

## 4 REGISTRATION

The Registration Page, displays Key Registration Dates, Courses Currently Scheduled.

The screenshot shows the Duke University registration page. At the top, there is a navigation bar with the Duke University logo, an ID field, and links for HOME, REGISTRATION (highlighted with a red box), and FINANCIAL AID. The main content area is titled "Registration Summary" and includes a "Class Search: 2016 Fall Term" field with a "CHANGE SEARCH TERM" button. Below this, there are sections for "Eligible to Enroll Status" (showing "Undergraduate 2016 Fall Term" with a green checkmark and the message "You are ready to enroll in classes"), "Undergraduate Book Bag" (with dates for book bagging), and "Undergraduate Enrollment Window" (with dates for enrollment). A table lists "Courses enrolled for the term selected:" with columns for Course, Description, Instructor, Mgt Days/Times, Class Dates, and Room. The table contains three rows: a green checkmark for BIOLOGY 201L - 001 (8094), a green checkmark for BIOLOGY 201L - 06L (8100), and a yellow triangle for ISS 240L - 001 (5796).

Start Date	Start Time	End Date	End Time	FT Units
2016-04-08	07:00AM	2016-04-15	11:59PM	4.5
2016-04-16	12:00AM	2016-09-09	11:59PM	5.5

Course	Description	Instructor	Mgt Days/Times	Class Dates	Room
✓ BIOLOGY 201L - 001 (8094)	MOLECULAR BIOLOGY (LEC)	Multiple	MWF - 10:05AM to 11:20AM	08/29 to 12/09	Biological Sciences 111
✓ BIOLOGY 201L - 06L (8100)	MOLECULAR BIOLOGY (LAB)	Hill, Alison	T - 12:00PM to 02:30PM	08/29 to 12/09	Biological Sciences 0039
⚠ ISS 240L - 001 (5796)	WEB-BASED MULTIMEDIA	Salvatella De Prada, Raquel	M - 01:25PM to	08/29 to	Physics 128

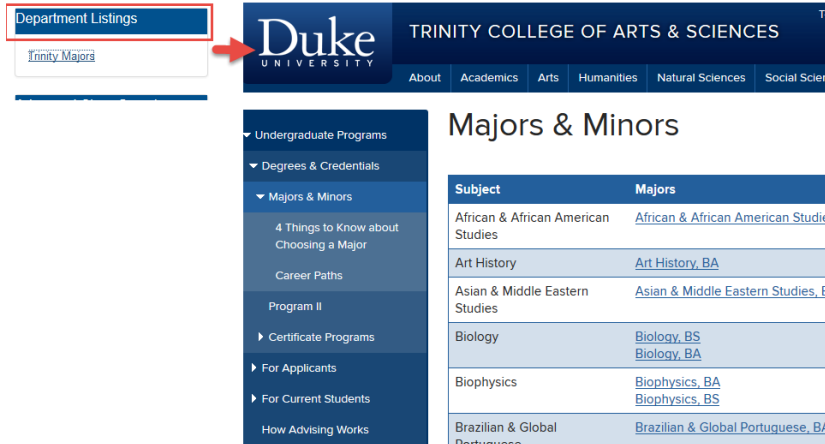
In addition, on the left-hand side of the page, there are several links. Clicking on blue banner text, activates the hyperlink text below

### 4.1 REQUEST SUMMER WINTER ENROLL

The diagram illustrates a workflow. On the left, a blue banner with the text "Request Summer/Winter Enroll" is highlighted with a red box. Below it, a text box contains the instruction: "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." A red arrow points from this text box to a larger blue box on the right. This box is titled "Request Summer/Winter Enrollment" and contains an information icon followed by the text: "No Summer/Winter Terms Available - Check your bookbag for active terms or contact registrar@duke.edu".

