DukeHub Student Portal
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2 Login

On August 6th, Access to the Student Portal will be via this URL: [https://dukehub.duke.edu/](https://dukehub.duke.edu/)

Click on the Student SignOn Link to go to enter the student portal.

3 Student Home Page

On the Student Home Page, Students view their Class Schedule, Exam Schedule,

3.1 Navigation Bar

The navigation bar appears at the top of all pages. Students can see their Student ID, Duke Unique ID

3.2 Changing the Default Term

You can change the current default term on the home page. This will **not change** the graphical view of the weekly schedule, but it will change the views of the Exam Schedule, the list of classes on the Student Class Schedule.

Click on

Click on Save

Refresh Page
3.3 Student Weekly Schedule
The Default Setting on the Homepage is a graphical view a Student’s Weekly Schedule for the current week.
Students can choose to go to different days/weeks/months by clicking fields at the top of the schedule

3.4 **STUDENT CLASS SCHEDULE**

Data displayed by term is based on: 2016 Fall Term

3.5 **STUDENT EXAM SCHEDULE**
2016 Fall Term

The schedule below is the calculated exam schedule based on exam policy. Check with individual faculty to determine if an exam will be offered at those times. Until drop/add of the term indicated this exam schedule may change if room assignments change.

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 201L (LEC)</td>
<td>2016-12-16</td>
<td>02:00PM to 05:00PM</td>
<td>Biological Sciences 111</td>
</tr>
<tr>
<td>ISS 240L (LEC)</td>
<td>2016-12-18</td>
<td>02:00PM to 05:00PM</td>
<td>Physics 128</td>
</tr>
<tr>
<td>ITALIAN 203 (LEC)</td>
<td>2016-12-14</td>
<td>02:00PM to 05:00PM</td>
<td>Social Sciences 124</td>
</tr>
</tbody>
</table>
3.6 ADVISORS, DEANS, FINANCIAL AID COUNSELORS

Advisors who can grant access to registration are identified with a green check mark.

Clicking on the More... link displays contact information.

<table>
<thead>
<tr>
<th>Advr. Role</th>
<th>Advisor Name</th>
<th>Address 1</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor</td>
<td>Kathleen Carley</td>
<td>011 Allen Building</td>
<td></td>
</tr>
<tr>
<td>Advisor - College</td>
<td>Valerie Konczal</td>
<td>011D Allen Bldg</td>
<td>Durham</td>
</tr>
<tr>
<td></td>
<td></td>
<td>421 Chapel Drive</td>
<td></td>
</tr>
<tr>
<td>Dissertation Advisor</td>
<td>John Board</td>
<td>209D Hudson Hall</td>
<td>Durham</td>
</tr>
</tbody>
</table>
The Registration Page, displays Key Registration Dates, Courses Currently Scheduled.

In addition, on the left-hand side of the page, there are several links. Clicking on blue banner text, activates the hyperlink text below

4.1 **REQUEST SUMMER WINTER ENROLL**

`If you plan to take courses in the either Summer Term, or for some careers the Winter Term, use this page to indicated your intent.`

`No Summer/Winter Terms Available - Check your bookbag for active terms or contact registrar@duke.edu`
4.2 **DEPARTMENT LISTINGS (TRINITY ONLY)**

Clicking on the link will bring up a new tab with Trinity Department Listings.

4.3 **ADVANCED CLASS SEARCH**
4.4 CLASS SEARCH

Search By Subject

Instructions
Click on the icon next to a subject to view the classes for that subject. Click on a class to view the details for the class. The Select Class hyperlink next to the class will allow you to add the class to your book bag.

UNDERGRADUATES - Beginning Fall 2012, undeclared undergraduates cannot enroll in 500 or above level courses without permission from their Academic Dean.

Institution: Duke University
Term: 2016 Fall Term

My Class Schedule

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 201L</td>
<td>MWF 10:00AM - 11:20AM</td>
<td>Biological Sciences 111</td>
</tr>
</tbody>
</table>

Bookbag

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 201L</td>
<td>M 11:45AM - 2:15PM</td>
<td>Biological Sciences 0039</td>
</tr>
</tbody>
</table>

Course Subject Lookup

Course Evaluations have been moved to a new system, which requires a VPN connection when the user is not on the Duke network. To connect via VPN, you will need to first visit portal.duke.edu, and the website will detect and install the appropriate version of VPN software on your computer.

