

Advisor Hub Guide

Advisor Hub presents a list of all advisees currently active in their academic programs. The top-level information displayed for a student includes their preferred name, photo, EMPLID, primary academic program and plan, expected graduation term, and enrollment window for the upcoming term. If applicable, an advisor can release a student's Eligible to Enroll hold.

There are now direct links to a student's Courses, Grades, and Degree Progress pages. The advisor views these pages from the student's perspective via the Act As User feature, which can also be launched through the View As Student icon. **As a reminder, the Act As User functionality provides view-only access from the student's perspective. An advisor cannot perform actions as the student (e.g., enrolling in a class, changing the student's preferred name).** When the advisor exits a page, they are returned to their full list of advisees at the row for the student they were previously reviewing.

The top-level display also allows advisors to leave comments (not visible to advisees) and use shortcuts to navigate to an advisee's Schedule, Shopping Cart, First Year Questionnaire, Long Range Plan, and What-If pages.

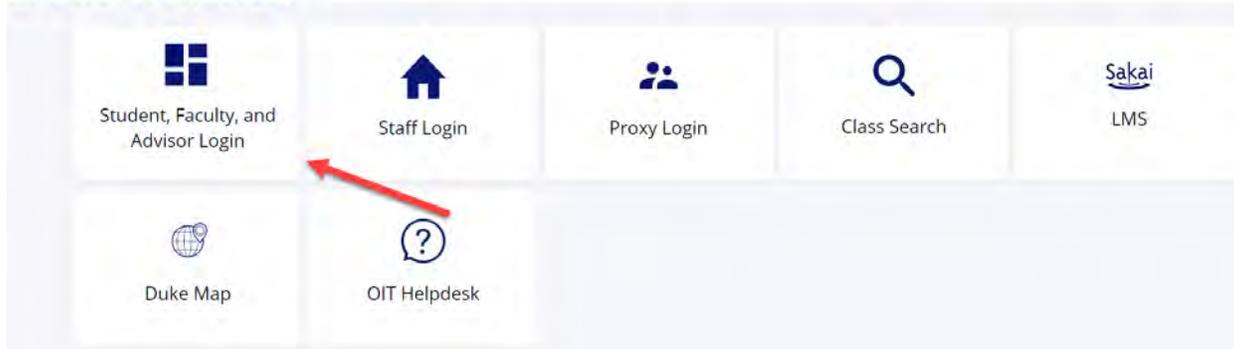
Advisors can utilize search filters to narrow their focus to a certain subset of their advisees. The filter options include advisor type, advisee's career, advisee's academic program or plan, keyword search, and a menu of preset filters. The preset filters are New Advisees, Advisor Hold, and Grades Alert.

Finally, Advisor Hub offers a way to quickly look up class information through the Advanced Class Search, as well as options to email one, some, or all advisees.

Log In

Go to the DukeHub springboard via the URL <https://dukehub.duke.edu>. Click on the Student, Faculty, and Advisor Login tile. This will prompt you to authenticate with your Duke NetID and password.

Duke | DukeHub



Advisor Dashboard

You will arrive at your Dashboard. A menu bar to left allows you to navigate to other pages in DukeHub. Select the "Advisor Hub" menu item to view your advisees' information.

Duke | TST

- Homepage
- Dashboard**
- Schedule
- Class Permissions
- Class Roster
- Grade Roster
- Classic Faculty Center
- Import Grades
- View Advisees
- Advisor Hub**

Dashboard

Hello [Name]!

Teaching **Advisor**

View Advisees

Wallace Wade Stadium

[Redacted]

siss-test-email-box@duke.edu

Act As

Trinity Pratt

[Redacted]

siss-test-email-box@duke.edu

Act As

[View 5 More](#)

Advisor Hub

Advisor Hub

Total Advisees: 7

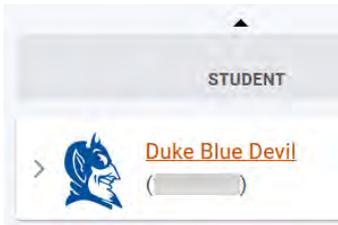
[Advanced Class Search](#) [Email All](#)

Search Filters

Advisor Type:
 Career:
 Program/Plan:
 Keywords:
 Preset Filters:
[Clear Filters](#)

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Duke Blue Devil	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)							Select
Cameron Crazie	Trinity Psychology (AB)	2025 Sprng	04/07/2023 (2023 Fall)							Select
Trinity Pratt	Trinity Physics (BS)	2024 Sprng	04/06/2023 (2023 Fall)							Select
Abele Quad	GPA&S Biology - PHD	2027 Sprng	04/05/2023 (2023 Fall)							Select

Top Level



Click the “>” icon to enter the expanded view for more information.



Hover over a student’s photo for an enlarged view. Clicking on the photo will take you to the student’s General Information page, which lists, their preferred name, ID’s, and academic program.



Select a student’s name to email them directly.



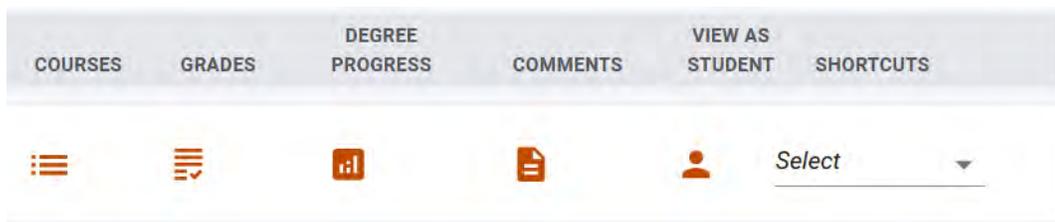
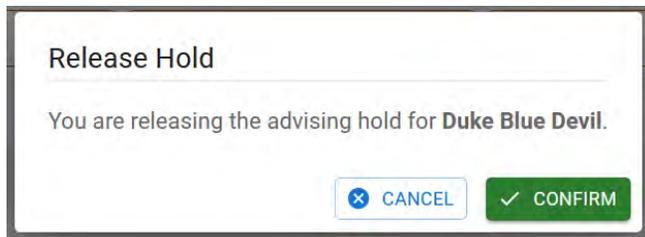
ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD
Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)	

ACADEMIC PROG & PLAN: A student’s primary academic program and plan are displayed. If a student has more than one academic plan (e.g., second major, minor, certificate) a “+” icon appears next to their primary plan.

