Registration for Summer/Fall 2021

Step 1: Shopping Cart (formerly “bookbag”) - (plan the courses you want to register for)
- Summer 2021 shopping carts are open
- Fall 2021 shopping carts will open March 22nd

Permission Numbers: If you request permission to enroll in a course and obtain a permission number, please note that you need to use that permission to enroll within three days of receipt to be guaranteed a space in the course. Permission numbers are provided by the course director or their designee. Permission numbers for summer 2021 should be available from the course director or their designee. Permission numbers for fall 2021 will not be available until after February 24th. You will not be able to add the permission number to the shopping cart before March 22nd. The SoM Registrar’s Office does not provide permission numbers.

Step 2: Meet with your Advisory Dean prior to first day of registration
- Discuss courses selected in shopping cart
- Confirm the number of clinical credits required for fourth year and discuss 4th year requirements, etc.
- Advisory Dean must verify that you are eligible to enroll (clears you to register)
- MED4 students must enroll in a minimum of 8 credits per term. MED3 students enrolling in Thesis 301B (summer 2021), are considered full time. However, students that are returning from CRS, ORS, MSTP, leave, etc. must enroll in at least 8 credits. If applicable, they must satisfy the 45 day rule.
- Contact the SoM Registrar’s office if you do not have appointment windows for summer/fall 2021 (medreg@dm.duke.edu and Tonja.bland@duke.edu)

Note: If you have questions about the number of credits you are required to have during the 4th year, please discuss with your advisory dean.

Step 3: DukeHub: https://dukehub.duke.edu/: Validation window opens- (notifies you as to whether or not the course you selected can be added)
  - Summer 2021 opens March 3rd
  - Fall 2021 opens March 24th

- Students may view enrollment dates and verify that they have been flagged in DukeHub. Please verify in DukeHub before registration opens for each term and after you have spoken with your advisory dean.
- Make sure that there are no registration holds on your account.

Step 4: DukeHub: https://dukehub.duke.edu/:
  - Summer 2021 – On-line Registration opens at 8:30am on March 10th
  - Summer 2021 – On-line Registration closes at 1:00pm on March 16th
  - Fall 2021 – On-line Registration opens at 8:30 am on March 31st
  - Fall 2021 – On-line Registration closes at 1:00 pm on April 6th

Failure to register during the on-line registration period will result in the completion of a professionalism form.
Registration Information and Requirements

Summer 2021—Registration:

- Students that will complete their 3rd year during the summer 2021 term will be eligible to begin 4th year electives, upon submission of their thesis or approved manuscript. Third year students must enroll in Thesis 301B during summer.

- Students returning to the School of Medicine for summer 2021, (returning from MSTP, CRS/ORS status, loa, etc.), register during the specified on-line registration dates. Students returning from the Graduate School, leave of absence, CRS/ORS, etc., must be enrolled in at least 8 credits each term, to be considered a full-time student in the School of Medicine. Thesis 301B enrollment for students that took an additional year of research will be in the summer term of your first third year (term with third tuition charge for MED3). Current third year students must enroll in Thesis 301B for the appropriate section during summer 2021. If you are not sure of the correct section, please contact thirdyear@dm.duke.edu.

- Students enroll in INTERDIS 305C for two consecutive terms only, (fall/spring unless you are off-cycle). Do not add during summer term.

- The number of 4th year electives allowed prior to submitting the thesis is based on the approved thesis due date, (10 month students: maximum summer electives = 2; 11 & 12 month students: maximum summer electives = 1). If you have questions about your thesis due date, please email thirdyear@dm.duke.edu. Students approved by third year to take one allowed fourth year course prior to submitting their thesis must satisfy the research time missed for the elective before they are eligible to take additional 4th year courses.
  - 10 month students register for Thesis 301B, section 81
  - 11 month students register for Thesis 301B, section 82
  - 12 month students register for Thesis 301B, section 16

- Students that plan to continue their research (CRS) or take an additional year of research (OPTRS) during 2021-2022, must enroll in Thesis 301B for summer 2021. Approved CRS or OPTRS (ORS) paperwork should be submitted to the SoM registrar’s office prior to May 1st. CRS/ORS forms may be found on the SoM registrar’s office website, https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources, under “3rd Year MD Students”. Upon receipt of the approved paperwork the SoM registrar’s office will process the CRS enrollment. Students that plan to take an additional year of research must notify the registrar’s office via email, medreg@dm.duke.edu. This will allow us to update your anticipated graduation date in DukeHub and in the AAMC student records system.

- Important Listserv Info: Students that elect to take an additional third year must contact the MedEd IT help desk, mededit_helpdesk@duke.edu, and request to be added to the appropriate listserv. This will ensure that you receive the appropriate registration, subinternship, and other informative emails.

