

1. WELCOME

Welcome from the President of Duke University

Hello friends! Welcome to Duke!

On behalf of the faculty, staff, and students, it's my privilege to welcome you to this incredible institution. By now, you've wisely decided that Duke is the right place for you; and we could not be more thrilled by your decision. Welcome home!

Duke is a special place. Providing a liberal arts education in a robust research setting, you will be guided by a world-class faculty who is equipped with state-of-the-art facilities and resources to help you and your classmates explore some of the world's greatest questions and respond to some of society's greatest needs. Not only will a Duke education equip you with the knowledge needed to address those needs, but also the skillset to do so effectively, collaboratively, and creatively.

Duke is an inclusive community of brilliant and passionate scholars whose interests and talents are as diverse as their backgrounds and experiences. We welcome persons from all walks of life, seeking to foster a campus community where students are valued for who they are *and* what they can contribute to our shared life together. You are one of those persons. So be your full self here. That's why we admitted you. We not only look forward to *your* growth, but also *our* growth made possible by your contributions.

Of course, all of this experience exists on a gorgeous and vibrant campus in one of the United States' greatest cities: Durham, North Carolina! We look forward to introducing you to the beauty and richness of this campus and city when you arrive.

As you prepare for your transition to campus, I hope you will take advantage of the many resources provided to you through the Blue Book and beyond. All of us at Duke are here to support you during your transition.

We look forward to seeing you soon, and Go Duke!

Student Welcome

Welcome to Duke University! We are so excited to have you join our fantastic community.

Also, welcome to your **Blue Book**!

This Blue Book is a *customizable* online resource to help you start your Duke journey. This website will guide you through everything you need to accomplish in the summer before you arrive on campus and introduce you to service and on-campus resources that will support you throughout your time at Duke.

Here are a few tips for using this resource:

- You can select the "I" button whenever you see something that interests you and want to learn more about it. This unique feature will keep track of the information you want to know more about, and at the end of the module, you will find it personalized just for you!

- The checklist is on the teal box with three lines. It reminds you to complete certain tasks throughout the summer.
- Lastly, check out the **Blue Devil Bulletins** throughout the Blue Book. These invaluable resources will provide essential information and tips, guiding you every step of the way. Good luck as you begin preparing for your Duke career!

Let's go, Duke!

Blue Devil Bulletin

You can go through the Blue Book at your own pace and take a break when necessary; the system will remember where you left off. However, we encourage you to review all content by **May 31**, as essential deadlines for incoming students begin on that date.

Once you have completed all sections, the Blue Book will remain unlocked throughout your time at Duke!

Blue Devil Bulletin

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The Duke Centennial

You are joining Duke at the perfect time.

Did you know that Duke University is currently celebrating its **Centennial**? For 100 years, Duke has been shaping thought leaders, change makers, and brilliant students like you. Likewise, we grow stronger, more diverse, and better equipped to tackle the world's greatest problems and questions with each incoming class.

Throughout 2024 Duke will be marking the Centennial with a wide range of special events and celebrations. You can learn more about this year's events by visiting 100.duke.edu.
(<https://100.duke.edu/>)

2. LIVING AT DUKE

Opening Video

At Duke, we understand the importance of spending time and finding ways to get involved outside the classroom.

At Duke, we believe in the power of community engagement. You have a wealth of opportunities to get involved through Housing and Residence Life, student organizations, Duke Athletics, and the surrounding Durham community. These experiences not only enrich your time at Duke but also foster leadership skills and cultivate friendships that can last a lifetime, all while positively impacting the Durham community!

Housing at Duke

WELCOME TO YOUR NEW HOME! The Housing staff is excited to welcome you to East Campus. You'll find that living on campus allows you to enjoy the total Duke Experience. Our residential programs are designed to build positive communities that value learning, create new opportunities for faculty engagement, and generate positive social connections.

East Campus Community: Who's Who?

Residential Staff

- **RA | Resident Assistant:** A student leader assigned to your floor. Fosters community in your house, helps you acclimate to Duke and Durham, plans activities, mediates conflicts, and points you in the right direction.
- **PA | Program Assistant:** A graduate student who plays a major role in developing healthy and inclusive communities that deliver on the promise of a residential experience that is inspiring, engaging, and fun.
- **ARC | Assistant Residence Coordinator:** A senior-level graduate student who has many of the same responsibilities as an RC. They supervise RAs, advise House Council, and meet with residential students.
- **RC | Residence Coordinator:** A full-time, live-in professional who supervises RAs and GRs and helps students with residential and academic concerns.
- **FIR | Faculty-in-Residence:** A faculty member who lives in the residence halls. They host events and create a heightened sense of intellectual curiosity. Learn more about the Faculty-in-Residence [here \(https://undergrad.duke.edu/intellectual-community/student-faculty-engagement-office/faculty-residence/\)](https://undergrad.duke.edu/intellectual-community/student-faculty-engagement-office/faculty-residence/).

House Councils

House Councils at Duke University are fantastic opportunities for students to engage in a positive and enriching residential experience. House Councils are elected student representatives who work collaboratively with residence life staff to organize exciting events and activities within the residence halls. House Councils promote a sense of community and belonging by providing a platform for students to get involved and connect with their peers.

You can participate in social events, educational programs, and community service projects, as well as make your voice heard on important issues impacting your community. Being a member of House Council is a fulfilling experience that can help you develop leadership skills, build friendships, and create lifelong memories.

Keep an eye out on your Duke email over the summer to learn more about House Councils, available positions, and how to run for your council!

East Campus Council

The East Campus Council (ECC) is a group of elected student officers and representatives from each House on East Campus. As the first-year class council and student governance body for East Campus, ECC works alongside the individual East Campus House Councils to make sure your residential experience is the best it can be.

ECC's goal is to enhance campus life by providing support and direction through active leadership and community involvement. They host awesome events throughout the year, from movie nights and viewing parties for Duke Basketball to the annual Bricks to Stone Ball. They also make sure that campus is a safe, educational, and enjoyable experience for everyone by advocating for first-year needs and making sure that your voices are heard.

East Campus Council elections will occur at the same time as House Council elections. Information about running for ECC will be sent to you before August!

The FOCUS Program

Duke's FOCUS Program for first-year students provides clusters of courses designed around an interdisciplinary theme with a residential component. Students participate in a shared housing experience with other FOCUS students that facilitates discussion and scholarly exploration while taking part in Duke's rich East Campus living environment. Please note that as housing assignments are made, participation in the FOCUS Program supersedes most other housing preferences. For more information, go to focus.duke.edu. (<http://focus.duke.edu/>)

▼ QuadEx: Residential Living and Learning at Duke

QuadEx is our model for living and learning at Duke. Our model seeks to establish an enduring community structure and foundation that allows students to better connect with one another and with campus resources throughout their four years.

- Enhanced Quad-based social and intellectual opportunities will extend the best of Duke's living and learning experiences to all students.
- East Campus Houses are permanently connected to associated West Campus Quads.
- First-year students will have automatic membership into their affiliated Quad on West Campus.

Quads create a strong community foundation on day one by linking you with classmates in your East Campus residence hall and upperclassmen in your quad. In addition to your classmates, the Quad model also connects you to an Academic Guide, Faculty-In-Residence, and Faculty Fellow who all work to support the learning community of their respective quads.



Alt Text:

▼ Living on East Campus

All first-year students begin their Duke journey on East Campus. On East Campus, students will have many opportunities to build lasting friendships with classmates, become a leader within their residential community, and have the support of many university staff as they begin their college career.

Assignments

Incoming first-year students are randomly assigned to rooms and to roommates. Housing Assignments uses the information provided on the first-year housing application to make roommate assignments. While no one can guarantee a “perfect roommate” assignment, we have found that the lifestyle questions asked on the application provide a starting point from which students can develop a mutually rewarding roommate experience. It is important that you answer each question honestly.

Buildings

Incoming first-year students are randomly assigned to rooms and to roommates. East Campus includes 14 residence halls of varying size and architecture where all first-year students reside. As such, buildings and bedrooms differ slightly in their configuration.

First-year students are assigned to single-occupancy (one person) or double-occupancy (two people) rooms in the residence halls. Most students will be assigned to doubles, but you will be able to indicate your preference for a single.

Once you receive your assignment (June 12), you can learn more about your house [here](https://students.duke.edu/living/housing/first-year-housing/east-campus-houses/). (<https://students.duke.edu/living/housing/first-year-housing/east-campus-houses/>) Click on the residence hall you would like to see, read its description, and click on “photo options” at the bottom.

Bathrooms

All bathrooms are shared with other students. Bathrooms are either designated male or female (gender-designated bathrooms) or all-gender. At least one all-gender bathroom can be found in most East Campus buildings.

All-Gender Housing

All-gender housing refers to individual rooms or suites where the gender of the roommates is not taken into consideration when the room is assigned through the assignment process. All-gender housing is located across East and the Upperclass Campuses. While this is intended to support students who identify as LGBTQIA, this is available to all students who feel they would be more comfortable in an all-gender room/suite or feel they could provide a safe and inclusive space for another student regardless of gender identity/expression, sexual/romantic orientation, or any other factor.

The majority of space within each House will have bedrooms where roommates may share similar gender identities and live on floors where the students next door may not share their gender identity. Each floor with all-gender housing configurations will have gender non-specific and gender-specific restrooms. In addition, each House will also include options for similar-gender floors and all-gender floors to provide more choices for students to find the space that is right for them.

If you have questions or need support in navigating these new housing options, please feel free to connect with the Center for Sexual and Gender Diversity (csgd@duke.edu (<mailto:csgd@duke.edu>)) or Housing Assignments (housing@duke.edu (<mailto:housing@duke.edu>)).

Medical/Disability Housing Information

Housing works in conjunction with the Student Disability Access Office (SDAO) to ensure consistency in evaluating special housing accommodation requests. The Student Disability and Access Office reviews requests and shares approved student accommodations with Housing and Residence Life. Students with approved accommodations will be offered priority for placement in an available space that meets their accommodations.

Students who wish to be considered for reasonable accommodations must submit current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials. For the purpose of receiving consideration for reasonable accommodations at Duke University, an individual must have an impairment that substantially limits one or more major life activities.

Information regarding the process to request an accommodation can be found on the [Student Disability and Access Office website](https://access.duke.edu/students) (<https://access.duke.edu/students>). Students who need special housing accommodations should follow the procedures outlined above.

Single? Double?

First-year students choose from two room types: single or double. A single room houses one student; a double room houses two students. Single room rates are more than double rooms. Most

students will live in double rooms. First-year students who are assigned a single room should note that single rooms are not guaranteed for sophomores unless pre-approved through the Student Disability and Access Office (SDAO). More information about room rates can be found [here](https://students.duke.edu/living/housing/housing-assignments/#AssignPol) (<https://students.duke.edu/living/housing/housing-assignments/#AssignPol>).

Substance-Free Lifestyle

Students can indicate their preference for substance-free living on the lifestyle questions within housing applications to assist in roommate matching.

▼ What to Expect in Residence Halls

Amenities

Each house has its own personality and community, but common features include:

- Main common room with a piano and television
- Kitchen with stove and refrigerator
- Laundry facilities
- Vending machines
- Shared bathrooms
- Game tables such as pool and ping pong tables (these vary by house)

Learn about more [hall amenities](https://students.duke.edu/living/housing/amenities-services/) (<https://students.duke.edu/living/housing/amenities-services/>) on the Housing website.

Air Conditioning on East Campus

All residence halls on East Campus have air conditioning. Types of A/C include: central air and window units.

DukeCard

Your DukeCard provides access to everything from your residence hall to athletic events, to dining, and virtually eliminates the need to carry cash on campus. More information about DukeCard can be found in the Blue Book or at their [website](https://dukecard.duke.edu/). (<https://dukecard.duke.edu/>)

DukeCards **may not** be loaned or borrowed; you may only use your Mobile DukeCard on your own personal device. Lost/stolen DukeCards should be reported immediately to the DukeCard Office.

Hall Security

Each residence hall utilizes card-access entry and first-floor window security screens. Duke Police also operate substations on East Campus in Bell Tower and behind Wilson.

Laundry

DukeCard and coin-operated laundry machines are located in laundry rooms throughout the residence halls. This service is provided through Duke Vending. To report broken machines or to request reimbursement when money is lost in the machines, call Duke Vending at 684-8363. Your HRL Campus Office will be happy to help you contact Duke Vending to get machines repaired. To report any other problems with the laundry facilities please call your HRL Campus Office.

Tobacco-Free Policy

Duke University and Duke University Health System is a tobacco-free campus. This policy applies to all property and grounds owned or leased by Duke, including construction project sites owned or leased by Duke. This policy prohibits the use of all tobacco-based products, including cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, and electronic vaping devices such as e-cigarettes, vaping products, IQOS, as well as any other forms of tobacco. **The use of FDA-approved nicotine replacement therapy such as nicotine patches, gum, lozenges or inhaler will be allowed.**

TV

Individual bedrooms are not equipped with cable or internet TV. Common areas in your house have a shared TV with internet TV. Many students choose to bring a TV for gaming or for watching TV/movies through the streaming services purchased at the student's expense.

Trash/Recycling

Most buildings have a designated room for trash and recycling. Alspaugh, Blackwell, Pegram and Randolph have several trash and recycling nooks. Duke strongly supports recycling efforts and provides each student bedroom with a recycling container. Residence halls have single-stream recycling. [Duke Recycles \(https://facilities.duke.edu/what-we-do/waste-reduction-recycling/duke-recycles/what-can-be-recycled/#:~:text=Duke%20University%20supports%20single%20stream,boxes%20separately%20from%20traditional%20recyclables.\)](https://facilities.duke.edu/what-we-do/waste-reduction-recycling/duke-recycles/what-can-be-recycled/#:~:text=Duke%20University%20supports%20single%20stream,boxes%20separately%20from%20traditional%20recyclables.) maintains a list of specific items that should be recycled.

IN YOUR ROOM

Cleaning

Cleaning supplies are available for student use. Duke University does not clean individual bedrooms during the academic year. Students are expected to keep their rooms orderly and sanitary. Health and safety inspections of each room are completed three times a year: Before Fall Break, for Winter Break closing, and before Spring Break.

Furnishings

The differing architectural style of the residence halls on East Campus means that there really is no "typical" room. However, each room does have similar furnishings. When you move in, you will have:

- Bed and mattress. [Click here \(https://students.duke.edu/living/housing/amenities-services/\)](https://students.duke.edu/living/housing/amenities-services/) for exact bed and mattress size information for each residence hall.
- Chest of drawers
- Closet or wardrobe (about 10 cubic feet)
- Student desk and desk chair
- Bookcase (not in Trinity residence hall)

Some rooms are carpeted and some have wooden floors. Once assigned, you can access the [Housing website \(https://students.duke.edu/living/housing/first-year-housing/east-campus-houses/\)](https://students.duke.edu/living/housing/first-year-housing/east-campus-houses/) and find links to pictures of your building and some sample rooms. Additional furnishings, such as futons and rugs, may be added to the room with the consent of all residents of that room. Residents

are responsible for all furnishings provided in the room. University-provided furniture may not be removed from the room.

Internet/Networking

All residence halls are equipped with wireless internet access. One port per room is activated to provide ethernet connection if needed. Contact the Office of Information Technology (OIT) Help Desk via their [website \(https://oit.duke.edu/help\)](https://oit.duke.edu/help) or at 919-684-2200.

Personal Property Insurance

Duke University is not liable for damage, theft, or loss of a resident's personal belongings and does not carry insurance to cover such loss or damage. Personal property insurance/renters insurance is a wise investment for all residents. You may be covered under a policy carried by your parent(s) or guardian; have them contact their insurance agent to be sure.

Phone Service

Students should plan to bring a cell/smart phone to use as their primary phone. Residence halls are equipped with signal boosters to enhance the quality of phone reception.

▼ What to Consider Bringing

For your room

- Bedding and pillows (please review the "Amenities and Services" page on the Housing website to see what sized bedding to purchase based on your assignment.)
- Bath towels and cloths
- Bathrobe, slippers, shower shoes
- Cleaning Products
- First-Aid kit
- Plates, bowls, cups, and utensils
- Food storage containers
- Pots and pans (if you like to cook)
- Broom and/or vacuum
- Warm and cool weather clothes and jackets
- Hangers
- Re-usable water bottle
- Umbrella
- Photos and posters to personalize your space (please use blue painter's tape or command strips for hanging items)
- Photo ID

Personal care and use

- Shower bucket
- Toiletries (shower gel, shampoo/conditioner, soap, feminine hygiene products, etc.)
- Toothbrush and toothpaste
- Prescription medications and supplements
- Flip-flops for showering
- Laundry bag/basket and detergent

Academics

- Desk lamp
- Laptop/ipads
- School supplies: stapler, pens, pencils, notebooks, stationary, stamps
- Other class specific items communicated by your professors

Approved appliance list

- Chargers and cords for your technology
- Headphones
- UL-approved power strips (please avoid extension cords)
- Rice cookers
- Coffee makers that do not have an open heating element
- Electric kettles
- Iron
- Alarm clock
- Flashlight

Optional items

- TV
- Gaming system
- Bike, scooter, moped (for outdoor use)

ITEMS THAT YOU SHOULD LEAVE HOME

- Large furniture (e.g., sofas/futons, lounge chairs, bookshelves, beds/mattresses, etc.)
- Bed risers are permitted. However, we do not allow bed lofts, nor will we loft your bed for you.
- Your pet(s), unless it's an Emotional Support or Service animal approved through SDAO
- Fish in aquariums less than 25 gallons are permitted.
- Personal items of high monetary or sentimental value (e.g., jewelry, irreplaceable family heirlooms or photos, etc.)
- Personal printers (each community has a networked printer for student use)
- Students are encouraged to rent a micro-fridge from Blue Devil Deliveries. Orders are open for the 2023-24 school year via our partner, Collegiate Concepts, Inc. All orders placed by 8/1 are guaranteed delivery to your room before main move-in date. All units are brand new—never used before. More information can be found on the [Housing website](https://students.duke.edu/living/housing/amenities-services/) (<https://students.duke.edu/living/housing/amenities-services/>).
- Appliances with an open heating coil or unit (e.g., hot plates, toasters, toaster items, portable grills, air fryers)
- For damage and safety reasons the following items are specifically prohibited in student rooms, suites, and apartments: halogen lamps, all types of strip lights with adhesive backing, and all types of string lights.
- Candles, halogen lamps, lava lamps, "spider lamps", hoverboards
- Alcohol, cannabis or illegal drugs (and any related paraphernalia)
- Students are allowed to have cigarettes and tobacco-vapes; however, Duke University is a smoke-free campus. Students are not permitted to use these products inside the residence halls or on campus.
- Nails, thumbtacks, hammers, and abrasive tape (e.g., duct tape, two side tape) and other items that could damage walls
- Personal AC units or space heaters (each room has central air or a window AC unit)
- Water-based furniture (e.g., water beds)

- Weapons (e.g., firearms (including BB, pellet guns, airsoft guns, etc.), explosives, large knives and swords, bow and arrows, etc.) These are prohibited for actual use or for decoration on Duke's campus
- Flammable items (e.g., lighter fluid, charcoal, propane tanks, paint, other items and fluids that can easily catch on fire).

