How to...
Register for Summer Term(s)

Unlike Spring and Fall terms, not all students enroll in Summer classes. In the past, students would need to select Summer classes and place them in their book bags to be eligible for Summer enrollment. The Summer class schedule would not be visible until the student committed to Summer registration. This procedure is slightly different in the new ACES (Student Self Service).

In the new ACES (Student Self Service), the Summer schedule will be visible to all students without needing to book bag or enroll. The schedule will appear under the Class Search and Advanced Class Search options. Without additional action by the student, there is no option to place the class in the Summer book bag.
If the student is interested in book bagging and enrolling in any of the Summer terms, then they can make themselves eligible for the term. On the Registration page, students will see a new tab labeled “request summer enrollment”. This page will ask which term or terms the student would like to be eligible.

**NOTE:** Students are NOT required to see their advisors for summer enrollment. Action taken by the student on this page makes the student eligible to enroll for the selected summer terms.

### Request Summer Enrollment

#### Instructions

This page should be used only by students who intend to register for summer classes. Please select the appropriate summer term(s) in which you intend to enroll and then select "submit". Multiple terms may be selected.

**Book bags for all summer terms begin Monday, February 16, 2009. Registration for all summer terms begins Monday, February 23, 2009.**

If you do not see a summer term in this list, but you wish to take a class in that term, please contact the registrar at registrar@duke.edu.

<table>
<thead>
<tr>
<th>Career</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Do you wish to book bag/enroll in 2009 Summer Term 1 (5/13/2009-6/25/2009)?</td>
</tr>
</tbody>
</table>

A student will select the check box for the appropriate term and then select submit. A confirmation page will appear.

### Save Confirmation

The save was successful.
Your summer enrollment request has been processed.

OK
After selecting the OK button, the student will be returned to the “request summer enrollment” tab. The term or terms previously selected will now appear with a Green Check mark indicating the student is now allowed to book bag or enroll in that Summer term. Any term not checked will remain and the student may return at a later date to request eligibility for that term.

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On special occasions students may wish to enroll in a class in a summer term not specified (for example, undergraduates in a Summer Full term). If the term is not available for selection, the student would need to contact the Registrar (registrar@duke.edu).
Once the student has made him/her self eligible for Summer, the Class Search and Advanced Class Search will allow classes to be moved the book bag from the term or terms the student has selected.

**Institution**: Duke University

**Term**: 2009 Summer Term 1

**Course Subject Lookup**

Duke University | 2009 Summer Term 1

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

**AAAS**

FILM/AFRICAN DIASPORA

- **Status**: Open
- **Class**: 101
- **Description**: FILM/AFRICAN DIASPORA
- **Days & Times**: MTR 5:00PM - 8:05PM
- **Room**: Perkins 2-059
- **Instructor**: First Oruc
- **Enr/Cap**: 0/10
- **Wait**: 0

**Add to Bookbag**