



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://dukehup.duke.edu>

The screenshot shows the DukeHub homepage with the Duke University logo at the top. The page is divided into three main sections: 'Public Access', 'Duke Announcements', and 'SignOn Links'. The 'Public Access' section contains links for 'Duke Course Catalog', 'Duke Class Schedule', and 'Sakai'. The 'Duke Announcements' section features a 'Welcome to DukeHub!' message and a 'Before you Begin' section with instructions. The 'SignOn Links' section includes 'Student Home', 'Faculty Home', 'Advisor Home', and 'Staff Home'. A red box highlights the 'Student Home' button, and a red arrow points to it from the text 'Click here'.

Duke UNIVERSITY

Public Access

- Duke Course Catalog
- Duke Class Schedule
- Sakai

Duke Announcements

Welcome to DukeHub !

This page allows all members of the Duke Community to access the student information system from a single location. For Students, Faculty, Advisors, and Staff, your access has been transformed to allow for a cleaner, more modern look and feel. We hope that you enjoy your experience.

Before you Begin

For an optimal experience, please do the following two things:

1. Clear your browser cache/cookies.
2. Once logged in, please turn off any pop-up blockers you may have.

» [Technical Requirements](#)

Are you a Staff Member new to this page?

Staff members now access the PeopleSoft Campus Solutions system through DukeHub. Click the "Staff Home" button on the right side of this page to log in.

SignOn Links

- Student Home** (highlighted with a red box and arrow)
- Faculty Home
- Advisor Home
- Staff Home



DukeHub

Login with your Duke NetID and password:



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
 找回密码

[Forgot your password? 找回密码](#)

Log In

OneLink

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

+ Log in with OneLink

[OneLink help 帮助](#)

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



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.

The screenshot shows the DukeHub Class Search interface. At the top, there is a search bar with 'Institution' set to 'Duke University' and 'Term' set to '2016 Summer Term 1'. A green button labeled 'set term as default' is visible. Below the search bar, there are two main sections: 'My Class Schedule' and 'Bookbag'. The 'My Class Schedule' section displays the message 'You are not registered for classes in this term.' The 'Bookbag' section displays the message 'Your book bag is empty.' A small icon of a person carrying a backpack is shown.

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](#).

The screenshot shows the DukeHub Course Subject Lookup interface. It features a navigation bar with letters A through Z, with 'W' highlighted in green. Above the navigation bar, it says 'Duke University | 2016 Summer Term 1'. Below the navigation bar, there is a legend for class status: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The letter 'W' is also highlighted in green.

The screenshot shows the DukeHub Class Details interface for 'WOMENST 290S SELECTED TOPICS'. It displays the 'OLD NUMBER' as 'WOMENST 150S'. Below this, there is a legend for class status: 'Open' (green circle), 'Closed' (blue square), and 'Wait List' (yellow triangle). The class is listed as 'Open'.

Status	View Detail	Description	Meeting Dates	Days & Times	Room	Instructor	Enrl/Cap	Wait/Cap	Required Sections	Cross Listing	Course Eval	Personalize	Find	First	Last
												1-3 of 3	Bookbag Status		
Open	4	WOMENST 290S-03M SEM (2679) SELECTED TOPICS (SEM) FEMALE FRIENDSHIP	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		
Open	5	WOMENST 290S-02M SEM (2678) SELECTED TOPICS (SEM) FEMINIST SCIENCE STUDIES	05/18/2016 - 06/27/2016	MTuTh 2:00PM - 4:05PM	Annu Dahlia	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 Duke University
Term 2016 Summer Term 1

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

Class Search

Subject select subject EGR Engineering
Course Number is exactly 103
Course Career Undergraduate
2 Show Open Classes Only

Additional Search Criteria

3 Meeting Start Time greater than or equal to 1:00PM
Meeting End Time less than or equal to
Days of Week include only these days
Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with
Course Keyword
Minimum Units greater than or equal to
Maximum Units less than or equal to
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 Curriculum-Areas of Knowledge
Value (CZ) Civilizations
Course Attribute Seminar/Lab/Topics
Value Seminar
Course Attribute
Value
Course Attribute
Value

4 CLEAR SEARCH



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](#)

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"/>		AAAS 207-01 (2744)	AFRICAN AMERICANS SINCE 1865	MTuTh 12:30PM - 2:35PM	Allen 306	D. Staff		No information available at this time	Course Eval	Yes	No*	Add	1.00	0 15		
<input type="checkbox"/>		THEATRST 98-01 (2946)	BASIC ACTING	MTuWThF 11:00AM - 12:15PM	Bryan Center 127	K. Marks		No information available at this time			No*	Add	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](#)



Course Status	Open Classes Only	Change	Term	2016 Winter Term	Change
Course Careers	All Course Careers Selected	Change	Instruction Modes	All Instruction Modes Selected	Change



Instructions: Add desired courses and breaks and click **Generate Schedules** button!