▼ Roommates

Duke University and Housing strongly believe in the value of the on-campus residential experience. This experience provides you with exciting opportunities to meet new people and learn about cultures and lifestyles that may differ from your own.

How Roommates are Assigned

Incoming first-year students are matched with roommates based on the information provided from the lifestyle questions on the first-year housing application. We have found that students who have the same study habits, noise tolerance, and sleep schedules tend to have positive experiences living together. While no one can guarantee a "perfect roommate," we find that pairing students based on these behaviors offers a starting point from which students can develop a rewarding roommate experience. It is important that you answer each question on the housing application honestly so that we can accurately match you with someone who will be compatible!

Laying the Groundwork

Healthy roommate relationships take time to develop. An important place to start is getting to know each other. Make time to find out about your roommate's background, habits, interests, and pet peeves. Talk about your differences and similarities, how they may affect your living environment, and what compromises you both may have to make to maintain harmony. Discuss what you hope for in a roommate relationship.

Roommate Agreements

During the first few weeks of the fall, your House Residence Life team will reach out to you to complete a roommate agreement between you and your roommate. Roommate agreements are mutually agreed upon expectations and guidelines for living together in your shared space. This agreement will outline the responsibilities of each roommate, including the division of chores, expectations for communicating with others, and rules regarding guests and noise levels.

By setting these expectations at the outset, a roommate agreement can help to prevent misunderstandings and conflicts down the line, promoting a more harmonious and enjoyable living environment for all involved. It will also provide your RA with a foundation to assist mediate any potential disagreements.

You will be asked to discuss and compromise on establishing living standards for your room. As you think about what living with another person may look like, here are some items to begin considering:

- **Sleeping and Waking Arrangements** (e.g., What are your preferred bedtimes? What time will folks generally wake up? What are everyone's needs in terms of lighting and noise when someone is asleep?)
- **Study Time** (e.g., When does everyone study in their rooms? What environment do individuals need while studying?)

- **Use of Personal Belongings** (e.g., What items can or cannot be shared? How will you request to borrow items? What does respect for each other's items look like?)
- **Cleanliness and Space Use** (e.g., What is your mutual definition of "clean"? How will cleaning tasks be shared? What are your room temperature preferences?)
- **Guests** (e.g., How frequently is everyone able to have guests? When? How long can they stay? How will you communicate/request for an overnight guest to stay over?)
- **Communication** (e.g., How will you communicate issues or needs with each other? What can you agree to in terms of resolving issues? How will you generally communicate with each other?)

You and/or your roommate may be from different cultures, have different lifestyles, or may even be new to sharing your space with another person. That is okay! Your relationship with your roommate is just like any other relationship. It requires clear communication, a willingness to listen and consider the other's feelings, and a willingness to compromise. By working together, you and your roommate can help ensure that you are both comfortable living together in your shared space.

Roommate Bill of Rights

This Bill of Rights defines mutual responsibilities among roommates. Each person has a basic right to:

- Live in an environment free of harassment and/or intimidation.
- Live in a clean space.
- Study in your room without unreasonable distraction.
- Sleep in your room without unreasonable disruption.
- Have access to your room.
- Expect that guests will visit during mutually established hours.
- Expect that your roommate will respect your personal belongings.
- Have a degree of personal privacy.

Roommate Tip: Communicate Before Arriving!

- Call and talk to one another if possible.
- Don't rely on just texting, social media, and email to communicate.
- Talk about the little things that bother you before they escalate.
- Be prepared to compromise.
- Remember that each of you has rights. Treat your roommate as you would like to be treated.
- Don't rely on first impressions. Make time to get to know each other.
- Have realistic expectations about your roommate relationship. Accept, appreciate, and grow from the experience of living with someone who may be very different from you.

I would like to learn more about Roommates.

▼ Completing your Housing and Dining Application

You will be directed through my.duke.edu (<http://my.duke.edu/>) and the Housing website to the housing and dining application. From my.duke.edu (<http://my.duke.edu/>), log in and click "Housing". Then click "Complete Your Housing Application." You will be redirected to the HRL website to review the application instructions. Once reviewed, click the link for the Housing Application and you will go to the housing portal. Click "Class of 2028 Housing & Dining Application," and you will enter the housing application.

Once you complete your Housing application, you will be automatically enrolled in the First-Year Dining Plan (Dining Plan I).

It is important that YOU (not your parents, not your older sibling, not your significant other) complete the application. The deadline for completing your application is **Friday, May 31, 2024**.

We would love to hear from you! If you need to discuss your housing arrangements, provide supplemental information to your application, or provide more information about the identities you hold to ensure the best possible assignments, you can reach out to us securely at 919-684-4304 or email us at (housing@duke.edu (<mailto:housing@duke.edu>)).

▼ Housing Application Questions

Assignment Preference Questions

Below are the questions that will be a part of your housing application. Housing Assignments will use your responses to these questions when making your housing assignment.

Lifestyle Questions

"I am a smoker"

If you are a regular smoker, select "yes." If you are not a smoker, select "no."

"I am a social smoker."

If you smoke occasionally in social settings, please select "yes," indicating you are a social smoker. If you never smoke, select "no."

"I mind if my roommate smokes."

If you do not want to live with a smoker or social smoker, then select "yes," indicating that you DO mind if your roommate smokes. If you do not mind if you have a smoker or social smoker roommate, select "no." If you don't care about your roommate's smoking habits, select "no pref."

"I prefer noise (music/TV) while studying."

If you prefer noise while studying (television, music, etc.), select "yes." If you prefer silence while studying, select "no." If you do not care either way about noise while studying, select "no pref."

"I go to bed late (after 12am)."

If you generally prefer to go to bed late (after midnight), select "yes." If you tend to go to sleep earlier, select "no." If your habits vary, select "no pref."

"I wake up early (before 8am)."

If you expect to wake up before 8am regularly, select "yes." If you generally expect to sleep later than 8am, select "no." If your habits vary, select "no pref."

"I prefer a substance-free lifestyle."

If you wish to live with a roommate who is committed to living a substance-free lifestyle select "yes". If you do not prefer substance-free housing, select "no".

“I prefer my room be a neat and tidy space.”

If you prefer your space to be neat and tidy, select “yes.” If you prefer your space to be other than neat and tidy, select “no.” If your habits vary, select “no pref.”

Questions About You

The responses to the following questions will be utilized within the roommate matching process when applicable. Your gender identity may be shared with your future roommate or suitemate, while your other responses will remain private.

We would love to hear from you! If you need to discuss your housing arrangements, provide supplemental information to your application, or provide more information about the identities you hold to ensure the best possible assignments, you can reach out to us securely:

- Center for Sexual and Gender Diversity: 919-684-6607 or csgd@studentaffairs.duke.edu (<mailto:csgd@studentaffairs.duke.edu>)
- Housing Assignments: 919-684-4304 or housing@duke.edu (<mailto:housing@duke.edu>)

“What is your gender identity?”

You may select from genderqueer, I’m not sure, man, non-binary, prefer not to answer, questioning, self-identify below, or woman. The self-identify option allows you to add information about your gender identity.

“Do you identify as transgender?”

You may select from yes, no, I’m not sure, or prefer not to answer.

Questions About Your Roommate

Please respond to the following questions regardless of your preference for a single room. These responses will be used in the roommate matching process when applicable.

“Would you be a good roommate to a student who identifies as transgender, non-binary, genderqueer, or with a marginalized gender identity or gender expression?”

You may select from yes, no, or I’m not sure.

Do you prefer a similar-gender roommate?

If you wish to live in a room with someone who has the same gender identity as you, select “yes.” If you are open to having a roommate with a gender identity that may differ from yours, select “no.”

Housing Preferences

Please identify your housing preferences below.

Do you prefer to have neighbors of a similar gender to yourself?

If you wish to live near other neighbors of a similar gender identity, select “yes.” If you do not prefer to have neighbors of a similar gender identity, select “no.”

Do you prefer to live on a floor with an all-gender bathroom?

Communal bathrooms and showers are designated Man, Woman, and All. All-gender bathrooms can be accessed by anyone of any gender.

If you prefer having access to an all-gender bathroom, select “yes.” If you prefer to have access to a gender-specific bathroom, select “no.”

What is your preference for a single room? (\$6,528 per semester
[\(<https://students.duke.edu/living/housing/housing-assignments/#2324Rates>\)](https://students.duke.edu/living/housing/housing-assignments/#2324Rates))

Single rooms are very limited, and the majority of students will be assigned to a double room with a roommate. Please note, single-room preference does not guarantee a single-room assignment.

Dining Contract

“I agree to the dining contract.”

You must agree to the dining contract to complete your application.

Housing License and Term Agreement

“I agree to the housing license and terms.”

You must agree to the housing license and terms to complete your application. You can review the housing license and terms [here \(<https://students.duke.edu/living/housing/housing-assignments/#2425License>\)](https://students.duke.edu/living/housing/housing-assignments/#2425License).

Renter's Insurance

Duke University is not liable for damage or loss of personal property kept in the resident's assigned space or in other areas of university housing. Because the University does not provide property insurance, residents are encouraged to secure their own personal property insurance. All Duke students should consider purchasing renter's insurance to protect their personal property in the event that it is damaged, destroyed, or stolen. Even if a student is a dependent under his or her family's insurance, the student's personal property may not be covered. Talk with your family. They should check their policy or contact their insurance agent to see what coverage you have and if renter's insurance is right for you while away at school.

Housing & Financial Aid

Financial aid covers on-campus housing at “actual cost,” which means the Financial Aid Office will **increase your grant aid if you have a more expensive on-campus room**. If you need more details about housing and financial aid, please refer to: financialaid.duke.edu/making-most-your-aid/housing/ (<https://financialaid.duke.edu/making-most-your-aid/housing/>) or your financial aid counselor.

I would like to learn more about the FY Housing Application.

▼ Campus Mail Services

phone: 919-382-4500 | email: dukepostoffice@duke.edu (<mailto:dukepostoffice@duke.edu>) | postoffice.duke.edu/ (<https://postoffice.duke.edu/>)

Student Mailboxes

For information about using your mailbox, including getting your first mailbox assignment to learning how to address your letters and packages and even replacing keys and questions about fees:

- Learn more about [Mailbox Assignments \(https://postoffice.duke.edu/student-mail/student-mailboxes/\)](https://postoffice.duke.edu/student-mail/student-mailboxes/).
- Get information on [picking up your keys \(https://postoffice.duke.edu/student-mail/student-mailboxes/#keys\)](https://postoffice.duke.edu/student-mail/student-mailboxes/#keys) or getting replacements.
- Find out more about mailbox [rental fees \(https://postoffice.duke.edu/student-mail/student-mailboxes/\)](https://postoffice.duke.edu/student-mail/student-mailboxes/).
- Find out how to temporarily or permanently [close your mailbox \(https://postoffice.duke.edu/student-mail/student-mailboxes/\)](https://postoffice.duke.edu/student-mail/student-mailboxes/).

The Student Mailbox Center service window is also available for packages too large to fit in a mailbox. See [locations & hours \(https://postoffice.duke.edu/locations/\)](https://postoffice.duke.edu/locations/) for a full list of hours and holidays.

Addressing Mail

Learn [how to address mail \(https://postoffice.duke.edu/addressing-mail-duke/\)](https://postoffice.duke.edu/addressing-mail-duke/) and packages to students living on campus.

Packages

For information about items requiring special handling, perishable items, and tracking your parcels:

- [Track down \(https://postoffice.duke.edu/packages/tracking-package/\)](https://postoffice.duke.edu/packages/tracking-package/) missing or delayed packages.
- Get information on parcels requiring [special handling \(https://postoffice.duke.edu/packages/package-restrictions-special-handling/\)](https://postoffice.duke.edu/packages/package-restrictions-special-handling/).
- Find out more about [forwarding mail and parcels \(https://postoffice.duke.edu/services/forwarding-mail-and-packages/\)](https://postoffice.duke.edu/services/forwarding-mail-and-packages/).
- Understand the [process \(https://postoffice.duke.edu/packages/package-processing/\)](https://postoffice.duke.edu/packages/package-processing/) mail takes as it enters the Duke Campus Mail system.
- Learn [how you will be notified \(https://postoffice.duke.edu/packages/package-notification-students/\)](https://postoffice.duke.edu/packages/package-notification-students/) when packages are ready for pickup.

Blue Devil Bulletin

Housing makes every effort to meet the preferences (room type, medical needs, FOCUS Program, etc.) of students returning all required materials by the **May 31, 2024** deadline. We cannot guarantee a student's preferences will be met if the housing application is completed after the deadline.

I would like to learn more about Housing.

Blue Devil Bulletin

Housing makes every effort to meet the preferences (room type, medical needs, FOCUS Program, etc.) of students returning all required materials by the **May 31, 2024** deadline. We cannot

guarantee a student's preferences will be met if the housing application is completed after the deadline.

Housing at Duke

WELCOME TO YOUR NEW HOME!

The Housing staff is excited to welcome you to West Campus. You'll find that living on campus allows you to enjoy the total Duke experience. Our residential programs are designed to build positive communities that value learning, create new opportunities for faculty engagement, and generate positive social connections.

West Campus: Who's Who?

Residential Staff

- **RA | Resident Assistant:** A student leader assigned to your floor who fosters community in your house, helps you acclimate to Duke and Durham, plans activities, mediates conflicts, and points you in the right direction.
- **PA | Program Assistant:** A graduate student who plays a major role in developing healthy and inclusive communities that deliver on the promise of a residential experience that is inspiring, engaging, and fun.
- **ARC | Assistant Residence Coordinator:** A senior-level graduate student who has many of the same responsibilities as an RC. They supervise RAs, advise House Council, and meet with residential students.
- **RC | Residence Coordinator:** A full-time, live-in professional who supervises RAs and PAs and helps students with residential and academic concerns.
- **AG | Academic Guide:** A full-time academic support professional with an office in each residential area. They help students with academic concerns, study habits, and intellectual goals.

Quad Councils

There are many ways to get involved with your community on West Campus. Quad Council elections typically occur during the first weeks of class. Quad Councils are one of the main programming bodies for the residential community and also provide the student voice to Housing and Residence Life (HRL). Quad Council representatives will participate in ongoing leadership development.

Sophomore Spark

Sophomore Spark provides a coordinated approach to supporting second-year students in their efforts to seek purpose, build resilience, and navigate academic and career journeys. Sophomore Spark offers a series of opportunities to come together with peers, faculty, staff, and alumni as they traverse their second year at Duke. Sophomore Spark has several signature programs including Spark Summit: Get Connected!, Halfway There, and Transformative Ideas. Learn more at the Sophomore Spark website: <https://quadex.duke.edu/n/sophomore-spark/> (<https://quadex.duke.edu/n/sophomore-spark/>).

▼ QuadEx: Residential Living and Learning at Duke

QuadEx is our model for living and learning at Duke. Our model seeks to establish an enduring community structure and foundation that allows students to better connect with one another and with campus resources throughout their four years.

- Enhanced Quad-based social and intellectual opportunities will extend the best of Duke's living and learning experiences to all students.
- East Campus Houses are permanently connected to associated West Campus Quads.
- First-year students will have automatic membership into their affiliated Quad on West Campus.

Quads create a strong community foundation on day one by linking upperclassmen in your quad with classmates in a connected East Campus residence hall. In addition to your classmates, the Quad model also connects you to an Academic Guide and a Faculty Fellow who all work to support the learning community of their respective quads.



Alt Text:

▼ Living on West Campus

Assignments

Housing Assignments uses the information provided on the housing application to make roommate assignments. While no one can guarantee a “perfect roommate” assignment, we have found that the lifestyle questions asked on the application provide a starting point from which students can develop a mutually rewarding roommate experience. It is important that you answer each question honestly.

Single? Double? Suite? Apartment?

Students may be assigned room types: single, double, single in suite, two- or four-person. A single room houses one student; a double houses two students in one room. A suite may have one to four other students assigned, and an apartment may have one or three apartment-mates. Single room rates are more than double rooms. Most students live in double rooms. Single rooms are not guaranteed for upperclass students unless pre-approved through the [Student Disability and Access Office \(SDAO\)](https://access.duke.edu/students/) (<https://access.duke.edu/students/>). More information about room rates can be found at students.duke.edu/living/housing/housing-assignments/#2324Rates (<https://students.duke.edu/living/housing/housing-assignments/>).

Quads

New-to-Duke students are assigned to rooms and to roommates based on their housing application preferences and availability. Upperclass housing includes nine residential quads of varying size and architecture. As such, buildings and bedrooms differ slightly in their configuration.

You can [learn more about each quad](https://students.duke.edu/living/housing/upperclass-housing/quad-descriptions/) (<https://students.duke.edu/living/housing/upperclass-housing/quad-descriptions/>) on the Housing website. Click on the residence hall you would like to see to read its description.

Bathrooms

Depending on the style of your housing assignment, some bathrooms may be shared with other students in your quad, or they may be private and shared by those in your suite. At least one all-gender bathroom can be found in each building.

All-Gender Housing

All-gender housing refers to individual rooms or suites where the gender of the roommates is not taken into consideration when the room is assigned through the assignment process. All-gender housing is located across the Upperclass Campus. While this is intended to support students who identify as LGBTQIA, this is available to all students who feel they would be more comfortable in an all-gender room/suite or feel they could provide a safe and inclusive space for another student regardless of gender identity/expression, sexual/romantic orientation, or any other factor.

The majority of space within each House will have bedrooms where roommates may share similar gender identities and live on floors where the students next door may not share their gender identity. Each floor with all-gender housing configurations will have gender-non-specific and gender-specific restrooms. In addition, each House will also include options for similar-gender floors and all-gender floors to provide more choices for students to find the space that is right for them.

