

**Course  
(Re) Registration  
Fall 2020**

Finally.

# New Academic Forms Process

The following forms have a new process

- Pass/Fail
- Audit
- Withdraw
- Incomplete

If you choose to petition for one of the above options, we no longer accept paper forms or pdf forms. Instead, you will need to fill out the survey located under the requests on the [Forms and Paradigms](#) section of our website. You will need to fill out the survey carefully, making sure that any emails you enter are exact or the request will not be sent accurately. Approval or denial of your request will be send via email. Be aware of the deadlines to submit your request by viewing our [academic calendar](#).

# Updates – July 31

- **Course changes in Duke Hub**
  - XTIANETH 790.01- Reviving American Democracy - is now XTIANETH 890.03 and listed in Duke Hub
  - Course follows PUBPOL 830.03, but also has more class sessions until the end of the Fall term.
- **Course time changes in Duke Hub:**
  - OLDTEST 752 - Old Testament
  - CHURMIN 761 – Ordained Leadership
  - DMIN 900.03 – Spiritual Formation – Rural Clergy
  - XTIANTHE 705 – MA Core Theology
  - CHURMIN 705.02 – Reformed Spiritual Formation
  - SPIRIT 760 – Intro Christian Spirituality
- **Missing courses now in Duke Hub**
  - XTIANTHE 849 – Pneumatology: Global Perspectives
  - XTIANTHE 779 – Latinx Theology
  - XTIANETH 815 – End-of-Life Care and Theological Ethics
  - XTIANSTU 705 – Cultivating a Christian Imagination

# Course Registration (Re) Launch

- What's in this presentation:
  - Academic Calendar
  - Reminders on term
  - Note on advising
  - Registration windows
  - How to prepare for registration
  - Information on instruction modes (online, in person, hybrid)
  - Pro tips for Duke Hub
- Policies, procedures
  - Course overloads
  - CPE
  - Taking classes outside of DIV
  - Waitlists
  - Conflicts
  - Forms – **new process**
- Notes on classes/by degree program
  - Where to find registration information
  - New and cancelled courses
  - Directed studies
  - Cross-enrolled courses

# Be sure you know the date when your courses start – Academic Calendar

- Aug 10 – 2019 DMIN cohort (fully online)
- Aug 17 – all residential courses (in person, online, hybrid)
- Aug 24 – 2020 DMIN cohort, 2020 MA cohort, all MA cross-enrolled classes (fully online)
  - All of the MA cross-enrolled courses will be fully online

# Academic Advising

- **All students will be automatically set eligible to enroll.**
  - **MDV/MTS students: You do not have to meet with your academic advisor.**
- **If you have questions about classes (students in any degree program), feel free to reach out to your academic advisor, your degree program director, or the office of Academic Programs**

# Registration Windows

Date, Time	Who is allowed to register and when their window opens
Monday, July 27	You can begin to bookbag
Monday, August 3, 10 am	<p>THD, THM, DMN, MACP</p> <p>Registration begins for all incoming and current students in these programs.</p>
Monday, August 3, 1 pm	<p>MDV4, THC-C, MDV*, MTS*</p> <p>Registration begins for returning *MDV and *MTS students <b>graduating in Fall 2020 or Spring 2021</b>;</p> <p>all MDV4 (Student Pastors and Flexible Pathway)</p> <p>all Certificate in Theology and Healthcare students.</p>
Tuesday, August 4, 10 am	<p>MDV^, MTS^</p> <p>Registration begins for returning ^MTS and ^MDV students <b>graduating after Spring 2021</b></p>
Wednesday, August 5, 10 am	<p>MDV~, MTS~, Auditors and Special Students -</p> <p>Registration Begins for Incoming ~MTS and ~MDV students</p>

