Registration Information

- Registration dates are listed on the Academic Calendar
- The Academic Calendar is located on the Registrar Website
- Reminder emails and instructions will be sent prior to each registration window
- Drop/Add period listed on Academic Calendar
- Students that fail to register by the deadline will receive a professionalism notification
- For questions contact medreg@dm.duke.edu
Forms

- Name Changes
  - Update legal name changes while an active student
- Verification of Enrollment
  - Verifies student is actively enrolled
- FERPA - to release/cancel a hold
  - To request a hold of FERPA information
  - To release a hold of FERPA information
- Status Change Form
  - Leave of Absence
  - Defer or Delay curricular Requirements
  - Second Degree
  - Withdrawal
Policies

- Bulletin - All School of Medicine policies are listed in the Bulletin
- Any changes made to policies during an academic year will be posted on the School of Medicine website
- Immunization requires are determined by Student Health in accordance with the state of North Carolina requirements
- Required safety and compliance requirements are determined by Occupational Safety and Health
- Emails - the official means of communication is through the student’s Duke email address
- FERPA
  - Duke adheres to a policy of compliance with the Federal Educational Rights and Privacy Act
  - Policy permits students to inspect their education records
  - Limits disclosure if personally-identifiable information from education records without students prior consent
  - Provides students the opportunity to seek correction of their education records where appropriate
  - Education records include those records that are personally identifiable and which are maintained by the University or a University official. Records could be information or data recorded in any medium, including but not limited to photos, handwriting, print, tapes, film, microfilm, and microfiche. Appendix A lists commonly held records by Duke University offices. Any University office or official may have an education record about a student, including offices not listed in the appendix
  - Personally Identifiable data or information that contains the name of a student; the student’s parent or other family member's name; the address of the student, parent, or family member; a personal identifier, such as the social security number or student ID number; other information which would make the student's identity easily traceable.
Resources

Student Services Tab on School of Medicine Registrar Office
  • Text book information
  • HIPAA
  • Emergency Contact Information
  • Disability Management
  • Information on Student Disability Insurance
  • Severe Weather Policy
Duke Hub

- Official Schedules
- Registration for courses
- Updating Emergency Contact Information
- Update phone numbers and address
- Check on a regular basis for holds
- Request Transcripts
Contact Information

- Located 3rd Floor Seeley Mudd Bldg.
- Contact via email: medreg@dm.duke.edu
- Contact via phone 919-684-2304
- Office Hours: Monday-Thursday 7:30 am – 4:30 pm, Friday remotely 7:30 am – 4:00 pm