If you have questions or need support in navigating these new housing options, please feel free to connect with the Center for Sexual and Gender Diversity (csgd@duke.edu (<mailto:csgd@duke.edu>)) or Housing Assignments ([housing@duke.edu](mailto:Assignments%E2%80%AF(housing@duke.edu)) ([mailto:Assignments%E2%80%AF\(housing@duke.edu\)](mailto:Assignments%E2%80%AF(housing@duke.edu)))).

Living Learning Communities (LLCs)

Duke University offers numerous opportunities for interested students to partake in intentionally designed Living Learning Communities (LLCs) that incorporate the residential component of the college experience along with other academic and social pursuits. While membership in these groups may be limited, activities offered are often open to the general student population. LLCs are sponsored, resourced, and facilitated by an office or department, often in conjunction with faculty partners. Students apply to join these communities and are selected by the sponsoring office. Find

out more information on [Living Learning Communities](https://students.duke.edu/living/housing/upperclass-housing/llcs/).
(<https://students.duke.edu/living/housing/upperclass-housing/llcs/>)

Medical/Disability Housing Information

Housing and Residence Life (HRL) works in conjunction with the Student Disability Access Office (SDAO) to ensure consistency in evaluating special housing accommodation requests. The Student Disability and Access Office reviews requests and shares approved student accommodations with HRL. Students with approved accommodations will be offered priority for placement in an available space that meets their accommodations.

Students who wish to be considered for reasonable accommodations must submit current documentation (i.e., medical/educational/diagnostic reports) from licensed physicians, psychologists, or other qualified professionals as well as supporting historical records and materials. For the purpose of receiving consideration for reasonable accommodations at Duke University, an individual must have an impairment that substantially limits one or more major life activities.

You can learn more information regarding the process to request an accommodation on the [Student Disability and Access Office website](https://access.duke.edu/students/). (<https://access.duke.edu/students/>) Students who need special housing accommodations should follow the procedures outlined above.

Substance-Free Housing

Students who preference a substance-free lifestyle should find a roommate who also holds the same values. Students can indicate their preference for substance-free living on the lifestyle questions within housing applications to assist in roommate matching.

▼ What to Expect in Residence Halls

Amenities

Each house has its own personality and community, but common features include:

- Main common room with a piano and television
- Kitchen with stove and refrigerator
- Laundry facilities
- Vending machines
- Shared bathrooms
- Game tables such as pool and ping pong tables (these vary by house)

Learn about more [hall amenities](https://students.duke.edu/living/housing/amenities-services/) (<https://students.duke.edu/living/housing/amenities-services/>) on the Housing website.

DukeCard

Your DukeCard provides access to everything from your residence hall to athletic events, to dining, and virtually eliminates the need to carry cash on campus. More information about DukeCard can be found in the Blue Book or at their [website](https://dukecard.duke.edu/). (<https://dukecard.duke.edu/>)

DukeCards **may not** be loaned or borrowed; you may only use your Mobile DukeCard on your own personal device. Lost/stolen DukeCards should be reported immediately to the DukeCard Office.

Hall Security

Each residence hall utilizes card-access entry and first-floor window security screens.

Laundry

DukeCard and coin-operated laundry machines are located in laundry rooms throughout the residence halls. This service is provided through Duke Vending. To report broken machines or to request reimbursement when money is lost in the machines, call Duke Vending at 684-8363. Your HRL Campus Office will be happy to help you contact Duke Vending to get machines repaired. To report any other problems with the laundry facilities please call your HRL Campus Office.

Tobacco-Free Policy

Duke University and Duke University Health System is a tobacco-free campus. This policy applies to all property and grounds owned or leased by Duke, including construction project sites owned or leased by Duke. This policy prohibits the use of all tobacco-based products, including cigarettes, cigars, cigarillos, hookahs, chewing tobacco, snuff, and electronic vaping devices such as e-cigarettes, vaping products, IQOS, as well as any other forms of tobacco. **The use of FDA-approved nicotine replacement therapy such as nicotine patches, gum, lozenges or inhaler will be allowed.**

TV

Individual bedrooms are not equipped with cable or internet TV. Common areas in your house have a shared TV with internet TV. Many students choose to bring a TV for gaming or for watching TV/movies through the streaming services purchased at the student's expense.

Trash/Recycling

Most buildings have a designated room for trash and recycling. Duke strongly supports recycling efforts and provides each student bedroom with a recycling container. Residence halls have single-stream recycling. [Duke Recycles \(https://facilities.duke.edu/what-we-do/waste-reduction-recycling/duke-recycles/what-can-be-recycled/#:~:text=Duke%20University%20supports%20single%20stream,boxes%20separately%20from%20traditional%20recyclables.\)](https://facilities.duke.edu/what-we-do/waste-reduction-recycling/duke-recycles/what-can-be-recycled/#:~:text=Duke%20University%20supports%20single%20stream,boxes%20separately%20from%20traditional%20recyclables.) maintains a list of specific items that should be recycled.

IN YOUR ROOM

Cleaning

Cleaning supplies are available for student use. Duke University does not clean individual bedrooms during the academic year. Students are expected to keep their rooms orderly and sanitary. Health and safety inspections of each room are completed once per calendar quarter.

Furnishings

The differing architectural style of the residence halls on West Campus means that there really is no “typical” room. However, each room does have similar furnishings. When you move in, you will have:

- Bed and mattress (mattress size is 36” x 80”-bring “extra-long” twin sheets). **NOTE: Some residence halls** have 54” x 75” mattresses and residents should bring full-size sheets.

- Chest of drawers
- Closet or wardrobe (about 10 cubic feet)
- Student desk and desk chair

Some rooms are carpeted and some have wooden floors.

Additional furnishings, such as futons and rugs, may be added to the room with the consent of all residents of that room.

Residents are responsible for all furnishings provided in the room. University-provided furniture may not be removed from the room.

Internet/Networking

All residence halls are equipped with wireless internet access. One port per room is activated to provide ethernet connection if needed. Contact the Office of Information Technology (OIT) Help Desk via their [website \(https://oit.duke.edu/help\)](https://oit.duke.edu/help) or at 919-684-2200.

Personal Property Insurance

Duke University is not liable for damage, theft, or loss of a resident's personal belongings and does not carry insurance to cover such loss or damage. Personal property insurance/renters insurance is a wise investment for all residents. You may be covered under a policy carried by your parent(s) or guardian; have them contact their insurance agent to be sure.

Phone Service

Students should plan to bring a cell/smart phone to use as their primary phone. Residence halls are equipped with signal boosters to enhance the quality of phone reception.

▼ What to Consider Bringing

For your room

- Bedding and pillows (please review the "Amenities and Services" page on the Housing website to see what sized bedding to purchase based on your assignment.)
- Bath towels and cloths
- Bathrobe, slippers, shower shoes
- Cleaning Products
- First-Aid kit
- Plates, bowls, cups, and utensils
- Food storage containers
- Pots and pans (if you like to cook)
- Broom and/or vacuum
- Warm and cool weather clothes and jackets
- Hangers
- Re-usable water bottle
- Umbrella
- Photos and posters to personalize your space (please use blue painter's tape or command strips for hanging items)
- Photo ID

Personal care and use

- Shower bucket
- Toiletries (shower gel, shampoo/conditioner, soap, feminine hygiene products, etc.)
- Toothbrush and toothpaste
- Prescription medications and supplements
- Flip-flops for showering
- Laundry bag/basket and detergent

Academics

- Desk lamp
- Laptop/ipads
- School supplies: stapler, pens, pencils, notebooks, stationary, stamps
- Other class specific items communicated by your professors

Approved appliance list

- Chargers and cords for your technology
- Headphones
- UL-approved power strips (please avoid extension cords)
- Rice cookers
- Coffee makers that do not have an open heating element
- Electric kettles
- Iron
- Alarm clock
- Flashlight

Optional items

- TV
- Gaming system
- Bike, scooter, moped (for outdoor use)

ITEMS THAT YOU SHOULD LEAVE HOME

- Large furniture (e.g., sofas/futons, lounge chairs, bookshelves, beds/mattresses, etc.)
- Bed risers are permitted. However, we do not allow bed lofts, nor will we loft your bed for you.
- Your pet(s), unless it's an Emotional Support or Service animal approved through SDAO
- Fish in aquariums less than 25 gallons are permitted.
- Personal items of high monetary or sentimental value (e.g., jewelry, irreplaceable family heirlooms or photos, etc.)
- Personal printers (each community has a networked printer for student use)
- Students are encouraged to rent a micro-fridge from Blue Devil Deliveries. Orders are open for the 2023-24 school year via our partner, Collegiate Concepts, Inc. All orders placed by 8/1 are guaranteed delivery to your room before main move-in date. All units are brand new—never used before. More information can be found on the [Housing website](https://students.duke.edu/living/housing/amenities-services/) (<https://students.duke.edu/living/housing/amenities-services/>).
- Appliances with an open heating coil or unit (e.g., hot plates, toasters, toaster items, portable grills, air fryers)
- For damage and safety reasons the following items are specifically prohibited in student rooms, suites, and apartments: halogen lamps, all types of strip lights with adhesive backing, and all types of string lights.
- Candles, halogen lamps, lava lamps, "spider lamps", hoverboards
- Alcohol, cannabis or illegal drugs (and any related paraphernalia)

- Students are allowed to have cigarettes and tobacco-vapes; however, Duke University is a smoke-free campus. Students are not permitted to use these products inside the residence halls or on campus.
- Nails, thumbtacks, hammers, and abrasive tape (e.g., duct tape, two side tape) and other items that could damage walls
- Personal AC units or space heaters (each room has central air or a window AC unit)
- Water-based furniture (e.g., water beds)
- Weapons (e.g., firearms (including BB, pellet guns, airsoft guns, etc.), explosives, large knives and swords, bow and arrows, etc.) These are prohibited for actual use or for decoration on Duke's campus
- Flammable items (e.g., lighter fluid, charcoal, propane tanks, paint, other items and fluids that can easily catch on fire).

▼ Roommates

Duke University and Housing & Residence Life strongly believe in the value of the on-campus residential experience. This experience provides you with exciting opportunities to meet new people and learn about cultures and lifestyles that may differ from your own.

Laying the Groundwork:

Healthy roommate relationships take time to develop. An important place to start is getting to know each other. Make time to find out about your roommate's background, habits, interests, and pet peeves. Talk about the differences between you (but don't forget about the similarities), how they may affect your living environment, and what compromises you both may have to make to maintain harmony. Discuss what you hope for in a roommate relationship.

Roommate Bill of Rights:

This Bill of Rights defines mutual responsibilities among roommates. Each person has a basic right to:

- Live in an environment free of harassment and/or intimidation.
- Live in a clean space.
- Study in your room without unreasonable distraction.
- Sleep in your room without unreasonable disruption.
- Have access to your room.
- Expect that guests will visit during mutually established hours.
- Expect that your roommate will respect your personal belongings.
- Have a degree of personal privacy.

Roommate Tip: Communicate Before Arriving!

- Call and talk to one another if possible.
- Don't rely on just texting, social media, and email to communicate.
- Talk about the little things that bother you before they escalate.
- Be prepared to compromise.
- Remember that each of you has rights. Treat your roommate as you would like to be treated.
- Don't rely on first impressions. Make time to get to know each other.
- Have realistic expectations about your roommate relationship. Accept, appreciate, and grow from the experience of living with someone who may be very different from you.

▼ Completing your Housing and Dining Application

The New-to-Duke housing application will be available on **June 1, 2024, and is due by June 16, 2024**. You will be directed through the HRL website to the housing portal where you will select “New to Duke” to complete your housing and dining application. Information about dining plans can be found in the dining section of this website. The housing portal can be found at:

<https://mercuryadmin.studentaffairs.duke.edu/page/housingportal>.
(<https://mercuryadmin.studentaffairs.duke.edu/page/housingportal>.)

Preferred Roommates

If you have a preferred roommate, you can designate one in the application. If your preferred roommate has already invited you to their roommate group, you will accept their invitation. Invitations must be accepted in order to be an actual roommate pair and therefore assigned together.

If you do have a preferred roommate, you will be assigned to a double room together. You will NOT be assigned to a single room if you have a preferred roommate. If you have a preferred roommate, we will make every effort to assign you with your preferred roommate; however, it is not guaranteed.

Residency Requirement

There is a six-semester live-on requirement for all Duke students, including transfer students. Transfer students who want to live off campus for their senior year will need to submit to housing@duke.edu (<mailto:housing@duke.edu>) proof of semesters lived on campus from their previous institution.

▼ Housing Application Questions

Assignment Preference Questions:

Below are the questions that will be a part of your housing application. Housing Assignments will use your responses to these questions when making your housing assignment.

Lifestyle Questions

I am a smoker.

If you are a regular smoker, select “yes.” If you are not a smoker, select “no.”

I am a social smoker.

If you smoke occasionally in social settings, please select “yes,” indicating you are a social smoker. If you never smoke, select “no.”

I mind if my roommate smokes.

If you do not want to live with a smoker or social smoker, then select “yes,” indicating that you **DO** mind if your roommate smokes. If you do not mind if you have a smoker or social smoker roommate, select “no.” If you don’t care about your roommate’s smoking habits, select “no pref.”

I prefer noise (music/TV) while studying.

If you prefer noise while studying (television, music, etc.), select “yes.” If you prefer silence while studying, select “no.” If you do not care either way about noise while studying, select “no pref.”

I go to bed late (after 12am).

If you generally prefer to go to bed late (after midnight), select “yes.” If you tend to go to sleep earlier, select “no.” If your habits vary, select “no pref.”

I wake up early (before 8am).

If you expect to wake up before 8am regularly, select “yes.” If you generally expect to sleep later than 8am, select “no.” If your habits vary, select “no pref.”

I prefer my room be a neat and tidy space.

If you like to keep your room a neat and tidy space, select “yes.” If you do not keep your space neat and tidy, select “no.” If your habits vary, select “no pref.”

Questions About You

The responses to the following questions will be utilized within the roommate matching process when applicable. Your gender identity may be shared with your future roommate or suitemate while your other responses will remain private.

We would love to hear from you! If you need to discuss your housing arrangements, provide supplemental information to your application, or provide more information about the identities you hold to ensure the best possible assignments, you can reach out to us securely:

- Center for Sexual and Gender Diversity: 919-684-6607 or csgd@studentaffairs.duke.edu (<mailto:csgd@studentaffairs.duke.edu>)
- Housing Assignments: 919-684-4304 or housing@duke.edu (<mailto:housing@duke.edu>)

What sex were you assigned at birth?

You may select from female, male, intersex, or prefer not to answer.

What is your gender identity?

You may select from genderqueer, I’m not sure, man, non-binary, prefer not to answer, questioning, self-identify below, or woman. The self-identify option allows you to add information about your gender identity.

Do you identify as transgender?

You may select from yes, no, I’m not sure, or prefer not to answer.

Questions About Your Roommate

Please respond to the following questions regardless of your preference for a single room. These responses will be used in the roommate matching process when applicable.

Would you be a good roommate to a student who identifies as transgender, non-binary, genderqueer, or with a marginalized gender identity or gender expression?

You may select from yes, no, or I’m not sure.

Would you prefer to be assigned (when applicable) a roommate of a similar gender?

If you wish to live in a room with someone who has the same gender identity as you, select “yes.” If you are open to having a roommate with a gender identity that may differ from yours, select “no.”

Housing Preferences

Please identify your housing preferences below.

Do you have a preference to live within a similar-gender community?

If you wish to live near other neighbors of a similar gender identity, select “yes.” If you do not prefer to have neighbors of a similar gender identity, select “no.”

Do you prefer to live on a floor with an all-gender bathroom?

Communal bathrooms and showers are designated Man, Woman, and All. All-gender bathrooms can be accessed by anyone of any gender. All-gender bathrooms are available in each quad.

If you prefer having access to an all-gender bathroom, select “yes.” If you prefer to have access to a gender-specific bathroom, select “no.”

Roommate Preference: Do you have a preferred roommate?

Completing the application without a preferred roommate DOES NOT guarantee a single room. You may respond, “Yes, I have a preferred roommate” or “No, I do not have a preferred roommate.”

Dining Contract**“I agree to the dining contract.”**

You must agree to the dining contract to complete your application.

Housing License and Term Agreement**“I agree to the housing license and terms.”**

You must agree to the housing license and terms to complete your application. You can review the housing license and terms at: <https://students.duke.edu/living/housing/housing-assignments/#2324License> (<https://students.duke.edu/living/housing/housing-assignments/#2324License>).

Please identify your quad/area preferences. We will make every effort to assign you in your preferred area, but we cannot guarantee it.

Please complete your application by **June 16, 2024**. You will be notified of your assignment via your Duke email.

Renter's Insurance

Duke University is not liable for damage or loss of personal property kept in the resident's assigned space or in other areas of university housing. Because the University does not provide property insurance, residents are encouraged to secure their own personal property insurance. All Duke

students should consider purchasing renter's insurance to protect their personal property in the event that it is damaged, destroyed, or stolen. Even if a student is a dependent under his or her family's insurance, the student's personal property may not be covered. Talk with your family. They should check their policy or contact their insurance agent to see what coverage you have and if renter's insurance is right for you while away at school.

Housing & Financial Aid

Financial aid covers on-campus housing at "actual cost," which means the Financial Aid Office will **increase your grant aid if you have a more expensive on-campus room**. If you need more details about housing and financial aid, please refer to: financialaid.duke.edu/making-most-your-aid/housing/ (<https://financialaid.duke.edu/making-most-your-aid/housing/>) or your financial aid counselor.

▼ Campus Mail Services

phone: 919-382-4500 | email: dukepostoffice@duke.edu (<mailto:dukepostoffice@duke.edu>) | postoffice.duke.edu/ (<https://postoffice.duke.edu/>)

Student Survival Guide

Duke Campus Mail Services handles over 3 million pieces of U.S. mail and 136,000 parcels yearly for the University and Health System. In order to ensure timely delivery of your mail and packages, we created this [Survival Mail Guide](https://postoffice-files.cloud.duke.edu/sites/default/files/Student%20Mail%20Survival%20Guide.pdf) (<https://postoffice-files.cloud.duke.edu/sites/default/files/Student%20Mail%20Survival%20Guide.pdf>) to get you through with the basic mail services.

Student Mailboxes

Learn more about using your mailbox using the links below.

