



# STUDENT INFORMATION SYSTEM (DKUHub)

## Student Self-service Center

Office of the Registrar  
Duke Kunshan University

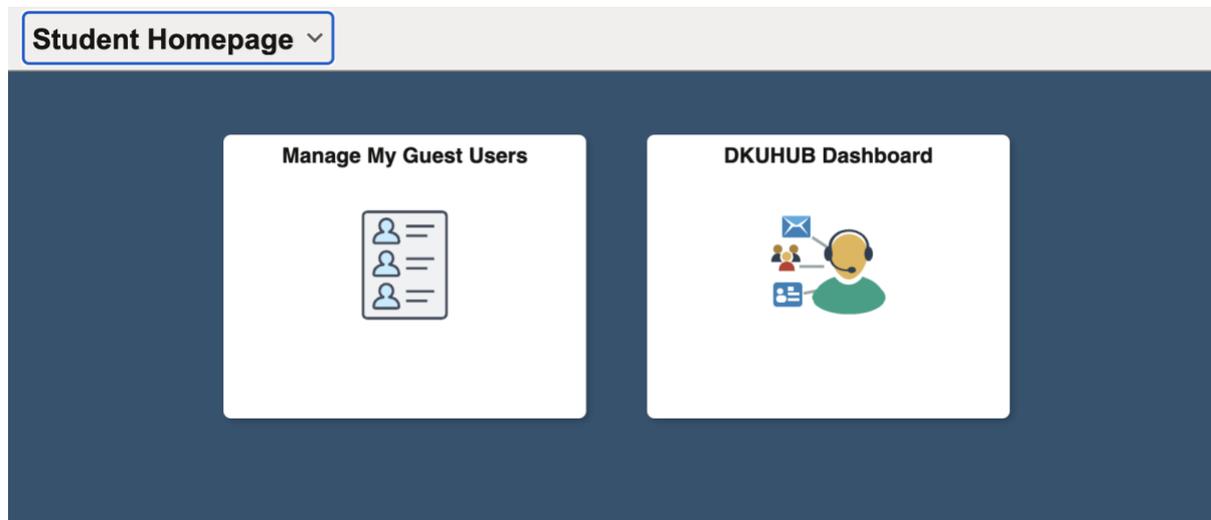
## Table of Contents

<b>1. Login Student Homepage in DKUHub .....</b>	<b>3</b>
<b>1.1 Student Homepage.....</b>	<b>3</b>
<b>1.2 Student Verification .....</b>	<b>3</b>
<b>2. Registration .....</b>	<b>6</b>
<b>2.1 Class Search.....</b>	<b>6</b>
<b>2.2 Shopping Cart and Class Validation .....</b>	<b>8</b>
<b>2.3 Enroll in Classes.....</b>	<b>10</b>
2.3.1 Early/Priority Registration Window .....	10
2.3.2 Regular Enrollment Window .....	11
<b>2.4 Drop a Class .....</b>	<b>11</b>
<b>3. Delegate Access through “Manager My Guest Users” .....</b>	<b>12</b>

