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2  LOGIN

On August 6th, Access to the Student Portal will be via this URL: 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 Change Default Term

Click on Save

Refresh Page
3.3 **STUDENT WEEKLY SCHEDULE**

The Default Setting on the Homepage is a graphical view of 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</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.

![Department Listings](image)

### Majors & Minors

<table>
<thead>
<tr>
<th>Subject</th>
<th>Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Art History, BA</td>
</tr>
<tr>
<td>Asian &amp; Middle Eastern Studies</td>
<td>Asian &amp; Middle Eastern Studies, BA</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology, BS</td>
</tr>
<tr>
<td>Biophysics</td>
<td>Biophysics, BS</td>
</tr>
<tr>
<td>Brazilian &amp; Global</td>
<td>Brazilian &amp; Global Portuguese, BA</td>
</tr>
</tbody>
</table>

4.3 **ADVANCED CLASS SEARCH**

![Advanced Class Search](image)

Select at least 2 search criteria. Select Search to view your search results.

**Class Search**
- **Subject:** select subject
- **Course Number:** 700
- **Course Career:** Graduate
- **Show Open Classes Only**

**Additional Search Criteria**
- **Meeting Start Time:** between
- **Meeting End Time:** less than or equal to
- **Days of Week:** include only these days

**Search for Classes**
- **Institution:** Duke University
- **Term:** 2016 Fall Term
- **Instructor Name:** begins with
- **Course Keyword:**
- **Minimum Units:** greater than or equal to
- **Maximum Units:** less than or equal to
- **Mode of Instruction:**

**Course Attributes**

Course attributes are features assigned to a course, including Curriculum Codes (i.e., Areas of Knowledge and Modes of Inquiry) and type of course (seminar, lab, special topics). Choose the course attribute(s), and then the specific value, for which you wish to search. Classes selected will meet all criteria. If you wish to search for all values of a given attribute leave the value section blank.
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

BIOLOGY 201L MWF 10:00AM - 11:20AM
Biological Sciences 111

Bookbag

BIOLOGY 201L M 11:45AM - 2:15PM
Biological Sciences 0039

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.

Duke University | 2016 Fall Term

ABCDEFGHIJKLMNOPQRSTUVWXYZ

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

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.
5 **FINANCIAL AID PAGE**

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

![Financial Aid Page Screenshot](image)

### 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.

![Student FA ToDos](image)

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.

![Student FA Awards](image)

- 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>Undisbursed Amount</th>
<th>Fees</th>
<th>Total Disbursed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Plus Loan</td>
<td>$91,338.00</td>
<td>$991.00</td>
<td>$92,329.00</td>
</tr>
<tr>
<td>Federal Stafford Loan</td>
<td>$115,246.00</td>
<td>$158.00</td>
<td>$115,404.00</td>
</tr>
<tr>
<td>Federal Direct Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Direct Loan Total</td>
<td>$115,344.00</td>
<td>$1,249.00</td>
<td>$116,593.00</td>
</tr>
</tbody>
</table>

The loans listed above represent the total amount of money you have borrowed through student loans to be attending your course. Both of your expected earnings and accumulated college expenses. The accumulated cost of this amount will be added to your principal balance after you graduate. For this reason, the balance of your loan when you begin repayment will be higher than the loan total shown here.

The Total Disbursed Amount represents the original principal balance of the loan. The Disbursed Amount is the amount that has been disbursed to your account. If the undisbursed amount is more than the total amount, you can transfer your loan fees from the disbursement. Your fees are noted in the table above.

Federal Student 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 repayment under different repayment plans.

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

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

Cost Estimator Links
- Student Loan Repayment Estimator
5.5 **Workstudy Earnings**
If you have accepted a workstudy award, your Accepted and Earned amounts will display here.

![Workstudy Earnings Table]

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]

- 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>$ 1,340.00</td>
</tr>
<tr>
<td>Food Allowance</td>
<td>$ 4,844.00</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$ 2,625.00</td>
</tr>
<tr>
<td>Housing Allowance</td>
<td>$ 8,858.00</td>
</tr>
<tr>
<td>Miscellaneous Costs</td>
<td>$ 3,620.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 1,748.00</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 21,795.00</td>
</tr>
</tbody>
</table>

**Total Budget** $ 74,029.00

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

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

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

6.3 STUDENT GPA

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Course (Component)</th>
<th>Title with Topic</th>
<th>Grade</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Fall</td>
<td>CHEM 110DL - 001 (4431)</td>
<td>HONORS CHEMISTRY (LEC)</td>
<td>B-</td>
<td>1.00</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 103 - 01 (3536)</td>
<td>DEVELOPMENTAL PSYCHOLOGY (LEC)</td>
<td>B-</td>
<td>1.00</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>COMPSCI 101L - 001 (6782)</td>
<td>INTRO TO COMPUTER SCIENCE (LEC)</td>
<td>B+</td>
<td>1.00</td>
</tr>
</tbody>
</table>