- Learn more about [Mailbox Assignments](https://postoffice.duke.edu/student-mail/student-mailboxes/) (<https://postoffice.duke.edu/student-mail/student-mailboxes/>).
- Get information on [picking up your keys](https://postoffice.duke.edu/student-mail/student-mailboxes/#keys) (<https://postoffice.duke.edu/student-mail/student-mailboxes/#keys>) or getting replacements.
- Find out more about mailbox [rental fees](https://postoffice.duke.edu/student-mail/student-mailboxes/). (<https://postoffice.duke.edu/student-mail/student-mailboxes/>)
- Find out how to temporarily or permanently [close your mailbox](https://postoffice.duke.edu/student-mail/student-mailboxes/). (<https://postoffice.duke.edu/student-mail/student-mailboxes/>)

The Student Mailbox Center service window is also available for packages too large to fit in a mailbox. See [locations & hours](https://postoffice.duke.edu/locations/) (<https://postoffice.duke.edu/locations/>) for a full list of hours and holidays.

Addressing Mail

Learn [how to address mail](https://postoffice.duke.edu/addressing-mail-duke/) (<https://postoffice.duke.edu/addressing-mail-duke/>) and packages to students living on campus.

Packages

For information about items requiring special handling, perishable items, and tracking your parcels:

- [Track down \(https://postoffice.duke.edu/packages/tracking-package/\)](https://postoffice.duke.edu/packages/tracking-package/) missing or delayed packages.
- Get information on parcels requiring [special handling \(https://postoffice.duke.edu/packages/package-restrictions-special-handling/\)](https://postoffice.duke.edu/packages/package-restrictions-special-handling/).
- Find out more about [forwarding mail and parcels \(https://postoffice.duke.edu/services/forwarding-mail-and-packages/\)](https://postoffice.duke.edu/services/forwarding-mail-and-packages/).
- Understand the [process \(https://postoffice.duke.edu/packages/package-processing/\)](https://postoffice.duke.edu/packages/package-processing/) mail takes as it enters the Duke Campus Mail system.
- Learn [how you will be notified \(https://postoffice.duke.edu/packages/package-notification-students/\)](https://postoffice.duke.edu/packages/package-notification-students/) when packages are ready for pick up.

Blue Devil Bulletin

Housing & Residence Life makes every effort to meet the preferences (room type, medical needs, etc.) of students returning all required materials by the June deadline! HRL cannot guarantee your preference will be met if your housing application is completed after the deadline.

I would like to learn more about Housing.

Blue Devil Bulletin

Housing & Residence Life makes every effort to meet the preferences (room type, medical needs, etc.) of students returning all required materials by the June deadline! HRL cannot guarantee your preference will be met if your housing application is completed after the deadline.

Dining at Duke

Duke is home to one of the most innovative, dynamic, and cutting-edge collegiate dining programs in the country, providing a variety of ways to tempt and please your palate.

With access to over 45 dining locations that include on-campus locations, Merchants-on-Points (off-campus restaurants that deliver), and food trucks, students can take advantage of the eclectic array of options that include healthy and nutritious, vegan and vegetarian, allergen-friendly, international, organic, local, and sustainable choices. A community-driven, sustainable, award-winning program, Duke Dining provides opportunities for culinary education and engagement with access to cooking classes, chef demos, nutrition and wellness events, and special themed dinners throughout the academic year. Our goal is to provide a fresh-thinking, world-class experience, no matter where you choose to dine on Duke's campus.

▼ First-Year Dining Program

First-year students are required to have a Dining Plan that includes 14 pre-paid, all-you-care-to-eat meals each week (Board Plan) plus Food Points (see chart below) for a la carte meal purchases. The First-Year Dining Plan, known as Plan I, is designed to enhance the undergraduate experience. Centered around Marketplace, the main East Campus dining facility, the First-Year Dining Plan provides a wide range of choices and fosters a sense of community through dining together. The First-Year Dining Plan is divided into two parts: the Board Plan and Food Points. The Board Plan covers all breakfast, dinner, and brunch meals. Food Points cover any other meal or snack. Students may add more points as necessary.

**All incoming first-year students who live on East Campus
will be automatically enrolled in Dining Plan I.**

Dining Plan	Total Cost (Per Semester)	Food Points (Included Per Semester)
Plan I	\$3,470	\$946

**Does not include tax or \$25 dining contract fee*

You get a total of 14 Board Plan meals each week at Marketplace: five for breakfast, seven for dinner, and two for weekend brunch (1 for Saturday and 1 for Sunday).

You receive one breakfast daily, Monday through Friday. A breakfast equivalency of \$5.50 may be used for breakfast at The Skillet (Brodhead Center) until 2:00pm, or for lunch at Marketplace until 2:00pm for those who miss breakfast. Breakfast and brunch at Marketplace or its equivalency must be used each day; they do not carry over to the next day.

Lunch can be at the Duke Dining location of your choosing by way of Food Points.

All meals must be used each day; they do not carry over. Brunches are available Saturday and Sunday only. **You will receive one dinner daily, seven days a week at Marketplace.** If a dinner meal is missed, a dinner equivalency of \$10.50 may be used at Trinity Café beginning at 5:00pm until close. A dinner swipe can also be used at the Freeman Center, Monday-Thursday.

You will receive **four complimentary guest meals** each semester at Marketplace.

To view all dining plan transactions, log in to your account through the DukeCard website. View the [First-Year Plan \(https://students.duke.edu/living/dining/plans-points/\)](https://students.duke.edu/living/dining/plans-points/) for more detailed information.

Board Plan

First Board Meal	Brunch Saturday, August 24, 2024	
Last Board Meal	Dinner Saturday, May 3, 2025	
Service Periods	Last Meal Before Break	First Meal After Break
Fall Break	Breakfast Friday, October 11, 2024	Dinner Tuesday, October 15, 2024
Thanksgiving Break	Dinner Tuesday, November 26, 2024	Dinner Sunday, December 1, 2024
Winter Break	Breakfast Monday, December 16, 2024	Dinner Tuesday, January 7, 2025
Spring Break	Breakfast Friday, March 7, 2025	Dinner Sunday, March 16, 2025

I would like to learn more about Food Plans.

▼ Marketplace

From ethnic specialties and vegan entrées to down-home Southern cooking, Marketplace provides a wide variety of exciting, authentic, and allergen-friendly options at stations including:

- **Wood-Fired:** Pizza is made on-site in our brick wood-fired pizza oven.
- **Cucina:** Deli-style venue for lunch and Durham Market southern fare for dinner.
- **Harvest:** Harvest offers house-made vegetarian and vegan menu items.
- **Fusion:** Rotates weekly between stir-fry and taqueria bar options.
- **Durham Market:** Grab a true taste of the South with our comfort foods and down-home, Southern-style cooking.
- **1892 Grille:** Offering your grilled favorites to include hot dogs, hamburgers, and chicken.
- **Leaf & Ladle:** Gourmet soup and salad bar set against a backdrop of our green herb wall.
- **Baker's Table:** Cure your sweet tooth with our daily dessert selections.

Marketplace encourages community and engagement and hosts a variety of special events each month ranging from chef talks to large-scale themed dinners. High-tech study rooms are also available at Marketplace.

Trinity Café

East Campus's very own café with social and study space serving gourmet coffee, smoothies, fresh pastries, light entrées, salads, sandwiches, and sushi.

When and Where?

Marketplace on East Campus

- Breakfast: 7:00am-11:00am, Monday-Friday
- Lunch: 11:00am-2:00pm, Monday-Friday
- Dinner: 5:00pm-9:00pm, Monday-Sunday
- Brunch: 10:00am-2:30pm, Saturday and Sunday

Freeman Center for Jewish Life

- Monday-Thursday: 12:00pm-7:30pm
- Friday: 12:00pm-2:00pm
- Friday Shabbat Dinner by reservation only (all are welcome).

Trinity Café on East Campus

- Monday-Thursday: 8:00am-11:00pm
- Friday: 8:00am-10:00pm
- Saturday: 12:00pm-10:00pm
- Sunday: 12:00pm-11:00pm

▼ Dining and Dietary Resources

At Duke Dining, we take your health and nutrition needs seriously and hope to partner with you to make your dining experience safe and enjoyable. To that end, we suggest that you get to know our venue managers, as they will be your best resource for allergen identification and special requests on an ongoing basis. We would also like to take this opportunity to share with you some of the resources that are available to help you navigate Duke Dining options:

- For individual vendor contact information, location, hours, menus, and allergen information, please visit the Duke Dining website at dining.duke.edu. (<http://dining.duke.edu/>)
- For personal help navigating campus dining options, please contact Duke Dining at 919-660-3900 or dining@duke.edu (<mailto:dining@duke.edu>).
- For an individual nutrition consultation or a more comprehensive analysis of campus dining options, please contact Duke Dining at 919-660-3900 or dining@duke.edu (<mailto:dining@duke.edu>).
- Students with severe, life-threatening dietary needs, food allergies, and/or physician-diagnosed conditions that need ADA consideration need to file with the Duke Student Disability Access Office (SDAO) to review possible, reasonable dining modifications. Please visit the SDAO website at <https://access.duke.edu/students> (<https://access.duke.edu/students>) to view the dining plan modification process.

▼ Additional Campus Dining Options

Experience the Brodhead Center

Located in the heart of Campus Center, the Brodhead Center is the place to gather, dine, and learn and is the perfect location to relax before class, meet friends for lunch, check out live music in the evening, settle in for a late-night study session, or just hang out until whatever happens next. With 14 unique dining venues offering a wide selection of traditional meals and world flavors, you'll find tastes you already love and may discover new favorites. Beyond food, you can check out exciting events, take a cooking class, or drive cultural change at an organization event. At the Brodhead Center, spend time with friends, meet new people, and create relationships that last a lifetime.

World-Class Fare All Over Campus

Duke Dining is known for having a variety of options to meet a wide variety of culinary interests and options. To see a complete list of locations and dining hours, be sure to visit dining.duke.edu (<http://dining.duke.edu/>).

Merchants-On-Points & Food Trucks

The Merchants-On-Points program allows you to use Food Points on your DukeCard to order from local off-campus restaurants that deliver to Duke seven days a week. Food trucks are also available on campus. Please visit dining.duke.edu (<http://dining.duke.edu/>) for locations and times.

Vending & More

As a busy, on-the-go student there will be times when you can't resist a snack from the vending machine or making a stop at one of the three on-campus convenience stores. In addition to on-campus dining locations, you can also use Food Points for food purchases at any of the following Duke University Stores locations:

- East Campus Store
- The Lobby Shop
- On-Campus Vending Machines

Blue Devil Bulletin

The "Ask Me" Allergen Awareness Program was designed to provide students with food allergies access to an easily identifiable team member who can address their questions or concerns at point

of service. Find out more at [Nutrition Dietary Information \(http://students.duke.edu/nutrition-dietary-information/\)](http://students.duke.edu/nutrition-dietary-information/).

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▼ Upperclass Dining Plans

Students who reside on campus must enroll in a dining plan. Duke Dining offers a variety of dining plans to meet the needs of our students. View [plans and points \(https://students.duke.edu/living/dining/plans-points/\)](https://students.duke.edu/living/dining/plans-points/) to learn more information about dining plans.

Dining Plan	Total Cost (Per semester)
Plan A	\$ 2,747
Plan B	\$3,292
Plan C	\$ 3,645
Plan D	\$ 3,912
Plan E	\$ 4,267
Plan F (non-residential)	\$ 900
Plan J (Swift Ave. Apts.)	\$ 1,943

Total cost per semester does not include the 7.5% sales tax or the \$25 Dining Plan Contract Fee.

Food Points

Each Food Point is equivalent to \$1 and is accessed with a DukeCard. They can be used to buy snacks and meals at any on-campus eatery, Merchants-on-Points vendor, campus convenience store, food trucks, or vending machines. Each semester, Food Points may be added at any time in \$25 increments up to \$1,500. Food Points will carry over from fall semester to spring semester but will not carry over to summer or the following academic year.

I would like to learn more about Food Plans.

▼ Dining and Dietary Resources

At Duke Dining, we take your health and nutrition needs seriously and hope to partner with you to make your dining experience safe and enjoyable. To that end, we suggest that you get to know our venue managers, as they will be your best resource for allergen identification and special requests on an ongoing basis. We would also like to take this opportunity to share with you some of the resources that are available to help you navigate Duke Dining options:

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Student Health and Well-Being



DUKE | STUDENT HEALTH AND WELLNESS

"Providing evidence-based, student-centered healthcare to the campus community"

Alt Text:

Duke Student Health and Wellness

In the heart of campus, the Student Wellness Center and the integration of services are examples of the collaborative spirit unifying mental health, physical health, and holistic wellness.

When community members actively care for themselves and one another, the community becomes strong and healthy. There is no "right way" of wellness for all people, but there are common elements to guide us:

- Exceptional care and coaching
- Guiding proactive wellness choices
- Assisting with health needs
- Supporting the path to greater personal success and happiness

Duke University is more than just an academic institution. It is a community that fosters caring and compassion for each of our members. We are committed to providing the support and care you need to thrive, ensuring that you feel secure and trusted within our community.

Starting at Duke requires completing the necessary paperwork and engaging in your wellness and safety.

This page connects you to appropriate health, safety, and wellness services to ensure a great start as a healthy Blue Devil.

▼ Immunization Requirements

**CLICK [HERE](https://duke.app.box.com/s/ay6ksoc8h4iy9960b8x4s5riqjpm0ltd)
(<https://duke.app.box.com/s/ay6ksoc8h4iy9960b8x4s5riqjpm0ltd>) TO
DOWNLOAD AND COMPLETE THE IMMUNIZATION REQUIREMENT FORM FOR
UNDERGRADUATES**

North Carolina state law (General Statutes §130A 152–157) requires that all students entering college present a certificate of immunization that documents that the student has received all immunizations required by law. While your state or country of origin may have different immunization requirements, you must comply with North Carolina laws and Duke requirements.

MANDATORY

STEPS FOR IMMUNIZATION COMPLIANCE:

STEP 1: Complete the online [Tuberculosis Screening Questionnaire](https://redcap.duke.edu/redcap/surveys/?s=CEYNR3DPN9).
(<https://redcap.duke.edu/redcap/surveys/?s=CEYNR3DPN9>)

STEP 2: You will receive an email after completing this questionnaire. Print the TB Screening Questionnaire and follow the instructions provided.

STEP 3: Have a doctor's office, clinic, or health department complete the Mandatory Immunization Requirements Form. **FORMS CANNOT BE SIGNED BY FAMILY MEMBERS.**

STEP 4: Log into the [Student Health Gateway \(https://shc.duhs.duke.edu/\)](https://shc.duhs.duke.edu/) AFTER June 3, 2024.

- Click "Medical Clearances." Under "Items Required for Clearance," enter the date(s) you received your vaccines under each update button.
- Click on the "Immunization Requirements Form" update button, and upload your signed Mandatory Immunization Form and your TB Screening Questionnaire (along with any additional testing or documents if applicable).
- Fax your forms to 1-919-681-7386 only if you are unable to upload them.

STEP 5: Monitor your Duke email. Communications regarding your compliance status can be found by logging into the Student Health Gateway and clicking on "Messages" on the left toolbar. Your Duke email will notify you when a new message has been sent.

IMPORTANT!

Keep a copy of all forms and correspondence for your records and bring them with you to campus. This will help resolve any problems that may arise.

Forms must be signed by your clinician and received by Duke Student Health by June 15.

Failure to meet requirements may lead to withdrawal from classes and limited access to Duke resources.

You may obtain any needed immunizations from your private physician, local health department, or Duke Student Health Services.

ADDITIONAL UPDATES

PARENTAL CONSENT

If you are under the age of 18, you will need your parent or legal guardian to sign the [Authorization for Treatment of a Minor \(https://duke.app.box.com/file/991869879472?s=984aka0fleho3oyo0jlk17106d8bjf5\)](https://duke.app.box.com/file/991869879472?s=984aka0fleho3oyo0jlk17106d8bjf5).

Please submit completed forms to shs_medicalrecords@dm.duke.edu. (mailto:shs_medicalrecords@dm.duke.edu)

REGISTER FOR YOUR MY DUKE HEALTH ACCOUNT AFTER JULY 1!

Our secure online portal gives you:

- Access to Student Health appointments
- Access to your medical health record
- Fast communication with your care team

[Sign up \(https://www.dukemychart.org/home/signup\)](https://www.dukemychart.org/home/signup) prior to arrival on campus!

Questions? Contact us at Immunizations@duke.edu. (<mailto:Immunizations@duke.edu>)

I would like to learn more about Immunization Requirements.

▼ Medical Insurance

All students enrolled at Duke are required to maintain adequate medical insurance as defined by Duke University. Duke offers a Student Medical Insurance Plan (SMIP) that is tailored to a Duke student's specific needs in Durham, NC. General information about SMIP is available on the [Student Health website. \(https://students.duke.edu/wellness/studenthealth/insurance/\)](https://students.duke.edu/wellness/studenthealth/insurance/) **This summer, every student will be automatically charged for Duke SMIP. You will need to enroll in Duke's plan, or you can follow the steps to submit a waiver, which, if approved, confirms your current policy is sufficient and the charge will be removed from your bill.** You will receive an email with more specifics on Enrollment/ Waiving Insurance in June for the Fall 2024- Spring 2025 academic year.

If you need to understand the components of the Student Blue plan coverage please [visit here \(https://www.bluecrossnc.com/members/student-blue/find-your-school/duke-university?page=benefits\)](https://www.bluecrossnc.com/members/student-blue/find-your-school/duke-university?page=benefits).

IF YOU HAVE INSURANCE:

You may be able to keep your current policy as long as it meets certain criteria outlined below. You will need to register/login on [JCB Insurance Solution, a Gallagher Company \(https://jcbins.com/\)](https://jcbins.com/) to remove the Duke SMIP charge, and your waiver request will have to be approved. If the submitted waiver does not meet the criteria for exemption, you will have to enroll in Duke's SMIP.

CRITERIA FOR ADEQUATE COVERAGE:

- The student does not hold an F1 or J1 visa.
- The claims administrator is based in the United States and has a U.S. telephone number and address for submission of claims, and the insurance policy has not been issued outside the U.S.
- The policy is not a traveling policy.
- The plan provides both emergency and non-emergency health care and mental health benefits in the Durham, NC area.
- The plan has participating hospitals, physicians, pharmacies, and mental health providers in the Durham, NC, area to include Duke Medicine.
- The plan provides inpatient and outpatient mental health care (with at least 30 visits per year), and chemical dependency benefits are comparable to the coverage provided by the Duke SMIP.
- The plan provides coverage for prescription medication.
- The lifetime benefit is at least \$500,000 or more.