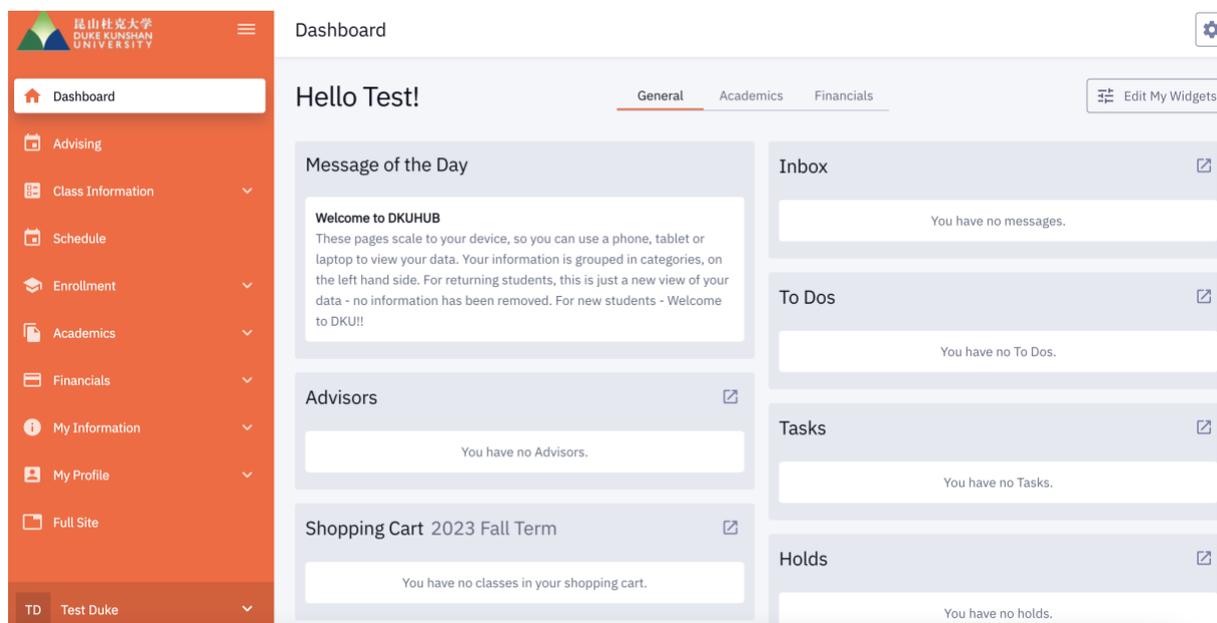
# 1. Login Student Homepage in DKUHub

## 1.1 Student Homepage

Access to the Student Homepage via this URL: <https://dkuhub.dku.edu.cn/>. This will land you to the Student Homepage with two tiles, which will give you quick access to different information.



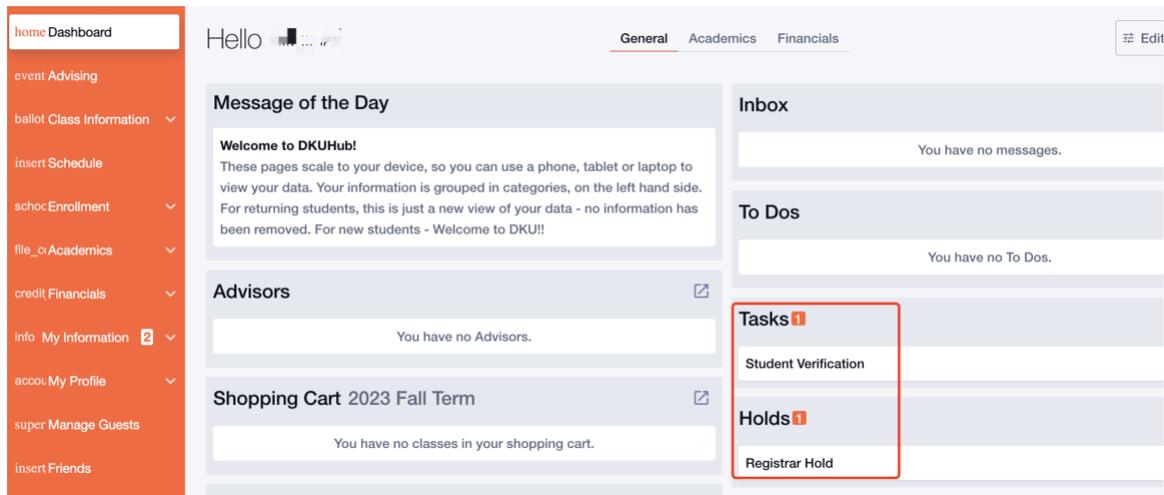
Click on “DKUHub Dashboard”, the Dashboard will take you to the pages that handle most tasks related to registration. You are now able to quickly access your student information and stay on top of important information related to registration.