ABC D E F G H I J K L M N O P Q R S T U V W X Y Z

AAAS  African and African American Studies
ACCOUNTS  Accounting
AEROSCI  Aerospace Studies/PROTC
AMES  Asian & Middle Eastern Studies
AMI  Arts of the Moving Image
AMKTAN  American Christianity
### 4.5 Enrollment Book Bag/Registration

**Registration**

**Book Bag/Enroll in Classes**

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

**2018 Fall Term | Undergraduate | Duke University**

![Enrollment Book Bag/Registration Interface](image-url)

| Select | Course | Description | Days/Time | Room | Instructor | Cross | Enrollment | Enrollment | Final | Final | Permission Permission Required | No. | Units | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ITAL104 | INTERMEDIATE ITALIAN | MWF 1:45PM - 2:40PM | 321D | B. Spinuzzi | TBA | 23 | Available | Available | 5.00 | 1011 | Yes | 1.00 | 10110 | 11D
| THTR101 | ENTRRISATION | TTH 2:20PM - 3:40PM | 225B | J. O'Brien | TBA | 45 | Available | Available | No* | Add | | 1.00 | 32105 | 5D

*No information available at this time*
5 FINANCIAL AID PAGE

The Financial Aid Page consists of seven pagelets, displaying information on student Financial Aid.

---

5.1 AID YEAR SELECTION

- Click the Aid Year button at the top of the page to select the appropriate Aid Year.
- All pagelets below will display information from the Aid Year selected, except FA ToDos. All Incomplete ToDos will display.
- If you have questions, or if you need to correspond with someone in your Financial Aid Office, you can click Email Financial Aid Office or the Report Outside Scholarships. Clicking either of these links will open the default email client on your device.
5.2 FA ToDos
The Financial Aid ToDo section contains information about items that you are required to complete for Financial Aid processes.

- Click the ToDo item description for further information.
- Click the Completed Items button to see ToDo items that have been done.

5.3 FA Awards
The Financial Aid Award section displays information regarding your awards. You can view your Offered and Accepted awards on this page.

- Click the Accept/Decline Awards button to interact with your Awards.

- Click the Accept or Decline checkbox. For student loans, you will have the option of reducing the amount you can borrow.
- After you have made any changes, click Submit.
- Review your award package. If ready to accept all awards displayed, click Yes, and then OK.

- If you are a first time borrower, or if you have borrowed an Alternative/Private Loan, you may see a pink box with additional instructions. Click Review Loans to complete all requirements.

5.4 Cumulative Borrowing
If you have borrowed at Duke University, you will be able to find a summary of your loans here.

- Click Loan Detail.

- A summary of your loans, grouped by loan program will be displayed
- A Loan Repayment Estimator will help calculate future loan repayments. (This tool provides repayment estimates. Many factors can impact your future loan payments.)
Financial Aid

<table>
<thead>
<tr>
<th>Description</th>
<th>Unbilled Amount</th>
<th>Fees</th>
<th>Total Unbilled Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate First Loan</td>
<td>$53,014.88</td>
<td>$966.78</td>
<td>$53,981.66</td>
</tr>
<tr>
<td>Federal Direct Subsidized</td>
<td>$40,000.00</td>
<td>$0.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Federal Direct unsubsidized</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Federal Direct total</td>
<td>$65,014.88</td>
<td>$966.78</td>
<td>$66,981.66</td>
</tr>
</tbody>
</table>

The loans listed above represent the total amount of money you have borrowed through different loans while attending your university. Some of your unpaid loans are at an interest rate in excess of 8%. The accumulated cost of this money will be added to your principal balance after you graduate. For this reason, the balance of your loan when you begin repayment may be higher than the Table Totals above.

The Total Unbilled Amount represents the original principal balance of the loan. The Unbilled Amount is the amount that will be displayed in your Biller account. If the Unbilled Amount is more than the loan amount, you can request your loan fees from the disbursement. Your fees are listed in the Table above.