Please note: *Out-of-state Medicaid and state Children's Health Insurance Plans, HMOs, and Kaiser Insurance do not cover non-emergency care in Durham and DO NOT qualify for a waiver. While your current insurance policy may be sufficient, you may still want to consider that it may not provide the kind of coverage provided by our student plan.*

IF YOU DO NOT HAVE INSURANCE OR IF YOUR POLICY DOES NOT MEET DUKE'S CRITERIA:

You must enroll in Duke's insurance via [JCB Insurance Solution, a Gallagher Company \(https://jcbins.com/\)](https://jcbins.com/). A charge for the SMIP will be placed on your tuition bill/ bursar account. If you have insurance but need to enroll in SMIP instead, you will have 30 days from the effective date (8/1) of the student plan to terminate your current plan. Enrolling in SMIP is considered a qualifying life event (QLE).

FINANCIAL AID RECIPIENTS

If you are currently receiving need-based financial aid, you may be eligible to have the cost of the Duke SMIP covered by grant assistance. Please refer to the financial aid website at [financialaid.duke.edu/health-insurance \(http://financialaid.duke.edu/health-insurance\)](http://financialaid.duke.edu/health-insurance) for a step-by-step guide to complete this requirement. If you receive Duke University grant aid and are required to purchase Duke insurance, your grant aid will be increased to cover the cost once you complete the process.

INTERNATIONAL STUDENTS

If you are an international student holding an F1 or J1 visa, participation in the Duke SMIP is mandatory. You will be automatically enrolled, so no action is required on your part. Please note that travel insurance or medical insurance policies issued from your country of origin or outside the U.S. will not be acceptable as a means to waive the Duke SMIP.

DUKE INSURANCE INFORMATION

Check out the following YouTube video to help you understand their SMIP:

[Health Insurance 101- Using your Health Plan \(https://youtu.be/3l3tqBecL_s?si=F0zbNmD25ev11-Kf\)](https://youtu.be/3l3tqBecL_s?si=F0zbNmD25ev11-Kf)

For specific questions, please contact:

Calvin Vennie, Duke Insurance Coordinator

919-684-1000

insurance@studentaffairs.duke.edu (<mailto:insurance@studentaffairs.duke.edu>)

Dijah Wells, Gallagher Student Benefits Coordinator

919-684-9927

Dijah_Wells@ajg.com (mailto:Dijah_Wells@ajg.com)

For open enrollment, call 919-684-1000. We can also be reached online [here](http://studentaffairs.duke.edu/studenthealth/health-insurance) (<http://studentaffairs.duke.edu/studenthealth/health-insurance>).

▼ Dental Insurance

PLEASE SHOW THIS TO YOUR PARENT OR GUARDIAN

We are pleased to offer students a dental insurance plan to help you maintain your oral health – with BrightSmile for Students, it's easy. Review plan features and coverage amounts [here](https://issuu.com/brightbenefits/docs/planc_brochure_duke-final-digital?fr=sODk4YTQwODc2NTY) (https://issuu.com/brightbenefits/docs/planc_brochure_duke-final-digital?fr=sODk4YTQwODc2NTY).

PLAN HIGHLIGHTS

- A \$329 charge to your bursar's account, and you will be covered for an entire year.
- Benefit year: August 1 – July 31
- Campus Smiles (1st floor of the Wellness Building) has price-matched the allowance, which means you'll pay \$0 when you visit them. When you visit any other dentist, you will only pay the amount beyond what is covered.
- See p. 8-14 of the [member brochure](https://issuu.com/brightbenefits/docs/planc_brochure_duke-final-digital) (https://issuu.com/brightbenefits/docs/planc_brochure_duke-final-digital) for coverage amounts applicable to dental providers not located within Campus Smiles.
- There is no network to search – go anywhere.
- Visit the dentist as often as you like – you are covered up to \$2,000 annually.

THE STUDENT WELLNESS CENTER NOW HOUSES A FULL-SERVICE DENTAL OFFICE!

Campus Smiles is an independent affiliate of Duke University that provides dental services to the greater Duke community right on campus. Our Dental Care Team is made up of an experienced group of licensed professionals who are committed to providing everyone at Duke with the highest quality, most convenient, and affordable dental care available.

For more information about the Dental Office at Duke, [click here \(https://www.campus-smiles.com/duke\)](https://www.campus-smiles.com/duke).

STUDENTS ENROLL ONLINE HERE!

Once enrolled, a charge of \$329 will be posted to your bursar's account, and you can find more information at [www.aetnastudenthealth.com \(http://www.aetnastudenthealth.com\)](http://www.aetnastudenthealth.com) with policy materials, like a member ID card. As soon as you complete the enrollment form, you can visit the dentist, even if you have not received an ID card yet.

FINANCIAL AID RECIPIENTS

If you are currently receiving need-based financial aid, you may be eligible to have the cost of Duke's Dental Insurance covered. Please contact your financial aid counselor to determine if assistance is possible. Financial aid may be reached at 919-684-6225 or [finaid@duke.edu \(mailto:finaid@duke.edu\)](mailto:finaid@duke.edu).

DENTAL INSURANCE INFORMATION

For specific questions and open enrollment, please contact Dijah Wells at 919-684-9997 or [dental@duke.edu \(mailto:dental@duke.edu\)](mailto:dental@duke.edu).

▼ Student Health

Duke Student Health — Healthcare Services

Duke Student Health offers a wide range of healthcare services for all Duke students, many of which are covered by the Student Health Fee. Every time you need services, you'll discover professional and compassionate care that directly contributes to your well-being and overall success.

The Student Health Fee covers most of the services offered at Student Health if medically indicated and rendered by a Student Health Provider.

Health Services Covered by the Health Fee

Services covered include medical care for acute and chronic illness and minor injuries, physical exams, routine medical care, gynecological exams (does not include cost of associated lab tests, such as pap smear and STI screening), allergy shot administration, pregnancy testing, after-hours nurse consultations, and in-house lab tests.

Lab Tests Covered by the Health Fee

Lab tests covered include urinalysis; wet prep for vaginal infections; and rapid tests for strep throat, mononucleosis, pregnancy, and flu.

The Student Health Fee also covers a variety of other services including:

- Nutrition Counseling
- Wellness Promotion & Risk-Mitigation Programs
- Mental Health Services
- Sexual Violence Support Services

Services Not Covered by the Health Fee

Services not covered include X-rays and imaging; prescription medications; medical care provided in the emergency department, hospital, or other non-student healthcare facility; care provided by specialists, including those working within the Student Health facilities such as dermatology and endocrinology; T-spot (tuberculosis blood test); immunizations; contraceptives; dental care; pregnancy care or deliveries; and most laboratory tests.

Services that are not covered by the health fee are the financial responsibility of the student.

If you are unsure whether a service is covered, please contact Student Health prior to receiving the service.

Duke Student Health is located on the 2nd floor of the Student Wellness Center on West Campus next to Penn Pavilion. [Click here \(https://students.duke.edu/wellness/studenthealth/\)](https://students.duke.edu/wellness/studenthealth/) to learn more about Student Health (hours of operations, how to [make an appointment \(https://students.duke.edu/wellness/studenthealth/make-an-appointment/\)](https://students.duke.edu/wellness/studenthealth/make-an-appointment/), and [services provided \(https://students.duke.edu/wellness/studenthealth/services/\)](https://students.duke.edu/wellness/studenthealth/services/) to Duke students, including [nutrition services \(https://students.duke.edu/wellness/studenthealth/nutrition/\)](https://students.duke.edu/wellness/studenthealth/nutrition/)).

I would like to learn more about Student Health.

▼ Health & Wellness Resources

Counseling & Psychological Services (CAPS)

CAPS (<https://students.duke.edu/wellness/caps/>) provides a variety of mental health services to all Duke students to best promote well-being in the lives of students and our communities.

DukeReach

DukeReach (<https://students.duke.edu/wellness/dukereach/>) provides case management services to all Duke students including support, coordination of care, and advocacy related to mental & physical health.

DuWell

DuWell (<https://students.duke.edu/wellness/duwell/>) helps students focus on their individual wellness by looking at the integration of many areas of their life through areas of wellness promotion and risk mitigation.

Gender Violence Education and Outreach (GVEO)

GVEO (<https://students.duke.edu/wellness/gender-violence-education-and-outreach/>) is a trauma-informed resource that aims to empower students through education, awareness, and proactive measures to create a campus community free from violence.

I would like to learn more about Health & Wellness.

▼ Duke Recreation and Physical Education

Undergraduate students have access to all recreation programs and facilities (Brodie & Wilson Recreation Centers). Recreation services are in place to help students establish and maintain a healthy, active lifestyle while at Duke and beyond. For more information, visit the [Recreation at Duke \(http://recreation.duke.edu/\)](http://recreation.duke.edu/) website.



Alt Text:

Duke staff, students, and faculty participate in the Zumba Strong class, one of Duke Recreation's many group fitness classes, in Wilson Recreation Center.

▼ Forms and Releases

RELEASES

Students may use this form to release records to their parent or guardian.

- [Release Medical Records from Duke Student Health \(https://duke.box.com/s/f6h8v2fpmrcd7pys633x9t0a2o2ruwbe\)](https://duke.box.com/s/f6h8v2fpmrcd7pys633x9t0a2o2ruwbe)

Students may use this form to release records from another provider to Duke Student Health.

- [Release Medical Records to Duke Student Health \(https://duke.box.com/s/5vte16i7v7bk94ofeq5vy5pw59qnen9z\)](https://duke.box.com/s/5vte16i7v7bk94ofeq5vy5pw59qnen9z)

Students may use this form to request records from their ADHD specialist.

- [ADHD Request Letter \(https://duke.box.com/s/rxst9ht93gtda3nt1yuazyq7fu8q662i\)](https://duke.box.com/s/rxst9ht93gtda3nt1yuazyq7fu8q662i)

ALLERGY CLINIC

- [Consent Form for Allergy Immunotherapy \(https://duke.box.com/s/kikil4l1j6ozep4o1dk9l2hy6jj83x7q\)](https://duke.box.com/s/kikil4l1j6ozep4o1dk9l2hy6jj83x7q)
- [Request For Allergy Immunotherapy - Non-Student Health Provider \(https://duke.box.com/s/t9uk2yec1vxbxva5ofphg5g7dcd38i5y\)](https://duke.box.com/s/t9uk2yec1vxbxva5ofphg5g7dcd38i5y)

SUBMIT COMPLETED FORMS

- [Email completed forms to Student Health \(mailto:shs_medicalrecords@dm.duke.edu\)](mailto:shs_medicalrecords@dm.duke.edu)

Blue Devil Bulletin

As a part of Duke's efforts to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members, the use of tobacco products, including electronic smoking devices such as e-cigarettes and vaping products, cigarettes, cigars, cigarillos, and hookahs, are prohibited in all buildings and grounds owned or leased by Duke University.

I would like to learn more about Health and Wellness.

Blue Devil Bulletin

As a part of Duke's efforts to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members, the use of tobacco products, including electronic smoking devices such as e-cigarettes and vaping products, cigarettes, cigars, cigarillos, and hookahs, are prohibited in all buildings and grounds owned or leased by Duke University.

Student Involvement

There are so many ways to get involved!

Duke students have a wide variety of opportunities to engage with their community. Duke University is home to hundreds of recognized student organizations and numerous involvement experiences that foster student interaction and exchange. By getting involved, students can explore a variety of interests and develop as leaders!

The [Student Involvement & Leadership team \(https://students.duke.edu/belonging/get-involved/\)](https://students.duke.edu/belonging/get-involved/) helps students co-create their unique Duke experience through involvement in organizations, programming, and leadership development opportunities. Connect with our team to learn about opportunities to get involved on campus and ways to grow as a leader.

The staff of the Student Involvement & Leadership team serves as advisors to the [Duke University Union \(https://duke.org/\)](https://duke.org/), [Duke Student Government \(https://www.dukestudentgovernment.org/\)](https://www.dukestudentgovernment.org/), [fraternities & sororities \(https://students.duke.edu/belonging/get-involved/fraternities-sororities/\)](https://students.duke.edu/belonging/get-involved/fraternities-sororities/), and various other groups.

▼ Student Organizations

Duke University is home to hundreds of recognized student organizations and numerous involvement experiences which foster student interaction and exchange. By getting involved, students can explore of a variety of interests and develop as leaders!

Figure out what kinds of organizations you might interested in joining, or how to start your own!

To learn more about the many ways to get involved visit [DukeGroups. \(https://dukegroups.com/\)](https://dukegroups.com/)

I would like to learn more about Student Organizations.

I would like to learn more about Getting Involved.



Alt Text: A group of students dancing for a competition



Alt Text: A group of students walking on West Campus



Alt Text: Five students walking on campus



Alt Text: Students on Bryan Center Plaza on Last Day of Classes



Alt Text: Students in Downtown Durham

Identity & Cultural Centers

To Our Newest Blue Devil,

We are so excited to welcome you into our Duke Family and the life of our vibrant identity and cultural centers (ICCs). There are six ICCs in Student Affairs including the *Center for Sexual and Gender Diversity*, the *Center for Multicultural Affairs*, the *Center for Muslim Life*, *Jewish Life at Duke*, the *Mary Lou Williams Center for Black Culture*, and the *Women's Center*. At the core of our work is **advocacy**, **identity exploration**, and **community building**.

Our centers are cultivated with you in mind, to build community, have fun, find a moment of quiet, or seek advice. We invite you to connect through weekly events, educational workshops, advising, and mentorship.

Below you can learn more about each of our individual centers, programs we provide, and how you can get plugged in.

Congratulations and welcome to our community!

▼ Center for Sexual & Gender Diversity

The Center for Sexual and Gender Diversity (<https://students.duke.edu/belonging/icr/csgd/>) works to create an inclusive campus climate for students, staff, faculty, and alumnx with marginalized sexual orientations, romantic orientations, gender identities, and gender expressions through education, advocacy, support, mentoring, academic engagement, and providing space.

We believe an intersectional approach to our work is imperative and to end oppression of people with marginalized sexual orientations, gender identities and gender expressions we must also simultaneously tackle racism, sexism, classism, ableism, and all forms of oppression.

Look for us at our Welcome Reception during the Weeks of Welcome; when we celebrate PRIDE: Durham, NC in September; at our National LGBTQIA+ History Month and National Coming Out Day

Celebration in October; or at Kickback Friday every Friday during the academic semester from 4:00pm- 6:00pm in the Center for Sexual and Gender Diversity, 100 Bryan Center!

I would like to learn more about the Center for Sexual and Gender Diversity.

▼ Center for Multicultural Affairs

The Center for Multicultural Affairs (<https://students.duke.edu/belonging/icr/cma/>) (CMA) promotes community engagement, multicultural and social justice education, leadership development, identity exploration, and multicultural celebration among the student population. Our programs and services aim to empower students, their organizations, and the campus at large to create a vibrant and inclusive community.

I would like to learn more about the Center for Multicultural Affairs.

▼ Center for Muslim Life

The Center for Muslim Life (<https://students.duke.edu/belonging/icr/cml/>) is committed to enriching the lives of Muslim students and the whole campus through organizing events and activities that cater to the spiritual, social, and intellectual needs of Duke students.

I would like to learn more about the Center for Muslim Life.

▼ Jewish Life at Duke

Jewish Life at Duke (<https://students.duke.edu/belonging/icr/jewishlife/>) serves as the home for Jewish life on campus and is guided by a mission to empower Jewish students to learn and grow intellectually and spiritually, to inspire and nurture personal paths to Jewish identity, and to cultivate community and friendship.

I would like to learn more about Jewish Life at Duke.

▼ Mary Lou Williams Center for Black Culture

The Mary Lou Williams Center for Black Culture (<https://students.duke.edu/belonging/icr/mlwc/>) is a hub for community-building, learning, exploration, and identity development. Founded in 1983, the Center's mission is to provide a safe and affirming space that supports the diverse needs of Black-identified people at Duke University.

We are located in the Flowers Building, adjacent to the Duke Chapel.

Join us for a First Friday event, held on the first Friday afternoon of each month, September through April.

I would like to learn more about the Mary Lou Williams Center for Black Culture.

▼ Women's Center

The Duke University [Women's Center](https://students.duke.edu/belonging/icr/wc/) (<https://students.duke.edu/belonging/icr/wc/>) promotes a campus that supports, celebrates, engages, and collaborates with women and femmes, student groups, and stakeholders to build a Duke culture that centers gender equity, intersectionality, and social justice. The Women's Center works to build a better tomorrow for our students by developing authentic women leaders, creating space for activism, and encouraging transformative learning experiences around issues of gender equity on Duke's campus and in their daily lives.

Come see us and join our Wind Down Wednesday programming, held every other Wednesday of each month from September through April!

I would like to learn more about the Women's Center.

I would like to learn more about Identity, Culture and Religion.



Alt Text:Center for Multicultural Affairs



Alt Text:Mary Lou Williams Center For Black Culture



Alt Text:Center for Muslim Life



Alt Text:Women's Center



Alt Text: Center for Sexual & Gender Diversity



Alt Text: Jewish Life at Duke



Alt Text:Women's Center



Alt Text:Women's Center



Alt Text:Center for Sexual & Gender Diversity



Alt Text:Center for Sexual & Gender Diversity



Alt Text:Mary Lou Williams Center For Black Culture

Life in Durham

Durham is a historical haven, a sanctuary for the spectacular, and a rough-cut gem waiting to be unearthed.

Duke and Durham have a long and interconnected history, and we hope you'll take the time to get to know Durham as much as you know Duke. Known as the Bull City because of its past in the tobacco industry, Durham was and is home to the Occaneechi Band of the Saponi Nation.

After colonization, Durham grew up around tobacco plantations, one of which was owned by the Duke family. After Emancipation, Durham became known for its thriving Black community and Black-owned businesses, particularly on Black Wall Street on Parish Street in downtown Durham.

Today, Durham is home to vibrant arts and culture and a culinary scene that punches above its weight.

Follow on Instagram: @DurhamNC (<https://www.instagram.com/durhamnc/>) | @BestOfTheBull (<https://www.instagram.com/bestofthebull/>) | @DowntownDurham (<https://www.instagram.com/downtowndurham/>) | @CityOfDurhamNC (<https://www.instagram.com/cityofdurhamnc/>).

▼ Getting around Duke and Durham

Transportation at Duke University

Bike Lanes and Bikes

Biking is a popular way to navigate Duke, Durham, and beyond. Bike lanes and shared pathways make getting where you need to go easy. Duke has over 350 bike racks on campus, with over 3,500 individual spaces. There are multiple accessible Fix-it Repair Stations and numerous bike routes. Several bike shops are within walking distance of campus, and Duke offers a range of perks to bike commuters. Learn more about biking at parking.duke.edu/bike (<http://parking.duke.edu/bike>).