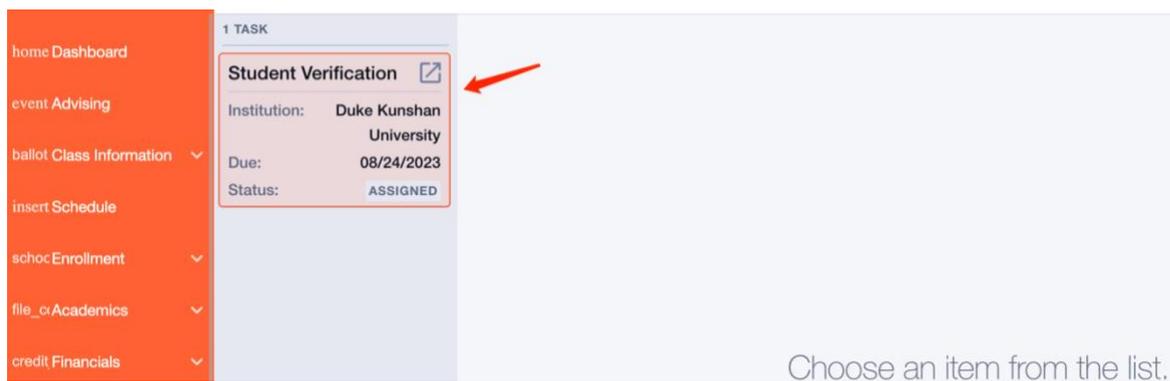
## 1.2 Student Verification

At the beginning of each semester, the university will implement a mandatory verification/update of students’ personal information. A “Registrar Hold” is assigned to each

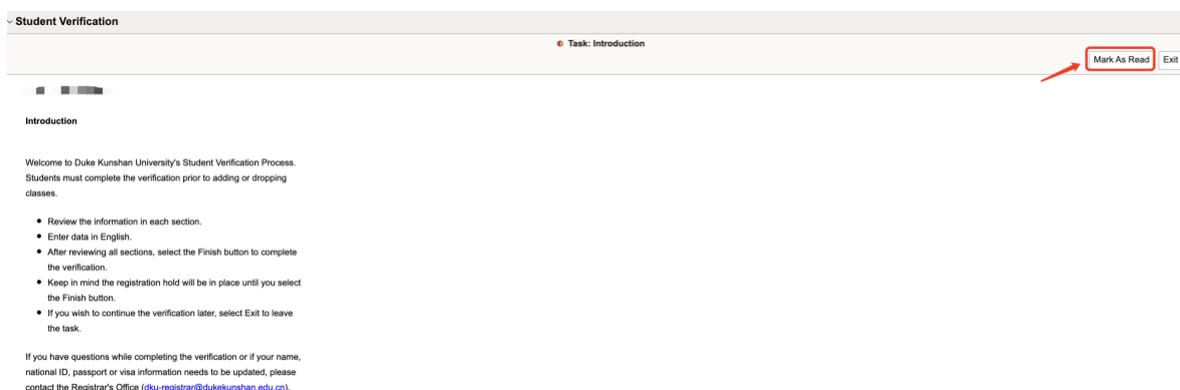
student for this “Student Verification” task. Without completing this task, students will be prevented from any registration activities.



To remove this “Registrar Hold”, you will need to click on “Student Verification” under “Tasks” and it will lead you to a page where you are expected to complete a series of tasks.



Read the “Introduction” and use “Mark As Read/Complete” or “Next” on the upper right corner to complete all the steps.



The “Emergency Contacts” task is very important, and you should add your emergency contact information by clicking on “Add an Emergency Contact” and fill out the detailed

information. Name, relation, and phone number are required information. Make sure you save the information before marking the page as complete.

Task: Emergency Contacts

---

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

No current emergency contact information found.

[Go to top](#)

---

Emergency Contacts

Emergency Contact Detail

\*Contact Name  required fields

\*Relationship

**Contact's Address**

Same Address as Individual

Country

Address

[Edit Address](#)

**Contact's Phone**

Same Phone as Individual

Phone  Extension  Country Code  required fields

**Other Telephone Numbers**

No phone numbers are defined

make sure you click here to save the above information

[Return to Emergency Contacts Summary](#)

Move on to the “Duke Kunshan University Community Standard” page to check the box at the bottom of the page to accept the DKU Community Standard.

### Duke Kunshan University Community Standard

By checking the Accept box below, you are agreeing to uphold the Duke Kunshan University Community Standard.

Duke Kunshan University (DUKE KUNSHAN) is a community comprised of individuals from diverse cultures and backgrounds. We are dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Members of this community commit to reflecting upon and upholding these principles in all academic and non-academic endeavors, and to protecting and promoting a culture of integrity and trust.

