Dear Advisors,

Next summer we will be launching DukeHub 2.0 with new features and changes to the overall look and feel of the system. In an effort to get early feedback on the changes, we are conducting a pilot program for students to register for spring 2020 classes. You are receiving this email because you are an advisor to one or more students who are participating in the pilot program.

Students across all four years who applied and were selected to be in the pilot group are eligible to register for classes during specific hours on the night before their regular registration windows open. The students must attend the registration session. Those who do not attend will lose their early registration privilege, and their enrollment window will revert to the standard hours. In order to accomplish this in the system, it was necessary to assign two enrollment windows. An unfortunate side effect of the two windows is that in the advisor center you will see two rows for any student who is participating in the pilot. To make a student eligible to enroll, you only need to click on one of the rows. Note that if you leave the page and return, you will see that both rows have been marked as eligible – this is as expected and will not cause a problem.

As with all students, the students participating in the pilot 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 since DukeHub and DukeHub2.0 are using the same database, there is no need for advisors to be participating in this pilot as you can do all your advising work in DukeHub.

Some additional details of the pilot program…

- 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.
- On 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.
- 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 structured somewhat like an ‘open house’ where students can drop in for 15 – 30 minutes 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:

Drop in office hours for Bookbagging
10/24/2019  9:00-11:00 AM  Bookbagging office hours (Broadhead Center meeting room 241)
10/28/2019  3:00-5:00 PM  Bookbagging office hours (Broadhead Center meeting room 241)

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

Regards,

Liz Hutton

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