



# Duke Kunshan University

## Registration Guide



# DukeHub

DukeHub is the student self-service application providing students with an array of information and direct access to their academic, financial and personal data.

Start your registration via DukeHub at <https://dukehub.duke.edu>

The screenshot shows the DukeHub website interface. At the top left is the Duke University logo. The main content area is divided into three columns. The left column, titled 'Public Access', contains links for 'Duke Course Catalog', 'Duke Class Schedule', and the 'Sakai' logo. The middle column, titled 'Duke Announcements', features a 'Welcome to DukeHub!' message, a 'Before you Begin' section with instructions on clearing browser cache and disabling pop-up blockers, and a section for staff members. The right column, titled 'SignOn Links', contains buttons for 'Student Home', 'Faculty Home', 'Advisor Home', and 'Staff Home'. A red box highlights the 'Student Home' button, with a red arrow and the text 'Click here' pointing to it.



# DukeHub

Login with your Duke NetID and password:

## Duke Log In

You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

### NetID

Current students, faculty, staff, sponsored guests

— Log in with NetID

NetID

Password

👁

[Forgot your password?](#)

Log In

### OneLink

All other visitors ([is this you?](#))

+ Log in with OneLink

[OneLink help](#)

For assistance, please visit [oit.duke.edu/help](https://oit.duke.edu/help) or [dhts.duke.edu](https://dhts.duke.edu).



# Class Search

## Search By Subject

### Instructions

Click on the icon next to a subject to view the classes for that subject. Click on a class to view the details for the class. The Select Class hyperlink next to the class will allow you to add the class to your book bag.

UNDERGRADUATES - Beginning Fall 2012, undeclared undergraduates cannot enroll in 500 or above level courses without permission from their Academic Dean.

**Institution** Duke University ▼

**Term** 1 2016 Summer Term 1 ▼ [set term as default](#)

[My Class Schedule](#)  
You are not registered for classes in this term.

[Bookbag](#)  
Your book bag is empty.

### Course Subject Lookup

If a course number changed due to course renumbering, the old number will be displayed below; for a sortable list of all renumbered courses [click here](#).

Duke University | 2016 Summer Term 1

2

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

▼ WOMENST Women's Studies

3

290S SELECTED TOPICS OLD NUMBER = WOMENST 150S

● Open ■ Closed ▲ Wait List

2016 Summer Term 1 classes											Personalize	Find	First	1-2 of 2	Last
Status	View Detail	Description	Meeting Dates	Days & Times	Room	Instructor	Enrl/ Cap	Wait/ Cap	Required Sections	Cross Listing	Course Eval	Textbook Store Status	Bookbag Status		
●	4	WOMENST 290S-03M SEM (2679)	05/18/2016 - 06/11/2016	MTuWThF 2:00PM - 4:05PM	Social Sciences 107	TBD	0/15	0/15		●	Course Eval	No information available at this time	Add to Bookbag	5	
●		WOMENST 290S-02 SEM (2678)	05/18/2016 - 06/27/2016	MTuTh 2:00PM - 4:05PM	Social Sciences 109	Annu Dahiya	0/15	0/15		●	Course Eval	No information available at this time	Add to Bookbag		



# Advanced Search

The Advanced Search feature in the Registration section of DukeHub allows students to narrow down class options using a variety of search criteria.

1. Select the appropriate term.
2. Check the “Show Open Classes Only” box.
3. Select your preferred meeting pattern and any specific course attributes.
4. Click the “Search” button to view results.

## Enter Search Criteria

**Search for Classes**

**Institution** 1

**Term**

Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

**Subject**   Engineering

**Course Number**

**Course Career**

2 ☒ **Show Open Classes Only**

**Additional Search Criteria**

3 **Meeting Start Time**

**Meeting End Time**

**Days of Week**

☒ Mon ☐ Tues ☒ Wed ☐ Thurs ☒ Fri ☐ Sat ☐ Sun

**Instructor Last Name**

**Course Keyword**

**Minimum Units**

**Maximum Units**

**Mode of Instruction**

**Location**

**Class Nbr**

**Course Attributes**

3 Course attributes are features assigned to a course, including Curriculum Codes (i.e. Areas of Knowledge and Modes of Inquiry) and type of course (seminar, lab, special topics). Choose the course attribute(s), and then the specific value, for which you wish to search. Classes selected will meet all criteria. If you wish to search for all values of a given attribute leave the value section blank.