6.4.2 Course Grade Search/Filter

<table>
<thead>
<tr>
<th>Term</th>
<th>Course (Component)</th>
<th>Title with Topic</th>
<th>Grade</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Fall</td>
<td>CHEM 110DL - 001 (4431)</td>
<td>HONORS CHEMISTRY (LEC)</td>
<td>B-</td>
<td>1.00</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 103 - 01 (3536)</td>
<td>DEVELOPMENTAL PSYCHOLOGY (LEC)</td>
<td>B-</td>
<td>1.00</td>
</tr>
<tr>
<td>2015 Fall</td>
<td>ITALIAN 101 - 04 (5434)</td>
<td>ELEMENTARY ITALIAN 1 (LEC)</td>
<td>B-</td>
<td>1.00</td>
</tr>
</tbody>
</table>
6.4.3 General Course Search Filter

![Course Search Filter Table]

6.5 STUDENT TEST AND TRANSFER CREDIT

![Test Credit Table]

![Course Transfer 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 hyper link 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

<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>5. Print final What-if Report</td>
<td>Complete</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 Advising 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 you 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

A what-if report shows which requirements have been met or are needed for a potential major, minor or certificate. You can view an existing one or create a new one.
7.3 View Academic Requirements

My Academic Requirements

Duke University | Undergraduate
This report last generated on 07/20/2015 7:00PM

- collapse all  - expand all  - view report as pdf

- Taken  - In Progress  - Planned

- 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 cc 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 | 1 | Last
The Bursar Page has several links for students to successfully manage their account.
9.1 **ACCOUNT ACTIVITY**

![Account Activity Window]

The account activity window displays your current account balance and transaction details for the 2013 Fall Term. The window includes options to expand, collapse sections, and print the page.
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>1:30 of 30</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Invoice Due on 03/01/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 06/12/2016</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 04/12/2016</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 02/12/2016</td>
<td></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>
<td></td>
</tr>
<tr>
<td>Print Invoice Due on 11/12/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.3 1098T TRANSACTIONS

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)**

![Duke E-Check](image)

**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:**

Enter id here...

**OR**

**Student Unique ID:**

Enter Unique id here...

**AND**

**Student Last Name:**

Enter Last Name...

Submit

9.5 **WESTERN UNION PAYMENT**

![Western Union](image)

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 students 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 *

Student Verification - Please fill in your student details.

Student ID*

First Name *

Last Name *

Date of Birth
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
Request Official Transcript

Previously Requested Transcripts

Select Institution: Duke University

Select Career: Divinity

Information for Student Requesting Official: Graduate

Your transcript can be:
- Delivered by mail to any address, or
- Emailed as a secure .PDF document to an email account

• Transcripts requested via ACES are generally processed the next business day.
• You will see a confirmation in the “Previously Requested Transcripts” link below once your transcript has been sent.
• Emailed transcripts come from ScripSafe. You may need to check your SPAM folder for this message if you do not see your request within 3 business days.
• Your Bursar and/or Financial Aid accounts must be in good order; otherwise transcript requests are blocked.
• You may request that the transcript be held for final grades or degree posting.
• All transcripts coming from the Office of the University Registrar are produced as “official” and carry the Duke University seal. We do not produce “unofficial” transcripts.
• Students are billed a one-time transcript fee during their first semester of enrollment. Therefore, no payment is required when ordering transcripts.
• You may order up to 9 copies via ACES each time you make a request.
• For additional information, please visit: http://registrar.duke.edu/student-records/transcripts-verifications

School of Medicine Students:

• Electronic transcripts are available through ACES with the exception of the following:
  Do not request an electronic transcript be emailed for the completion of licensure
  packets that require additional correspondence/documentation be included with your
  transcripts or for those that need to be mailed in a sealed envelope. Instead, you
  must select the mail option or come to the registrar’s office for a transcript "pick-up”.
• For additional information, please visit: http://medschool.duke.edu/education/office-registrar/forms

Send to Physical Address
Send to an Email Address

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>Select an Academic Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Program</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Degree</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Grad - Certificate Programs</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>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**

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

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 on line. 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.

![Edit Relationships / Add Guest Access](image)
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**

![Add Update Phone Numbers](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 orBeaufort 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>DDD</td>
<td></td>
</tr>
</tbody>
</table>

* Required Field

Click to initiate a test SMS message from DukeiLENT.
11.5 **ADD, UPDATE EMAIL ADDRESSES**
11.6 **Add, Edit Emergency Contacts**

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.

<table>
<thead>
<tr>
<th>Missing Person Contact</th>
<th>Contact Name</th>
<th>Relationship</th>
<th>Telephone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Student</td>
<td>Parent</td>
<td>919/123-4567</td>
<td></td>
</tr>
</tbody>
</table>
11.7 ADD, UPDATE RELIGIOUS PREFERENCE

No Religious Preference indicated.

Religious Preference

Please select your religious preference

Religious Preferences

Independent Catholic
Independent Baptist
Islam (Muslim)
Japan Holiness Church
Korea Pentecostal
Korea Christian Holiness
Korea Presbyterian
Korea Presbyterian Church
Latter-Day Saints (Mormon)
Lutheran
Metropolitan Community Church
Mennonite
Methodist Church

Close
11.8 Edit Ethnicity

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.

Background
- Cuban
- ADD BACKGROUND INFO
- delete

The information is correct as entered.
- Submit

Close