DukeHub-Advisor Portal
# CONTENTS

2 Login ......................................................................................................................... 2
3 Advisor Listing ............................................................................................................ 3
4 Feedback ..................................................................................................................... 4
4.1 Sorting ..................................................................................................................... 4
4.2 Searching/Fitering .................................................................................................. 4
4.3 Search/filter by name ............................................................................................. 5
5 View Student Information ......................................................................................... 6
6 View Student’s Dean and Advisor ............................................................................ 7
7 View First Year Academic Profile ............................................................................. 8
8 View Long Range Plan .............................................................................................. 9
9 Course List, Grades, Test Credits and Transfer Credits .......................................... 10
10 Reports: Advising, What If Reports and Unofficial Transcript Reports .................... 12
10.1 Advisement Report ............................................................................................... 13
10.2 View Student’s What If Report ........................................................................... 13
10.3 Generate an Unofficial Transcript ....................................................................... 14
10.4 Test Score Reports ............................................................................................... 17
11 Eligible to Enroll Flag ............................................................................................ 18
12 Comments ................................................................................................................ 19
13 Clearing Cache ......................................................................................................... 19
14 Turn Off Pop-Up Blockers ...................................................................................... 22
Access to the Advisor Center Portal is this URL: https://dukehub.duke.edu/

This brings you to the DukeHub Landing Page. Click on Advisor Home
3 ADVISOR LISTING

Once you have logged in.

You will be presented with all of the students that are your advisees. (Note that the ID and Student Names are masked in this document)

Click on the icons to the right of the students’ photo to view detailed information regarding your advisees.

! The photos might not render immediately. If you reload the page, the pictures appear. This is a known cache issue.
4 FEEDBACK

There is a feedback button at the bottom of the Advisor Center. Please let us know if you have questions about the data you are seeing, cannot find information, or have general comments. We will be monitoring the feedback and will respond accordingly.

4.1 SORTING

4.2 SEARCHING/FILTERING

Search/filter by grad term, by major, by term
4.3 **SEARCH/FILTER BY NAME**
5 **VIEW STUDENT INFORMATION**

Click on [ ] to view student’s contact information

- Click on student’s name to send email
- Click here for addresses, phone, emergency contacts

---

**Student Information**

- NetID: [ ]
- Student ID: [ ]
- Duke Unique: [ ]

**Addresses**

- **Home**
  - 3070, Sarasota, FL
  - 123 Main St
  - United States
  - 34240-0732

- **Mailing**
  - 3070, Sarasota, FL
  - 123 Main St
  - United States
  - 34240-0732

**Local Residence**

- Residence Hall: [ ]
- APT: C
- DURHAM, NC
- 1700PC, United States
- 27705

**Emergency Contacts**

- Alan Student
- Parent: 919/123-4567

[Close]
Click on icon to view a student’s dean and advisors.
Click on the icon to view student’s first year questions (Undergraduate Students Only)

1. **Economics (ECON)**
2. **Neuroscience (NEURSCI)**
3. **Spanish (SPANISH)**
4. **Public Policy Studies (PUBPOL)**
5. **Biology (BIOLOGY)**

2.2 I chose these areas because:

I really enjoy looking at the reasons people make decisions. I am interested in Economics, because it explains how and why things occur in markets, and I had a really cool introduction to the field this year. Neuroscience fascinates me with its neurological study of how we think and make decisions. I love Spanish, and foreign languages in general, because I enjoy interacting with other cultures and people, and comparing their experiences to my own. I am interested in Public Policy, because I am very interested in the issues
Click on the icon to view a student’s long range plan

The Long Range Plan is for Trinity Undeclared Students Only

The Long Range Plan is designed to lead you through a process of reflection upon your Duke education so far and to give you an opportunity to plan your remaining semesters. Refer to the table below to complete the tasks associated with the Long Range Plan.

The Future Plans and Essay sections will be editable up until you submit your Long Range Plan to the Academic Advising Center and declare your major. After this time they will be available for view only. You can create a new What-If report and access My Planner at any time.
Click on the icon to view a student courses and grades. Scroll to the bottom for test and transfer credit.
Click on the icon to view a student’s bookbag selection.
### 10 Reports: Advising, What If Reports, Unofficial Transcript, Test Score Reports

<table>
<thead>
<tr>
<th>Photo</th>
<th>EBI ID</th>
<th>Student Name</th>
<th>Acad Program &amp; Plan</th>
<th>Expected Grad Term</th>
<th>Courses &amp; Grades</th>
<th>Book Bag</th>
<th>Reports</th>
<th>Eligible to Enroll</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Trinity College Undeclared" /></td>
<td><img src="image2.png" alt="Trinity College Undeclared" /></td>
<td><img src="image3.png" alt="Trinity College Undeclared" /></td>
<td>2019 Spring Term</td>
<td></td>
<td></td>
<td></td>
<td>Reports →</td>
<td>No Access</td>
<td></td>
</tr>
</tbody>
</table>
10.1 Advise Mentor Report

Student, Jane Marie (2___) -- This may take a minute to generate.

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

Satisfied:

First Year Seminar

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>MUSIC 89S</td>
<td>FIRST-YEAR SEMINAR (TOP) (MUSIC AND CRITICISM)</td>
<td>1.00</td>
<td>2019 Spring Term A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you cannot generate a pdf, make sure your browser allows pop ups for the DukeHub site.