**Course Attribute**

**Value**

**Course Attribute**

**Value**

**Course Attribute**

**Value**

**Course Attribute**

**Value**

4



# Bookbag Classes

- Bookbagging classes helps to plan your schedule prior to the opening of your registration window.
- Use Class Search, Advanced Search or Schedule Builder to bookbag classes.
- Search the class schedule to find a class to add to your bookbag and select “Add to Bookbag”.
- Remember having classes in your bookbag does not mean you are enrolled in the class. You must register when your window opens.

## Registration

### Book Bag/Enroll in Classes

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Select Validate to have the system check for possible conflicts prior to enrolling.



The Schedule Builder helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.

2016 Summer Term 1 | Undergraduate | Duke University

[change term](#)

[launch schedule builder](#)

Open

Closed

Wait List

#### Add to Bag:

Enter Class Nbr

[enter](#)

#### Find Classes

☒ Class Search

☐ My Planner

[search](#)

[Go to Class Schedule](#)

#### 2016 Summer Term 1 Bookbag

Select	Delete	Class	Description	Days/Times	Room	Instructor	Cross Listing	Textbook Info	Course Eval	Prereqs Exist?	Permission Required?	Permission Number	Units	Enrl/Cap	Status
<input checked="" type="checkbox"/>		<a href="#">AAAS 207-01</a> <a href="#">(2744)</a>	AFRICAN AMERICANS SINCE 1865	MTuTh 12:30PM - 2:35PM	Allen 306	D. Staff		No information available at this time	<a href="#">Course Eval</a>	<a href="#">Yes</a>	No*	<a href="#">Add</a>	1.00	0/15	
<input type="checkbox"/>		<a href="#">THEATRST 98-01</a> <a href="#">(2946)</a>	BASIC ACTING	MTuWThF 11:00AM - 12:15PM	Bryan Center 127	K. Marks		No information available at this time			No*	<a href="#">Add</a>	1.00	0/16	

for  
selected:

[view in graphic schedule](#)

[validate](#)


[go to enroll page](#)



# Schedule Builder

- Schedule Builder is a tool within the DukeHub bookbag that allows students to identify class options, enter breaks, create multiple schedules, and import selected schedules back to the bookbag.
- It will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you.

**Schedule Builder** **Text Only** [? Help](#) [Sign out](#)



<b>Course Status</b>	Open Classes Only	<a href="#">Change</a>	<b>Term</b>	2016 Winter Term	<a href="#">Change</a>
<b>Course Careers</b>	All Course Careers Selected	<a href="#">Change</a>	<b>Instruction Modes</b>	All Instruction Modes Selected	<a href="#">Change</a>

**i** **Instructions:** Add desired courses and breaks and click **Generate Schedules** button! [×](#)

## Courses

[+ Add Course](#)

**i** Add the courses you wish to take for the upcoming term.


## Breaks

[+ Add Break](#)

**i** Add times during the day you do not wish to take classes.

## Schedules

[Generate Schedules](#)





# How to add a Class

1. Check the box next to the class you want to add in your bookbag.
2. View the Enrl/Cap and Status columns to confirm availability.
3. Click “Validate” to check for time conflicts, term unit limits and prerequisites, etc.
4. Select “go to enroll page”.

## Registration

### Book Bag/Enroll in Classes

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2016 Summer Term 1 | Undergraduate | Duke University

[launch schedule builder](#)

Open Closed Wait List

Add to Bag:  
Enter Class Nbr  
 [enter](#)

Find Classes  
☒ Class Search  
☐ My Planner  
[search](#)  
[Go to Class Schedule](#)

Select	Delete	Class	Description	Days/Times	Room	Instructor	Cross Listing	Textbook Info	Course Eval	Prereqs Exist?	Permission Required?	Permission Number	Units	Enrl/Cap	Status
<input type="checkbox"/>		<a href="#">ARTHIST 3905-02 (2774)</a>	SPECIAL TOPICS IN ART HISTORY	MTuWThF 11:00AM - 12:15PM	TBA	I. Dundas		No information available at this time	<a href="#">Course Eval</a>		No*	<a href="#">Add</a>	1.00	0 15	
<input checked="" type="checkbox"/>		<a href="#">ECON 101-01 (2745)</a>	ECONOMIC PRINCIPLES	MTuWThF 9:30AM - 10:45AM	TBA	M. Zhu		No information available at this time	<a href="#">Course Eval</a>		No*	<a href="#">Add</a>	1.00	0 30	
<input type="checkbox"/>		<a href="#">ICS 205-01M (3987)</a>	UNDERSTANDING THE MIDDLE EAST	MTuWThF 10:00AM - 12:05PM	Franklin Center 016	A. Shakhly		No information available at this time	<a href="#">Course Eval</a>		No*	<a href="#">Add</a>	1.00	1 18	
<input checked="" type="checkbox"/>		<a href="#">STA 101-01L (2887)</a>	DATA ANALY/STAT INFER	Tu 2:00PM - 3:30PM Th 2:00PM - 3:30PM	Perkins Link TBA	D. Staff		No information available at this time	<a href="#">Course Eval</a>	Yes	No*	<a href="#">Add</a>	1.00	0 25	
<input type="checkbox"/>		STA 101-001 (2886)		MTuWThF 12:30PM - 1:45PM	Perkins Link TBA	D. Staff		No information available at this time		Yes	No*			0 25	

