

## REGISTRATION INSTRUCTIONS FOR FALL SEMESTER, 2012

### Registration

- Beginning March 21, you may access <http://my.luther.edu/> to view the course offerings.
- Registration dates are April 11, 12, 17, 18, 19, beginning at 5:30pm.
- **IMPORTANT: Meet with your academic advisor for academic counseling before your scheduled registration time.** Your registration date and time is available on **my.Luther.edu**, under **Registration, Registration Clearance**. You will not be allowed to register unless your advisor has cleared you to do so.
- You may register using any computer that has access to the Web at or after your assigned time. Instructions on how to register using my.luther.edu can be found at this web site under my.Luther.edu (instructions).
- **You must pay the \$300 continuing enrollment deposit for next year before you will be allowed to register.** To find out if your deposit has been paid, log on to **my.luther.edu**, go to **Student Menu**, then to **Financial Information, Deposits**.
- You must have financial clearance from the Office for Financial Services, Student Financial Planning, and Health Service to register. **If you are not cleared, my.Luther.edu will prevent you from registering.** If you attempt to register and are not cleared, My.Luther will tell you which office has blocked your registration. You can view your clearance status before you even register by going to **my.Luther.edu**, under **Registration, Registration Clearance**.
- **SECURITY:** After registration, please **log out of the myLuther.edu** Web site and **close the browser** window, especially if you are using a lab or public computer. If you don't log out, someone may be able to continue using your Web session and possibly change your registration and/or view your personal information.
- After registration, My.Luther will be available for you to make changes throughout the semester.
- If a course is closed, you **MUST** contact your advisor. The instructor **WILL NOT** be able to enroll you in a closed course.

Information on credit/no credit grading, auditing a course, independent study courses, extra hours charges, music lessons, repeating a course, etc. can be found on the Registrar's Office web site, under Academic Information.