10.2 View Student's What If Report
What-If Report

If your advisee has completed a What-if advising report, you will see a date and a button below. To view the report on-line, select the date link; to print the report, select the “View Report as PDF” button.

View a Saved What-if Report
Requested on 03/19/2016

ACADEMIC ADVISEMENT REPORT

COURSE HISTORY
Satisfied:

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Grade</th>
<th>Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Fall</td>
<td>ENGL 23</td>
<td>B</td>
<td>EN</td>
<td>3.0</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>CMSC 110</td>
<td>A+</td>
<td>EN</td>
<td>1.0</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 211</td>
<td>A+</td>
<td>EN</td>
<td>1.0</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 211</td>
<td>A+</td>
<td>EN</td>
<td>1.0</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>PSY 211</td>
<td>A+</td>
<td>EN</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Name: Student, Jane Marie
Student ID: | Print Date: 03/19/2016

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

REQUIREMENTS
Satisfied: Outstanding grades at graduation will prevent grad clearance if needed to satisfy a requirement. Further, it is the student's responsibility to understand and/or meet requirements for graduation. The evaluation below is provided only as a tool and may contain inaccuracies. Please report errors to your academic dean.

COURSES IN PROGRESS
Satisfied:

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Grade</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Fall</td>
<td>CHEM 202</td>
<td>C+</td>
<td>EN</td>
</tr>
<tr>
<td>2015 Fall</td>
<td>MATH 211</td>
<td>B+</td>
<td>EN</td>
</tr>
</tbody>
</table>

EN = Taken; IN = In Progress; TR = Transfer Credit; TE = Test Credit; SC = Book Bag; PL = Planned

10.3 GENERATE AN UNOFFICIAL TRANSCRIPT
### Ivisee Unofficial Transcript

Please fill in the institution and report type and press View Report. This process may take a few minutes to complete; please do not press any other buttons or links while processing is taking place.

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Duke University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Type</td>
<td>Unofficial Transcript</td>
</tr>
</tbody>
</table>

**VIEW ALL REQUESTED REPORTS**

Close
# Unofficial Transcript

## Academic Program History
- **Program:** Trinity College (Office of Admissions)
- **Plan:** Biology (AB Major)
- **Plan:** Chemistry - Minor
- **Plan:** Psychology - Minor

## Beginning of Undergraduate Record

### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>General Chemistry Credit</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ECON</td>
<td>Introductory Macroeconomics</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Composition &amp; Literature</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ENV</td>
<td>Environmental Science</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Introductory Calculus I</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>PSY</td>
<td>Introductory Psychology</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Spring Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>Organic Chemistry</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>ENV</td>
<td>Intro to Environ Scipl</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>First Year Seminar (TOP)</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>SOC</td>
<td>Int Socio/Global</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Summer Term 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>Organic Chemistry</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY</td>
<td>Genetics and Evolution</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>EDU</td>
<td>Foundations of Education</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ITALIAN</td>
<td>Elementary Italian I</td>
<td>1.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>STA</td>
<td>Data Analysis/Infer</td>
<td>1.00</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

**Term GPA:** 3.000  **Term Earned:** 4.000

**Total GPA:** 3.000  **Total Earned:** 4.000

---

# Unofficial Transcript

## Academic Program History
- **Program:** Trinity College (Office of Admissions)
- **Plan:** Biology (AB Major)
- **Plan:** Chemistry - Minor
- **Plan:** Psychology - Minor

## Beginning of Undergraduate Record

### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>General Chemistry Credit</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ECON</td>
<td>Introductory Macroeconomics</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td>Composition &amp; Literature</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>ENV</td>
<td>Environmental Science</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>Introductory Calculus I</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>PSY</td>
<td>Introductory Psychology</td>
<td>1.00</td>
<td>AP</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Spring Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>Organic Chemistry</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>ENV</td>
<td>Intro to Environ Scipl</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>First Year Seminar (TOP)</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>SOC</td>
<td>Int Socio/Global</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Summer Term 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>Organic Chemistry</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

### 2016 Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Official</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY</td>
<td>Genetics and Evolution</td>
<td>1.00</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>EDU</td>
<td>Foundations of Education</td>
<td>1.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ITALIAN</td>
<td>Elementary Italian I</td>
<td>1.00</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>STA</td>
<td>Data Analysis/Infer</td>
<td>1.00</td>
<td>S</td>
<td></td>
</tr>
</tbody>
</table>

**Term GPA:** 3.000  **Term Earned:** 4.000

**Total GPA:** 3.000  **Total Earned:** 4.000

---

**Unofficial Transcript**

**Page 16 | 23**
10.4 Test Score Reports

Click on Test Score Report

Displays first 5 scores. Click “View All” if they have more than 5.
11 ELIGIBLE TO ENROLL FLAG
12 Comments

13 Clearing Cache
Firefox

Click on the icon, History, Clear Recent History, Clear Everything
Chrome

Click on the icon, click on History, History, Clear Browsing Data

Internet Explorer
14 TURN OFF POP-UP BLOCKERS

FireFox. You will need to add DukeHub URL to the exceptions list if you have a global setting to block pop-ups
Chrome

Settings>Privacy>Content Settings

Scroll down to find the Pop-Up Settings