# How to prepare for registration

1. Recall what you registered for in Spring and seek to gain entry to those classes again.
2. If you encounter new time conflicts, class sessions are full, or you want to explore new classes:
  1. Pull your unofficial transcript from [Duke Hub](#) to see courses you've taken and completed.
  2. Compare with [Paradigm/Graduation Checklist from Forms and Paradigms section of For Students website](#) for your program, particularly considering how many core courses and Limited Electives you need to take (MDV) or other required courses for your program. When in doubt, stay on paradigm!
  3. Access list Course Schedule documents from [Course Scheduling/Registration section of For Students website](#) to see courses offered, list of limited electives, etc.
  4. Be sure you note the mode of each course and register accordingly (online, in person, hybrid)



# How to prepare for registration

- Access the [Registering for Courses](#) link to see the Course Schedule
- All Divinity courses will have an online option.
- MA and DMIN students – your courses are fully online
- MDV, MTS, THM, THD, C-THC students – your courses will carry one of the following instruction modes:
  - **In-Person (On-Campus)** – the course meets in the building
  - **Online** – the course meets over Zoom with synchronous (live) sessions scheduled in the meeting pattern
  - **Online & On-Campus (Hybrid)** – the course meets both in person in the building for some sessions and online on Zoom for other sessions
  - **Asynchronous Online** – no synchronous sessions
- Be sure you know how to [look for any Class Notes](#) that accompany a class

# Instruction Modes

**In-Person (On-Campus)** – the course meets in the building

**Online** – the course meets over Zoom with synchronous (live) sessions scheduled in the meeting pattern

**Asynchronous Online** – no synchronous sessions

**Online & On-Campus (Hybrid)** – the course meets both in person in the building for some sessions and online on Zoom for other sessions

[Review this link](#) for more info

## Instruction Modes

Click the View Detail link for any course to see additional information, including Instruction Mode and Class Notes.

2020 Fall Term										Personalize
Status	View Detail	Section	Meeting Dates	Days & Times	Room	Instructor	Enr/ Cap	Wait/ Cap		
●	<a href="#">AAAS 895-01 SEM (11222)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020	MW 8:30AM - 9:45AM	Friedl Bldg 105	Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-02 SEM (11223)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020	TuTh 1:45PM - 3:00PM	In-Person TBA	Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-03 SEM (11224)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020	MWF 10:15AM - 11:05AM	Online Course	Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-04 SEM (11225)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020		Online Course	Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-05 SEM (11226)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020		Online Course	Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-06 SEM (11227)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020	M 8:30AM - 9:45AM W 8:30AM - 9:45AM	In-Person TBA Online Course	Departmental Staff- Departmental Staff	0 18	0 18		
●	<a href="#">AAAS 895-07 SEM (11228)</a>	FIRST-YEAR SEMINAR (TOP) (SEM)	08/17/2020 - 11/16/2020	M 10:15AM - 11:30AM	Friedl Bldg 118 Online Course	Departmental Staff- Departmental Staff	0 16	0 16		

# The mode

- **Please be sure you bookbag/register for the correct section of a course based on the mode**
  - If you aren't going to be taking in person classes because you are not intending to come to Duke this Fall at all for classes, then register for online classes only
  - If you intend to come to campus for any classes, you can register for in person, hybrid, or online classes.
  - If you are registered for In Person or hybrid classes, you must be able to attend them/follow course attendance policies.
  - Remember: all classes have an online section.

# How to prepare for registration

- [Review this link](#) for a video tutorial on how to bookbag and then register for classes in Duke Hub
- [Review this link](#) for a video tutorial on how to search for a class in Duke Hub

# Pro-Tips in Duke Hub

- You can see your registration window in Duke Hub. In order to register, seek to register in your assigned window and don't have any bursar holds.
- Registering for the precept registers you for the whole course
  - Want to see all precept times instead of just the one Duke Hub shows you? Use Class Search feature in Registration tab of Duke Hub
  - The precept mode of instruction will be connected to a lecture of the same instruction mode.

