students by ID or name. After finding the student you are looking for, click on the '**View Details**' button to see the student's information.

The screenshot shows the Norse Hub interface. At the top, there is a blue header with the Norse Hub logo and navigation links for 'Daily Work', 'Advising', and 'Advising Overview'. Below the header, there is a search bar labeled 'Name or ID' with a magnifying glass icon. Below the search bar, there are three tabs: 'My Assignments', 'Unassigned', and 'Assigned to Others'. The 'Unassigned' tab is highlighted with a red box and the number 1. Below the tabs, there is a table with columns: Name, ID, Request Date, Program(s), Advisor(s), Advisee Preferred Email, and a 'View Details' button. The 'View Details' button is highlighted with a red box and the number 3. The search bar contains the text '000000' and is highlighted with a red box and the number 2. The table contains one row with a student's information: Name: '000000', ID: '000000', Request Date: blank, Program(s): 'Bachelor of Arts', Advisor(s): blank, Advisee Preferred Email: '000000@luther.edu'. The footer contains the text: '© 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

Note: Assigned/unassigned here refers to **non-faculty** advisors. This is confusing, as we use faculty advisor assignments that are maintained by the Registrar's office. Students without a faculty advisor will appear with an "assign to me" option. You should never see this for a current student, but if you do: **do not use this**. It will just make looking up students harder for others and assignments will not be maintained.

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

The screenshot displays the 'Advisee Details' page in NorseHub. At the top, there are navigation links for 'Daily Work', 'Advising', and 'Advising Overview'. The main header includes 'Advisee Details' and a search bar for courses. Below this, a student profile is shown with a placeholder image, their program (Bachelor of Arts), and their advisor (Batoff, Melanie). The student's email address is partially visible as '@luther.edu'. A notification bar indicates zero notifications. A horizontal menu contains several tabs: 'Course Plan', 'Timeline', 'Progress', 'Search for Courses', 'Notes', 'Test Scores', 'Unofficial Transcript', 'Transfer Summary', 'Grades', and 'Wa'. The 'Progress' tab is highlighted with a green box and a mouse cursor. Below the tabs, there are navigation arrows and the text 'Bachelor of Arts (1 of 1 programs)'. A 'View a New Program' button is visible on the right. At the bottom left, the URL 'https://norsehub.luther.edu/Student/Planning/Advisors/Advice/0536454#advicinn-progress' is shown, and a 'Print' icon is at the bottom right.

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 'Transfer Summary' page in Norse Hub. The left sidebar is blue with a white menu icon at the top. The main content area is white with a blue header 'Norse Hub (Test)'. Below the header, there's a breadcrumb 'Academics > Transfer Summary'. The page title is 'Transfer Summary'. There's a blue button 'Expand All'. Below that, there are two sections for transfer credits: 'Decorah High School' and 'Northeast Iowa Community College'. The table below lists transfer credits with columns: Transfer Course/Title, Credits, Grade, Completion Date, Equivalent Course/Subject/Course Level, Credits, Grade/Dept, Academic Level, and Restrict to Academic Programs.

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
Transfer Credit Total	12.00			Equivalent Credit Total	12.00			

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

The screenshot shows the 'Advisee Details' page for Ima Z. Norse10-Legal. The page is divided into several sections: 'Program(s)', 'Advisor(s)', 'Course Plan', 'Timeline', 'Progress', and 'Search for Courses'. The 'Progress' section shows 'Bachelor of Arts (1 of 1 programs)'. The 'At a Glance' section displays cumulative GPA, institution GPA, degree, and majors. A 'Program Notes' dialog box is open, showing requirements for graduation. A green box highlights the 'Show Program Notes & Credits Outside Major' link in the 'At a Glance' section.

Program Notes

You have met all the requirements for graduation based on the catalog under which you entered Luther. The Registrar's Office is accountable only for the final evaluation for graduation.

Carefully review your general education requirements, each set of major requirements, and whether you have completed the minimum number of hours outside of your major discipline (NOTED AT THE END OF THIS EVALUATION). WE MUST BE NOTIFIED IN WRITING BY THE HEAD OF THE DEPARTMENT IF AN EXCEPTION HAS BEEN MADE TO YOUR MAJOR OR MINOR.

PLEASE NOTE: Courses taken to fulfill Common Ground cannot be used to fulfill requirements for Inquiry across the Liberal Arts (beginning Fall 2007).

Luther College reserves the right to make changes to this evaluation at any time to reflect current college policies, administrative regulations and procedures, and applicable state and federal regulations.

PLEASE NOTE: You have completed 62.00 hours outside of the MGT discipline.

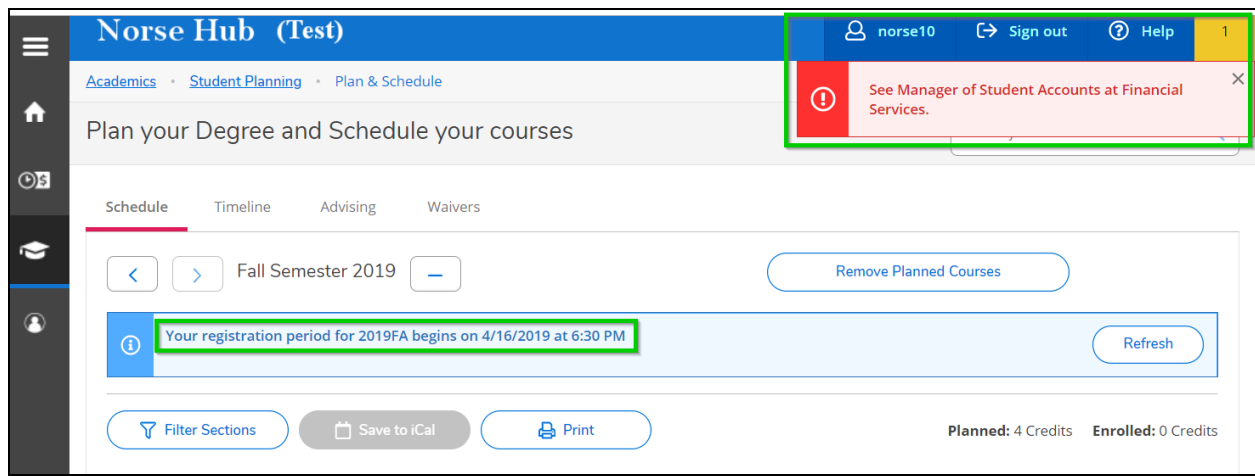
You entered Luther under the 2017 catalog.

Students who entered Luther under the 2007 catalog, or a more recent catalog year, must complete 80 hours outside of the MGT discipline.

Close

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](#)



The screenshot displays the Norse Hub (Test) interface. The top navigation bar includes the user name 'norse10', 'Sign out', and 'Help' options. A red warning box in the upper right corner states: 'See Manager of Student Accounts at Financial Services.' Below this, a blue notification bar indicates: 'Your registration period for 2019FA begins on 4/16/2019 at 6:30 PM'. The main content area shows the 'Plan & Schedule' section for 'Fall Semester 2019', with a 'Remove Planned Courses' button. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print', along with a summary: '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.

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.