Federal Direct Loans offer a number of repayment options, and depending on your enrollment, you may be eligible for loan forgiveness.

Use the Repayment Estimator to estimate your federal loan payment under different repayment plans.

When considering a repayment plan, it is important to consider both your total cost and the required monthly payment.

For more information about your loan and where to make your payments, log into NSLDS National Student Loan Data System.

Cost Calculation Links

1. National Student Loan Data System
5.5 **Workstudy Earnings**
If you have accepted a workstudy award, your Accepted and Earned amounts will display here.

![Workstudy Earnings Image]

5.6 **FA Letters/Messages**
The letters, email messages and award notifications you have received will be visible for review in this section.

- Click *View Notification Letters* to see a list of documents.

![Student FA Letters/Messages Image]

- The individual document links will be displayed at the bottom of the page.
- Click the links to see the full document
5.7 FA BUDGET INFORMATION
Information about your Cost of Attendance at Duke is found here. There are three tabs in this pagelet – and Annual Budget, Term Budget and Expected Family Contribution. Click the appropriate tab for additional information.

- **Annual Budget** – Budget amounts for the entire Aid Year.

```
<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$ 1,440.00</td>
</tr>
<tr>
<td>Food Allowance</td>
<td>$ 4,844.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$ 2,525.00</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>$ 8,658.00</td>
</tr>
<tr>
<td>Miscellaneous Costs</td>
<td>$ 3,420.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 1,748.00</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 51,796.00</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>$ 74,029.00</td>
</tr>
</tbody>
</table>
```

- **Term Budget** – Budget items, broken out by each term.

```
<table>
<thead>
<tr>
<th>Short Term</th>
<th>Budget Category</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Fall</td>
<td>Books and Supplies</td>
<td>$ 920.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Food Allowance</td>
<td>$ 2,054.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Health Insurance</td>
<td>$ 2,525.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Housing Allowance</td>
<td>$ 3,644.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Miscellaneous Costs</td>
<td>$ 1,520.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Transportation</td>
<td>$ 770.00</td>
</tr>
<tr>
<td>2016 Fall</td>
<td>Tuition and Fees</td>
<td>$ 25,916.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Books and Supplies</td>
<td>$ 820.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Food Allowance</td>
<td>$ 2,500.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Housing Allowance</td>
<td>$ 4,810.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Miscellaneous Costs</td>
<td>$ 1,900.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Transportation</td>
<td>$ 970.00</td>
</tr>
<tr>
<td>2017 Spring</td>
<td>Tuition and Fees</td>
<td>$ 25,978.00</td>
</tr>
</tbody>
</table>
```

- **Expected Family Contribution** – Depending on your academic program, specific EFC information will display.

For information about your Expected Family Contribution, contact your Financial Aid Office. Your counselor will be able to provide additional details.
5.8 FA DISBURSEMENTS
Information regarding your Financial Aid award disbursements can be found in this pagelet.

- Click Disbursement Dates.

- Information about your award disbursements is displayed.
- Term information, award amounts (Offered, Accepted) and the amount disbursed to your Bursar’s account are displayed. Also, the earliest possible date the award could disburse is displayed.
The Academics page is comprised of six modal windows that display key academic information.

6.1 **Student Grades**
The most current term grades appear first. By clicking on “All Grades”, all terms and grades will appear. Use the scroll bar on the right to view earlier terms.
6.2 **STUDENT PROGRAM/ PLAN(s), PROGRAM STATUS, ADMIT TERM, EXPECTED GRADUATION TERM**

![Student Program Plan]

- **Trinity College** - Active in Program

  **Admit Term**: 2014 Fall Term  
  **Expected Grad Term**: 2018 Spring Term

- Biology (AB)
  - Chemistry (MIN)
  - Psychology (MIN)

6.3 **STUDENT GPA**

Current Term Displays, click on GPA BY TERM to display all Terms

![Student GPA](image)

<table>
<thead>
<tr>
<th>Career</th>
<th>Term</th>
<th>Term GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>2016 Fall</td>
<td>0.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2016 Sprng</td>
<td>3.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2015 Fall</td>
<td>3.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2015 Sumr1</td>
<td>2.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2015 Sprng</td>
<td>2.025</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>2014 Fall</td>
<td>3.100</td>
</tr>
</tbody>
</table>
### 6.4 Course History

The default view lists five courses. The view can be expanded to show 10, 25, 50, All Courses.
6.4.1 Sorting Course History

The header bar, allow sorting by Term, Course Component, Title, Grade or Units in Ascending or Descending Order.

