Master of Theology First Term 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.

Registration:
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, Church History classes are designated CHURHST and are found under "C." Likewise, Parish classes are found under "P." There are no classes designated under "D" for Divinity. The University Registrar’s Office has developed resources to help you navigate the system.

Introduction to DukeHub 2.0 (video)
How to Search for Classes (video)
How to Drop a Class (video)
Using Schedule Builder (video)

Remember: registration is three steps: you must place your courses in your shopping cart, validate schedule and then enroll. Your enrollment window opens on Monday, July 12 at 7 am (EST).

At Admissions process, you listed faculty you are interested in studying with over your one-year tenure. Their Fall courses are on the schedule. Feel free to reach out to them to understand their Spring courses. If there is a topic of interest to you or faculty member you’d like to study with not teaching that topic, you are welcome to discuss a directed study with the instructor.

- Students should enroll in any 4 classes of interest each term (Fall and Spring). All courses must be on the graded basis (not pass/fail).
- At least 4 of the 8 courses throughout the year must be at the 800 level or higher. Please see the Course Schedule for more information.
- At least 4 of the 8 courses must be a part of a student’s concentration (Bible, History, Theology, or Ministry).
  - It is recommended, though not required, that at least two of concentration courses are upper level (800 level or higher).
- One course of the 8 should be a directed study for thesis (typically Spring semester).
- With approval from program director, thesis/exam director, and Academics, a student may delay graduation from Spring to Summer for more time to complete the program. Students must request this before the Apply to Graduate deadline.
  - If students choose this option: Students may register for the directed study in the Spring that will begin with the instructor in the Spring and be completed over the Summer. The student would take an incomplete in the Spring. A THM student finishing their degree in the student does not pay continuation in the Summer.
- If a student registers for a directed study in the Summer, they will pay tuition for it.