Buses

Duke Transit operates many routes around campus. Students and visitors ride for free. Buses can be tracked in real-time via the DukeMobile app, transportation tab. For more information go to parking.duke.edu/buses (<http://parking.duke.edu/buses>).

Vans

Duke Vans offers nighttime rides within a service boundary when Duke Buses are not in service. Rides with Duke Vans can be requested through the DukeMobile app. For more information on van transportation, visit parking.duke.edu/buses/duke-vans (<http://parking.duke.edu/buses>).

Parking Permits

If you plan to bring a vehicle to campus, you must purchase a parking permit before arriving. The online permit period will open on **June 7th**. You can access the online permit via the New Student Checklist in [MyDuke](https://my.duke.edu/students/) (<https://my.duke.edu/students/>) at that time. Visit [First-Year Student Permits](https://parking.duke.edu/first%20year/) (<https://parking.duke.edu/first%20year/>) for additional information.

Transportation to Downtown Durham

Especially from East Campus, it's easy to get to downtown Durham.

Walking

Here are walking times from the East Campus bus stop to popular downtown destinations:

- To [Brightleaf Square](https://www.brightleafdurham.com/) (<https://www.brightleafdurham.com/>): 13 min, 0.6 mi
- To the [Farmer's Market](https://www.durhamfarmersmarket.com/) (<https://www.durhamfarmersmarket.com/>) (Saturday mornings, year round): 24 min, 1.1 mi
- To “[The Bull](https://www.ourstate.com/how-the-bull-city-got-its-bull/)” (<https://www.ourstate.com/how-the-bull-city-got-its-bull/>) (the main downtown square): 24 min, 1.1 mi
- To [DPAC](https://www.dpacnc.com/) (<https://www.dpacnc.com/>): 28 min, 1.3 mi

Bus

The [11/11B bus route](https://godurhamtransit.org/maps-schedules/GoDurham/11/realtime) (<https://godurhamtransit.org/maps-schedules/GoDurham/11/realtime>) is your best friend at Duke. It goes from the Duke Hospital to 9th Street, to Whole Foods, to East Campus, to downtown Durham.

The [6 bus route](https://godurhamtransit.org/maps-schedules/GoDurham/6/realtime) (<https://godurhamtransit.org/maps-schedules/GoDurham/6/realtime>) is also helpful from West Campus. It has a stop on Flowers Dr on West and takes you to downtown Durham.

▼ Durham Bucket List

Watch movies about Durham: *Bull Durham*, *The Best of Enemies*, and *The Staircase*

Explore the [Durham Farmer's Market](https://www.durhamfarmersmarket.com/) (<https://www.durhamfarmersmarket.com/>)

Hike at [Eno River State Park](https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.ncparks.gov/state-parks/eno-river-state-park&ved=2ahUKEwjH77Gwk6GFAxUjM1kFHYtOBEMQFnoECBMQAQ&usg=AOvVaw2g-4OXqU9TYRtvY_2_2Ly5) (https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.ncparks.gov/state-parks/eno-river-state-park&ved=2ahUKEwjH77Gwk6GFAxUjM1kFHYtOBEMQFnoECBMQAQ&usg=AOvVaw2g-4OXqU9TYRtvY_2_2Ly5)

Cheer on the Bulls at a [Durham Bulls](https://www.milb.com/durham) (<https://www.milb.com/durham>) minor league baseball game

Enjoy a show at the [Durham Performing Arts Center \(DPAC\)](https://www.dpacnc.com/) (<https://www.dpacnc.com/>)

Stroll down [9th Street](https://www.discover9thstreet.com/) (<https://www.discover9thstreet.com/>) or around the [American Tobacco Campus](https://americantobacco.co/) (<https://americantobacco.co/>)

Eat at a Durham [restaurant](https://www.discoverdurham.com/food-drink/) (<https://www.discoverdurham.com/food-drink/>)

Go thrifting at one of Durham's many [vintage and thrift shops](https://www.discoverdurham.com/blog/guide-to-vintage-shopping-in-durham/) (<https://www.discoverdurham.com/blog/guide-to-vintage-shopping-in-durham/>)

Catch a show at one of Durham's indy venues: [The Pinhook](https://thepinhook.com/) (<https://thepinhook.com/>), [The Fruit](https://www.durhamfruit.com/) (<https://www.durhamfruit.com/>), [Motorco](https://motorcomusic.com/) (<https://motorcomusic.com/>), and [more](https://www.discoverdurham.com/blog/music-lovers-guide-to-durham/) (<https://www.discoverdurham.com/blog/music-lovers-guide-to-durham/>)

▼ Ways to Get Involved in Durham

[Vote](https://www.dcovotes.com/voters/registration/) (<https://www.dcovotes.com/voters/registration/>)!

Go on a [tour](https://www.discoverdurham.com/things-to-do/tours/) (<https://www.discoverdurham.com/things-to-do/tours/>)

[Volunteer](https://connect.community.duke.edu/) (<https://connect.community.duke.edu/>)

Attend a [City Council Meeting](https://www.durhamnc.gov/1323/City-Council) (<https://www.durhamnc.gov/1323/City-Council>)

Video Quiz

You have already answered this question. True or False? Students who get involved with Student Life perform better academically.

☐ A True

☐ B False**Correct Answer:**

True—That is correct! This is a great reason to get involved. There are so many opportunities to get involved on campus, so explore, find something you like, and go for it.

Wrong Answer:

False—This is true! This is a great reason to get involved. There are so many opportunities to get involved on campus, so explore, find something you like, and go for it.

Closing Video

Here at Duke, there are so many opportunities for you to get the most out of your time Living at Duke.

You will find countless opportunities to get involved in your residence hall and various student organizations to gain experiences that will help you beyond your time at Duke. Immerse yourself in the richness of Durham; your time here is once in a lifetime, so make the most of it!

3. LEARNING AT DUKE

Opening Video

At Duke, our academic journeys are not predefined.

Wherever your passions lie, Duke encourages us to forge our own way— finding new questions that compel us, finding mentors and allies, and being open to input that might change our trajectory. Our educational experience here can be as wide and deep as we dream it to be.

As Duke students, we have the freedom to blend disciplines, embrace specialization, and pursue our distinct interests. Our university faculty and leaders believe that growth comes from exploration, experience, and resilience. There is no right or wrong way, only possibilities.

Duke's undergraduate colleges embrace the spirit of academic exploration. In Trinity, you will have the chance to sample courses across various disciplines before declaring your major. While in Pratt, you will have a first-year experience which touches on different engineering disciplines before you choose your engineering major.

Explore this “**Learning at Duke**” section for more information about Duke's curricula, course structures, and the registration process. Discover unique programs tailored for first-year students and learn about academic engagement and pre-professional opportunities.

Remember, at Duke, the academic journey is about deepening your skills and knowledge, exploring, and connecting with faculty.

Self-Select

Select which one applies to you:

I am in Pratt School of Engineering

I am in Trinity College of Arts & Sciences

I am in Pratt School of Engineering

Pratt Learning

As a future engineer, the information provided in this section of the Blue Book will get you prepared to start your Duke journey.

This section, along with the Registration instructions in the next section, provides you with a framework for understanding your first semester of Pratt academics. In this section, you will find information about course placement, advising, academic resources, and other opportunities at Duke. This information is sufficient to help you prepare a schedule of classes for the fall semester. Keep in mind Pratt and Trinity requirements are different. Accordingly, this portion contains Pratt-specific information.

After you arrive at Duke in August, you will be able to explore all of Duke's many curricular and co-curricular academic opportunities. During the semester, you will also have time to meet with your faculty advisor and other academic mentors. Read both the "Pratt Learning" and "Pratt Registration" sections carefully and refer back to each section frequently. Finally, be sure to check your Duke email account regularly over the summer and also during your entire time at Duke. Your Duke email is how we will communicate information for which you are responsible.

Pratt's academic deans are available all summer to answer your questions about curriculum requirements or putting together your fall schedule.

Pratt School of Engineering Undergraduate Education Office:

- **Website:** pratt.duke.edu/academics/undergrad/first-year
(<https://pratt.duke.edu/academics/undergrad/first-year/>)
- **Phone:** 919-660-5996
- **Email:** pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>)
- **Address:** 305 Teer Building (West Campus)
- **Hours:** Monday-Friday, 8:30 am-4:00 pm, ET
- **Facebook page:** Duke Engineering
- **Instagram:** @prattdeans (<https://www.instagram.com/prattdeans/>) and @dukeengineering (<https://www.instagram.com/dukeengineering/>)

▼ Majors and Curriculum

Pratt has extensive curriculum requirements to prepare you for a robust and engaging academic experience.

- For Pratt curriculum requirements, go to <https://pratt.duke.edu/life/resources/policies/#requirements> (<https://pratt.duke.edu/life/resources/policies/#requirements>).
- For information on graduation requirements for each Engineering major, see <https://pratt.duke.edu/academics/undergrad/majors-minors/> (<https://pratt.duke.edu/academics/undergrad/majors-minors/>).
- For information about Trinity majors, minors, and programs, visit trinity.duke.edu/undergraduate/majors-minors (<http://trinity.duke.edu/undergraduate/majors-minors>).



Alt Text:

Students from middle schools across Durham attend presentations by Duke faculty and staff during the annual School Days program. Students from Carrington Middle School get to take a seat in a race car built almost completely from scratch by a team of graduate and undergraduate students in the Pratt School of Engineering.

▼ Pratt Advising

As a Pratt student, you will have a network of advising resources—your academic dean, your faculty advisor, and the E-Team (peer advisors). Your advising network will also grow to include other mentors from across campus, including, but not limited to, the Directors of Academic Engagement, the Career Center, the Wellness Center, and faculty just to name a few. Together, these individuals will help you discover and navigate the multiple curricular and co-curricular opportunities at Duke and introduce you to Duke's intellectual community.

Specialized advising is also available for students planning to pursue graduate education in health, business, or law fields. Students who ask questions and seek advice will find a receptive group of individuals who are eager to assist them.

Academic Dean

<https://pratt.duke.edu/life/resources/policies/#deans>
<https://pratt.duke.edu/life/resources/policies/#deans>

You will have the same academic dean for your entire Duke career. Your dean oversees your progress to graduation, helps you understand Duke's academic policies, provides assistance during difficult academic and/or personal times, and can serve as an important member of your advising network.

Your dean's name will appear in DukeHub on or around August 1. He/she is well-connected across campus and can make referrals to appropriate resources that can be helpful to you in your situation. Academic Deans are available to virtually meet throughout the summer.

Faculty Advisor

As a Pratt first-year student, you will be assigned a faculty advisor whom we call a 360 Coach in your first year. Your 360 Coach can provide guidance and mentorship focused not only on successfully completing your academic degree but also on building a meaningful college experience that leads to a fulfilling life after graduation. In your second year, you have an assigned faculty advisor in your preferred major.

E-Team (Peer Advisors)

E-Team Peer Advisors assist first-year engineering students in their transition to Duke by creating an immediate network of support from engineering students who can answer questions, share experiences, and offer advice. E-Team Peer Advisors assist their engineering peers as they navigate academic and social decisions and embrace well-being.

First-Year Instructors

Through regular interactions with your first-year instructors in EGR 101L and EGR 105L, you will also receive information, tools, and knowledge to help with a smooth transition to university life and receive guidance in your exploration and selection of a major, as well as career direction. Engineering students take EGR 101L in the fall semester, and EGR 105L is taken in the opposite semester of Writing 101.

Directors of Academic Engagement (DAEs)

<https://advising.duke.edu/students/directors-academic-engagement-specialized-advising/>
(<https://advising.duke.edu/students/directors-academic-engagement-specialized-advising/>)

Directors of Academic Engagement are specialists in the curricular, co-curricular, and research opportunities you can explore while at Duke, such as global, civic, and cross-disciplinary. For example, the DAE for Global, Civic, and Cross-Disciplinary advising can help Pratt students integrate DukeEngage and semester-away experiences into a Pratt education. DAEs are extremely knowledgeable about opportunities in their areas of specialization including interdisciplinary research opportunities. Meeting with a DAE early in your Duke career can be a valuable experience.

▼ Course Information

COURSE LOAD

You are expected to enroll in a minimum of four 1.0 credit courses each semester. You are allowed to enroll in a maximum of 4.5 credits this fall in order to have plenty of time to experience Duke courses, develop new friendships, explore opportunities, and transition well to campus life.

COURSE NUMBERS

Courses numbered 199 or less are introductory courses. Courses numbered from 200 through 399 are mid-level undergraduate courses. Both introductory and mid-level courses are open to all undergraduate students. However, you should check the course description and instructor's synopsis in Duke Hub to make sure the course is suitable for you and that you meet the course requirements. If you have any doubts, check with an academic dean in Pratt during the summer, and then discuss this with the instructor during the first class.

COURSE NUMBERING SYSTEM

- **0-199:** Introductory-level undergraduate courses
- **200-399:** Mid-level undergraduate courses
- **400-499:** Advanced undergraduate courses, senior seminars, capstone courses, honors theses
- **500-699:** Graduate courses open to advanced undergraduates
- **700-999:** Graduate courses only for graduate students; not open to undergraduates
- **House courses:** House courses do not count toward the 34 credits needed to graduate.

CREDITS

Most academic courses carry 1.0 credit. A one-credit course typically meets for three or four hours each week. Engineering courses—as well as courses in the natural sciences, math, and computer science—may also include a required laboratory or discussion (for no additional credit). A few language departments offer intensive courses that count for 2.0 credits. Partial-credit courses include music lessons, physical education, dance, and house courses (usually 0.25 or 0.5 credits). You need a total of 34 course credits to graduate. **Note:** *Pratt does not count House courses toward degree requirements.*

CROSS-LISTED COURSES

Occasionally a course will be sponsored or cross-listed in two or more departments. For example, the course “Biological Bases of Behavior” is listed as both PSY 106 and NEUROSCI 101. They are both the same class, and you can register for whichever subject meets your needs.

PERMISSION NUMBERS

Some courses may require you to have a permission number from the instructor before enrolling. This is also noted in the enrollment information panel of each course. You will need to contact the instructor and ask for a permission number. You can add these courses to your Shopping Cart, but DukeHub will only enroll you during registration if you have received a permission number from the instructor and have entered it into DukeHub. Enrolling in any class during the second week of a semester also requires a permission number.

PREREQUISITES

Some courses will require you to have AP credit, credit for a Duke course, or some other substantial background before enrolling. This information is noted in the course details in DukeHub. If you do not meet the prerequisite, although you can add the class to your shopping cart, the system will only allow you to enroll during registration if your prerequisite credit is met.

▼ Course Placement (First-Year Students)

Credit for College-Level Work Completed Before Enrolling at Duke

You may be able to receive credit for coursework or examinations that you complete prior to matriculation at Duke. This section contains information to guide you through the transfer request process by credit type.

PRE-COLLEGE WORK

There are three types of pre-college work that we recognize:

- Advanced Placement exams (AP)
- International Placement Credit exams (IPC)
- Pre-matriculation courses (PMC)

Each of these is handled a little differently, and each is explained below.

All course equivalents for your Duke-recognized AP, IPC, and PMC credits will be listed on DukeHub in the "Academics" section under the "Student Test Credit" window and on your Duke transcript after Duke has received the appropriate documentation. These credits can fulfill prerequisites or graduation requirements, depending on the major and program. Pratt students are allowed to count more than two AP or IPC Credits toward the 34 credits for graduation. It is possible to use a maximum of two AP or IPC credits to satisfy the Pratt social sciences/humanities (ss/h) requirement, in addition to the few exceptions noted on the AP table (see below).

AP and IPC credits are reviewed and awarded by the Office of the University Registrar. Be sure to have your official scores sent to them for review. For more information on AP and IPC, visit [here](http://pratt.duke.edu/undergrad/policies/3483) (<http://pratt.duke.edu/undergrad/policies/3483>).

AP EXAMS

In order to receive credit for your AP exams, you must request your official scores be transmitted directly to the Office of the University Registrar by AP Services.

The AP table outlines the AP exams that Duke recognizes, scores required for the corresponding Duke course equivalent, and placement guidelines. If you have asked AP Services/College Board to report your scores to Duke, they will be received and evaluated by the Office of the University Registrar, usually in mid-July. To confirm if your AP credits have arrived at Duke and have been added to your record, go to your "Academics" page in DukeHub and view the "Student Test Credit" box. Your official AP credits will be listed there. If you have not sent your scores to Duke, do so as soon as possible.