Reminders:

FREETIME 450C – MS4 students do not have to enroll in FREETIME during the Fall term. Enrollment in INTERDIS 450C during section 16 eliminates the need to enroll in FREETIME during the fall.

INTERDIS 401C – Acute Care Curriculum is offered during the terms listed below and must be taken simultaneously with the approved course that satisfies the acute care course requirement. This is not applicable to students in the LIC or PCLT tracks as they take ED during year 2, but must still satisfy the acute care curriculum (INTERDIS 401C). *The minimum student enrollment for all sections is 4 students; maximum enrollment limit is 18 students per section. Refer to attached instructions for more information.
  - *Summer 42 will only be offered if there is a minimum of 5 students enrolled
  - Summer 43 and 44
  - Fall 41, 42, and 43 (it is not offered during fall 44 due to interview schedules)
  - Spring 41, 42, and 44

Term Section Dates (the 2021-2022 academic calendar is available on the SoM Registrar’s website),
https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources

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Review course descriptions in DukeHub. The course description contains contact information and in some cases, the location to meet on the first day of classes.

**Reminder:** All MED4 students must enroll in **INTERDIS 450C – Capstone (zero credits)** during the fall term. Credits and a grade will be awarded during the spring term, upon successful completion of all Capstone requirements.

**Acute Care Requirement** – Students must take one of the courses approved to satisfy the acute care requirement. All students are required to complete the Acute Care Curriculum, taught by Dr. Nancy Knudsen. The Acute Care Curriculum course (with Dr. Knudsen) is listed as INTERDIS 401C. It will be offered during summer sections 42, (42 offered only if minimum of 5 students are enrolled), 43 & 44; fall sections 41, 42, 43; and spring sections 41, 42, 44. There is a minimum enrollment of 4 students per section. **Note:** If there are less than 5 students enrolled in any section, the section will be cancelled. The enrollment cap is 18 for each section. **Enrollment Process:** Students must enroll in **INTERDIS 401C during same term/section** in which they enroll in the course that they plan to take to satisfy the acute care course requirement. **Example:** Student enrolls in Surgery 443C during fall section 42 to satisfy acute care requirement; student must also enroll in **INTERDIS 401C during fall section 42**. Please refer to the Fourth Year Electives book on the SoM registrar’s office website for a listing of the courses that are currently approved to satisfy the acute care requirement taken with the acute care curriculum.

Students must take one course to satisfy the acute care requirement and an additional course that is approved to satisfy the sub-internship requirement. The acute care requirement and the sub-internship requirements must be satisfied at Duke SoM. There are some sub-I’s that are approved to satisfy the acute care requirement. Students that take one of those to satisfy the acute care requirement, must take a different sub-I to satisfy the Duke sub-I requirement. If you have questions about this, please discuss with your advisory dean.

**Study Away:** Please speak with your advisory dean regarding study away rotations and to determine if away rotations are currently permitted for summer/fall terms. Students that have completed applications and have been approved for Study Away rotations during the summer/fall term will be enrolled by the SoM registrar’s office, in Study Away 410C upon receipt of the approved Study Away application from the Office of Student Affairs. Students enrolled in an elective during the time period of the approved Study Away must drop the elective before we can process the Study Away enrollment. If a change is needed outside of an on-line drop/add period, students must complete a drop/add form (located on SoM Registrar’s website). In order to be eligible for credit for a study away rotation students must be approved and enrolled PRIOR to leaving Duke to complete the rotation/experience. Credit cannot be awarded for the away rotation unless the process outlined above is followed. Students must complete the School of Medicine study away application even if you have completed and been approved using the on-line VSAS process. Study Away applications are available from the SoM registrar’s office website, [http://medschool.duke.edu/education/office-registrar/forms](http://medschool.duke.edu/education/office-registrar/forms). Students may only receive credit toward graduation for two away elective rotations.

**Duke University VA Medical Center (DUVAMC)** – Students that plan to take a course that requires rotations at the Durham Veteran’s Administration Medical Center must complete the required paperwork **no less than 60 days prior to the start of the first rotation**. For more information, contact [clyde.meador@va.gov](mailto:clyde.meador@va.gov).

**Fourth Year Elective books are available online:** [https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources](https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources), under “Fourth Year MD Students”. There could be changes (times the course is offered, course director, contact person, etc.) Addendum Items may be found on the SoM Registrar’s website.

Please contact the School of Medicine registrar’s office via email at [medreg@dm.duke.edu](mailto:medreg@dm.duke.edu) or by phone at 919-684-2304 if you have questions or if we may be of assistance.