6.4.2 Course Grade Search/Filter
6.4.3 General Course Search Filter

![Image of General Course Search Filter]

6.5 Student Test and Transfer Credit

![Image of Student Test Credit and Course Transfer]

<table>
<thead>
<tr>
<th>Test</th>
<th>Component</th>
<th>Duke Credit</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Chemistry</td>
<td>CHEM 21</td>
<td>AP</td>
</tr>
<tr>
<td>AP</td>
<td>Economics Macroeconomics</td>
<td>ECON 22</td>
<td>AP</td>
</tr>
<tr>
<td>AP</td>
<td>English Language &amp; Composition</td>
<td>ENGLISH 22</td>
<td>AP</td>
</tr>
<tr>
<td>AP</td>
<td>Environmental Science</td>
<td>ENVIRON 20</td>
<td>AP</td>
</tr>
<tr>
<td>AP</td>
<td>Mathematics: Calculus BC</td>
<td>MATH 21</td>
<td>AP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 22</td>
<td>AP</td>
</tr>
<tr>
<td>AP</td>
<td>Psychology</td>
<td>PSY 101</td>
<td>AP</td>
</tr>
</tbody>
</table>

Student Course Transfer

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>Duke Equivalent</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No course transfer work reported</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Planning page has several links on the left-hand side of the Page. Clicking on the Blue Header Links, e.g., “My Planner”, expands or hides hyperlink text.
7.1 **ACADEMIC PLANNER**

Students click on the hyperlink text to access and update their planners.
LONG RANGE PLAN (UNDERGRADUATE AND NURSING STUDENTS ONLY)

By clicking on the text, students can access and update their Long Range Plan.

---

### Long Range Plan

#### Instructions

The Long Range Plan is for Trinity Undeclared Students Only.

The Long Range Plan is designed to lead you through a process of reflection upon your Duke education so far and to give you an opportunity to plan your remaining semesters. Refer to the table below to complete the tasks associated with the Long Range Plan.

The future plans and essay sections will be available up until you submit your Long Range Plan to the Advising Center and declare your major. After this time, they will be available for view only. You can create a new What-If report and access My Planner at any time.

**Important:** You are responsible for making sure that you understand all remaining graduation requirements, including general education, major, minor, and certificate program requirements. Your academic advisor can be held accountable for errors you make or for your lack of knowledge of what you must complete in order to graduate.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Describe your future plans</td>
<td>Complete</td>
</tr>
<tr>
<td>2. Write your essay</td>
<td>Incomplete</td>
</tr>
<tr>
<td>3. Add courses to your planner</td>
<td>Last updated on March 19, 2016</td>
</tr>
<tr>
<td>4. Generate a What-If Report</td>
<td>Last report created on March 19, 2016 4:21 PM</td>
</tr>
<tr>
<td>6. Print your essay</td>
<td>Attach this to your final What-If Report for your advisor to review</td>
</tr>
<tr>
<td>7. Complete Academic Survey</td>
<td>Survey at Major Declaration</td>
</tr>
<tr>
<td>8. Meet with your advisor</td>
<td>Schedule an appointment with your advisor so that they can review and approve (via signature) your Long Range Plan.</td>
</tr>
<tr>
<td>9. Declare your major</td>
<td>Drop off your approved Long Range Plan at the Academic Advising Center (East Campus).</td>
</tr>
</tbody>
</table>

---

7.2 **What-If Report**

---

### What-If Report

#### What-if Report Selection

You may be thinking of changing your program of study and wonder how that change would affect your progress. You can use this component to set up and request a simulated or "what-if" advisement report based on alternate programs of study. Select the Create New Report button to set up your what-if scenario.