## 4.2 DEPARTMENT LISTINGS (TRINITY ONLY)

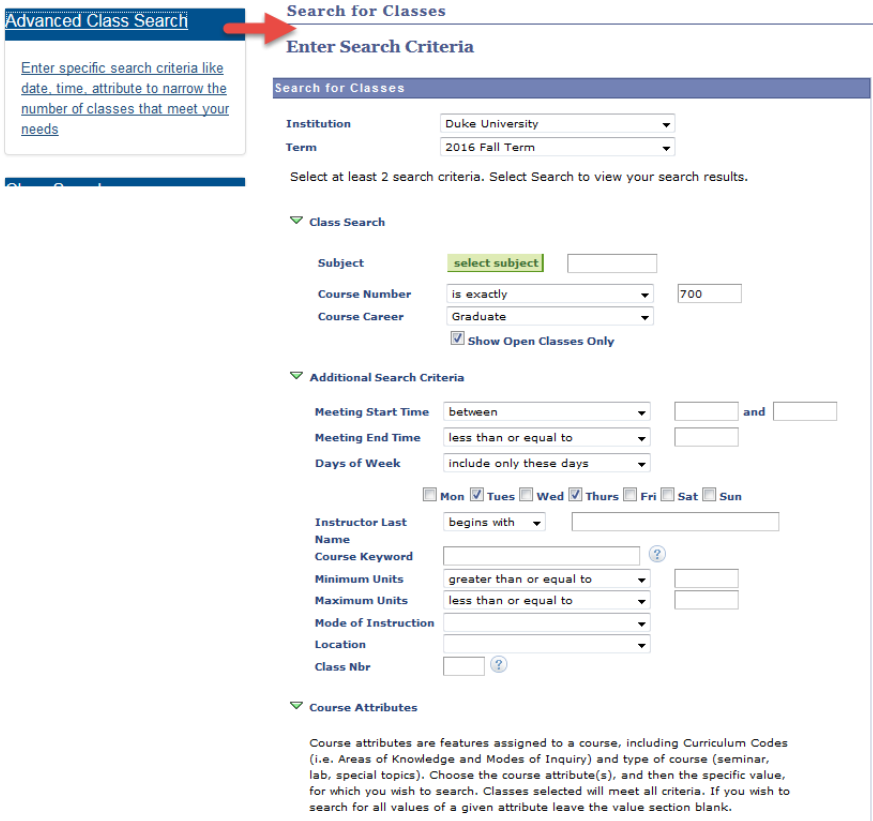
Clicking on the link will bring up new tab with Trinity Department Listings



The screenshot shows the Trinity College of Arts & Sciences website. A red box highlights the 'Department Listings' link in the top navigation bar. An arrow points to the 'Majors & Minors' page, which features a table of subjects and their corresponding majors.

Subject	Majors
African & African American Studies	<a href="#">African &amp; African American Studies</a>
Art History	<a href="#">Art History, BA</a>
Asian & Middle Eastern Studies	<a href="#">Asian &amp; Middle Eastern Studies, B</a>
Biology	<a href="#">Biology, BS</a> <a href="#">Biology, BA</a>
Biophysics	<a href="#">Biophysics, BA</a> <a href="#">Biophysics, BS</a>
Brazilian & Global Portuguese	<a href="#">Brazilian &amp; Global Portuguese, BA</a>

## 4.3 ADVANCED CLASS SEARCH



The screenshot shows the 'Advanced Class Search' page. A red box highlights the 'Advanced Class Search' link in the top navigation bar. An arrow points to the 'Search for Classes' page, which features a form with various search criteria.

**Search for Classes**

**Enter Search Criteria**

Search for Classes

Institution:

Term:

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

**Class Search**

Subject:

Course Number:

Course Career:

Show Open Classes Only

**Additional Search Criteria**

Meeting Start Time:  and

Meeting End Time:

Days of Week:

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name:

Course Keyword:

Minimum Units:

Maximum Units:

Mode of Instruction:

Location:

Class Nbr:

**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

### Class Search

[Search by subject for available classes](#)

### 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

Term

[set term as default](#)

[My Class Schedule](#)

[show all](#)

BIOLOGY 201L MWF 10:05AM - 11:20AM  
Biological Sciences 111

[Bookbag](#)

[show all](#)

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](http://portal.duke.edu), and the website will detect and install the appropriate version of VPN software on your computer.