Courses

[+ Add Course](#)



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

Breaks

[+ Add Break](#)



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

Schedules

[Generate Schedules](#)



How to add a Class

Registration

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”.

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](#)

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 type="checkbox"/>		ARTHIST 3905-02 (2774)	SPECIAL TOPICS IN ART HISTORY	MTuWThF 11:00AM - 12:15PM	TBA	I. Dundas		No information available at this time	Course Eval	No*	Add		1.00	0/15		
<input checked="" type="checkbox"/>		ECON 101-01 (2745)	ECONOMIC PRINCIPLES	MTuWThF 9:30AM - 10:45AM	TBA	M. Zhu		No information available at this time	Course Eval	No*	Add		1.00	0/30		
		ICS 205-01M (3987)	UNDERSTANDING THE MIDDLE EAST	MTuWThF 10:00AM - 12:05PM	Franklin Center 016	A. Shakhy		No information available at this time	Course Eval	No*	Add		1.00	1/18		
<input checked="" type="checkbox"/>		STA 101-01L (2887)	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	Course Eval	Yes	Add		1.00	0/25		
		STA 101-001 (2886)		MTuWThF 12:30PM - 1:45PM	Perkins Link TBA	D. Staff		No information available at this time		Yes	No*			0/25		

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

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		

[CANCELL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

5. Click “Finish Enrolling” to complete the registration.
6. View the results screen to see the outcome of your enrollment.

Bookbag

3. View results

6

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

5



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										
<input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed										
2016 Summer Term 1 Schedule										
Select	Class	Description	Days/Times	Room	Instructor	Textbook Info	Course Eval	Units	Enrl/Cap	Status
<input checked="" type="checkbox"/>	ECON 101-01 (2745)	ECONOMIC PRINCIPLES (Lecture)	MTuWThF 9:30AM - 10:45AM	Social Sciences 119	M. Zhu	No information available at this time	Course Eval	1.00	1 30	<input checked="" type="checkbox"/>
<input type="checkbox"/>	HISTORY 1256-01 (2904)	DOC EXPER: A VIDEO APPR (Seminar)	MTuTh 2:00PM - 4:05PM	Smith Warehouse Bay 12 228	G. Hawkins	No information available at this time	Course Eval	1.00	1 15	<input checked="" type="checkbox"/>

Drop Classes  **Drop Selected Classes**

- ## **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

Enrollment Status							
Class	Description	Days/Times	Room	Enrl/Cap	Instructor	Units	Status
ECON 101-01 (2745)	ECONOMIC PRINCIPLES (Lecture)	MTUWTF 9:30AM - 10:45AM	Social Sciences 119	1 30	M. Zhu	1.00	

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.	





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.

The screenshot illustrates the DukeHub enrollment process through three main steps:

- Book Bag/Enroll in Classes:** This step shows the "2016 Summer Term 1 Bookbag" interface. It includes a search bar for "Enter Class Nbr" and buttons for "Select", "Delete", "Class", "Description", "Days/Times", "Room", "Instructor", "Textbook Info", "Course Eval", "Prereqs Exist?", "Permission Required?", and "Permission Number". A note states: "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." Below the table, there are buttons for "Open", "Closed", and "Wait List".
- Registration:** This step shows the "2016 Summer Term 1 | Undergraduate | Duke University" registration page. It lists courses with columns for "Select", "Delete", "Class", "Description", "Days/Times", "Room", "Instructor", "Textbook Info", "Course Eval", "Prereqs Exist?", "Permission Required?", and "Permission Number". The "Permission Number" column for ARTHIST 293-01 shows "No information available at this time". A "Yes*" button is present, with a "1" indicating it has been clicked.
- Class Preferences:** This step shows the "ARTHIST 293 - RESEARCH INDEPENDENT STUDY" class preferences page. It includes fields for "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), "Wait List" (checkbox checked, "Wait list if class is full"), "Permission Nbr" (text box containing "2"), "Grading" (Graded), and "Units" (1.00). A "NEXT" button is visible at the bottom right, with a "3" indicating the next step in the process.



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](#)

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"/>	Delete	ECON 593-01 (2761)	RESEARCH INDEPENDENT STUDY		TBA	D. Staff	No information available at this time	Yes*	Add	1.50	1 Change Units	0 1	Green

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 <input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session	Permission Nbr	
Career	Graduate	Grading	Graded
Enrollment Information		Units	1.50 2
<ul style="list-style-type: none">Department Consent Required to enroll in this classTopics Course(R) ResearchGraduate/professional students only			

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

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Ind Study		TBA	Departmental Staff	05/18/2016 - 06/17/2016

Add to Bag: [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"/>	Delete	ECON 593-01 (2761)	RESEARCH INDEPENDENT STUDY		TBA	D. Staff	No information available at this time	Yes*	Add	3.50	3 Change Units	0 1	Green

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

selected: