



## 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 or program staff director and will need to meet with that individual for future registration.

### Registration Windows

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

### Course Registration for Fall 2020

Because of the new calendar, new course delivery formats, and other schedule changes, our entire Fall schedule is being re-built. The new Fall schedule will be released no later than July 27.

- All students are required to register themselves for classes each term.
- Beginning on July 27, you can enter our student portal (Duke Hub) and select courses in which you intend to register and then validate to ensure there are no time conflicts.
- To complete your registration, you will access Duke Hub again on these dates:
  - August 3, 10 am Eastern – registration opens for ThD, DMin, MA, and THM students
  - August 3, 1 pm Eastern – registration opens for MDV4 (Student Pastors), and C-THC students
  - August 5, 10 am Eastern – registration opens for MDiv, MTS students

**Please mark these times in your calendar.** While you should not feel the stress to register right when these windows open, we recommend that you commit to registering soon after your program's window and hopefully within a day.

### 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.

### On the day of your registration window

Use DukeHub ([dukehub.duke.edu](http://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](#) (pictorial 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>) 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 (if applicable to your program).
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. MDV - **[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.

## 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 in MDV, MTS, and THM are expected to enroll in 4 classes as a full-time load. Th.D., DMin, MA, and C-THC students enroll in 3 classes. One class = 1 unit.
- Students in residential programs 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.
- **MDV-MTS: Advanced Placement** - please see the [Academic Advising](#) section of the website for further information.
- **MDV – MTS: Transfer Credit**- please see the [Academic Advising](#) section of the website for further information.

## Recap:

- Look at your degree [paradigm](#) (M.Div., M.Div.- Student Pastor, M.T.S., Th.M., D.Min., M.A., Theology and Healthcare Certificate) to determine your Fall 2020 schedule.
- 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 select a Spiritual Formation option.
- Register in the windows above (August 3 or 5).

Questions can be sent to [academics@div.duke.edu](mailto:academics@div.duke.edu).

## 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>