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On August 6th, Access to the Advisor Center Portal will be via this URL:  [https://dukehub.duke.edu/](https://dukehub.duke.edu/)

This brings you to the DukeHub Landing Page. Click on Advisor Home
3 Advisor Listing

Once you have logged in.

You will be presented with all of the students that are your advisees. (Note that the ID and Student Names are masked in this document)

Click on the icons to the right of the students’ photo to view detailed information regarding your advisees.

⚠️ The photos might not render immediately. If you reload the page, the pictures appear. This is a known cache issue.
4 FEEDBACK

There is a feedback button at the bottom of the Advisor Center. Please let us know if you have questions about the data you are seeing, cannot find information, or have general comments. We will be monitoring the feedback and will respond accordingly.

4.1 SORTING

4.2 SEARCHING/FILTERING

Search/filter by grad term, by major, by term
4.3 **Search/Filter by Name**
5 **VIEW STUDENT INFORMATION**

Click on ▼ to view student’s contact information

[Helpful guides: Click on student’s name to send email, Click here for addresses, phone, emergency contacts]
Click on icon to view a student’s dean and advisors.

<table>
<thead>
<tr>
<th>Advr. Role</th>
<th>Advisor Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Donna Kostyu</td>
<td>116 Acad Adv Ctr</td>
<td>684-6217</td>
</tr>
<tr>
<td>Dean</td>
<td>Donna Kostyu</td>
<td>116 Acad Adv Ctr</td>
<td>684-6217</td>
</tr>
</tbody>
</table>

**Financial Aid Advisor**

<table>
<thead>
<tr>
<th>FA Aid Year</th>
<th>Counselor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Jamal Ward</td>
</tr>
<tr>
<td>2015</td>
<td>Michael Maupin</td>
</tr>
</tbody>
</table>
Click on the icon to view student’s first year questions (Undergraduate Students Only)

### Advisee Academic Profile

1. **Economics (ECON)**
2. **Neuroscience (NEUROSCI)**
3. **Spanish (SPANISH)**
4. **Public Policy Studies (PUBPOL)**
5. **Biology (BIOLOGY)**

2.2 I chose these areas because:

I really enjoy looking at the reasons people make decisions. I am interested in Economics, because it explains how and why things occur in markets, and I had a really cool introduction to the field this year. Neuroscience fascinates me with its neurological study of how we think and make decisions. I love Spanish, and foreign languages in general, because I enjoy interacting with other cultures and people, and comparing their experiences to my own. I am interested in Public Policy, because I am very interested in the issues
Click on the icon to view a student’s long range plan.

The Long Range Plan is for Trinity Undeclared Students Only

The Long Range Plan is designed to lead you through a process of reflection upon your Duke education so far and to give you an opportunity to plan your remaining semesters. Refer to the table below to complete the tasks associated with the Long Range Plan.

The Future Plans and Essay sections will be editable up until you submit your Long Range Plan to the Academic Advising Center and declare your major. After this time they will be available for view only. You can create a new What-If report and access My Planner at any time.
9  COURSE LIST, GRADES, TEST CREDITS AND TRANSFER CREDITS

Click on the icon to view a student courses and grades. Scroll to the bottom for test and transfer credit.

[Image of Adviser Listings]

[Table showing courses and grades]

[Table showing test credits]

[Table showing course credits]
Click on the the icon to view a student’s bookbag selection.
### 10 Reports: Advising, What If Reports and Unofficial Transcript Reports

#### 10.1 Advisement Report

If you cannot generate a pdf, make sure your browser allows pop ups for the DukeHub site.
### 10.2 View Student’s What-If Report

**What-If Report**

If your advisee has completed a What-if advising report, you will see a date and a button below. To view the report on-line, select the date link; to print the report, select the “View Report as PDF” button.

#### View a Saved What-If Report

**Requested on**: 03/19/2016

#### ACADEMIC ADVISEMENT REPORT

**Name**: Student, Jane Marie  
**Student ID**: [Redacted]  
**Print Date**: 03/19/2016

**Program**  
Trinity College Program  
Biology (AU) Major  
Chemistry (MM) Minor

**NOTE**: Courses with grades of I, N, X, and Z INCLUDED IN REQUIREMENTS

Satisfied: Outstanding grades at graduation will prevent grad clearance if needed to satisfy a requirement. Further, it is the student's responsibility to understand and to meet requirements for graduation. The evaluation below is provided only as a tool and may contain inaccuracies. Please report errors to your academic dean.