EXP GRAD TERM: Student’s expected graduation term.

ENROLL WINDOW: The date that a student’s enrollment window begins for the upcoming academic term if one has been assigned. The academic term related to that window is also displayed.

RELEASE HOLD: If you must approve a student for enrollment and they have a “Not Eligible to Enroll” registration hold on their record, an “X” icon will appear. Select the “X” icon to release the hold from the student’s record. When the hold is released, the “X” icon will no longer display.



COURSES: Open a student’s “Courses” page. You view this page from the student’s perspective via the Act As User feature, but you cannot complete any transactions as the student.

GRADES: Open a student’s “Grades” page. You view this page from the student’s perspective via the Act As User feature, but you cannot complete any transactions as the student.

DEGREE PROGRESS: Open a student’s “Degree Progress” page. You view this page from the student’s perspective via the Act As User feature, but you cannot complete any transactions as the student.

COMMENTS: Open a student’s “Student Comments” page in a new browser tab. You view your previously entered comments, or create a comment by selecting “Add a new comment.”

Student Comments

Student ID [redacted] [lock icon] [star icon] [print icon]
Duke Unique ID [redacted]

Enter Criteria to Filter Comments

Comment Group [dropdown]
Comment [dropdown]
Date Range [calendar] To [calendar]
Author [dropdown]
[apply filter] [reset criteria]

Comment Text Display Option

Preview Comment Text
 Full Comment Text

+ Add a new comment

10/13/2022
▶ return

06/09/2022
▶ scheduled her 15-min. appointment for introductions as a former advisee of Ms. <...>

Enter the comment, select the “Submit” button, and close the window.

Student ID [redacted] [lock icon] [star icon]
Duke Unique ID [redacted]

Add a new comment

04/13/2023 [calendar] Category Acad Advis

Advisor Hub comment

[submit] [cancel]

VIEW AS STUDENT: Launch the Act As User feature and open a student’s “Dashboard.” The Act As User functionality provides view-only access from the student’s perspective. An advisor cannot perform actions as the student.

SHORTCUTS: A drop-down menu of links to view certain pages via the Act As User feature. The pages available through Shortcuts are Schedule, Shopping Cart, First Year Questionnaire, Long Range Plan, and What-If. The Shortcuts options are dependent upon the student’s career as not all careers utilize all these pages in DukeHub. For example, an Undergraduate student would have the First Year Questionnaire (FYQ) shortcut, but a Divinity School student would not.

AS
STUDENT SHORTCUTS

Select

- Schedule
- Cart
- FYQ
- LRP
- WHAT-IF

Expanded View

The expanded view provides a concise snapshot of a student's academic information. When you select the ">" icon to enter the expanded view, the student's row will be outlined with a light yellow to help distinguish them from other students' rows.

Academic Plans: All active academic programs and plans. This includes first majors, second majors, minors, certificates, and sub-plans.

Class Schedule: A student's schedule with the most recent enrollments. Advisors may view the number of units a student is enrolled in, the class subject, catalog number, section number, and meeting pattern. Hovering over the class subject, catalog number, and section number will show the class title.

If a student is waitlisted in a class, an orange square will appear next to the class with the student's waitlist position number inside. Units for waitlisted classes are not included in the Enrolled Units count.

Shopping Cart: Provides a link to the student's Shopping Cart page. Classes that a student has selected in their Shopping Cart are listed below the link. Hovering over the class shows the class title.

Shopping Cart (2023 Fall Term)

11 items in [Shopping Cart](#)

Selected classes:

✓ ENVIRON 220-01

Holds: Any holds on a student's record that block registration.

Holds

Student Verification
Not Eligible to Enroll Fall 23

Student Groups: Active student groups on a student's record.

Student Groups

Athlete – Field Hockey
Writing 101 Enrollment for FYR

Advisors: The academic advisors, academic deans, and financial aid counselors assigned to a student. Select an advisor's name to email them directly.

Advisors

[Anc](#) Advisor - College
[Dar](#) Advisor - Major
[Lig](#) Dean

GPA: A student's GPA for the current term and their cumulative GPA.

GPA

2023 Spring Term: 0.000 Cumulative: 3.590

Grades: A student's classes for the current term and any midterm or final grades that have been posted to their records. Hovering over the class shows the class title.

Grades (2023 Spring Term)

Course	Midterm	Final
BIOLOGY 209-2		
BIOLOGY 433S	A	A+
BIOLOGY 557L		
DOCST 202S	B	A-
PHARM 494	A-	
SOCIOL 250		

MEICAL SOCIOLOGY

Search Filters

Search filters allow advisors to restrict their display of students to only those who meet certain criteria.

Search Filters

Advisor Type: Any advisor type

Career: Any career type

Program/Plan: Program/Plan

Keywords: Keywords

Preset Filters: Select

Clear Filters

Advisor Type: Search for students who are assigned to you under a specific type of advising role.

Advisor Type

Any advisor type

- Any advisor type
- Advisor
- Dissertation Advisor
- Preliminary Exam Chair
- Preliminary Exam CoChair

Career: Search for students who are active under a specific academic career.

Career

Any career type

- Any career type
- Graduate
- Undergraduate

Program/Plan: Enter text to search for students with certain academic program or plan descriptions. This filter is only searching at the top level and not considering program and plan information that is visible under the expanded view. For example, an advisor could search for “ology” and would find students with Biology as their primary major, but they would not find those with a Biology minor as that information does not display at the top level.

