Hi David and Kelly,

As we discussed when we met earlier, next summer we will be launching DukeHub 2.0 with new features along with exciting changes to the look and feel of the student information system. In an effort to get early feedback on the changes, we are conducting a pilot program for students to register for spring classes. Below are some of the details which should provide you with an overview of the process including a timeline. I have also attached a list of names of the students who will be participating in the pilot. Feel free to share this information to best meet the needs of advisors.

- Through the efforts of 2 Duke students; Tommy Hessel and Shrey Majmudar, students applied to participate in the program. The selection criteria was based on a combination of class, major, web browser/operation system and the response to a question about improving DukeHub. Approximately 250 students were selected from 350ish who applied.
- Once the students were selected, they were informed that as a thank you for participating, they would receive an early registration window - the day before their respective class registers. In order to receive this benefit, they would be required to attend in person, one of the two Town Hall Kick Off meetings and the early registration session for their class. ID’s are scanned to identify those requirements are met.
- Monday and Tuesday of last week (9/30 and 10/1) we held Town Hall meetings with the students who applied to participate in the DukeHub 2.0 pilot. The meetings went well with over 200 students in attendance.
- As with all students, the participating students will need to meet with their advisors prior to registration to be made eligible to enroll – this is mandatory! In order to not impact that process, the timing of each registration session is scheduled to occur the night before their class registration window. It is important to note that DukeHub and DukeHub2.0 are using the same database. Our goal is to not impact the advisors of students in the pilot – there is no need for them to be in the pilot as they can do all their advising work in DukeHub.
- A link to the system will be sent to the students on 10/17 giving them time to work out any issues prior to the start of Bookbagging on 10/21. In addition to a dedicated email, drop in ‘Office hours’ will be held on West Campus during the first week of Bookbagging.
- Each early registration session will be fashioned somewhat like an ‘open house’ where students can drop in for 15 minutes or so to register. Staff will be available to assist with any issues that may arise. While attendance is mandatory, the student is not required to remain at the session for the 2 hour duration. Students who do not attend will need to register at their regular time.
- Should there be any issues (which we do not expect but prepare for anyway!), students in the pilot can switch back to the current Dukehub at any time.
- After registration is complete, we hope to continue reaching out to students through the go live of next summer to gather input and ensure DukeHub 2.0 is a success!

The timing of the student pilot is as follows:

<table>
<thead>
<tr>
<th>Drop in office hours for Bookbagging</th>
<th>Bookbagging office hours (Broadhead Center meeting room 241)</th>
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<tbody>
<tr>
<td>10/24/2019 9:00-11:00 AM</td>
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<tr>
<td>10/28/2019 3:00-5:00 PM</td>
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</tbody>
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Registration Events

10/29/2019  6-8:00 PM  Senior registration for pilot (Westbrook 0012, Divinity School)
10/31/2019  7:00 AM   Senior registration window opens
10/31/2019  8-10 AM & 4-6PM  Junior registration for pilot (Fitzpatrick Schiciano A1464)
11/1/2019   7:00 AM   Junior registration window opens
11/4/2019   6-8:00 PM  Sophomore registration for pilot (French Science 2231)
11/5/2019   7:00 AM   Sophomore registration window opens
11/7/2019   6-8:00 PM  Freshman registration for pilot (GA Down Under)
11/8/2019   7:00 AM   Freshman registration window opens

If you have any questions, feel free to contact Chris or me.

Regards,

Liz Hutton
Senior Business Analyst
Student Information Services and Systems
Duke University