To uphold the DUKE KUNSHAN Community Standard

- I will hold myself to the highest standards for honesty, integrity, fairness, and responsibility in my academic and non-academic endeavors
- I will respect other cultures and embrace all forms of diversity
- I will uphold the standards if they are compromised

Accept

Date

After you complete all the tasks, the page will change automatically to your “Student Center”, you will notice the “Registrar Hold” and “Student Verification” are removed from your center. You can now proceed to your registration if there is no other “Holds” on your record.

## Complete Task

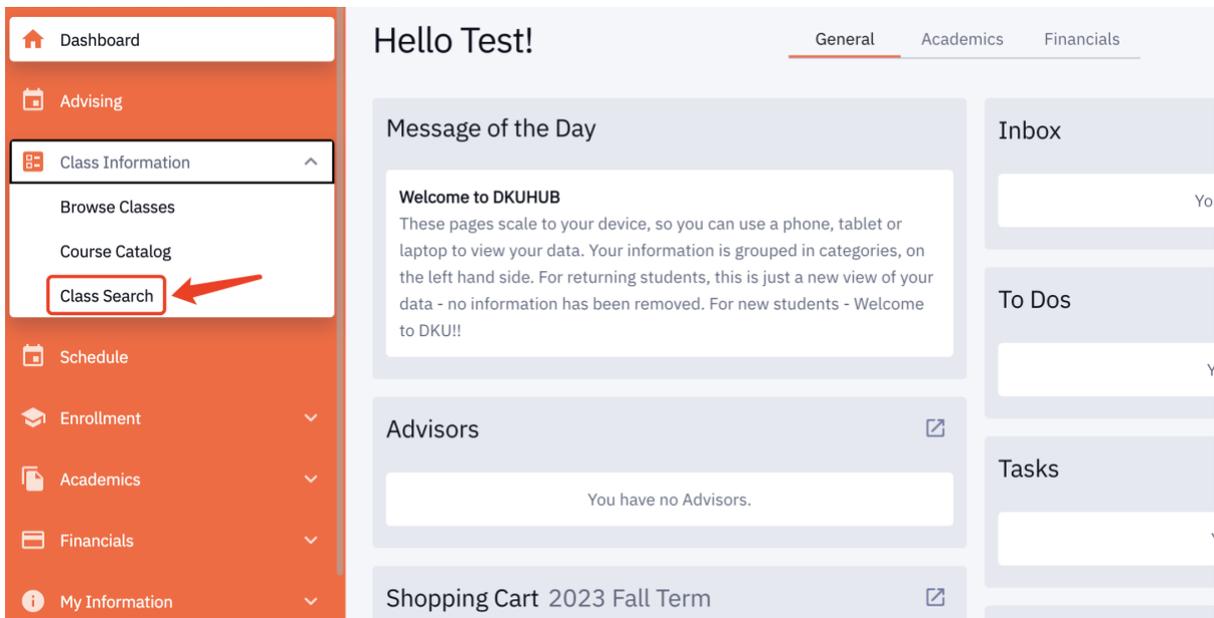
Thank you for completing all of the steps for the Student Verification Process. Once you have checked that each step is shown as complete, please select Finish to complete the task and click Exit to return to your home page.



