

REGISTRATION INSTRUCTIONS FOR JT/SPRING 2012

- Registration dates are November 3, 8, 9, 10, 15, 16, 17, beginning at 5:30pm each evening.
- When you register? Find out at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **Registration Clearance**.
- Are you cleared to register by Health Service, Financial Services, Financial Aid office, and Student Life??? Find out at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **Registration Clearance**. (**Helpful hint:** check on this **BEFORE** you register).
- You are required to meet with your advisor **before** you register. Once you do, your advisor will clear you to register. Did your advisor remember to clear you? Find out at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **Registration Clearance**.
- Don't know who your advisor is or how to contact him/her? Find out at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **My Profile**. You can change advisors at: https://www.luther.edu/registrar/forms/change_adviser/.
- Take a copy of your program evaluation with you when you meet with your advisor. This document will tell you what you have yet to complete for your degree. You can review your program evaluation at any time at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **Program Evaluation**. If you have any questions about the document, please contact our office (387-1167, registrar@luther.edu). (**Helpful Hint:** check your program evaluation **BEFORE AND AFTER** you register to make sure that the courses you selected are fulfilling the requirements you think they are supposed to fulfill).
- Registration takes place at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/). Instructions on how to register can be found on the Registrar's Office web site at http://www.luther.edu/registrar/My_Luther_Instructions/student/. You may register using any computer that has access to the Web. If a course you want is closed, select something else or contact your **ADVISOR** (not the instructor). (**Helpful Hint:** you can pre-select your courses on MY.LUTHER.EDU before your registration appointment time. This makes registration much easier!).
- The following information can be found on the Registrar's Office web at <http://www.luther.edu/registrar/>
 - Basic registration instructions
 - Calendar of important dates for JT and Spring 2012 (add/drop dates, etc)
 - Listing of fall courses by gen educ requirement
 - Academic information
 - College policies
 - Various registration forms (audit, credit/no credit authorization, over 17 hours, etc)
- Have you declared a major? Find out at [HTTP://MY.LUTHER.EDU/](http://MY.LUTHER.EDU/), under **My Profile**. Want to declare or change your major? Do so at https://www.luther.edu/registrar/forms/declare_major/. If you are a senior, be sure that all your majors and minors have been declared through the Registrar's office!

Questions regarding registration —————> contact the Registrar's Office at 387-1167

Questions regarding financial clearance —————> contact Financial Services at 387-1015

Questions regarding financial aid —————> contact Financial Aid at 387-1018