---

Page 26 of 47
### My Academic Requirements

Duke University | Undergraduate

This report last generated on 07/20/2015 7:00PM

- **NOTE:** Courses with grades of I, N, X, and Z INCLUDED IN REQUIREMENTS

### COURSE HISTORY

### THIS REPORT ASSUMES SATISFACTORY COMPLETION OF ALL IN-PROGRESS COURSES

### FIRST YEAR SEMINAR: 1 full course designated as a seminar

### SMALL GROUP LEARNING EXPERIENCE

**Not Satisfied:** After the first year, 2 cr designated as seminar, tutorial, independent study, or thesis

- Units: 2.00 required, 1.00 taken, 1.00 needed

### SGLE

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEATRST 1435</td>
<td>ACTING</td>
<td>1.00</td>
<td>2016 Fall Term</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[View All | First | Last]
The Bursar Page has several links for students to successfully manage their account.
## 9.1 Account Activity

![Account Activity Screen](image)

Your current account balance is:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Posted Date</th>
<th>Transaction Description</th>
<th>Amount</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>06</td>
<td></td>
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<td>06</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Close**
9.2 BILLING HISTORY

Following is a Running Totals summary by due date of the charges that you owe:

<table>
<thead>
<tr>
<th>Invoices Due</th>
<th>Personalize</th>
<th>Find</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Invoice Due on 08/01/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 08/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 05/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 04/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 03/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 02/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 01/04/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 11/12/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.3 1098T TRANSACTIONS

View 1098-T

Years listed indicate which 1098-T statements are available for you to access. Please note that the Printed Date will only be visible for years you received a paper copy. Click the Tax Year hyperlink to view the 1098-T Tuition Statement. To view the details, click the Box Amount Tab. View the details by clicking on the hyperlink on the Amount field.

Note:
1. If you use a pop up blocker, you will have to disable it to display your 1098-T.
2. If there is no hyperlink for the amounts, detail information is not available. Please contact your Bursar’s office should you need more information.

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Version</th>
<th>Federal Tax ID</th>
<th>Institution</th>
<th>Printed Date</th>
<th>Transmittal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Original</td>
<td>560532129</td>
<td>Duke University</td>
<td>01/21/2016</td>
<td>03/17/2016</td>
</tr>
<tr>
<td>2014</td>
<td>Original</td>
<td>560532129</td>
<td>Duke University</td>
<td>01/22/2015</td>
<td>04/24/2015</td>
</tr>
<tr>
<td>2013</td>
<td>Original</td>
<td>560532129</td>
<td>Duke University</td>
<td>01/22/2014</td>
<td>03/20/2014</td>
</tr>
</tbody>
</table>
9.4 **DUKE E-CHECK PAYMENT (DUKE PAY)**

Make a Student Account E-check Payment

Welcome to the Duke University Student Account E-check Website. Please identify the student account for which you wish to make a payment by entering the following information:

Student ID:
[Input field]

OR

Student Unique ID:
[Input field]

AND

Student Last Name:
[Input field]

Submit

9.5 **WESTERN UNION PAYMENT**

Duke University has contracted with Western Union Business Solutions, a specialist in global business payments, to provide you with a simple and low-cost method of paying fees to Duke University in your own currency. Please enter the student’s details and then press NEXT to continue. Please note that all fields marked with an * are required. Accurate information will ensure that funds are allocated to the correct account at Duke University promptly.

Please indicate from which country you will be sending your payment:
Can’t find your country? Contact us to learn more.

Country *
[Input field]

Student Verification - Please fill in your student details.

Student ID *
[Input field]

First Name *
[Input field]

Last Name *
[Input field]

Date of Birth
[Input field]
Welcome

Paying for your education is made easy for students and families through the products and services listed below.
Several Academic and Non Academic forms can be accessed on this page.