1 2 3 4

for selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

## Bookbag

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2016 Summer Term 1 | Undergraduate | Duke University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 101-01 (2745)	ECONOMIC PRINCIPLES (Lecture)	MTuWThF 9:30AM - 10:45AM	TBA	M. Zhu	1.00	
STA 101-01L (2887)	DATA ANALY/STAT INFER (Laboratory)	Tu 2:00PM - 3:30PM Th 2:00PM - 3:30PM	Perkins Link TBA	D. Staff	1.00	
STA 101-001 (2886)	DATA ANALY/STAT INFER (Lecture)	MTuWThF 12:30PM - 1:45PM	Perkins Link TBA	D. Staff		

[CANCEL](#) [PREVIOUS](#)

5  
[FINISH ENROLLING](#)

6. View the results screen to see the outcome of your enrollment.

## Bookbag

### 3. View results

Note: You may not be able to enroll in all of the courses you validated because validation checks against the maximum allowable term enrollment limits. You may only enroll in the max total units listed under your current enrollment appointment limit. Validation does not check reserve capacities of classes.

View the following status report for enrollment confirmations and errors:

2016 Summer Term 1 | Undergraduate | Duke University

Success: enrolled Error: unable to add class

Class	Message	Status
ECON 101	Success: This class has been added to your schedule.	
STA 101	Success: This class has been added to your schedule.	

[BOOK BAG / SCHEDULE](#)





# How to Drop a Class

Select the Bookbag tab in the Registration section of DukeHub.

Scroll down to view your class schedule.

1. Select the class to drop.
2. Click “Drop Selected Classes”.
3. Review your selected class and press “Finish Dropping”.
4. Check your current schedule to confirm the drop has been processed.

## Class Schedule

Select the classes to drop and select Drop Selected Classes.

[view textbooks for my courses](#)

2016 Summer Term 1 Schedule										
Select	Class	Description	Days/Times	Room	Instructor	Textbook Info	Course Eval	Units	Enr/Cap	Status
1 <input checked="" type="checkbox"/>	<a href="#">ECON 101-01 (2745)</a>	ECONOMIC PRINCIPLES (Lecture)	MTuWThF 9:30AM - 10:45AM	Social Sciences 119	M. Zhu	No information available at this time	<a href="#">Course Eval</a>	1.00	1 30	✓
<input type="checkbox"/>	<a href="#">HISTORY 1255-01 (2904)</a>	DOC EXPER: A VIDEO APPR (Seminar)	MTuTh 2:00PM - 4:05PM	Smith Warehouse Bay 12 228	G. Hawkins	No information available at this time	<a href="#">Course Eval</a>	1.00	1 15	✓

2 [drop selected classes](#)

## Drop Classes

1 2 3

### 2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2016 Summer Term 1 | Undergraduate | Duke University

2016 Summer Term 1   Undergraduate   Duke University							
Enrolled Dropped Wait Listed							
Class	Description	Days/Times	Room	Enr/Cap	Instructor	Units	Status
<a href="#">ECON 101-01 (2745)</a>	ECONOMIC PRINCIPLES (Lecture)	MTuWThF 9:30AM - 10:45AM	Social Sciences 119	1 30	M. Zhu	1.00	✓

3 [CANCEL](#) [PREVIOUS](#) [FINISH DROPPING](#) [DROP TO BOOKBAG](#)

## Drop Classes

1 2 3

### 3. View results 4

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2016 Summer Term 1 | Undergraduate | Duke University

Success: dropped Error: unable to drop class		
Class	Message	Status
ECON 101	Success: This class has been removed from your schedule.	✓

[BOOK BAG / SCHEDULE](#)





# Permission Numbers

Students must contact the instructor of record or department to obtain a permission number.

Permission numbers are section specific.

You can bookbag a class requiring a permission number but DukeHub will not allow you to enroll until the number has been entered.