# **Some considerations for being In Person**

- **Classrooms will be reconfigured for social distancing**
- **There may be tables and chairs, desk chairs or just chairs.**
- **There may be easy access to power outlets or not**
- **Plan accordingly. Consider notebooks for note-taking.**
- **Information on masks, symptom monitoring protocols for coming to campus, etc, will be sent from big Duke**

# Some policies to be aware of: course overloads

- By permission from the Vice Dean for Academic Affairs, students enrolled in the MDiv 3-year program and MTS program are eligible to enroll in course overloads within their program:
  - MDiv students can have up to 3 course overloads
  - MTS students up to 2 course overloads.
- A course overload is enrolling in more than 4 courses in a term or taking an approved hybrid Summer course following a school year where the student has paid flat rate tuition each term.
- Students enrolled in MDiv can take up to 2 Summer hybrid courses over the whole of their program. *If a student requests and receives transfer credit, the student may not be eligible for the overload option.*

# **Some policies to be aware of: course overloads**

- **Students who took a Summer 2020 class may not be eligible for Fall 2020 course overload.**
- **Students who seek to take a fifth class, should fill out a Course Overload request form.**
- **Students are always welcome to audit courses. Students should complete the Audit form and return to the office of Academic Programs.**



# Some policies to be aware of: course overloads

- Factors that are considered in granting permission for the 5th class include, but are not limited to:
  - Year in school: First-semester students are not able to take a fifth course. Second semester students cannot be granted an overload until their grades are recorded from the first semester.
  - Other courses: non-credit courses during the upcoming semester (e.g. spiritual formation, field education)
  - Grade point average: Students generally must have a GPA over a 3.0, although extenuating circumstances will be considered.
  - Transcript: A student with any incompletes from the previous semester will not be allowed to enroll in a fifth course.
  - A student's plans to manage the extra work: commitments outside of the Divinity School (church, family, work, volunteering, etc.) and how you will manage the additional work.

# Some policies to be aware of: course overloads

- If you meet this criteria and want to request a course overload, complete the [course overload request form](#).
- **No submission from the Spring will be reviewed; resubmit any requests**
- **All requests will be reviewed on Monday, August 10.**
- **Approved students will be cleared to take 5 classes and can then register themselves for the 5<sup>th</sup> class.**

# **CPE for academic credit**

- **If you seek to do CPE, please contact Field Education to confer**
- **Once you have a placement, register for CPE 5100 (that's five ten capital letter O).**
- **If a student is planning to enroll in CPE for Duke Divinity academic credit, please note that CPE ordinarily counts for two Duke Divinity classes.**
- **If you completed CPE in the summer then a student should enroll in one unit of CPE for academic credit in the Fall semester and one unit of CPE for academic credit in spring semester.**
- **If you plan to take 4 classes plus CPE in Fall 2020, you must fill out a 5 course overload request form.**

# Some policies to be aware of

- MDV/MTS/THM/THD students can take 2 graduate level classes that count for a Divinity full unit **outside of Divinity** without seeking permission. Graduate level courses are numbered 500 or higher. We do not consider classes in the Religious Studies department to be “outside” Divinity.
- MDV/MTS/THM/THD students can enroll in no more than 2 directed studies during their enrollment.
  - If a third directed study is needed, permission should be sought from the Office of Academic Programs before enrolling.
- MDV/MTS students can take up to 25% of their classes on a pass/fail grading basis.
- If you are a dual degree student you cannot take classes outside of Divinity (except RELIGION classes).

# Interinstitutional Courses

- MDV/MTS/THM/THD students can take 2 graduate level classes that count for a Divinity full unit **outside of Divinity** without seeking permission.
  - This includes courses a part of [inter-institutional agreements](#)
  - NCCU, NC State, UNC, UNCC, UNCG
- You are still eligible to seek enrollments at other schools
  - To request, [access and return this form completed](#) to academics@div.duke.edu
  - **Note that most of those schools have different academic calendars than Duke**

# Waitlists

- Please remember that a waitlisted class “counts” as one of your classes for enrollment.
- If you are waitlisted for a course, there is nothing to do for now except to...**wait**—unless it’s a precept. If the section you desire is full, select another option section.
- Waitlists alert us to interest in classes/sections.
- We will be watching waitlists closely (as we always do), but especially for enrollments related to mode.
  - Some examples that may come up:
    - A class with an In Person section of 1, but an Online section of 12.
    - In consultation with the instructor, we may cancel the In Person section and direct student to the Online section.
    - A class with an Online section of 2 and In Person section of 12.
    - We will NOT cancel the Online section, as each course must have an online option.