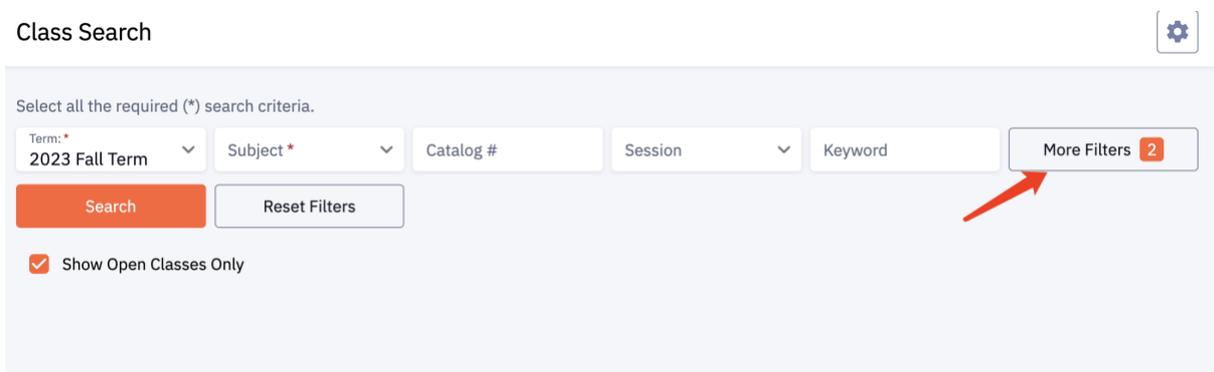
## 2. Registration

### 2.1 Class Search

“Class Search” function allows you to search for classes offered by term. Click on “Class Search” under “Class Information”.



On the “Class Search” page, you will be allowed to search for classes by “Search Criteria”. Click “More Filters” if you need to apply other search criteria.



On the “Search Results” page, you can click on the “Section” column to view more detailed information about this class, such as class attributes, number of seats available, course

description, instruction mode etc. If you are interested in taking this class, you can proceed to click on “Add to Cart” to add this class to your shopping cart.

The Art of Interpretation: Written Texts | ARHU 101

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 003-SEM (1354)	-	7W2	TuTh	2:45 pm	5:15 pm	-		10/23 - 12...	9/18

The Art of Interpretation: Images and Sound | ARHU 102

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 002-SEM (1321)	-	7W2	MoWe	12:00 pm	2:30 pm	-		10/23 - 12...	7/18

Search Reset Filters

Show Open Classes Only

The Art of Interpretation: Written Texts | ARHU 101

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 003-SEM (1354)	-	7W2	TuTh	2:45 pm	5:15 pm	-		10/23 - 12...	9/18

The Art of Interpretation: Images and Sound | ARHU 102

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 003-SEM (1354)	-	7W2	TuTh	2:45 pm	5:15 pm	-		10/23 - 12...	9/18

- Enroll
- Add to Cart
- Add to Planner
- Add to Schedule Builder

If you have permission number to enroll this class, you can enter the number in this step. Click on “Save” to finish adding this class to your shopping cart.

Select all the required (\*) search criteria.

Term: 2023 Fall Term Subject: Arts and Huma... Catalog # Session Keyword More Filters 3

Search Reset Filters

Show Open Classes Only

The Art of Interpretation

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 003-SEM (1354)	-	7W2	TuTh	2:45 pm	5:15 pm	-		10/23 - 12...	9/18

The Art of Interpretation: Images and Sound | ARHU 102

Enrollment options

ARHU 101: Art of Interprtn:Written Texts| 003 - 1354

Permission Number ⓘ

Wait list if class is full

Cancel Save

You will see this  icon next to this class as an indicator of this class being in your shopping cart.

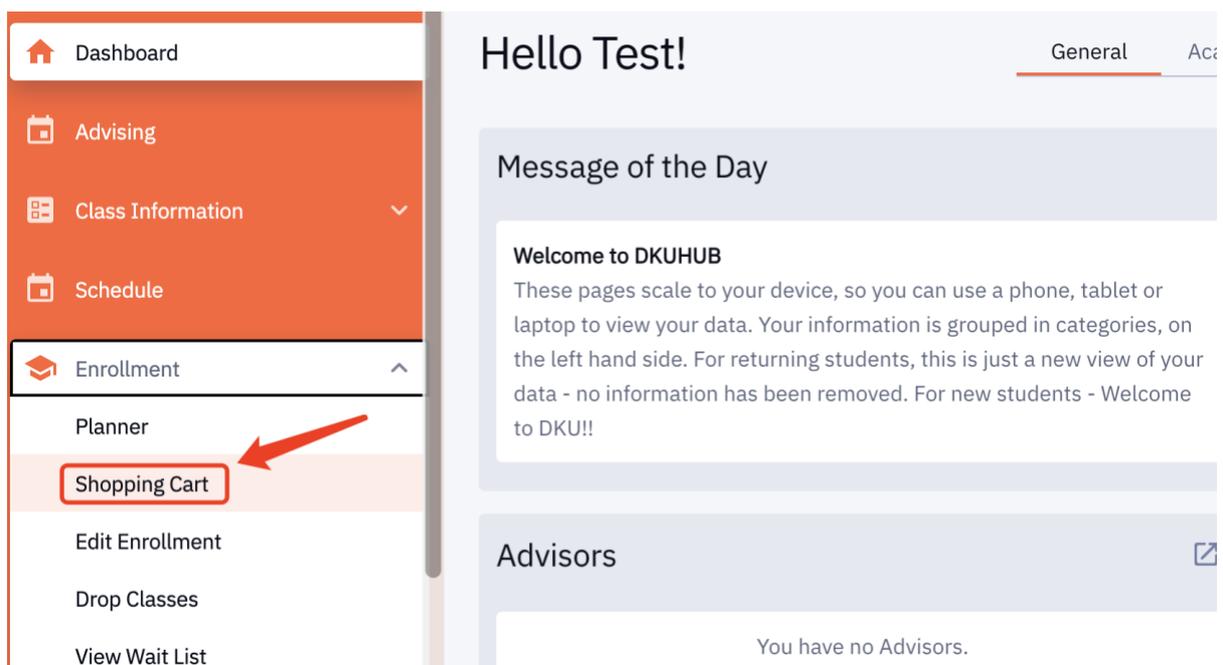
The Art of Interpretation: Written Texts   ARHU 101										
SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS	
> 003-SEM (1354)		-	7W2	TuTh	2:45 pm	5:15 pm	-		10/23 - 12...	 9/18