1. Click on the “Add” under the Permission Number column in your bookbag.
2. Type the permission number in the box labeled “Permission Nbr” on the Enrollment Preferences page.
3. Click on “Next” to return to your bookbag and enroll in the class.

If the number has been entered correctly, the “Yes” will change to “Added” in the Permission Number column.

**Registration**

**Book Bag/Enroll in Classes**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.  
Select Validate to have the system check for possible conflicts prior to enrolling.

**2016 Summer Term 1 | Undergraduate | Duke University** [launch schedule builder](#)

☐ Open ☐ Closed ☐ Wait List

**Add to Bag:**

Enter Class Nbr  [enter](#)

**Find Classes**

☒ Class Search ☐ My Planner

[search](#) [Go to Class Schedule](#)

Select	Delete	Class	Description	Days/Times	Room	Instructor	Textbook Info	Course Eval	Prereqs Exist?	Permission Required?	Permission Number
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">ARTHIST 293-01 (2772)</a>	RESEARCH INDEPENDENT STUDY		TBA	D. Staff	No information available at this time			Yes*	<a href="#">Add</a> 1
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">STA 101-01L (2887)</a>	DATA ANALY/STAT	Tu 2:00PM - 3:30PM Th 2:00PM -	Perkins Link TBA	D. Staff	No information available at	<a href="#">Course Eval</a>	Yes	No*	<a href="#">Add</a>

**Registration**

**1. Select classes to add - Enrollment Preferences**

2016 Summer Term 1 | Undergraduate | Duke University

**ARTHIST 293 - RESEARCH INDEPENDENT STUDY**

**Class Preferences**

ARTHIST 293-01 Ind Study ☒ Open ☐ Wait List ☒ Wait list if class is full

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Department Consent Required to enroll in this class
- Topics Course
- (R) Research
- Junior and/or Senior only

Permission Nbr  2

Grading Graded

Units 1.00

[CANCEL](#) [PREVIOUS](#) [NEXT](#) 3

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Ind Study		TBA	Departmental Staff	05/18/2016 - 06/27/2016



# Variable Credit Classes

If you are registering for a variable unit class, add the class to your bookbag. The system will automatically default to the lowest unit for the class.

1. Click on “Change Units” under the Variable Credit column in your bookbag.
2. Click the drop down arrow in the Units box on the Enrollment Preferences page and select the appropriate class units.
3. Confirm the correct units have been entered and enroll in the class.

2016 Summer Term 1 | Graduate | Duke University

[change term](#)

[launch schedule builder](#)

● Open

■ Closed

▲ Wait List

Add to Bag:

Enter Class Nbr

[enter](#)

Find Classes

☒ Class Search

☐ My Planner

[search](#)

## 2016 Summer Term 1 Bookbag

Select	Delete	Class	Description	Days/Times	Room	Instructor	Textbook Info	Permission Required?	Permission Number	Units	Variable Credit	Enrl/ Cap	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">ECON 593-01 (2761)</a>	RESEARCH INDEPENDENT STUDY		TBA	D. Staff	No information available at this time	Yes*	<a href="#">Add</a>	1.50	<a href="#">Change Units</a>	0/1	●

for

[view in graphic schedule](#)

[validate](#)

[go to enroll page](#)

## Registration

1 2 3

### 1. Select classes to add - Enrollment Preferences

2016 Summer Term 1 | Graduate | Duke University

#### ECON 593 - RESEARCH INDEPENDENT STUDY

##### Class Preferences

ECON 593-01 Ind Study ● Open

Wait List ☒ Wait list if class is full

Session Regular Academic Session

Career Graduate

Enrollment Information

Permission Nbr

Grading Graded

Units  2

- Department Consent Required to enroll in this class
- Topics Course
- (R) Research
- Graduate/professional students only

[CANCEL](#)

[PREVIOUS](#)

[NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Ind Study		TBA	Departmental Staff	05/18/2016 - 06/27/2016

Add to Bag:

Enter Class Nbr

[enter](#)

Find Classes

☒ Class Search

☐ My Planner

[search](#)

[Go to Class Schedule](#)

## 2016 Summer Term 1 Bookbag

Select	Delete	Class	Description	Days/Times	Room	Instructor	Textbook Info	Permission Required?	Permission Number	Units	Variable Credit	Enrl/ Cap	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">ECON 593-01 (2761)</a>	RESEARCH INDEPENDENT STUDY		TBA	D. Staff	No information available at this time	Yes*	<a href="#">Add</a>	3.50	<a href="#">Change Units</a>	0/1	●

for

[view in graphic schedule](#)

[validate](#)

[go to enroll page](#)

selected: