Registration Deadlines

• The last day to add a class is also the last day to drop a class with no tuition penalty.
• A late registration penalty ($50) is charged to a student’s record if no enrollment exists two weeks form the close of the last registration window.
• Visit registrar.duke.edu for specific dates and deadlines
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.

Registration is completed via DukeHub.
Class Search

Use the Class Search option in the Registration section of DukeHub to find classes for the upcoming term.

1. Select the appropriate term.
2. Click on a letter to list available subjects.
3. Click on the arrow to see available classes for that subject.
4. Click the class name to see the class details.
5. Select “Add to Bookbag” if you are interested in the class.
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.
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.

*Hint:* You can use Schedule Builder to help you plan your class schedule — just click on “Launch Schedule Builder” on the left.

*You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Builder.*

Click on the headings in your bookbag to sort courses. For example, select Days/Times to sort classes by meeting pattern.
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”.
5. Click “Finish Enrolling” to complete the registration.
6. View the results screen to see the outcome of your enrollment.
How to Drop a Class

Select the Enrollment Book Bag 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.
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.
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.