Search Filters

Advisor Type: Any advisor type

Career: Any career type

Program/Plan: ology

Keywords: Keywords

Preset Filters: Select

Clear Filters

Filtered Advisees: 6

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Duke Blue Devil ()	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)							Select
Cameron Crazie ()	Trinity Psychology (AB)	2025 Sprng	04/07/2023 (2023 Fall)							Select
Abele Quad ()	GPA&S Biology - PHD	2027 Sprng	04/05/2023 (2023 Fall)							Select

Keywords: Enter text to search for students with that text displaying at the top level under the “Student,” “Academic Prog & Plan,” “Exp Grad Term,” and “Enroll Window” columns. This filter is only searching at the top level and not considering information that is visible under the expanded view. For example, searching for “ra” can find students with “ra” in their name. Similarly, searching for “25” can find students with “25” in their EMPLID or expected graduation term.

Search Filters

Advisor Type: Any advisor type | Career: Any career type | Program/Plan: Program/Plan | Keywords: ra | Preset Filters: Select | Clear Filters

Filtered Advisees: 2

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Cameron Crazie (25...)	Trinity Psychology (AB)	2025 Spring	04/07/2023 (2023 Fall)						Select	
Trinity Pratt (25...)	Trinity Physics (BS)	2024 Spring	04/06/2023 (2023 Fall)						Select	

Search Filters

Advisor Type: Any advisor type | Career: Any career type | Program/Plan: Program/Plan | Keywords: 25 | Preset Filters: Select | Clear Filters

Filtered Advisees: 6

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Duke Blue Devil (25...)	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)						Select	
Cameron Crazie (25...)	Trinity Psychology (AB)	2025 Spring	04/07/2023 (2023 Fall)						Select	

There are also preset filters, some of which are capable of searching through information that only appears under the expanded view. The preset filters are New Advisees, Advisor Hold, and Grades Alert.

New Advisees: Searches for students who were assigned as an advisee after a given date that the advisor specifies.

Filter on your newly assigned advisees as of a given date

Preset Filters: Select | Clear Filters

- Select
- New Advisees
- Advisor Holds
- Grades Alert

New Advisees Filter

Show new advisees since:

01 / 01 / 2022

Cancel | Submit

Search Filters

Advisor Type: Any advisor type | Career: Any career type | Program/Plan | Keywords | Preset Filters: New Advisees | Clear Filters

New Advisees since January 1, 2022 ←

Filtered Advisees: 5

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Duke Blue Devil (██████████)	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)							Select
Cameron Crazie (██████████)	Trinity Psychology (AB)	2025 Sprng	04/07/2023 (2023 Fall)							Select

Advisor Hold: Searches for students for whom an advisor must release “Not Eligible to Enroll” holds.

Filter on advisees for whom you must release 'Not Eligible To Enroll' holds

Preset Filters: Select | Clear Filters

- Select
- New Advisees
- Advisor Holds
- Grades Alert

Search Filters

Advisor Type: Any advisor type | Career: Any career type | Program/Plan | Keywords | Preset Filters: Advisor Holds | Clear Filters

Filtered Advisees: 2

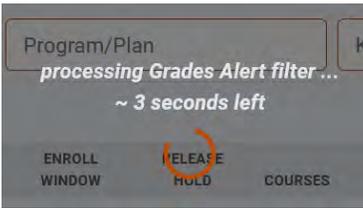
STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD	COURSES	GRADES	DEGREE PROGRESS	COMMENTS	VIEW AS STUDENT	SHORTCUTS
Duke Blue Devil (██████████)	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)							Select
Trinity Pratt (██████████)	Trinity Physics (BS)	2024 Sprng	04/06/2023 (2023 Fall)							Select

Grades Alert: Searches for students with recent grades of at least one of the following: C-, D+, D, D-, F, I, N, NC, X, Z, U.

Filter on advisees with current grades of at least one of the following: C-, D+, D, D-, F, I, N, NC, X, Z, U

Preset Filters: Select | Clear Filters

- Select
- New Advisees
- Advisor Holds
- Grades Alert



Advanced Class Search

The Advanced Class Search button allows advisors to easily launch the Advanced Class Search page in order to look up class information.

Email Options

Advisors are able to email an individual student, some students, or all students. To email an individual student, find their row and select their name. To email some students, filter the list of advisees based upon the necessary criteria. When the appropriate students appear, select the “Email All” button. To email all students, select the “Email All” button without setting any filters.

Email one student by selecting their name.



Email a subset of students by filtering for them, then select “Email All.”

After selecting the “Email All” button there will be options regarding how to email students. The “Select email system” allows advisors to launch an email system (such as MS Outlook) with the email addresses populated, while the “Copy email list” allows advisors to copy and paste the email addresses into an email.

Select email system	Copy email list
 MS Outlook (w/semicolons)	 Semicolon delimited (;)
 Other Email (w/commas)	 Comma delimited (,)

Sorting Columns

When you log into DukeHub the Advisor Hub page will have students sorted based on the “Student” column in alphabetical order. This is the default sort setting. You can change the sorting of students by clicking on the headings for the “Student,” “Academic Prog & Plan,” “Exp Grad Term,” and “Enroll Window” columns. You can determine how the sort has been set by a black triangle icon above the sorted column’s heading. If you change the sort on Advisor Hub and then navigate away from the page, when you return to Advisor Hub your sorted column setting will remain. However, if you log out of DukeHub, when you return to Advisor Hub the students will once again be in the default sort based on the “Student” column.

STUDENT	ACADEMIC PROG & PLAN
 Duke Blue Devil ()	Trinity Biology (BS)
 Cameron Crazie ()	Trinity Psychology (AB)
 Trinity Pratt ()	Trinity Physics (BS)

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM
 Abele Quad ()	GPA&S Biology - PHD	2027 Sprng
 Wallace Wade Stadium ()	GPMED Cell Biology-PHD	2026 Sprng
 Duke Blue Devil ()	Trinity Biology (BS)	2023 Fall

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM
>  Duke Blue Devil ()	Trinity Biology (BS)	2023 Fall
>  Trinity Pratt ()	Trinity Physics (BS)	2024 Sprng
>  Cameron Crazie ()	Trinity Psychology (AB)	2025 Sprng

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW
>  Cameron Crazie ()	Trinity Psychology (AB)	2025 Sprng	04/07/2023 (2023 Fall)
>  Duke Blue Devil ()	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)
>  Trinity Pratt ()	Trinity Physics (BS)	2024 Sprng	04/06/2023 (2023 Fall)
>  Wallace Wade Stadium ()	GP MED Cell Biology-PHD	2026 Sprng	04/05/2023 (2023 Fall)

STUDENT	ACADEMIC PROG & PLAN	EXP GRAD TERM	ENROLL WINDOW	RELEASE HOLD
>  Duke Blue Devil ()	Trinity Biology (BS)	2023 Fall	04/06/2023 (2023 Fall)	✘
>  Trinity Pratt ()	Trinity Physics (BS)	2024 Sprng	04/06/2023 (2023 Fall)	✘
>  Cameron Crazie ()	Trinity Psychology (AB)	2025 Sprng	04/07/2023 (2023 Fall)	

Act As User

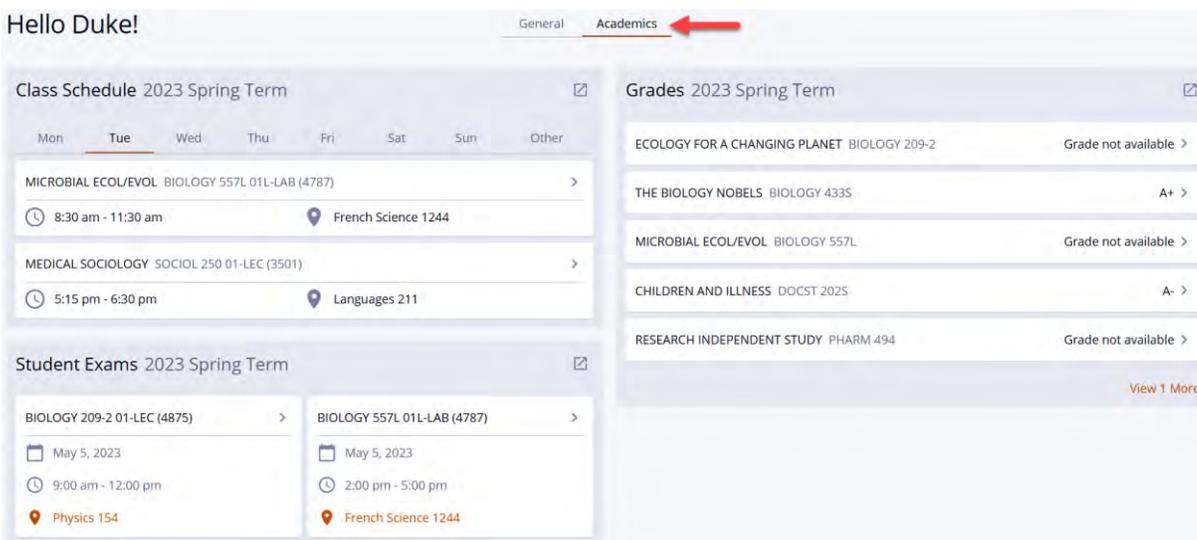
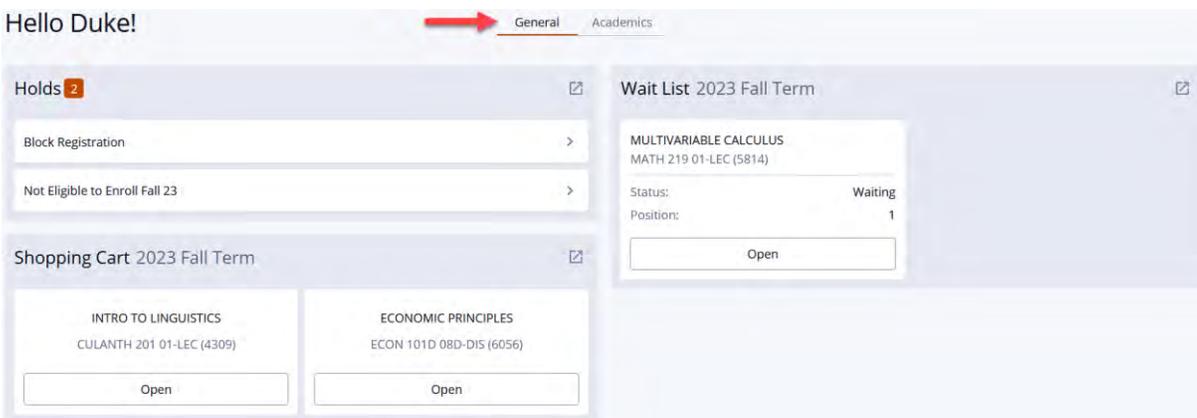
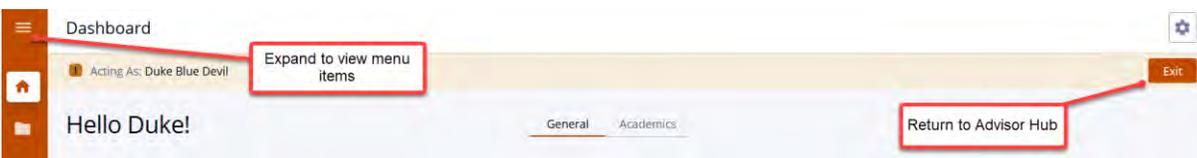
Select the “View As Student” icon to launch the Act As User feature and open a student’s “Dashboard.” The Act As User functionality provides view-only access from the student’s perspective. An advisor cannot perform actions as the student.