AP EXAM	SCORE	DUKE CREDIT	ELIGIBLE TO TAKE
African American Studies	4 / 5	AAAS 20	N/A
Arts: Art History	5	ARTHIST 20	200 to 400-level courses
Arts: Studio Art: 2-D Design	5	ARTSVIS 21	200 to 400-level courses
Arts: Studio Art: 3-D Design	5	ARTSVIS 21	Advanced level courses
Arts: Studio Art: Drawing	5	ARTSVIS 21	Advanced level courses
Biology	4	BIOLOGY 20 (a)	Biology 201L or 202L (Fall and Spring terms)
Biology	5	BIOLOGY 21	BIOLOGY 201L or 202L (Fall and Spring

terms)

Chemistry	4	CHEM 20 (b)	CHEM 110DL (Fall term only) or 101DL (All terms)
Chemistry	5	CHEM 21 (b)	CHEM 201DL.002 OR 110DL (Fall term only), 201DL or 101 DL (Spring term only)
Chinese: Language and Culture	4 / 5	CHINESE 201	204 or 200 to 400-level courses depending on placement score (see department)
Computer Science: Principles	5	COMPSCI 20	Any Computer Science course
Computer Science: A	4 / 5	COMPSCI 101L	COMPSCI 201
Economics: Microeconomics	No credit	N/A	N/A
Economics: Macroeconomics	No credit	N/A	N/A
English: Literature & Composition	4 / 5	ENGLISH 20	Any course except ENGLISH 20
English: Language & Composition	4 / 5	ENGLISH 22	Any course except ENGLISH 22
Environmental Science	4 / 5	ENVIRON 20	ENVIRON 21
French: Language & Culture	5	FRENCH 204	Any 300-level FL course except FRENCH 302
German: Language & Culture	4	GERMAN 29	GERMAN 204 or 305S
German: Language & Culture	5	GERMAN 29	GERMAN 305S or above
History: World	4 / 5	HISTORY 21	Any history course
History: United States	4 / 5	HISTORY 23 & 24	Any history course
History: European	4 / 5	HISTORY 25 & 26	Any history course
Human Geography	No Credit	N/A	N/A
Italian: Languages & Culture	4	ITALIAN 203	ITALIAN 301
Italian: Languages & Culture	5	ITALIAN 203	Any 300-level course
Japanese: Language & Culture	4 / 5	JAPANESE 203	JAPANESE 204, 305, or 306 depending on placement score
Latin Literature	4	LATIN 25	LATIN 204
Latin Literature	5	LATIN 25	LATIN 300-level course or above
Math: Calculus AB	5	MATH 21	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	4	MATH 21 (c)	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	5	MATH 21 & 22 (c)	MATH 221, 212, or 202

Music: Theory	4 / 5	MUSIC 161-1	Any course
Physics C: Mechanics	4 / 5	PHYSICS 25 (d)	Consult department
Physics C: Electricity & Magnetism	4 / 5	PHYSICS 26 (d)	Consult department
Physics 1& 2: Algebra-Based	No Credit	N/A	Consult department
Pol Sci: United States Government & Politics	4 / 5	POLSCI 20	Any 200 to 400-level course; not eligible to satisfy major requirements
Pol Sci: Comparative Government & Politics	4 / 5	POLSCI 21	Any 200 to 400-level course; not eligible to satisfy major requirements
Psychology	5	PSY11	Any course; not eligible to satisfy major requirements
Spanish: Language & Culture	5	SPANISH 204	Any 300-level course
Spanish: Language & Culture	4 / 5	SPANISH 204	Any 300-level course
Statistics	5	STA 20 (e)	STA 101, 102, 198, or 199

AP EXAM NOTES AND UPDATED INFORMATION

COURSE PRE-REQUISITES

Some courses (for example Biology 201L; Econ 201D; Math 202, 212, 218, 221; and Physics) have pre-requisites that you will need to have before you can enroll. Pre-requisites are listed on the class detail page for each course. AP credit in English does not exempt any student from WRITING 101.

BIOLOGY

Students must have earned Chem 21, 101DL, or 110DL credit in order to enroll in Biology 201L.

CHEMISTRY

CHEM 110DL is only offered in the fall. In the Pratt School of Engineering, CHEM 20 will not satisfy the Biomedical Engineering chemistry requirement. Biomedical Engineering students are required to take CHEM 110DL and CHEM 201DL. For discussion of placement, visit [here](https://chem.duke.edu/undergraduate/placement-guidelines) (<https://chem.duke.edu/undergraduate/placement-guidelines>).

MATHEMATICS

Click [here](http://www.math.duke.edu/undergraduate/course-placement/guidelines) (<http://www.math.duke.edu/undergraduate/course-placement/guidelines>) for discussion of placement. Students who are interested in economics and social sciences and who are confident they will not pursue math, physics, chemistry, or engineering may take MATH 202 instead of MATH 212. The engineering math requirement sequence is Math 111L, 112L, 218D-2, 219, and 353.

PHYSICS

In Pratt School of Engineering, at least ONE physics course must be taken post-matriculation to satisfy the physics requirement in the Engineering curriculum. Students receiving AP credits for PHY 25 and 26, must: a) take a Duke physics course at or above PHY 163L; b) decline the AP credit for PHY 26 and take PHY 152L; or c) decline both AP credits and take PHY 151L and 152L. In Trinity College, AP credits for PHYSICS 25 and 26 are not accepted for Physics and Biophysics majors. Any of the introductory physics course sequences are accepted for Physics and Biophysics majors, but PHYSICS 161 and 162 are strongly encouraged. The introductory physics requirement for Physics and Biophysics majors with AP credits for PHYSICS 25 and 26 can be satisfied with PHYSICS 163.

AP Credit will not count toward the Bachelor of Science in Engineering degree requirements.

To have your AP credits placed on your Duke record/transcript, you must have the AP Service send your scores to the Office of the Registrar at Duke. To send AP scores to Duke, contact AP Exams, CN6671, Princeton, NJ 08541-6671; http://www.collegeboard.com/student/testing/ap/exgrd_rep.html (http://www.collegeboard.com/student/testing/ap/exgrd_rep.html); 609-771-7300; or 888-225-5427. Duke's CEEB number is 5156.

WHERE DO I SEND MY AP EXAM INFORMATION?

The information should be sent to the University Registrar at: Attn: **Office of the University Registrar**, Box 104804, Duke University, Durham, NC 27701. The Registrar's phone number is 919-684-2813 and the fax number is 919-684-5400. Feel free to also **email with questions** registrar@duke.edu (<mailto:registrar@duke.edu>). URL: registrar.duke.edu (<http://registrar.duke.edu/>).

INTERNATIONAL PLACEMENT CREDIT (IPC)

Duke University also recognizes various international standardized examinations and grants a limited amount of credit and placement in advanced courses for students whose performance in these examinations meets certain standards established by the University. These credits may be awarded only in those subject areas for which there is an AP exam offered domestically. Credits awarded for International Placement exams are counted as credit in the same way as AP credits. Scores of all examinations must be directed to the attention of the Office of the University Registrar. Only original documents, not copies, are accepted. Scores needed to be considered for Duke Credit for International Placement exams are listed below.

EXAMINATION	SCORE
British, Hong Kong, Scottish, Singapore or Zimbabwe A-level	A or B
Austria Matura Certificate Exam	1 or 2
Cambridge Pre-U Exam	M3 or higher
Caribbean Advanced Proficiency Exam	1 or 2
French Baccalaureate	14 or higher
German Abitur	10 or higher
Higher Secondary Certificate Exam (India)	84 or higher
All India/Delhi Senior School Certificate Exam	84 or higher
Indian School Certificate Exam	84 or higher
International Advanced Level (AIL) Exam	A or B
International Baccalaureate	6 or 7 on the higher level
Israeli Matriculation Certificate (Bagrut)	75 or higher
Swiss Maturite	4 or 5

Victorian Certificate of Education

38 or higher

Request your examination score(s) be sent directly to the Office of the University Registrar as soon as you can or bring your official certificates with you and present them at the Registrar's Office when you arrive. For questions or concerns, contact the Registrar's Office (registrar@duke.edu (<mailto:registrar@duke.edu>)). If you have questions about the use of IPC for placement into Duke courses, contact an academic dean in Pratt.

PRE-MATRICULATION CREDIT (PMC)

If you studied at another college or university while attending high school, you may be eligible to receive Pre-Matriculation Credit. Such work must not be part of the high school program or high school graduation requirements. A complete list of criteria that must be met for Pre-Matriculation Credit, the policy and procedure, and the necessary forms can be found [here](https://registrar.duke.edu/student-resources/transfer-credit/) (<https://registrar.duke.edu/student-resources/transfer-credit/>).

▼ Course Placement (Transfer Students)

Credit for College-Level Work Completed Before Enrolling at Duke

You may be able to receive credit for coursework or examinations that you complete prior to matriculation at Duke. This section contains information to guide you through the transfer request process by credit type.

PRE-COLLEGE WORK

There are three types of pre-college work that we recognize:

- Advanced Placement exams (AP)
- International Placement Credit exams (IPC)
- Pre-matriculation courses (PMC)

Each of these is handled a little differently, and each is explained below.

All course equivalents for your Duke-recognized AP, IPC, and PMC credits will be listed on DukeHub in the "Academics" section under the "Student Test Credit" window and on your Duke transcript after Duke has received the appropriate documentation. These credits can fulfill prerequisites or graduation requirements, depending on the major and program. For Pratt students, there is no set limit on the number of AP or IPC Credits that can count toward the 34 credits for graduation, with the exception that only two AP or IPC credits may be used to satisfy the Pratt social sciences/humanities (ss/h) requirement, in addition to the few exceptions noted on the AP table (p. 4).

AP and IPC credit is reviewed by academic departments and awarded by the Office of the University Registrar. Be sure to have your official scores sent to the Office of the University Registrar for review. For more information on AP and IPC, visit the link pratt.duke.edu/undergrad/policies/3483 (<http://pratt.duke.edu/undergrad/policies/3483>).

AP EXAMS

In order to receive credit for your AP exams, you must request your official scores be transmitted directly to the Office of the University Registrar by AP Services.

The table on the next page outlines the AP exams that Duke recognizes, scores required for corresponding Duke course equivalents, and placement guidelines. If you have asked AP Services/College Board to report your scores to Duke, they will be received and evaluated by the Office of the University Registrar, usually by mid-July. To see if your AP credits have arrived at Duke and have been added to your record, go to your "Academics" page in DukeHub and view the "Student Test Credit" box. Your official AP credits will be listed there. If you have not sent your scores to Duke, do so as soon as possible. If you have confirmed with College Board that your scores were sent and they are not appearing in DukeHub, please contact the Office of the University Registrar.

AP EXAM	SCORE	DUKE CREDIT	ELIGIBLE TO TAKE
African American Studies	4 / 5	AAAS 20	N/A
Arts: Art History	5	ARTHIST 20	200 to 400-level courses
Arts: Studio Art: 2-D Design	5	ARTSVIS 21	200 to 400-level courses
Arts: Studio Art: 3-D Design	5	ARTSVIS 21	Advanced level courses
Arts: Studio Art: Drawing	5	ARTSVIS 21	Advanced level courses
Biology	4	BIOLOGY 20 (a)	Advanced level courses
Biology	5	BIOLOGY 21	BIOLOGY 203L (Spring term only) or BIOLOGY 201L (Fall and Spring)
Chemistry	4	CHEM 20 (b)	BIOLOGY 201L or 202L (Fall and Spring)
Chemistry	5	CHEM 21 (b)	CHEM 201DL.002 OR 110DL (Fall term only), 201DL or 101 DL (Spring term only)
Chinese: Language and Culture	4 / 5	CHINESE 201	204 or 200 to 400-level courses depending on placement score (see department)
Computer Science: Principles	5	COMPSCI 20	Any Computer Science course
Computer Science: A	4 / 5	COMPSCI 101 L	COMPSCI 201
Economics: Microeconomics	No credit	N/A	N/A
Economics: Macroeconomics	No credit	N/A	N/A
English: Literature & Composition	4 / 5	ENGLISH 20	Any course except ENGLISH 20
English: Language & Composition	4 / 5	ENGLISH 22	Any course except ENGLISH 22
Environmental Science	4 / 5	ENVIRON 20	ENVIRON 21
French: Language & Culture	5	FRENCH 204	Any 300-level FL course
German: Language & Culture	4	GERMAN 29	GERMAN 204 or 305S
German: Language & Culture	5	GERMAN 29	GERMAN 305S or above
History: World	4 / 5	HISTORY 21	Any history course

History: United States	4 / 5	HISTORY 23 & 24	Any history course
History: European	4 / 5	HISTORY 25 & 26	Any history course
Human Geography	No Credit	N/A	N/A
Italian: Languages & Culture	4	ITALIAN 203	ITALIAN 301
Italian: Languages & Culture	5	ITALIAN 203	Any 300-level course
Japanese: Language & Culture	4 / 5	JAPANESE 203	JAPANESE 204, 305, or 306 depending on placement score
Latin Literature	4	LATIN 25	LATIN 204
Latin Literature	5	LATIN 25	LATIN 300-level course or above
Math: Calculus AB	5	MATH 21	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	4	MATH 21 (c)	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	5	MATH 21 & 22 (c)	MATH 221, 212, or 202
Music: Theory	4 / 5	MUSIC 161-1	Any course
Physics C: Mechanics	4 / 5	PHYSICS 25 (d)	Consult department
Physics C: Electricity & Magnetism	4 / 5	PHYSICS 26 (d)	Consult department
Physics 1& 2: Algebra- Based	No Credit	N/A	Consult department
Pol Sci: United States Government & Politics	4 / 5	POLSCI 20	Any 200 to 400-level course; not eligible to satisfy major requirements
Pol Sci: Comparative Government & Politics	4 / 5	POLSCI 21	Any 200 to 400-level course; not eligible to satisfy major requirements
Psychology	5	PSY11	Any course; not eligible to satisfy major requirements
Spanish: Language & Culture	5	SPANISH 204	Any 300-level course
Spanish: Language & Culture	4 / 5	SPANISH 204	Any 300-level course
Statistics	5	STA 20 (e)	STA 101, 102, 198, or 199

AP EXAM NOTES AND UPDATED INFORMATION

COURSE PRE-REQUISITES

A few notes: Some courses (for example Biology 201L; Econ 201D; Math 202, 212, 218, 221; and Physics) have additional pre-requisites that you will need to have before you can enroll. Pre-requisites are listed on the class detail page for each course. AP credit in English does not exempt any student from WRITING 101.

BIOLOGY

Must have earned Chem 21, 101DL, or 110DL credit in order to enroll in Biology 201L.

CHEMISTRY

CHEM 110DL is only offered in the fall. There is a section of CHEM 201DL (002) that is for first-year students and that is offered only in the fall. In the Pratt School of Engineering, CHEM 20 will not satisfy the Biomedical Engineering chemistry requirement. Biomedical Engineering students are required to take CHEM 110DL and 210DL, or CHEM 110DL and CHEM 201DL. For discussion of placement, [view here \(https://chem.duke.edu/undergraduate/placement-guidelines\)](https://chem.duke.edu/undergraduate/placement-guidelines).

MATHEMATICS

Students who are interested in economics and social sciences and who are confident they will not pursue math, physics, chemistry, or engineering may take MATH 202 instead of MATH 212. [View here \(https://math.duke.edu/undergraduate/course-placement/guidelines\)](https://math.duke.edu/undergraduate/course-placement/guidelines) for discussion of placement.

PHYSICS

In Trinity College, AP credits for PHYSICS 25 and 26 are not accepted for Physics and Biophysics majors. Any of the introductory physics course sequences are accepted for Physics and Biophysics majors, but PHYSICS 161 and 162 are strongly encouraged. The introductory physics requirement for Physics and Biophysics majors with AP credits for PHYSICS 26 and 26 can be satisfied with PHYSICS 163. In Pratt School of Engineering, at least ONE physics course must be taken post-matriculation to satisfy the physics requirement in the Engineering curriculum. Students receiving AP credits for PHY 25 and 26, must: a) take a Duke Physics course at or above PHY 153L; b) decline the AP credit for PHY 26 and take PHY 152L; or c) decline both AP credits and take PHY 151L and 152L.

AP credit will not count toward the Bachelor of Science in Engineering degree requirements.

In order to have your AP credits placed on your Duke record/transcript, you must have the AP Service send your scores to the Office of the Registrar at Duke. To send AP scores to Duke, contact AP Exams, CN6671, Princeton, NJ 08541-6671; http://www.collegeboard.com/student/testing/ap/exgrd_rep.html (http://www.collegeboard.com/student/testing/ap/exgrd_rep.html); 609-771-7300; or 888-225-5427. Duke's CEEB number is 5156.

WHERE DO I SEND MY AP EXAM INFORMATION?

The information should be sent to the University Registrar at: Attn: **Office of the University Registrar**, Box 104804, Duke University, Durham, NC 27701. The Registrar's phone number is 919-684-2813, and the fax number is 919-684-5400. Feel free to also **email with questions:** registrar@duke.edu. (<mailto:registrar@duke.edu>) URL: registrar.duke.edu. (<http://registrar.duke.edu>)

INTERNATIONAL PLACEMENT CREDIT (IPC)

Duke University also recognizes various international standardized examinations and grants a limited amount of credit and placement in advanced courses for students whose performance in these examinations meets certain standards established by the University. These credits may be awarded only in those subject areas for which there is an AP exam offered domestically. Not all

international exams grant credit. Credits awarded for International Placement exams are counted as credit in the same way as AP credits. Scores of all examinations must be directed to the attention of the Office of the University Registrar. Only original documents, not copies, are accepted. Scores needed for Duke credit to be considered for International Placement exams are listed below.

Examination	Score
International Baccalaureate	6 or 7 on the higher level
Austria Matura Certificate Exam	1 or 2
British, Hong Kong, Scottish, Singapore or Zimbabwe A-level (GCE)	A or B
Cambridge Pre-U	D3 thru M3 or higher
Caribbean Advance Proficiency Examination (CAPE)	1 or 2
French Baccalauréat	14 or higher
Swiss Maturité	4 or 5
German Abitur	10 or higher
All India/Delhi Senior School Certificate Exams (Class 12)	84 or higher
Indian School Certificate Exam (12th year)	84 or higher
International Advanced Level (IAL) Exam	A or B
Higher Secondary Certificate Exam (India, 12th year)	84 or higher
Israeli Matriculation Certificate (5 units only)	75 or higher
Austria Matura Certificate Exam	1 or 2 (Math Exam Only)
Scottish or Zimbabwe Advance Level GCE Exam	A or B
Victorian Certificate of Education	38 or higher

Request that the scores of your examinations be sent directly to the Office of the University Registrar as soon as you can, or bring your official certificates with you and present them at the Registrar's Office when you arrive. For questions or concerns, contact the Registrar's Office (registrar@duke.edu (<mailto:registrar@duke.edu>)). If you have questions about the use of IPC for placement into Duke courses, contact an academic dean in Pratt.

PRE-MATRICULATION CREDIT (PMC)

If you have studied at another college or university while attending high school, you may be eligible to receive Pre-Matriculation Credit. Such work must not be part of the high school program or high school graduation requirements. A complete list of criteria that must be met for Pre-Matriculation Credit policy, procedures, and the necessary forms can be found at <https://registrar.duke.edu/student-records-resources/transfer-credit> (<https://registrar.duke.edu/student-records-resources/transfer-credit>).

College Work

In order to receive credit for the courses taken at your previous institution, the courses must be evaluated by the respective department at Duke. In order to facilitate the course evaluation process, you will receive an invitation via email to access a DukeBox folder labeled with your name. In this folder, you will upload the syllabus for every course being evaluated in your transcript. The syllabus must contain the following information: list of topics covered, textbook used, evaluation rubric for the class, and lab component (if applicable).

To expedite the course evaluation process, please make sure to send all requested information by May 16.

Once your course evaluation is complete and your credit transfer is approved, your academic dean will assist you with your course selections for the fall. Include in your DukeBox folder a Word document that states your planned major(s), minor(s), and/or certificate(s). If you have questions regarding your fall schedule or program requirements, you can contact your academic dean by email or by calling the Pratt School of Engineering Undergraduate Education Office.

