

Schedule Builder How to Guide

1. Navigate to Schedule Builder in DukeHub (dukehub.duke.edu)>Registration>College Scheduler

Registration Summary

Select Term: 2017 Spring Term

Eligible to Enroll Status

Undergraduate 2017 Spring Term You are ready to enroll in classes

Undergraduate Book Bag

For 2017 Spring Term, Session 1, you may begin book bagging on 2016-10-24 at 12:00AM. Book bagging closes on 2017-01-25 at 11:59PM.

Undergraduate Enrollment Window

For 2017 Spring Term, your enrollment window begins on **2016-11-16** at 07:00AM. Below are your specific windows and the number of units/credits in which you are eligible to enroll .

Start Date	Start Time	End Date	End Time	FT Units
2016-11-16	07:00AM	2016-11-16	11:59PM	4.5
2016-11-17	12:00AM	2017-01-25	11:59PM	5.5

Courses enrolled for 2017 Spring Term:

Course	Description	Instructor	Mtg Days/Times	Class Dates	Room
--------	-------------	------------	----------------	-------------	------

2. Select the appropriate term and hit the 'Save and Continue' button.

Select Term

Term

- 2017 Winter Term
- 2017 Spring Term

Save and Continue

3. The open and full course status, all careers and all instruction modes are set as the default. You can narrow your choices in the fields below. We recommend Trinity and Pratt undergraduate students filter course careers to display 'Arts and Sciences' and 'School of Engineering'. Students can filter instruction mode to display in-person or distance based courses.



Course Status	Open & Full	<input type="button" value="Change"/>	Term	2017 Spring Term	<input type="button" value="Change"/>
Course Careers	All Course Careers Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

i Add the courses you wish to take for the upcoming term.

Breaks

i Add times during the day you do not wish to take classes.

Schedules

4. Add breaks such as practice schedules and study time.

Breaks

i Add times during the day you do not wish to take classes.

Add New Break

i Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time :

End Time :

Days Select Weekdays

MON
 TUE
 WED
 THU
 FRI
 SAT
 SUN

5. Add courses of interest. You can search for courses by subject or by course attribute (ex. Seminar). At this stage of the process, all sections of the courses are included.

Courses

+ Add Course

i Add the courses you wish to take for the upcoming term.

Schedule Builder Text Only Help Sign out

Add Course

After adding courses click Schedule Builder to return to the homepage to generate schedules.

By Subject My Planner Search by Course Attribute

Subject AAAS

Course 89S - FIRST-YEAR SEMINAR (TOP)

< Back + Add Course

African and African American S 89S - FIRST-YEAR SEMINAR (TOP)

Topics vary each semester offered. Instructor: Staff

Courses

i Choose a Course and click Add Course

6. Generate potential schedules.

Schedule Builder Text Only Help Sign out



Course Status Open Classes Only Change Term 2017 Spring Term Change

Course Careers All Course Careers Selected Change Instruction Modes All Instruction Modes Selected Change

i Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

+ Add Course

Breaks

+ Add Break

- AAAS 89S
FIRST-YEAR SEMINAR (TOP)
Topic: AFRICAN-AMERICAN MUSIC 20THC
Options i lock x
- Arabic 102
ELEMENTARY ARABIC
Options i lock x
- Chemistry 101DL
CORE CONCEPTS IN CHEMISTRY
Options i lock x
- Pub Pol 155D
INTRO TO POLICY ANALYSIS
Options i lock x

- Soccer Practice
MWF - 3:00pm to 5:00pm
Edit x

Schedules

Generate Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30	Chemistry-101DL-001		Chemistry-101DL-001		Chemistry-101DL-10D
8:45	LEC - French Science 2231 Richard A MacPhail		LEC - French Science 2231 Richard A MacPhail		DIS - French Science 2231 Richard A MacPhail
9am					
9:15					
9:30					
9:45					
10am	Arabic-102-002	Pub Pol-155D-001	Arabic-102-002	Pub Pol-155D-001	
10:15	LEC - Trent 038B Amal Boumaaza	LEC Carolyn Y Barnes	LEC - Trent 038B Amal Boumaaza	LEC Carolyn Y Barnes	
10:30					
10:45					
11am					
11:15					
11:30					
11:45		Arabic-102-03D		Arabic-102-03D	
12pm		DIS Departmental Staff	Pub Pol-155D-02D	DIS Departmental Staff	
12:15			DIS Carolyn Y Barnes		
12:30					
12:45					
1pm					
1:15					
1:30					
1:45					
2pm					
2:15					
2:30					
2:45					
3pm	Soccer Practice	AAAS-89S-02	Soccer Practice		Soccer Practice
3:15		SEM - Biddle 069 Thomas Brothers			
3:30					
3:45					
4pm					
4:15					
4:30					

7. Students can mark one or more schedules as favorites by clicking the heart icon. Enter a name for the schedule and select 'OK'. Students can favorite multiple schedules.

← Back
Print
Send to DukeHub to Import
→
← Schedule 1 of 10 →

You are viewing a potential schedule and must click "Send to DukeHub to Import".

	Subject	Course	Section	Class #	Day(s) & Location(s)	Dates	Campus	Credits
	AAAS	89S	02	4290	T 3:05pm - 5:35pm - Biddle 069	01/17/2017 - 04/25/2017	Duke University	1

What name would you like to give this Schedule?

Favorite Schedule

Cancel OK

8. Import to DukeHub when you have found your preferred schedule. Click the 'Send to DukeHub to Import' button.

Schedule Builder Text Only Help Sign out

Back Print Send to DukeHub to Import Schedule 1 of 10

You are viewing a potential schedule and must click "Send to DukeHub to Import".

	Subject	Course	Section	Class #	Day(s) & Location(s)	Dates	Campus	Credits
	AAAS	89S	02	4290	T 3:05pm - 5:35pm - Biddle 069	01/17/2017 - 04/25/2017	Duke University	1
	Arabic	102	002	6416	MW 10:05am - 11:20am - Trent 038B	01/11/2017 - 04/26/2017	Duke University	0
	Arabic	102	03D	6420	TTh 11:45am - 12:35pm	01/12/2017 - 04/25/2017	Duke University	1
	Chemistry	101DL	001	2978	MW 8:30am - 9:45am - French Science 2231	01/11/2017 - 04/26/2017	Duke University	0
	Chemistry	101DL	10D	2979	F 8:30am - 9:45am - French Science 2231	01/13/2017 - 04/21/2017	Duke University	1
	Pub Pol	155D	001	7624	TTh 10:05am - 11:20am	01/12/2017 - 04/25/2017	Duke University	0
	Pub Pol	155D	02D	7626	W 12:00pm - 12:50pm	01/11/2017 - 04/26/2017	Duke University	1
								4

Click the 'OK' button in the pop up window to confirm the transfer of the course information to DukeHub.

This schedule will now be transferred to the DukeHub to Import and the Schedule Builder will close. Do you want to continue?

Cancel OK

Navigate to the Enrollment Book Bag section of DukeHub and select the 'import bookbag' button.

Registration

Schedule Builder

Request Summer/Winter Enroll

College Scheduler

Launch Schedule Builder (Note: At this time Schedule Builder only works with Firefox, Chrome and IE browsers.)

Advanced Class Search

Enter specific search criteria like date, time, attribute to narrow the number of classes that meet your needs

Class Search

Search by subject for available classes

Enrollment Book Bag

Edit, delete, organize classes in your book bag

Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

Return to DukeHub to Import

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.

i You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

2017 Spring Term | Undergraduate | Duke University

import bookbag

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.

i You have a schedule pending from Schedule Builder. Please press the Import Bookbag button below to load your schedule into your bookbag.

2017 Spring Term | Undergraduate | Duke University

import bookbag

launch schedule builder

Open

Closed

Wait List

Add to Bag:

Enter Class Nbr

enter

Find Classes

Class Search

My Planner

search

[Go to Class Schedule](#)

2017 Spring Term Bookbag

Your enrollment book bag is empty.

Confirm the import of each section by selecting the 'Yes' button.

Schedule Builder Import Confirmation

Schedule Builder wants to import AAAS 89S - FIRST-YEAR SEMINAR (TOP) into your Bookbag.

Allow?

YES

NO

(Note: Clicking NO will terminate the Import process.)

After your last class is imported, they will be easily identified in green. If you leave this page, the shading will disappear. Remember to select the classes you wish to enroll in for the term. Select the 'Validate' button to confirm you meet all the requirements for the course and then click on the 'Go to Enroll Page' button to complete your 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.

Bookbag Import from Schedule Builder complete. Add more classes or click Go To Enroll Page to continue processing your enrollment.

2017 Spring Term | Undergraduate | Duke University

[launch schedule builder](#)

● Open
 ■ Closed
 ▲ Wait List

Add to Bag:

Enter Class Nbr
 enter

Find Classes

Class Search

My Planner

search

[Go to Class Schedule](#)

2017 Spring Term Bookbag									
Select	Delete	Class	Description	Days/Times	Room	Instructor	Cross Listing	Textbook Info	
<input type="checkbox"/>		AAAS 89S-02 (4290)	FIRST-YEAR SEMINAR (TOP)	Tu 3:05PM - 5:35PM	Biddle 069	T. Brothers			View Textbook Store Listing
<input type="checkbox"/>		ARABIC 102-03D (6420)	ELEMENTARY ARABIC	TuTh 11:45AM - 12:35PM	White Lecture Hall 106	A. Boumaaza			No information available at this time
		ARABIC 102-002 (6416)		MW 10:05AM - 11:20AM	Trent 142	M. Lo			No information available at this time
<input type="checkbox"/>		CHEM 101DL-10D	CORE CONCEPTS IN	F 8:30AM -	French Science	R.			No information available at this time