Student Dashboard

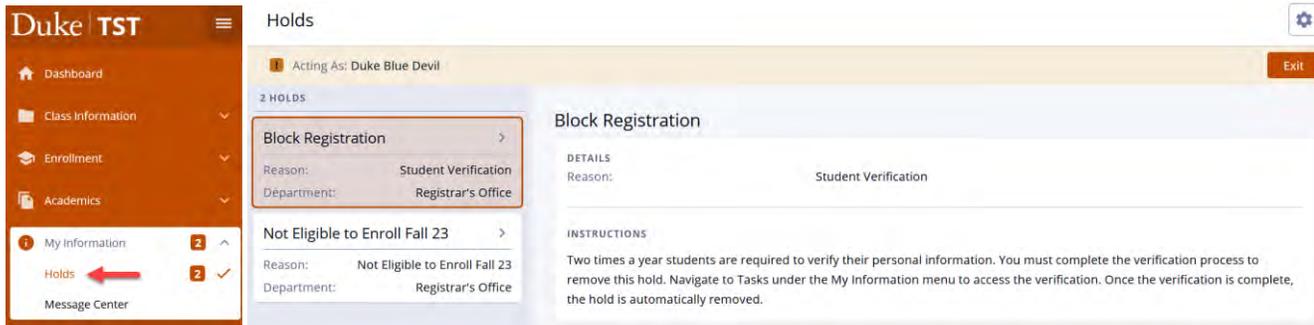
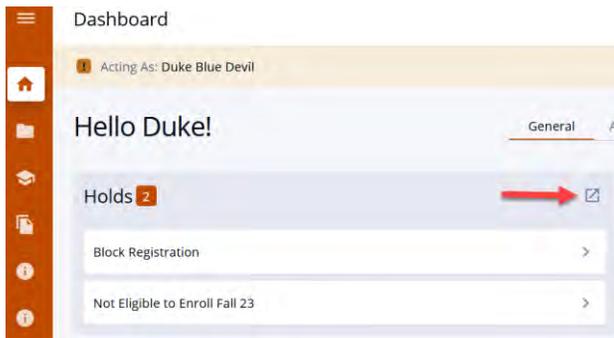
Act As User takes the advisor to the student's Dashboard page. The dashboard is basically an abridged, high-level graphical view of the student's information that is available via menu items to the left of the page. When you select an item on the dashboard, it will open that same page that appears on the left-hand menu.

A student has two views – a General View and an Academics View. Each view contains several widgets. Students are able to remove some widgets from the dashboard, but students cannot remove the "Holds" widget.

Select the "Exit" button to stop viewing as the student and return to Advisor Hub.

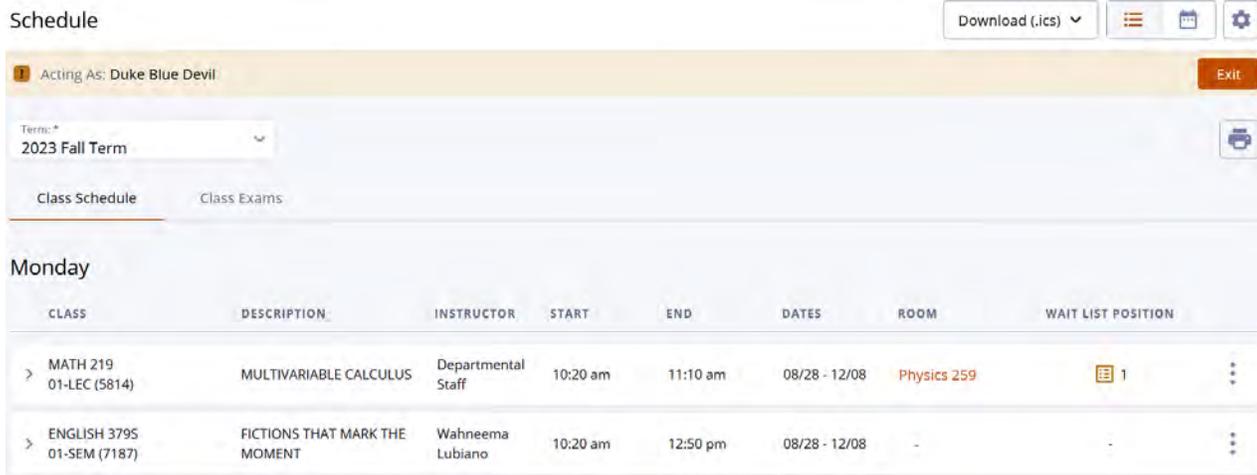


Selecting any of the Dashboard items will open the related page visible on the left-hand menu.



Class Information

Schedule: Provides list and graphical views of a student's class schedule and exam schedule for a given term. Advisors can review detailed information about classes, including an instructor's email, and textbook information. This is the same information that a student sees about their classes. This page is accessible through a shortcut in Advisor Hub.



Advanced Class Search: Searches for classes in a given term based on specific criteria, such as career, subject, meeting pattern, course attributes, and other options.

Class Search Staff

Acting As: Duke Blue Devil Exit

Select all the required (*) search criteria.

Term: * 2023 Fall Term	Acad Career	Subject	Catalog #	Session	Class Number
Start Time	End Time	Days	Campus	Location	Instruction Mode
Course Attribute	Course Attribute Va...	Instructor Last Name	Units	Keyword	More Filters 1

Search Reset Filters

Show Open Classes Only

Simple Class Search: Searches for classes in a given term based on career and subject.

Browse Classes Staff

Acting As: Duke Blue Devil Exit

Term: *
2023 Fall Term

Career:
Undergraduate

Subject

Search

* Required

Course Catalog: Searches for active courses (not all of which are offered in a given term) based on career, subject, and catalog number.

Course Catalog Advisor

Acting As: Duke Blue Devil Exit

Career:
Undergraduate

Filter By Letter

SUBJECT

AAAS - African & African Amer Studies	View Courses
AADS - Asian American and Diaspora St	View Courses
AEROSCI - Aerospace Studies-AFROTC	View Courses

Textbooks (DukeStores): Opens a link to the DukeStores website in order to search for textbook assignments for a particular class in a given term.

Duke STORES APPAREL ACCESSORIES GIFTS SPECIALTIES SALE

Select Your Courses

Select a Term
Select a Department
Select a Catalog Number
Select a Section / Class Number

Enrollment

Planner: The courses a student may be planning to enroll in across various terms. NOTE – only Nursing and Undergraduate students use Planner.

Planner 

Acting As: Duke Blue Devil Exit

Career: Undergraduate

> 2022 Spring Term

> 2022 Summer Term 2

▼ 2022 Fall Term

COURSE	DESCRIPTION	TYPICALLY OFFERED	PRE-REQ	UNITS
> BIOCHEM 301D	INTRO BIOCHEMISTRY I		No	1
> BIOLOGY 209-3	THE ECOLOGY OF HUMAN HEALTH	Fall and/or Spring	No	1

Schedule Builder: The classes and schedules a student has saved in Schedule Builder. Students can save up to 5 favorite schedules.

Schedule Builder Favorites Tips

Acting As: Duke Blue Devil Exit

Term: 2023 Fall Term Expand Filters Import Courses

Select up to 80 courses to build your schedule

<input checked="" type="checkbox"/>	COURSE	COURSE TITLE	UNITS	STATUS	
<input checked="" type="checkbox"/>	ARTHIST 139	SEVEN WONDERS	1		Select Sections 
<input checked="" type="checkbox"/>	ENGLISH 379S	FICTIONS THAT MARK THE MOMENT	1		Select Sections 
<input checked="" type="checkbox"/>	HISTORY 230	GREEK HISTORY	1		Select Sections 

Total: 4 units Delete Selected Save Build Schedule

Shopping Cart: Classes a student has placed in their shopping cart. Click on ">" to find more information about the class, including assigned textbooks, and course synopsis (if available). This page is accessible through a shortcut and the expanded view of a student's row in Advisor Hub.

Shopping Cart



Acting As: Duke Blue Devil Exit

Term: 2023 Fall Term Schedule

Search

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
> CULANTH 201 01-LEC (4309)	INTRO TO LINGUISTICS	TuTh	11:45 am	1:00 pm	Gareth O Price	1	35/35
> ECON 101D 08D-DIS (6056)	ECONOMIC PRINCIPLES	Tu	6:30 pm	7:20 pm	Thomas Nech...	1	18/18
> ECON 101D 001-LEC (6048)	ECONOMIC PRINCIPLES	MoWeFr	1:25 pm	2:40 pm	Thomas Nech...		450/450

> CULANTH 201
01-LEC (4309) INTRO TO LINGUISTICS TuTh 11:45 am 1:00 pm Gareth O Price 1 35/35

INFORMATION	DETAILS
Class Number: 4309	Instructor: Gareth O Price
Career: Undergraduate	Dates: 08/28/2023 - 12/08/2023
Session: Regular Academic Session	Meets: TuTh 11:45am - 1:00pm
Units: 1 units	Instruction Mode: In Person
Grading: Graded	Room: Languages 211
Description: Introduction to the scientific study of linguistics and languages. Topics include the origin and nature of language, methods of historical and comparative linguistics, theories and schools of linguistics, empirical and descriptive approaches to the study of language, including phonology, morphology, semantics, and syntax.	Campus: Duke University
Class Attributes: (CCI) Cross Cultural Inquiry Crosslisted in another department (SS) Social Sciences	Location: Durham
	Components: Lecture Required

See Location

View Wait List: Details for classes a student is waitlisted in, including their position on the waitlist.

View Wait List



Acting As: Duke Blue Devil Exit

Term: 2023 Fall Term

Section List

SECTION	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	LIST POSITION
> MATH 219 01-LEC (5814)	MULTIVARIABLE CALCULUS	MoWeFr	10:20 am	11:10 am	Physics 259	Departmental Staff	1	1

Enrollment Dates: The key dates for when shopping carts open, enrollment appointments start and end, and enrollment limits.

Enrollment Dates



Acting As: Duke Blue Devil Exit

ATTENTION

Shopping Cart Appointment

Your Shopping Cart for the 2023 Fall Term Regular Academic Session is available for use beginning February 27, 2023 at 12:00AM.

ATTENTION

Enrollment Appointment

You may begin enrolling for the 2023 Fall Term Regular Academic Session on April 21, 2023 at 7:00AM.

Expand a term to get more information

TERM	CAREER
> 2023 Fall Term	Undergraduate

Academics

Programs: A student's academic program and plan information and program status. This information is available through the expanded view of a student's row in Advisor Hub.

Programs



Acting As: Duke Blue Devil Exit

Undergraduate

PROGRAM	ADMIT TERM	EXPECTED GRAD TERM	STATUS
Trinity College 2020 Fall Term	2020 Fall Term	2023 Fall Term	Active in Program
Plan: Biology (BS) 2020 Fall Term		Sub Plan: Cell & Molecular Biology 2020 Fall Term	
Plan: Global Health (AB2) 2020 Fall Term		Sub Plan: -	
Plan: Chemistry (MIN) 2020 Fall Term		Sub Plan: -	
Plan: Ethics & Society (C) 2020 Fall Term		Sub Plan: -	

Advisor Information: Contact information for a student's academic advisor/s, academic dean, and financial aid counselor. This information is available through the expanded view of a student's row in Advisor Hub.

Advisor Information

Acting As: Duke Blue Devil Exit

Career: ▼

PROGRAM: Trinity College CAREER: Undergraduate

Karsh Office of Financial Aid FINANCIAL AID COUNSELOR
Role: Financial Aid Counselor
Email: siss-test-email-box@duke.edu
Phone: 919-

An ADVISOR - COLLEGE
Role: Advisor - College
Email: siss-test-email-box@duke.edu
Phone: 919-

Lig DEAN
Role: Dean
Email: siss-test-email-box@duke.edu
Phone: 919-

Course List: Displays all planned, in progress, taken, and transferred classes. Filter classes based on status, grade, or keyword search. Sort classes by column. This page is accessible through the top level of a student's row in Advisor Hub.

Course List

Acting As: Duke Blue Devil Exit

Status: ▼ Grade: ▼ Search

COURSE	DESCRIPTION	TERM	GRADE	UNITS	STATUS
ARTHIST 139	SEVEN WONDERS	2023 Fall Term	-	1	In Progress
BIOLOGY 20	GENERAL BIOLOGY	2020 Fall Term	AP	1	Transferred
BIOLOGY 201L	MOLECULAR BIOLOGY	2021 Fall Term	A-	1	Taken

Grades: All grades in a given term. This page is accessible through the top level of a student's row in Advisor Hub.