Duke University | 2016 Fall Term

[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 African and African American S
- ▶ ACCOUNTG Accounting
- ▶ AEROSCI Aerospace Studies-AFROTC
- ▶ AMES Asian & Middle Eastern Studies
- ▶ AMI Arts of the Moving Image
- ▶ AMXTIAN American Christianity

## 4.5 ENROLLMENT BOOK BAG/REGISTRATION

### Enrollment Book Bag

[Edit, delete, organize classes in your book bag](#)

### 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.

2016 Fall Term | Undergraduate | Duke University

[launch schedule builder](#)

Open  Closed  Wait List

Add to Bag:		2016 Fall Term Bookbag															
Enter Class Nbr		Select	Delete	Class	Description	Days/Times	Room	Instructor	Cross Listing	Textbook Info	Synopsis	Course Eval	Permission Required?	Permission Number	Units	Enr/ Cap	Status
<input type="text" value=""/>		<input type="checkbox"/>	<input type="checkbox"/>	ITALIAN 202-04 (7489)	INTERMEDIATE ITALIAN	MWF 1:40PM - 2:40PM	Social Sciences 119	A. Scapolo	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Textbook Store</a> <a href="#">Listing</a>		<a href="#">Course Eval</a>	No*	<a href="#">Add</a>	1.00	15 15	<input type="checkbox"/> #0
<input type="text" value=""/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	THEATRS1 242-01 (2988)	IMPROVISATION	TuTh 1:25PM - 2:40PM	Branson Hall 100	J. O'Berski		No information available at this time	<a href="#">Synopsis</a>	<a href="#">Course Eval</a>	No*	<a href="#">Add</a>	1.00	32 25	<input type="checkbox"/> #10

for selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

# 4.6 TEXTBOOK INFORMATION

Registration

**Registration**

[Request Summer/Winter Enroll](#)

[Department Listings](#)

[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

**Add to Bag:**

Enter Class Nbr:

Find Classes:  Class Search  My Planner

[Go to Class Schedule](#)

Select	Delete	Class	Description	Days/Times	Room	Instructor	Textbook Info	Synopsis	Course Eval	Permission Required?	Permission Number	Units	Enr/Cap	Status
<input type="checkbox"/>		ITALIAN 203-04 (7489)	INTERMEDIATE ITALIAN	MWF 1:40PM - 2:40PM	Social Sciences 119	A. Scapolo	<a href="#">View Textbook Store Listing</a>		<a href="#">Course Eval</a>	No*	<a href="#">Add</a>	1.00	15 15	▲ #0
<input checked="" type="checkbox"/>		THEATRST 242-01 (2988)	IMPROVISATION	TuTh 1:25PM - 2:40PM	Branson Hall 100	J. O'Berski	No information available at this time	<a href="#">Synopsis</a>	<a href="#">Course Eval</a>	No*	<a href="#">Add</a>	1.00	32 25	▲ #10

for selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

**Class Schedule**

Select the classes to drop and select Drop Selected Classes. [view textbooks for my courses](#)

Enrolled 
  Dropped 
  Wait Listed

2016 Fall Term Schedule													
Select	Class	Description	Days/Times	Room	Instructor	Textbook Info	Synopsis	Course Eval	Units	Enr/Cap	Status	About This Status ...	
<input type="checkbox"/>	BIOLOGY 2011-06L (8100)	MOLECULAR BIOLOGY (Laboratory)	Tu 12:00PM - 2:30PM	Biological Sciences 0039	A. Hill	No information available at this time		<a href="#">Course Eval</a>			16 16	✓	
<input type="checkbox"/>	BIOLOGY 201L-001 (8094)	MOLECULAR BIOLOGY (Lecture)	MWF 10:05AM - 11:20AM	Biological Sciences 111	S. Haase, A. Hill	<a href="#">View Textbook Store Listing</a>		<a href="#">Course Eval</a>	1.00	212 224	✓		
<input type="checkbox"/>	ISS_240L-04L (5800)	WEB-BASED MULTIMEDIA COMMUNIC (Laboratory)	W 4:40PM - 5:55PM	Old Chemistry 201	E. Donahue, R. Salvatella De Prada	No information available at this time		<a href="#">Course Eval</a>			15 15	▲ #2	<a href="#">Click for Info</a>