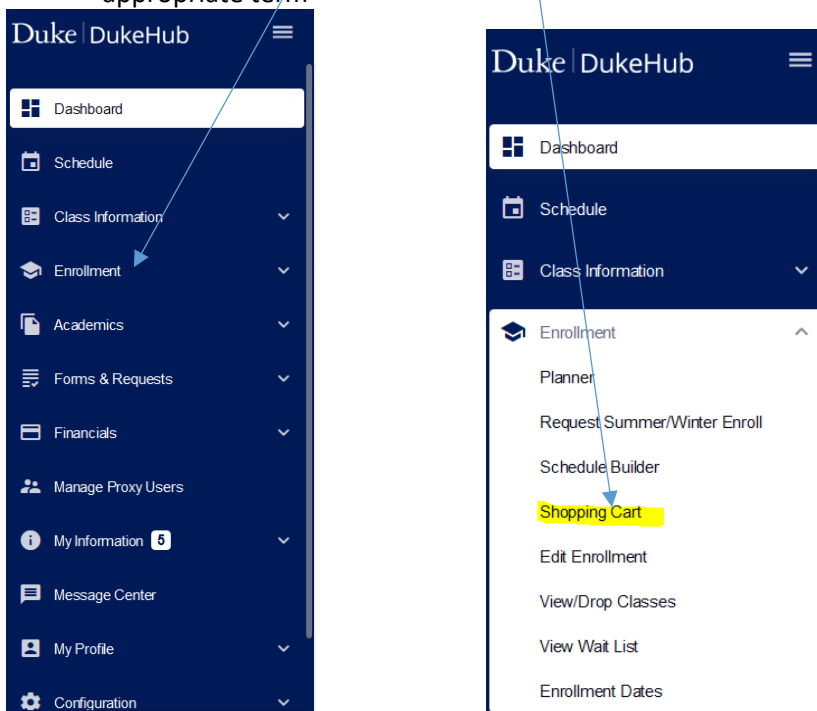


The required MS1 courses do not require permission of the instructor to enroll. So when the enrollment options box pops up, select “Save” as noted further down in the instructions.

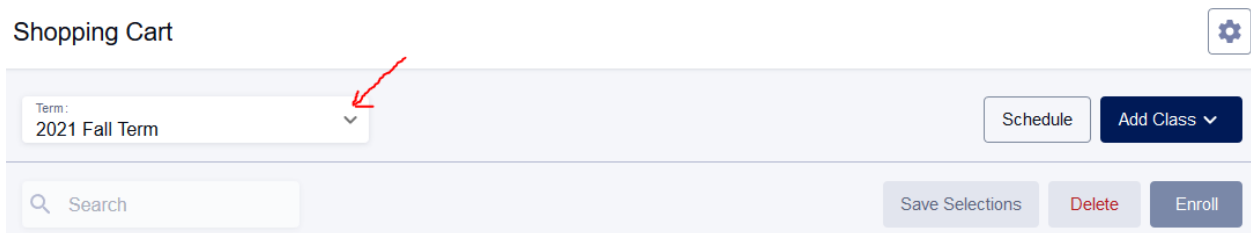
Students may also refer to the Help Guide: Register for Classes, by going to the following URL.  
<https://registrar.duke.edu/help-guides/register-classes/>

## Registration Instructions/Screenshots

- Log into DukeHub
- Select “Enrollment”, then “Shopping Cart” from the Dashboard. Then from the drop down box, select the appropriate term



Select the appropriate Term from the Drop Down Box  



You may choose to search by simple class search or Advanced Class Search – either works. If you go to the Class Information link on the Dashboard, you can search from there or you may complete an Advanced search directly from the shopping cart.

- Class Information ^
- Advanced Class Search
- Simple Class Search ✓
- Course Catalog

## Simple Class Search

Term: \* 2021 Summer ...   
 Career: School of ...   
 Subject: INTERDIS ...   
 Search

INTERDIS 401C

ACUTE CARE CURRICULUM

View Sections

Select "View Sections"

### Simple Class Search > 2021 Summer Term 1

Search

#### ACUTE CARE CURRICULUM | INTERDIS 401C

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 42-CLN (1578)	481	-	-	-	-	Staff	10/10
> 43-CLN (1744)	482	Full Time	12:00 am	11:59 pm	-	<a href="#">Nancy W Knudsen</a>	18/18
> 44-CLN (1745)	482	Full Time	12:00 am	11:59 pm	-	<a href="#">Nancy W Knudsen</a>	18/18