The Art of Interpretation: Images and Sound | ARHU 102

**Please note adding a class to shopping cart doesn't mean you have registered for the course. Read further for additional instructions.**

## 2.2 Shopping Cart and Class Validation

Navigate to the "Enrollment" tab and then click on "Shopping Cart", you will be able to view the classes that you have added to your Shopping Cart.



The screenshot shows a student dashboard with a navigation menu on the left. The menu items are: Dashboard, Advising, Class Information, Schedule, Enrollment, Planner, Shopping Cart (highlighted with a red box and a red arrow), Edit Enrollment, Drop Classes, and View Wait List. The main content area displays a "Hello Test!" message, a "Message of the Day" section with a welcome message to DKUHUB, and an "Advisors" section stating "You have no Advisors."

Check the boxes next to the classes in your Shopping Cart and then click "Validate" to check if there is any time conflict or pre-requisite requirement among the list of your classes.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	<input checked="" type="checkbox"/>
> ARHU 101 003-SEM (1354)	Art of Interprtn:Written Texts	TuTh	2:45 pm	5:15 pm	Jesse Olsa...	4	<span style="color: green;">0</span> 9/18	<input checked="" type="checkbox"/>
> COMPSCI 101 002L-LAB (1004)	Intro to Comp Science	Th	2:45 pm	4:00 pm	Bing Luo	4	<span style="color: green;">0</span> 27/30	<input checked="" type="checkbox"/>
> COMPSCI 101 001-SEM (1002)	Intro to Comp Science	MoTuWeTh	8:30 am	9:45 am	Bing Luo		<span style="color: green;">0</span> 34/40	<input checked="" type="checkbox"/>
> EAP 101A 001-SEM (1472)	Writing about Lang Lrning - A	MoWe	8:30 am	9:45 am	Shelmerdi...	2	<span style="color: green;">0</span> 12/12	<input checked="" type="checkbox"/>
> GLHLTH 101 002-SEM (1177)	Introduction to Global Health	MoWe	2:45 pm	5:15 pm	Yiu Wing K...	4	<span style="color: green;">0</span> 9/32	<input checked="" type="checkbox"/>

After clicking “Validate”, the system will give you messages to let you know if a class is ok to add or has potential problems. If there is time conflict, you will need to go back to class search to add another class that has no time conflict. If a requisite needs to be met, you will need to choose a lower-level class.

BIOL 201 1098 ■ Potential Problem

Enrollment Requisites are not met

Prerequisite: INTGSCI 102; or, BIOL 110 and CHEM 110 or 120

GLHLTH 101 1177 ■ Valid. Ok to add.

OK to Add.

EAP 101A 1472 ■ Potential Problem

There is a time conflict

for class number 1002 and class number 1472. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.