Grades

Acting As: Duke Blue Devil Exit

Term: 2023 Fall Term Print

Term Information

0.000 Term GPA	3.612 Cum GPA	0 Term Units Passed	24.75 Cum Total Units
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Class List

CLASS	DESCRIPTION	UNITS	GRADING	GRADE POINTS	OFFICIAL
ARTHIST 139 01-LEC (6221)	SEVEN WONDERS	1	Graded	-	-

View Unofficial Transcript: Provides a PDF version of a student's transcript that contains the same information as the official version. The academic details that would appear on the transcript are also available to view within the web browser.

View Unofficial Transcript

Acting As: Duke Blue Devil Exit

Transcript Type: Unofficial Transcript Career: Undergraduate View PDF

ENROLLMENT TOTALS		COMBINED TOTALS	
Cumulative GPA:	3.612	Cumulative GPA:	3.612
Attempted:	31.750	Attempted:	46.750
Earned:	24.750	Earned:	39.750
GPA Units:	23.250	GPA Units:	23.250
Points:	84.000	Points:	84.000

Expand All

- > Programs
- > Degrees

Test Scores: Any entry test scores a student has reported, both officially and self-reported.

Test Scores

Acting As: Duke Blue Devil Exit

- > APSLF - AP Self-Report Scores-Unofficial
- > AP - Advanced Placement
- > ACT - American College Testing
- > SAT2 - Scholastic Assessment Test II

COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
Math Level II	770.00	-	-	06/01/2018	Unknown	Self-Rpted	11/21/2019
Math Level II	770.00	-	67	06/02/2018	10th Grade	ETS	10/28/2019

Transfer Credit: Any course, test, or other academic credit a student has had transferred to their Duke academic record.

Transfer Credit

Acting As: Duke Blue Devil Exit

- > Course Credits
- > Test Credits

PROGRAM	TERM	TEST ID	TEST COMPONENT	SCORE	COURSE	UNITS	GRADE	STATUS
A&SU	2020 Fall Term	AP	BY	4	BIOLOGY 20 (GENERAL BIOLOG... 1.00		AP	Posted
A&SU	2020 Fall Term	AP	CH	4	CHEM 20 (GENERAL CHEMISTR... 1.00		AP	Posted

Degree Progress: A report detailing the degree requirements for a student's academic plan/s. All of the requirements are listed on the left side of the screen. Scroll down to view all requirements and click on ">" for any requirement to find more details. Select "View PDF" to view the same information in a PDF format. This page is accessible through the top level of a student's row in Advisor Hub.

Degree Progress

Acting As: Duke Blue Devil Exit

Careers: Undergraduate View PDF

Hide Satisfied Requirements

Report Issues to: Ugrad-AR-issues@duke.edu

Please include your student ID in your email.
Ugrad-AR-issues@duke.edu

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

Outstanding grades at graduation will prevent grad clearance if needed to satisfy a requirement. Further, it is the student's responsibility to understand and to meet requirements for graduation. The evaluation below is provided only as a tool and may contain inaccuracies. Please report errors to Ugrad-AR-issues@duke.edu

COURSE HISTORY >

(RG0013)

Select an item to view details

Degree Progress > Requirement Group

Acting As: Duke Blue Devil Exit

FIRST YEAR SEMINAR: 1 full course designated as a seminar SATISFIED >

(RG0014)

Small Group Learning Experience SATISFIED >

(RG0016)

After the first year, 2 cc designated as seminar, tutorial, independent study, or thesis

Areas of Knowledge: 2 cc in each of the following 5 areas (ALP, CZ, NS, QS, SS) SATISFIED >

(RG0019) Although a course may carry a maximum of two ADK codes, only one of

FIRST YEAR SEMINAR: 1 full course designated as a seminar

First Year Seminar: 1 full course designated as a seminar

SATISFIED

(RQ0005)

First year students are required to complete a 1.0 unit seminar in the first year. Acceptable courses include:

- * Focus Program seminars, course numbers ending in F5
- * First year seminars, courses numbered 895
- * 805-series course numbers
- * Any course number ending in 5 for which enrollment is allowed

What-If: The records of any What-If reports the student has generated. This page is accessible through a shortcut in Advisor Hub.

What-If

Acting As: Duke Blue Devil Exit

WHAT-IF SCENARIO

(Advisor) You may be working with someone who is considering a particular program of study or major. Click the View Report button to review your advisee's what-if scenario.

Previous Reports

REPORT DATE	CAREER	REQUIREMENT TERM	REQUIREMENTS SATISFIED	
11/02/2021	Undergraduate	2020 Fall Term	19/19	<input type="button" value="View Report"/>

ACADEMIC PLANS

Program:	Trinity College	Program:	Trinity College
Program Req Term:	2020 Fall Term	Program Req Term:	2020 Fall Term
Plan:	Biology (BS)	Plan:	Chemistry (MIN)
Plan Req Term:	2020 Fall Term	Plan Req Term:	2020 Fall Term

Long Range Plan: The status of a student's Long Range Plan and their responses. This page is accessible through a shortcut in Advisor Hub. NOTE – Only Nursing and Undergraduate students use Long Range Plan.

Long Range Plan (Adv)

Acting As: Duke Blue Devil

Advisee Long Range Plan – Duke Blue Devil

Instructions Student ID [REDACTED]
Duke Unique ID [REDACTED]

The Long Range Plan is for Undeclared Trinity Students Only

The Major Declaration Process is designed to lead you through a process of reflection about your Duke education so far and to give you an opportunity to plan your remaining semesters. Refer to the table below for the required steps. (Once you declare your major you can no longer edit your Future Plans and Reflection, but you can create new What-If reports and use the Planner any time.)

The Advising Survey (Task 3 below) helps us learn about your advising experience, and how we can improve it. In the survey you can choose to allow your current advisor to retain access to your academic record on DukeHub. If you're planning to maintain your relationship with your advisor this is a good idea as your advisor can then continue to follow your academic progress. The survey takes about ten minutes.