**COURSE HISTORY**

Satisfied:

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Fall</td>
<td>CHEM 101</td>
<td>General Chemistry</td>
<td>P</td>
<td>5</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>CHEM 102</td>
<td>Intro to Chemistry</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 101</td>
<td>Intro to Psychology</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 201</td>
<td>Intro to Psychology</td>
<td>A</td>
<td>3</td>
</tr>
</tbody>
</table>

**Courses in Progress**

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Fall</td>
<td>CHEM 102</td>
<td>Intro to Chemistry</td>
<td>C</td>
<td>1</td>
</tr>
</tbody>
</table>

**This report assumes satisfactory completion of all in-progress courses**

**FALL 2014**

- **1100**: Intro to Biology
- **1101**: Intro to Chemistry
- **100**: Intro to Psychology

**FALL 2015**

- **1100**: Intro to Biology
- **1101**: Intro to Chemistry

**SUMMER 2015**

- **1100**: Intro to Biology
- **1101**: Intro to Chemistry

**PRINT CREDITS**

- **15**: General Education
- **0**: Other

**EN** = Taken; **IP** = In Progress; **TR** = Transfer Credit; **TE** = Test Credit; **SC** = Book Bag; **PL** = Planned
10.3 GENERATE AN UNOFFICIAL TRANSCRIPT
### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 115L</td>
<td>General Chemistry Lab</td>
<td>3.00</td>
<td>C</td>
<td>GRO</td>
</tr>
<tr>
<td>ENGIN 101</td>
<td>INTRO TO ENGINEERING</td>
<td>3.67</td>
<td>B</td>
<td>GRO</td>
</tr>
<tr>
<td>MATH 21</td>
<td>INTRODUCTORY CALCULUS II</td>
<td>4.00</td>
<td>A</td>
<td>GRO</td>
</tr>
<tr>
<td>PHYS 150</td>
<td>INTRODUCTORY PHYSICS II</td>
<td>4.00</td>
<td>A</td>
<td>GRO</td>
</tr>
</tbody>
</table>

### 2016 Spring Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 201L</td>
<td>Organic Chemistry</td>
<td>3.67</td>
<td>C</td>
<td>GRO</td>
</tr>
<tr>
<td>ENVI 102</td>
<td>INTRO TO ENVIRON SCIENCE</td>
<td>3.00</td>
<td>C</td>
<td>GRO</td>
</tr>
<tr>
<td>MUSC 205</td>
<td>FIRST-YEAR SEMINAR (TOP)</td>
<td>0.50</td>
<td>A</td>
<td>GRO</td>
</tr>
<tr>
<td>SOCIAL 100</td>
<td>ADVERTISING/COMMUNITY/GLOBAL</td>
<td>1.00</td>
<td>A</td>
<td>GRO</td>
</tr>
</tbody>
</table>

### 2016 Summer Term 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 202L</td>
<td>Organic Chemistry</td>
<td>3.00</td>
<td>C</td>
<td>GRO</td>
</tr>
</tbody>
</table>

### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>GENETICS AND EVOLUTION</td>
<td>3.67</td>
<td>A</td>
<td>GRO</td>
</tr>
<tr>
<td>ITAL 151</td>
<td>ELEMENTARY ITALIAN I</td>
<td>3.67</td>
<td>B</td>
<td>GRO</td>
</tr>
<tr>
<td>PSY 101</td>
<td>COGNITIVE PSYCHOLOGY</td>
<td>3.00</td>
<td>B</td>
<td>GRO</td>
</tr>
</tbody>
</table>

This is not an official transcript. For reference only.

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### 2016 Spring Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 100</td>
<td>INTRO TO BIOLOGICAL THINKING</td>
<td>3.67</td>
<td>A</td>
<td>GRO</td>
</tr>
<tr>
<td>CSCI 101</td>
<td>INTRO TO CULTURAL ANTHROPO</td>
<td>3.67</td>
<td>B</td>
<td>GRO</td>
</tr>
<tr>
<td>ITAL 101</td>
<td>ELEMENTARY ITALIAN II</td>
<td>4.00</td>
<td>B</td>
<td>GRO</td>
</tr>
</tbody>
</table>

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The cumulative GPA for Fall 2016 is 3.00 out of 4.00.
11 ELIGIBLE TO ENROLL FLAG
12 COMMENTS

13 CLEARING CACHE
Firefox

Click on the icon, History, Clear Recent History, Clear Everything
Chrome

Click on the ☰ icon, click on History, History, Clear Browsing Data

Internet Explorer
14 TURN OFF POP-UP BLOCKERS

FireFox. You will need to add DukeHub URL to the exceptions list if you have a global setting to block pop-ups
Chrome

Settings>Privacy>Content Settings

Scroll down to find the Pop-Up Settings