On-line Web Registration and Drop/Add Procedures

Here are the easy steps:

- Students must complete the required verification process in DukeHub twice per year. Failure to do so will result in the University Registrar placing a registration hold on your student account and you will be blocked from registration. The SoM Registrar's Office cannot remove or override the Hold.

- Verify that there are no holds on your bursar account. The Registrar’s Office cannot remove holds placed by another office.

- DukeHub: https://dukehub.duke.edu/
  (If you encounter any problems logging in, please contact the OIT Help Desk at 919-684-2200.)

- Some courses require a permission number for enrollment. To obtain a permission number, please contact the course director or their designee, as listed in the course description in DukeHub.

- On-line registration and /drop/add dates and times will be posted on the registrar’s website and students will be notified via email. The dates are also on the SoM MD program academic calendar.

Registration/Shopping Cart process:

- Log into DukeHub https://dukehub.duke.edu/ > enter your Username > enter your password

Adding Courses to your schedule in DukeHub:

- Select the Dashboard and expand (looks like three lines, “pancake”)
- Navigate to Class Information
- Select Simple Class Search (on the left side of page)
- Verify that the Term, Career and Subject are correct
- Navigate to the course to be added and click “View Sections”
- Click on the icon that is 3 dots stacked on top of one another
- Choose “enroll”
- If course requires a permission number to enroll, (to be obtained from course director or their designee), enter the number in the open field and click “Save”. If permission number is not required, click “Save”.
- Verify enrollment by selecting “Grades” under the Academics Section.

Course descriptions may be viewed from the DukeHub site using the class search feature. Students may View the Fourth Year Elective Book, located on the Registrar's Office webpage, http://medschool.duke.edu/education/Office-of-the-registrar. Refer to the "addendums" section of the SoM Registrar’s Office webpage (under “4th Year MD Students”) to view course/schedule changes. It is not uncommon for the Registrar’s Office to receive changes (or new course approvals) after the publication of the Electives book.

Dropping Courses in DukeHub:

- Go to the dashboard
- Expand side tool bar (click on the three lines in top right corner, “pancake”)
- Navigate to Enrollment Section
- Click View/Drop Courses
- Make sure correct Term is displayed
- Check the box next to each course that you want to drop
- Click drop button
- Confirm selection to be dropped

Important Notes:

- Several courses are approved as variable credit. Students must select the number of credits/units they plan to enroll in. Otherwise, the system default will be applied.

- Placing items in your shopping cart does not register you or guarantee a space in a course
Courses that have reached maximum enrollment limits are indicated as “full”

MED4 Students must enroll in a minimum of 8 credits each term. The exception is summer term, when they are enrolled as a MED3 student in Thesis 301B.

Students may not exceed 5 credits per 4 week term and 10 credits per 8 week term.

Students may not enroll in two courses during the same period of time if there are schedule conflicts.

The Med School schedule is broken down in the following sections—four-week consecutive sessions (41, 42, 43, 44); two eight-week consecutive sessions (81, 82); or one 16 week session (16).

Students entering after fall 2011 must successfully complete at least 28 clinical credits during their Fourth year to be cleared for graduation. For more information, please refer to the 4th Year Electives book, under “Fourth Year Requirements”.

Students must complete the course in the term/section in which they are enrolled. Courses may not be split into multiple terms/sections.

Courses can only be taken for the number of credits as approved by the Curriculum Committee.

Students not taking classes during a 4 or 8 week period must be enrolled in either FREETIME or submit an approved Independent Study form and the SoM Registrar will enroll you. Students do not need to enroll in FREETIME during the fall term because they should be enrolled in INTERDIS 450C, Capstone, for the entire term, section 16. Independent Study must be approved by your advisory dean and a form submitted to the Registrar.

The School of Medicine does not use waitlists.

Students that plan to take an additional year of research (CRS or OPTRS) must complete the required ORS or CRS forms. Upon approval of the completed and approved forms, the SoM Registrar’s Office will enroll the student in the appropriate term status.

Failure to register on-time will have tuition and financial aid ramifications, i.e., - no initial registration = no tuition bill = no financial aid = no refund. A professionalism form will be submitted for students that fail to meet the registration deadline.

Please do not hesitate to contact medreg@dm.duke.edu or 919-684-2304, if you have any questions.

Additional Drop-Add Information:

On-line drop-add periods are held each semester. During these designated periods, students are permitted to make changes in course selections for all sections. A second on-line drop-add period occurs prior to the start of sections 82 and 43 and covers courses offered during the last eight weeks of the semester (sections 82, 43, and 44). Students that fail to make the requested changes outside of the on-line drop/add period must complete a drop/add form via the DocuSign link on the SoM Registrar’s website.

Courses should not be dropped or added during the two-week period of time prior to the start of the classes. This provides the course directors with a mechanism by which they can monitor and control late changes in their course enrollment and to complete schedules.