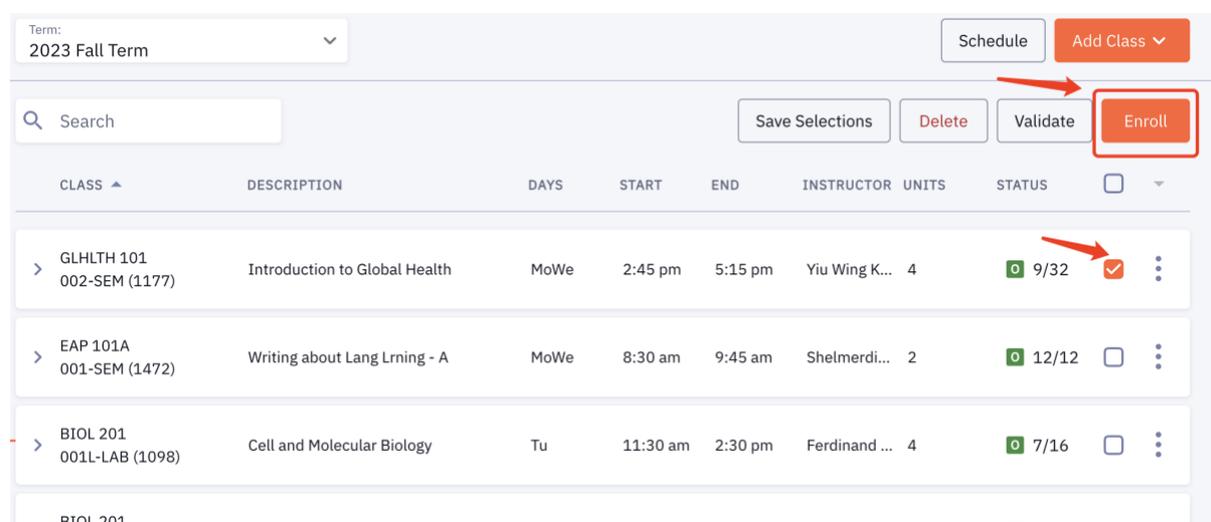
OK

## 2.3 Enroll in Classes

### 2.3.1 Early/Priority Registration Window

In order to maximize the opportunity for students to get a first-choice class in the registration process, Duke Kunshan University assigns each student an early/priority registration window to allow each student to register in four (4) credits first. Please consult your advisor or the Office of the Registrar in advance of your priority registration window to ensure you have proper advisement on course offerings.

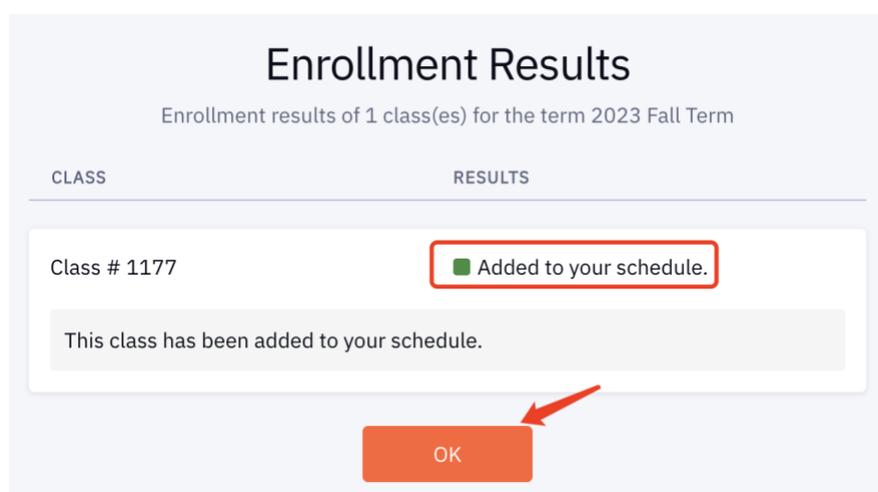
During this window, students need to go to “Enrollment” and then “Shopping Cart”, the page will show you a list of classes that you have already put in your Shopping Cart. Since the early/priority registration window only allows for four (4) credits, you need to check the one class that you would like to register during this window and then click on “Enroll”.