When you select the section row – example: 43-CLN (1744), you will be provided with the course description (*under Information*). If permission/consent is required to enroll, it will be noted at the end of the course information. It will look like the following:

Add Consent: Instructor Consent Required

**Note: INTERDIS 401C does not require permission to enroll**

To add the course, please select the "Add to Cart" button at the bottom

AVAILABILITY

Status: Open

Seats Open: 18/18

Wait List Open: 0/0

**IMPORTANT:** When you select "add to Cart" the following Enrollment Options box will appear.

## Enrollment options



INTERDIS 401C: ACUTE CARE CURRICULUM| 43 - 1744

Permission Number

Cancel

Save

If the course requires a permission number, please add it in the field provided. If the course **does NOT require permission of the instructor** (please check the course description to confirm), then simply select **“Save”**. If the course requires permission to enroll, you should receive an error message when you complete the Validation process.

After selecting “Save”, the course will be added to the Shopping Cart. Please view your shopping cart.

## Shopping Cart



Term: 2021 Summer Term 1

Schedule Add Class

Search Save Selections Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> INTERDIS 401C 43-CLN (1744)	ACUTE CARE CURRICULUM	Full Time	12:00 am	11:59 pm	Nancy W ...	0	18/18	<input type="checkbox"/> <i>select</i>

- Select and Validate courses in your shopping cart.
- When you select “validate”, you should receive message that the course is ok to add. If there is a requirement missing, you will receive an error message when you validate.
- After validating and receiving the okay to add message, you should be ready when registration opens.
- To complete the enrollment process, be on the Shopping cart page; select the “Enroll” button at that time.

Enroll

**Example of course that requires a permission number/consent: Medicine 401C (this is what you would see when you select the course/section:**

## Information

Class Number: 1810

Career: School of Medicine

Session: Med 4th Year 2nd 8 Weeks

Units: 5 units

Grading: Pass, High Pass, Honors, Fail

Description:

Course Goals: To provide an internal medicine inpatient care experience at the intern level. (2) How Goals Are Achieved: Students are assigned to an inpatient service at Duke or the Durham VA. These services include the general medicine services at both hospitals, where internal medicine residents and attendings supervise the students; students may also rotate in the medical intensive care unit, on the cardiology service, or on the oncology service at Duke Hospital. The student functions as an intern on that service with the exception that orders must be countersigned by a resident or attending. Overnight duty consisting of night float responsibilities may be included over the course of the four-week schedule. The supervising resident or attending determines the number of patients assigned with anticipated increases over the four weeks. (3) Methods of Evaluation: Students are evaluated by their residents, fellows, and attendings. The evaluation form is made available to each student at the beginning of the rotation. Prerequisites: permission of instructor is required in order to add the course and permission is required in order to drop the course. In order to drop the course, students must provide at least 14 days advanced notice and permission of instructor are required. Failure to do so will result in a grade of Incomplete ("I") or a Withdrawal ("W") may be assigned. Please contact Sheila Gainey at 681-5258 or via email at sheila.gainey@duke.edu for more information. Course is not available for visiting medical students. Credit: 5. Enrollment: max: varies by term. Jenny Van Kirk, MD, Saumil Chudgar, MD and staff

**Add Consent: Instructor Consent Required**



**Drop Consent: Instructor Consent Required**



### Variable Credit Courses

There are some courses that are variable credit. During the enrollment process, you will be required to change the units to the correct units for that term. To change the units/credits, select the drop down box (highlighted) and then choose the correct number of credits. For longitudinal courses, as applicable, (INTERDIS 105B, INTERDIS 205C, INTERDIS 305C, INTERDIS 450C, etc.), the credits for the first term of enrollment should be zero. During the second term of enrollment, the credits will need to be changed during the registration process for that term. Only add a "permission number" if the course description indicates that it is required. Then select "Save". The course should then appear in your shopping cart. Make sure it reflects accurately.

Enrollment options

PEDS 421C: PEDS INFECTIOUS DIS - COMP | 41 - 1451

Units: \*  
3

Permission Number

Cancel Save

Contact us at [medreg@dm.duke.edu](mailto:medreg@dm.duke.edu) should you have any questions or concerns.