Important: You are responsible for making sure that you understand all remaining graduation requirements. Your college advisor cannot be held accountable for errors on your What-If report. You can always check in with the DUS of your major department and your academic dean to confirm that you're on track to meet your graduation requirements.

Task	Status
1 Answer four questions about your future plans.	Complete
2 Reflect on your choice of major.	Complete
3 Complete our advising survey. This information helps us improve advising.	Survey at Major Declaration
4 Create and then view What-If (as PDF) to see Trinity and major/minor reqs you need to complete.	Last report created on: November 2, 2021 5:21 PM
5 Add courses to your Planner that satisfy the outstanding requirements shown on your What-If report.	Last updated on: November 2, 2021
6 Re-run What-If report to confirm that all requirements are satisfied.	Last report created on: November 2, 2021 5:21 PM
7 Meet with your advisor.	Arrange to meet with your college advisor to review your Long Range Plan and What-If report.
8 Email the AAC.	After you meet with your college advisor, email the AAC at lectanog@duke.edu to let us know your advisor has approved your plan. Include your name and student ID number in the email. We'll process your major declaration and email you when it's complete.

First Year Questionnaire: A student's responses to the First Year Questionnaire. This page is accessible through a shortcut in Advisor Hub. NOTE – Only Undergraduates use First Year Questionnaire.

First Year Questionnaire (Adv)

Acting As: Duke Blue Devil

Advisee Academic Profile

Duke Blue Devil

Academic Goals

What are your academic and personal goals for your first year at Duke? Why are these goals important to you?

My Information

Holds: Any holds on a student's record that will prevent them from enrollment, the reason for the hold, and the individual or department who placed the hold.

Holds

Acting As: Duke Blue Devil

2 HOLDS

Block Registration >

Reason: Student Verification
Department: Registrar's Office

Not Eligible to Enroll Fall 23 >

Reason: Not Eligible to Enroll Fall 23
Department: Registrar's Office

Message Center: Record of communications a student has received from central offices at Duke.

Message Center

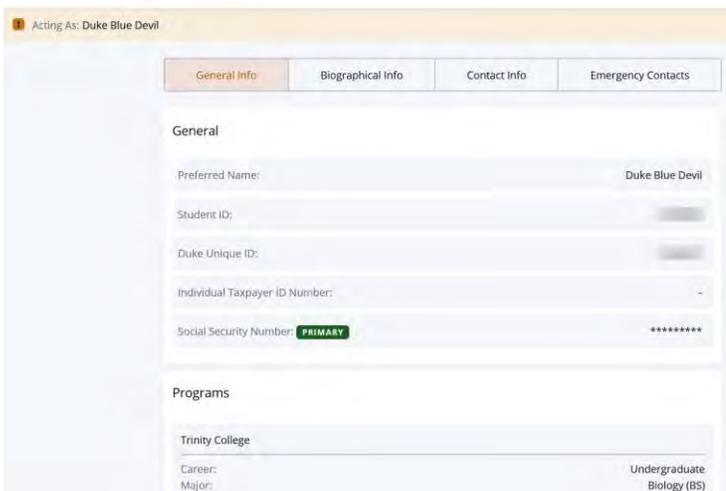


My Profile

Basic biographical and identifying information can be found under My Profile. The left-hand navigation under My Profile is the same as the tabs on the top of each page, so you can move between pages either way.

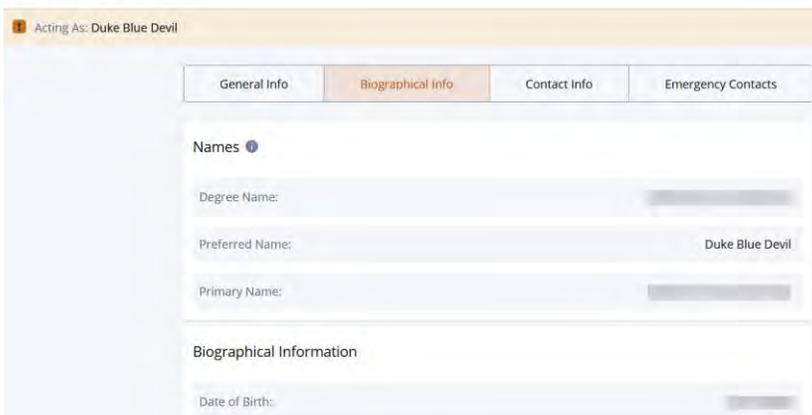
General Information: A student's preferred name, ID's and academic program/s. This page is accessible through the top level of a student's row in Advisor Hub.

General Information



Biographical Information: A student's names, date of birth, sex, gender pronouns, military status, and ethnicity. The preferred name is displayed in Advisor Hub, but the primary name can be found here.

Biographical Information



Contact Info: A student's addresses, phone numbers, and email addresses.

Contact Info

Acting As: Duke Blue Devil

General Info Biographical Info **Contact Info** Emergency Contacts

Addresses ⓘ

Home : [redacted] FL 33434-3689

Mailing : [redacted] FL 33434-3689

Mailing - Duke PO Box : [redacted] Durham, NC 27708

Campus Res Hall/Apartment : [redacted] Durham, NC 27705

Current Address : [redacted] Durham, NC 27708

Phones ⓘ

Emergency Contacts: A student's emergency contact/s, their relationship to the student, and their phone number.

Emergency Contacts

Acting As: Duke Blue Devil

General Info Biographical Info Contact Info **Emergency Contacts**

Emergency Contacts

[redacted] PRIMARY

Contact Information: [redacted] Parent

Contact's Phone: [redacted]

Advisor-Only Items

View Student Groups: Any student groups currently active on a student's record. Students do not see this information. This information is available through the expanded view of a student's row in Advisor Hub. NOTE – Only Undergraduate students have this menu item.

View Student Groups

Acting As: Duke Blue Devil

- > Athlete - Field Hockey
- > Writing 101 Enrollment for FYR