The screenshot shows a web interface for a shopping cart. At the top, there is a dropdown menu for the term '2023 Fall Term' and buttons for 'Schedule' and 'Add Class'. Below this is a search bar and buttons for 'Save Selections', 'Delete', 'Validate', and 'Enroll'. The 'Enroll' button is highlighted with a red box and a red arrow. Below the buttons is a table of classes with columns for CLASS, DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, and STATUS. The first row is for 'GLHLTH 101 002-SEM (1177)' with a status of '9/32' and a red checkmark icon. A red arrow points to this checkmark.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
> GLHLTH 101 002-SEM (1177)	Introduction to Global Health	MoWe	2:45 pm	5:15 pm	Yiu Wing K...	4	9/32
> EAP 101A 001-SEM (1472)	Writing about Lang Lrning - A	MoWe	8:30 am	9:45 am	Shelmerdi...	2	12/12
> BIOL 201 001L-LAB (1098)	Cell and Molecular Biology	Tu	11:30 am	2:30 pm	Ferdinand ...	4	7/16
BIOL 201							

The system will give you the enrollment result. Click “Ok” to finish enrolling this class.



The screenshot shows a dialog box titled 'Enrollment Results'. Below the title, it says 'Enrollment results of 1 class(es) for the term 2023 Fall Term'. There is a table with two columns: 'CLASS' and 'RESULTS'. The first row shows 'Class # 1177' and 'Added to your schedule.' with a green checkmark icon. Below the table is a message box that says 'This class has been added to your schedule.' At the bottom of the dialog is an 'OK' button, which is highlighted with a red box and a red arrow.

CLASS	RESULTS
Class # 1177	Added to your schedule.

### 2.3.2 Regular Enrollment Window

When the regular enrollment window opens, students can repeat the process to enroll in other classes from your Shopping Cart. If a class runs out of seats, you will need to add another class to your schedule.

Always validate your schedule if you are to enroll in multiple classes. If the validation gives you no “Problem” message, you can proceed to click on “Enroll”.

The screenshot shows the enrollment window for the 2023 Fall Term. At the top, there is a dropdown for the term and buttons for 'Schedule' and 'Add Class'. Below this is a search bar and buttons for 'Save Selections', 'Delete', 'Validate', and 'Enroll'. A table lists three classes with their details. Red arrows point to the 'Validate' button and the 'Enroll' button in the table's action column.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
> EAP 101A 001-SEM (1472)	Writing about Lang Lrning - A	MoWe	8:30 am	9:45 am	Shelmerdi...	2	0 12/12	<input checked="" type="checkbox"/>
> ECON 101 001-SEM (1183)	Economics Principles	MoTuWeTh	8:30 am	9:45 am	Feifan Zhang	4	0 23/32	<input checked="" type="checkbox"/>
> LIT 203 001-SEM (1286)	Reading Empire	MoWe	8:30 am	11:00 am	Caio Yurgel	4	0 15/18	<input checked="" type="checkbox"/>

### 2.4 Drop a Class

If you need to drop from a class, you can go to “Drop Classes” under “Enrollment”. The classes you have registered will be displayed here. Check the box next to the class that you need to drop and proceed to click “Drop”.

The screenshot shows the 'Drop Classes' interface for the 2023 Fall Term. The top right shows 'Enrolled Units: 12' and a 'Drop' button. Below this is a heading 'Select classes to drop and then select Drop' and a table of enrolled classes. A red arrow points to the 'Drop' button, and another red arrow points to the checkbox for the first class in the table.

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ARHU 101 003-SEM (1354)	Art of Interprtn:Written Texts	TuTh	2:45 pm	5:15 pm	-		4	<input checked="" type="checkbox"/>
> COMPSCI 101 002L-LAB (1004)	Intro to Comp Science	Th	2:45 pm	4:00 pm	-		-	<input type="checkbox"/>
> COMPSCI 101 001-SEM (1002)	Intro to Comp Science	MoTuWeTh	8:30 am	9:45 am	-		4	<input type="checkbox"/>
> GLHLTH 101 002-SEM (1177)	Introduction to Global Health	MoWe	2:45 pm	5:15 pm	-		4	<input type="checkbox"/>

The system will give you a “Success” message if the class is removed successfully from your schedule.

### 3. Delegate Access through “Manager My Guest Users”

Students can use “Manage My Guest Users” pages to grant access to designated user(s) to view relevant information. More details on how to set up guest user access can be found [here](#).