# Class Conflicts – No workarounds or exceptions

- Students may experience course conflicts in their bookbag due
  - General overlap of classes in DDS
  - The schedule of a RELIGION or other-university/inter-institutional class
  - Immersion week classes or online class sessions of MA cross-enrolled courses.
- **There are no exceptions or overrides for course conflicts.** Students will have to make the hard choice to pick one class over another.

# Notes on Fall 2020 courses/FAQ from when we registered last Spring

- LTS 760 “Worship” will not be offered again until Spring 2021, as noted since Fall 2019 registration cycle.
- Interested in Hebrew and OT study, but don’t know what course to take?
  - If a student has completed the first-year Hebrew sequence (or the equivalent), the appropriate next Hebrew course will be Intermediate Hebrew Prose. If a student has completed the first-year Hebrew sequence AND Intermediate Hebrew Prose (or its equivalent), the appropriate next Hebrew course will be OLDTEST 870 (Genesis).
- Other notables
  - The precept time for PREACHNG 758 is during class: TuTh 3:05-5:35
  - Womanist Theological Ethics is XTIANTHE 842, not XTIANETH 842
- Preaching 758 has a maximum enrollment of 60. If a waitlist is needed for the class, we will ask the University Registrar’s Office to collapse any waitlist from all the precepts into one waitlist based on a date/time stamp of when you waitlisted PREACHING 758.
- UMC requirements, including mission and evangelism, are clearly marked on Limited Electives sheet.



# **New procedures : Academic forms and processes**

- We will introduce a new procedure for requesting pass/fail, course auditing, withdrawals and incompletes. Be on the lookout for that!

# Notes on Fall 2020/by degree program

- **Students enrolled in hybrid (now online) cross-enrolled courses will have first chance to re-register for those courses by receiving a permission number that expires on August 10**
  - **NEWTEST 770V – English Exegesis Revelation**
  - **PARISH 790 – Leadership and Administration: Theory and Practice**
  - **PARISH 790 – A Digital Rule of Life**
  - **XTIANTHE 890 – Healthcare in Theological Context**
- **These sections will open up to the waitlist—if spaces are available—on August 11**
- **MA students will be included in the above, but will need to re-register for other courses**

# Notes on Fall 2020 courses/FAQ from when we registered last Spring

- **Cancelled courses**

- HISTREL 710/REL 777: Gandhi's Modernity – Prasad
- XTIANTHE 770: Introduction to Christian Philosophy – Barfield
- PARISH 790 : Preaching Principalities - Campbell

- **New courses**

- PARISH 790.03: Pandemic Christianity – Winner
  - HISTTHEO 890: The Christian Intellectual Life – Winner (for MTS students only, half incoming and half returning)
  - XTIANTHE 811: Happiness, the Life of Virtue, and Friendship - McCarty
- If you registered in the Spring for a **directed study**, you will receive a separate notice about it.

# Course Registration Information Location

- You can find the current Duke Divinity course schedule and registration materials for Fall 2020 on the [Course Schedule section of the For Students/Academic Resources webpage](#).
- All of the below registration information is housed in a Duke Box, with the link accessible to all those inside and outside of DDS. All communications about registration will be housed in Duke Box.
- Materials inside:
  1. Registration Announcements
  2. Course of Instruction/Course Schedule – please remember this is a guide and **the official record is DukeHub**.
  3. **DukeHub is always correct** (even when it is incorrect) because it is the official record of enrollment. Duke Hub Fall 2020 opens to students on July 27
  4. Limited Electives Listing (MDV paradigm)
  5. Course Descriptions
  6. Request for a 5-course overload

**Go be great!**

Questions: `academics@div.duke.edu`