

REGISTRATION TEMPLATE - FALL 2022

Name _____

Student ID _____

Registration Window Day, Date _____

(This number is found at the top of your DukeHub Dashboard)

Instructions for completion:

1. Identify your class choices in order of preference. Please list all corresponding lectures, labs, recitations and discussions.
2. Place all of these courses in your DukeHub Shopping Cart.
3. Validate your proposed class schedule to check for time conflicts, pre-reqs, and permission numbers.
4. If a class requires Instructor or Department Consent, you need to contact the instructor or department to obtain a permission number for the specific class section(s) in which you wish to enroll and include that permission number with the class information below.
5. Return this spreadsheet to registrar@duke.edu by 12:00 PM EST on Friday, March 25, 2022. Students will be enrolled on the date of their registration window in the order in which this spreadsheet was received by the Office of the University Registrar.

Note: Registrar staff will begin your registration by using your first choice selection. If a class in your first choice schedule is closed, we will move through your second, third and fourth choices to attempt to find an alternative course that fits in your schedule. **Requests are processed in the order received, and we cannot guarantee successful enrollment in all classes listed. We strongly encourage that students enroll themselves in classes, if at all possible.**

SCHEDULE EXAMPLE:

Subject Code	Catalog Num.	Section	Class #	Perm. Num.
NEUROSCI	268	01	5750	
HISTORY	297	01	6733	2642
STA	325L	001	3215	
STA	325L	01L	3216	
ECON	254	01	6174	

First Choice Schedule

Subject Code	Catalog Num.	Section	Class #	Perm. Num.

Third Choice Schedule

Subject Code	Catalog Num.	Section	Class #	Perm. Num.

Second Choice Schedule

Subject Code	Catalog Num.	Section	Class #	Perm. Num.

Fourth Choice Schedule

Subject Code	Catalog Num.	Section	Class #	Perm. Num.

Please add any information below that you believe will help us in processing your scheduling request:
