Preparing for Registration

This document is for use to guide you through registering for your first semester of classes. You will be assigned an academic advisor and will need to meet with that individual for future registration.

NET ID, Password and Duke Email

Please transition to using your Duke email address. People at the university will only send information to your @duke.edu email.

Set up your net ID and Password by following instructions provided by OIT:
NetID and Password: https://oit.duke.edu/what-we-do/applications/netid
Email account setup: https://oit.duke.edu/what-we-do/services/email-and-calendar

Registration Windows

Registration starts at the following date/time by degree program and drop/add begins immediately after.

- Thursday July 25, 2019, at 10:00 am Eastern Time: M.Div., M.T.S., non-degree Certificate in Theology and Healthcare, and all other non-degree and auditing students.

DukeHub and Bookbagging classes

In order to register for classes students have to first access DukeHub and get classes into their “Bookbag” also called an “Enrollment Shopping Cart.” You can find a list of the classes you should take, organized by degree program here, along with resources to help guide you through the registration process. We have designed the curriculum in such a way that we expect first semester students to take the classes listed on their paradigm for the first semester. Please stay on paradigm to ensure you can complete all the classes you need within the appointed timeframe for the degree.

Beginning on Monday July 8, 2019, you will find a button labeled “validate” in your bookbag. Once you have placed the 4 classes you plan to enroll in, into your bookbag you can click on “validate” to ensure there are no time conflicts.

First semester MDiv., students have been enrolled in Spiritual Formation, Churmin 700. This course will meet on Tuesdays. You cannot drop the course and you cannot change the time.

On the day of your registration window

Use DukeHub (dukehub.duke.edu) to register for classes. In order to access DukeHub you must use your NET ID and Password. Inside of DukeHub courses are organized alphabetically by course title/number. For example, Old Testament classes are designated OLDTEST and are found under "O." Likewise, DMINISTRY classes are found under "D." There are no classes designated under "D" for Divinity. The University Registrar’s Office has developed resources for you:
How to Bookbag and then Register for Classes (video)
How to Bookbag and then Register for Classes (pictoral PDF)
For the first semester of enrollment and all subsequent enrollment a student should consult their degree paradigm to determine which classes are offered. It is very important to remain on paradigm for two reasons.

1. The paradigm was established by the faculty to create a curricular pathway through the degree. That pathway allows concepts and foundational principles to grow on one another.
2. We schedule courses assuming students are remaining on paradigm. If a student goes off paradigm then he or she risks not being able to take classes the student needs to graduate due to class time conflicts.

Please, stay on paradigm for your degree program.

Resources related to registration

On the Divinity website, under “For Students/Academic Resources” ([https://divinity.duke.edu/for-students/academic-resources](https://divinity.duke.edu/for-students/academic-resources)) there is a variety of information to assist in planning each semester’s schedule. The right hand navigation is particularly helpful. If you still bookmark pages, this is one to bookmark.

1. **Academic Advising**: On the right hand navigation of this webpage is a tab for academic advising. You will find information about academic policies that may impact your decisions regarding enrollment, including advanced placement and transfer credit.

2. **Course Schedule**: The course schedule is a .pdf document that is created each semester to help students understand what courses are being offered. While students enroll in classes in DukeHub, the Course Schedule serves as a resource to see all classes that are being offered each semester.

3. **Limited Elective Course listings document**: This can be found on the same section of the website as the Course Schedule. MDiv., students have to complete 5 courses that are designated certain “Limited Electives.” In the first semester MDiv., students complete their Church Ministry Limited Elective.

4. **Course Descriptions**: While DukeHub has brief course descriptions, Duke Divinity School provides more in-depth course descriptions on the website. This document, found on the same web page as the Course Schedule, provides updated descriptions for new courses or courses that have not been recently taught.

5. **DukeHub**: This is the portal students use to register for classes, pay bills and more. Students need a net ID and password in order to log into DukeHub. DukeHub can also provide transcripts, enrollment verification, and it’s the location to waive out of the Student Health Insurance Plan (if needed).
Stay on Paradigm

- **Forms and Paradigms** – See this page for your degree paradigm as well as a listing of all forms that you may need. You will find information about Advanced Placement in the Forms portion of this webpage.

Some courses are only offered in the Fall Semester or the Spring Semester. This is especially true of the core courses in the MTS and MDiv. paradigms. If a core class is listed in your paradigm, it is only offered in the semester for which it is listed.

Denominational studies classes can be taken at any time, however we encourage students to take the Methodist Sequence (Parish 777 and Parish 778) classes after their first year. These courses assume a foundational understanding gained from the core classes.

**Academic Policies**

There are a variety of academic policies that govern enrollment for students. You can find this information under the Academic Advising section of the website listed above.

- Students are expected to enroll in 4 classes as a full-time load. Th.D. students enroll in 3 classes. This equates to 4 "units."
- A student may take 2 classes outside of Divinity during their enrollment without permission. We do not consider classes in the Religious Studies Department to be outside of Divinity.
- All classes outside of Divinity must be at the 500 level or higher.
- A first-semester student cannot request to take more than 4.75 classes.
- **Advanced Placement** - please see the Academic Advising section of the website for further information.
- **Transfer Credit** - please see the Academic Advising section of the website for further information.

**Recap:**

- Use the Course Schedule to identify classes you want to take. You can find a list of course descriptions for fall classes in the Divinity Bulletin. Course descriptions are also available in DukeHub.
- Stay on paradigm. The schedule is set up to assume students are enrolling in certain classes at certain times. Additionally, we value the pathway established by the school through the curriculum.
M.Div. students will be enrolled by the Registrar's Office into Spiritual Formation (Churmin 700), so do not plan to take a class on Tuesday morning.

Register in the windows above (July 23 or 25).

Questions can be sent to academics@div.duke.edu.