10.1 REQUEST TRANSCRIPTS
10.2 APPLY FOR GRADUATION
## Apply for Graduation

Select the academic program in which you wish to apply for graduation by clicking on its description.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Grad - PhD AS</th>
<th>Career</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>No current application for graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Doctor of Philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Primary Religion-PHD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Program</td>
<td>Grad - Certificate Programs</td>
<td>Career</td>
<td>Graduate</td>
</tr>
<tr>
<td>Status</td>
<td>No current application for graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate in College Teaching</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10.3 **Title IV Waiver**

![Title IV Waiver Screen](image)

**If you are receiving financial aid, please read and take appropriate action. No action is required if you are not a financial aid recipient.**

The Department of Education has implemented federal regulations that authorize the University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Education Loan Program
- Stafford Loan Program - Subsidized and Unsubsidized

Select a permission form and click next to continue with the agreement process or click cancel.

10.4 **Health Insurance Coverage (Waive, Enroll or View Status)**
10.5 TRANSCRIPT REQUEST HISTORY
## Transcript Request History

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Recipient</th>
<th>Copies</th>
<th>Process Date</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/2014 11:27 AM</td>
<td>German School, Middlebury Language Schools  14 Old Chapel Road  Middlebury, VT 05753  USA</td>
<td>1</td>
<td>02/04/2014 09:31 AM</td>
<td>Mail</td>
</tr>
<tr>
<td>02/03/2014 11:26 AM</td>
<td>German School, Middlebury College Language Schools  14 Old Chapel Road  Middlebury, VT 05753  USA</td>
<td>1</td>
<td>02/04/2014 09:31 AM</td>
<td>Mail</td>
</tr>
<tr>
<td>02/16/2013 12:36 AM</td>
<td>Duke University Graduate School Duke University Graduate School Admissions Office/Admitted Student  2127 Campus Drive, Box 90065  Durham, NC 27708  USA</td>
<td>1</td>
<td>02/18/2013 10:34 AM</td>
<td>Mail</td>
</tr>
</tbody>
</table>

### 10.6 Enrollment Verification History
11 STUDENT PROFILE PAGE

The Profile page allows a student to review, and where applicable edit/update biographical information.

The first display area shows the student’s photo and biographical information that cannot be updated online. Students should contact the Registrar’s Office if there are any errors.

11.1 VIEW/EDIT/ADD NAMES

Students can edit a preferred name and add a phonetic name.
11.2 MANAGE RELATIONSHIPS AND GUEST ACCESS

Students can add and update relationships and grant those relationships access to their student information.
Scroll to the right to add or update guest access

11.3 View, Add, Update Addresses

Students can update their Home and Local Addresses. Duke Residence Halls/Apartments, as well as Duke P.O boxes cannot be updated.
11.4 **ADD UPDATE PHONE NUMBERS**

![Edit Phones](image)

**Phones**

Enter your phone numbers below. Country code is required for non-US numbers.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox. A cellular phone number is REQUIRED for students on the Durham or Beaufort campus.

If you do not have a cellular number or are on the Kunshan campus, please check the box to the right.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Ext</th>
<th>Country</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cellular</td>
<td>919/123-4567</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Required Field

---

Click to initiate a test SMS message from DubuqueLERT

Close
11.5 ADD, UPDATE EMAIL ADDRESSES

![Add and Update Email Addresses](image-url)
11.6 **Add, Edit Emergency Contacts**

### EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>Alan Student</th>
<th>Parent</th>
<th>919/123-4567</th>
</tr>
</thead>
</table>

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Per the Higher Education Opportunity Act of 2008, you may designate individuals to be notified in the event you are determined to be missing. Click [here](#) for details of Duke’s policy.
11.7 **ADD, UPDATE RELIGIOUS PREFERENCE**

No Religious Preference indicated.
### 11.8 Edit Ethnicity

**ETHNICITY**

**HISPANIC**

**Ethnicity**

1. Are you Hispanic or Latino?
   - Yes, I am Hispanic or Latino
   - No, I am not Hispanic or Latino

2. What is your race? Select one or more:
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Other Pacific Islander
   - White

(Optional) Which best describes your background? Select one or more:

<table>
<thead>
<tr>
<th>Background</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuban</td>
<td>delete</td>
</tr>
</tbody>
</table>

- The Information is correct as entered.
- Submit

[Close]