▼ Academic Resources

ACADEMIC RESOURCE CENTER (ARC)

Being a Duke student can be inspiring, rewarding, and demanding. There are challenging classes and many exciting opportunities in and out of the classroom. The ARC offers resources to maximize your capabilities so you can cultivate successful academic experiences at Duke. The ARC offers:

Learning Consultations:

- Individual meetings with an ARC learning consultant to enhance your academic skills and to learn strategies tailored to how you learn and to your specific courses. Topics include time management; procrastination and motivation; how to balance study, work, and co-curricular activities; effective note-taking; exam preparation; and more.

Peer Tutoring:

- Scheduled group tutorials for select courses.

SAGE Learning Communities:

- Facilitated group learning opportunities for specific STEM courses.

Study Connect:

- Connects students with their classmates to form course study groups. Students can also find other students interested in study groups for the GRE and MCAT.

LD/ADHD Support:

- Services such as ADHD coaching and learning strategies and resources.

Get a strong start! Contact the ARC to learn more about what they offer. The ARC is located in the Academic Advising/Resource Center Building on East Campus. They can be reached at 919-684-5917, theARC@duke.edu, or online at arc.duke.edu (<http://arc.duke.edu/>).

THE WRITING STUDIO

The TWP Writing Studio offers you a space to meet with fellow Duke students with writing expertise to consult on anything writing-related, whether it be a specific project or your writing process in general. Discussing your work at any stage (from brainstorming to revision to final clarification) with a Writing Studio consultant will help you develop the awareness and skills to excel as a writer, both for particular courses and for college-level writing in general.

Appointments are available face-to-face and synchronously online. We also offer asynchronous online appointments for students outside Durham. For more information, visit [here](#)

(<https://twp.duke.edu/twp-writing-studio/appointments/appointment>).

DUKE UNIVERSITY LIBRARIES

The Duke Libraries (library.duke.edu (<http://library.duke.edu/>)) welcome and support you by providing study spaces, extensive research collections, technology, and the people to help jumpstart your research. The Duke Libraries include Perkins-Bostock and the Rubenstein Rare Book & Manuscript Library on West Campus as well as the Music Library on East Campus. Though Lilly Library, the main library on East, will be closed from 2024-2026 for renovation, we will still have a presence on East to help with all your library needs (learn more [here](http://blogs.library.duke.edu/lilly-project) (<http://blogs.library.duke.edu/lilly-project>)).

For all first-year students, each East Campus Residence Hall is paired with a dedicated research librarian, who will send you library tips and events and will help with any research or library-related questions you have during your first year at Duke. Learn more about this and other library services when you visit the first-year portal at library.duke.edu/services/firstyear (<http://library.duke.edu/services/firstyear>).

I would like to learn more about my First Year at Pratt School of Engineering.

Pratt Registration

The registration process for the fall will begin **Monday, June 3, 2024** with you being granted access to your First-Year Questions. You will also be able to view your Shopping Cart beginning **Monday, June 3**. Course registration for incoming first-year students will take place **Tuesday, August 6** or **Thursday, August 8** in DukeHub. Your registration window will be determined by the last 2 digits of your Student ID number (this number normally begins with a 2).

First, students must verify and update the personal information we have on record for you here at Duke. Next, you will have the chance to reflect on your academic experiences and plans in preparation for selecting your first-term classes.

During the Shopping Cart period, you will browse available fall classes in DukeHub, visit department websites, and confirm your pre-college credit. While reviewing class options for the fall semester, you will place a selection of required courses into your Shopping Cart. You can use Schedule Builder to easily generate a class schedule that best fits your individual needs. You will select 4.0 or 4.5 courses to enroll in for the fall, and you should also identify backup classes as alternatives if one of your preferred classes is closed when you go to enroll.

Registration will commence Tuesday, August 6 and Thursday, August 8.

Beginning Friday, August 9, you can continue to modify your schedule. Students will be able to add/drop.

You will need to give yourself time to browse through courses, review the previous section on Learning at Duke, and check various Duke websites as you put together a prospective schedule. We recommend that you follow the timetable above and begin as soon as possible.

If you have questions, problems, or need advice about the registration process, call or email the Pratt School of Engineering Undergraduate Education Office (pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>)). An academic dean will help you.

Registration Key Terms

Shopping Cart

Pre-registration period when you search for classes and place required and desired courses in your Shopping Cart. You may add and delete classes from your Shopping Cart frequently.

Registration Window

The actual day that you register for classes, listed under "Enrollment Dates" in the Enrollment section of DukeHub. There are two registration windows; you will be assigned to one of them based on the last two digits of your student ID number. If you are in the second window this fall, you will be in the first window in the spring.

Drop/Add

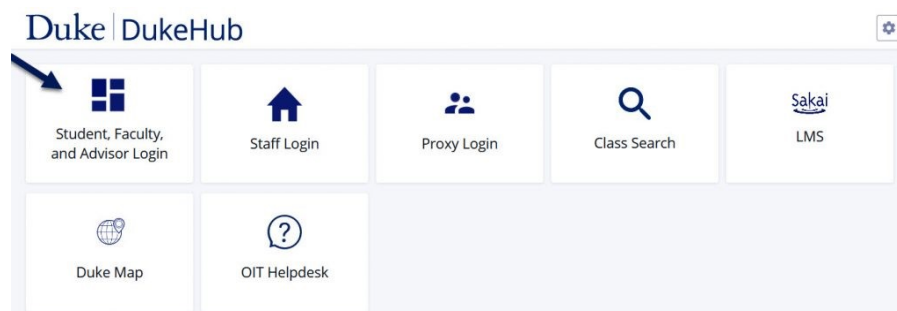
The period of time following registration when you can drop and add classes as you wish, changing and rearranging your schedule.

▼ Step 1: Financial Responsibility Agreement and Verifying and Updating Personal Information

BEFORE YOU BEGIN...

1. Information on activating your NetID and creating a strong password was sent to you via email. If you did not receive the NetID activation email, please email the OIT Help Desk at help@oit.duke.edu (<mailto:help@oit.duke.edu>) or call 919-684-2200.
2. You do not need to complete all sections of the verification in one session. You can log off and then log back in later. *Note, if you leave DukeHub unattended for more than 20 minutes, you will be automatically timed out and your work will not be saved.*
3. International students: You must have an address type of "International" with a corresponding address listed to comply with homeland security requirements and to move forward with verification.
4. Current Address: Update your current address with *where you currently reside*. It does not have to be local to the Duke campus. It could be the same as an address already listed, such as your home address. The current address will be updated with your dorm address mid-summer by the housing office.

1.1 - Log into DukeHub at dukehub.duke.edu.



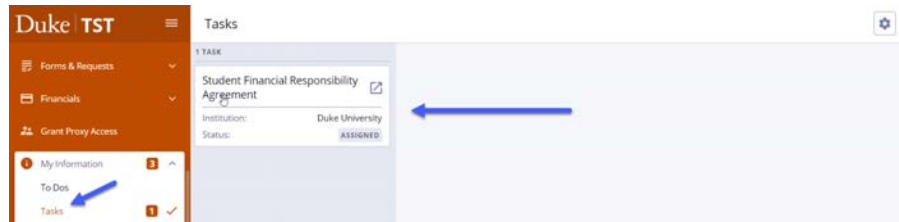
Alt Text:

Your NetID activation information and instructions for creating a strong password were sent to you via an email message.

1. **LOG INTO:** dukehub.duke.edu (<http://dukehub.duke.edu/>).
2. Enter your NetID and password.
3. Follow the instructions to complete the Student Financial Responsibility Agreement. NOTE: You will NOT be able to register for classes until this task has been completed.



Alt Text:



Alt Text:

4. Navigate to the My Information section and click on Tasks.
5. Read the Student Financial Responsibility Agreement, and click the Accept button to complete



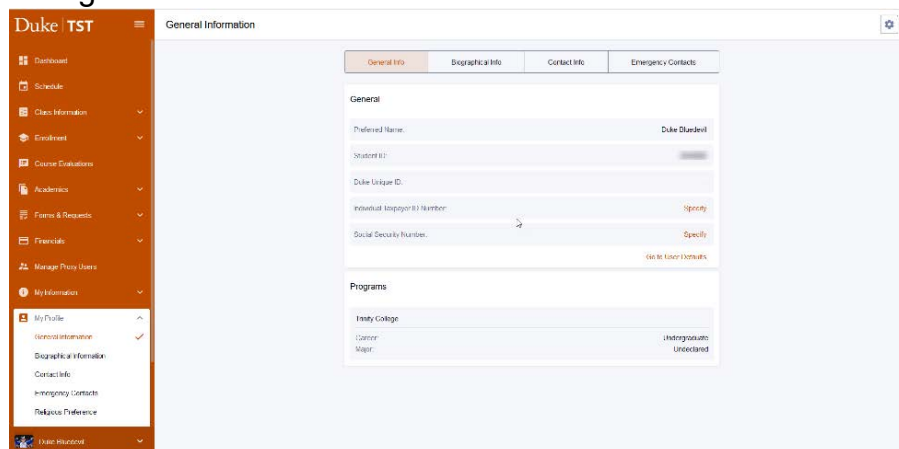
the task.

Alt Text:



Alt Text:

6. Now, navigate to My Profile section and verify/update your personal information on the General Info, Biographical Info, Contact Info, and Emergency Contacts tabs.
7. Use the edit button to make changes, and click the save button when finished making changes.



Alt Text:

You must verify all Profile information by the first day of the fall semester, August 26.

▼ Step 2: First-Year Questions

Next, you will respond to several questions that ask you to reflect on your academic and personal interests and goals. Your responses will allow your academic dean and faculty advisor to begin

learning about what is important to you. Answer the questions thoughtfully, but don't worry about writing to impress.

Select First-Year Questionnaire under the Academics section to access the questions. The first-year questions must be completed prior to your registration date. **First-year questions will be available in Duke Hub beginning Monday, June 3, 2024.**

Once you complete the questions, the hold will be removed from your record, and you will not be able to edit your responses. If you are unable to view the First-Year Questions, please contact the Registrar's Office at registrar@duke.edu (<mailto:registrar@duke.edu>). Any questions pertaining to the content of the questionnaire should be directed to pratt-advising@duke.edu. (<mailto:pratt-advising@duke.edu>)

Helpful Hints:

Please limit your responses to 250 words or less. Save each page when you are finished.

Remember that if you don't perform any action in DukeHub for 20 minutes, you will be logged out and will lose any unsaved work. You may find it helpful to write your responses in a text editor and paste them into DukeHub when you are finished.

Alt Text:

First-Year Questions

1. Which academic fields interest you most?

Below is a list of programs of study available to you as an engineering undergraduate at Duke. Please indicate at least three and up to five areas in which you are most interested and then explain why. For instance, your interests might have developed as the result of high school courses, jobs, volunteer experiences, family background, or travel. By completing this step, you are not committing to a major; you may identify many new interests at Duke and pursue a course of study quite different from what you are choosing here. If you are uncertain about your intended major, you may select "Undecided- Engineering." For more information, visit the major links below.

- **Majors**

- Biomedical (BME) — bme.duke.edu/undergrad/curriculum
(<http://bme.duke.edu/undergrad/curriculum>)
- Civil (CE) — cee.duke.edu/undergrad/bse-ce-degree-planning
(<http://cee.duke.edu/undergrad/bse-ce-degree-planning>)
- Electrical & Computer (ECE) — ece.duke.edu/undergrad/bse-degree-planning
(<http://ece.duke.edu/undergrad/bse-degree-planning>)
- Environmental (EnvE) — cee.duke.edu/undergrad/bse-enve-degree-planning
(<http://cee.duke.edu/undergrad/bse-enve-degree-planning>)
- Mechanical (ME) — mems.duke.edu/undergrad/bse-degree-planning
(<http://mems.duke.edu/undergrad/bse-degree-planning>)
- Undecided — pratt.duke.edu/undergrad/students/first-year
(<http://pratt.duke.edu/undergrad/students/first-year>)

2. In what ways do you excel, and what are some areas you're still under improvement?

3. Share your post-Duke goals & how you see yourself making a positive impact.

4. Although your interests and goals may change in the years ahead, which of the following best describes you at this point?

- I plan to take courses in engineering and also pursue a career in engineering.
- I am undecided and keeping my options open.
- I plan to take courses and also pursue a career in the arts and humanities (e.g., music, English, art, art history, drama).
- I plan to take courses and also pursue a career in the quantitative or natural sciences (e.g., math, biology, chemistry).
- I plan to take courses and also pursue a career in the social sciences (e.g., public policy, political science, psychology, or sociology).

▼ Step 3: Shopping Cart

In this step, you will identify a range of classes to enroll in for the fall and place these classes in your Shopping Cart in the Enrollment section of DukeHub. It allows you to look for classes without worrying about time conflicts, class enrollment limits, or course credit limits. You can even add multiple sections of a course to your Shopping Cart. General information about the first-year engineering curriculum is outlined below. This is followed by detailed instructions and screenshots of the Shopping Cart procedure.

Plan Your Time

Step 3 will take time to complete. You will need to browse through courses in DukeHub, check on prerequisites and placement, and explore departmental and program websites. Be sure to consult the Learning at Duke section for information on AP, IPC, and PMC credit; courses; curriculum; and first-year requirements.

Please Remember:

Pratt Students in FOCUS

Pratt students participating in the FOCUS Program will have a unique schedule consisting of two and a half FOCUS courses and two non-FOCUS courses. See

<https://pratt.duke.edu/academics/undergrad/first-year/>
(<https://pratt.duke.edu/academics/undergrad/first-year/>) for advising on non-FOCUS courses.

Other Considerations

If you have AP, IPC, or PMC credit, it will be listed on your Academics page on DukeHub under the Test Scores and Transfer Credits section. Students with multiple credits may take other requirements or other curriculum interests may be pursued, such as the FOCUS Program, prehealth requirements, or the initiation of a minor or a second major. Consult a Pratt summer advisor for options regarding your specific situation.

BELOW IS THE 10-STEP PROCESS TO ADD COURSES TO YOUR SHOPPING CART

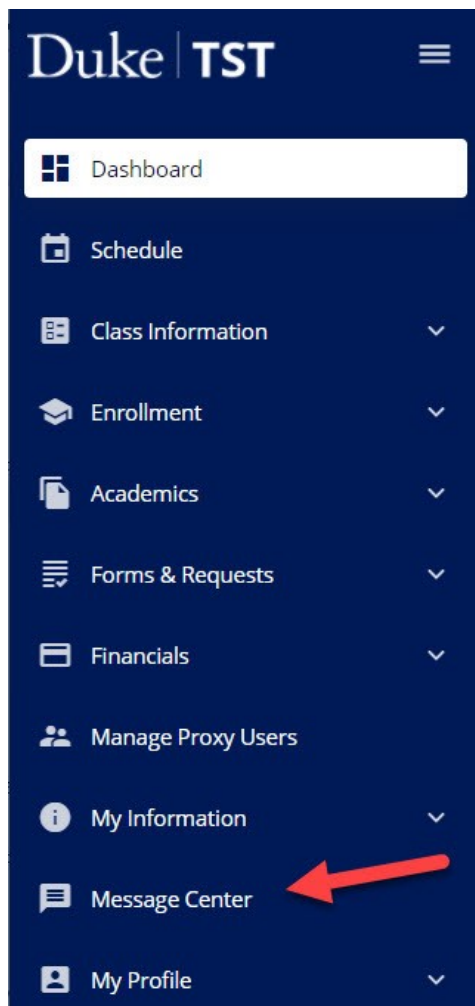
3.1 - Engineering First-Year Curriculum

Pratt students have a common first-year curriculum and should register for the courses explained below in order to make progress toward graduation.

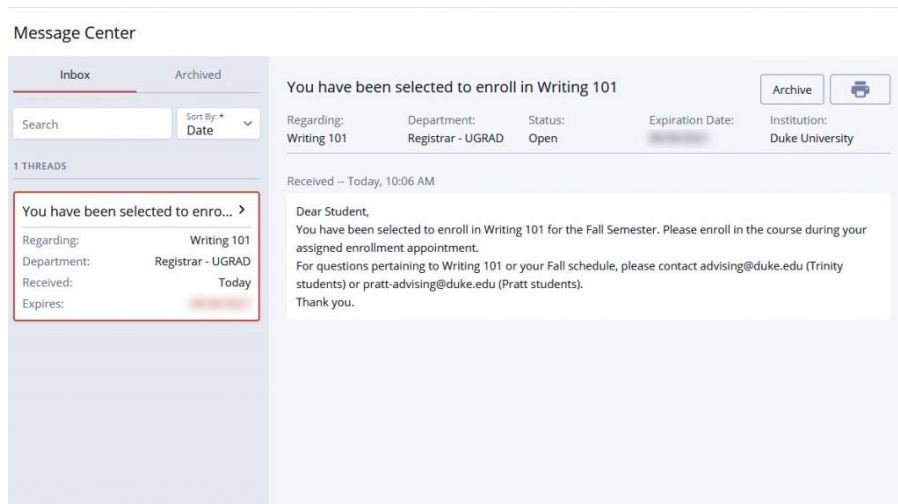
Placement in math and chemistry may depend on AP, IPC, or PMC. If you have questions about this, consult the departmental placement websites, or consult a Pratt academic dean at the email or phone number at the top of this page.

You should enroll in the following **FOUR** courses for the fall semester:

- **EGR 101L** - First-Year Design and communication course that allows students to process and solve an authentic problem.
- **Math** - All first-semester Pratt students should take a math course in the fall. If your placement is MATH 111L, you must take math in the fall semester. To review math placement guidelines, go to <https://math.duke.edu/undergraduate/course-placement/guidelines> (<https://math.duke.edu/undergraduate/course-placement/guidelines>).
- **Chemistry** - The Chemistry requirement differs by major, but all engineers must begin with CHEM 101DL or CHEM 110DL. To review chemistry placement guidelines, go to <http://chem.duke.edu/undergraduate/placement-guidelines> (<http://chem.duke.edu/undergraduate/placement-guidelines>).
- **Writing 101 or a Computing course (EGR 105L or CS 201)** - WRITING 101 is the university writing course required of all first-year students in the Pratt School of Engineering and Trinity College, regardless of any pre-matriculation credit. **If you are in the group selected to enroll in Writing 101 this fall, the following message will appear in your message center in DukeHub.**



Alt Text:



Alt Text:

-

Alt Text:

If you don't see a message that you have to enroll in WRITING 101 in fall, you will take it spring semester. However, beginning on Friday, August 9, 2024, and continuing through the end of drop/add, anyone can enroll in a WRITING 101 section that is still open, regardless of whether you were selected to enroll in fall.

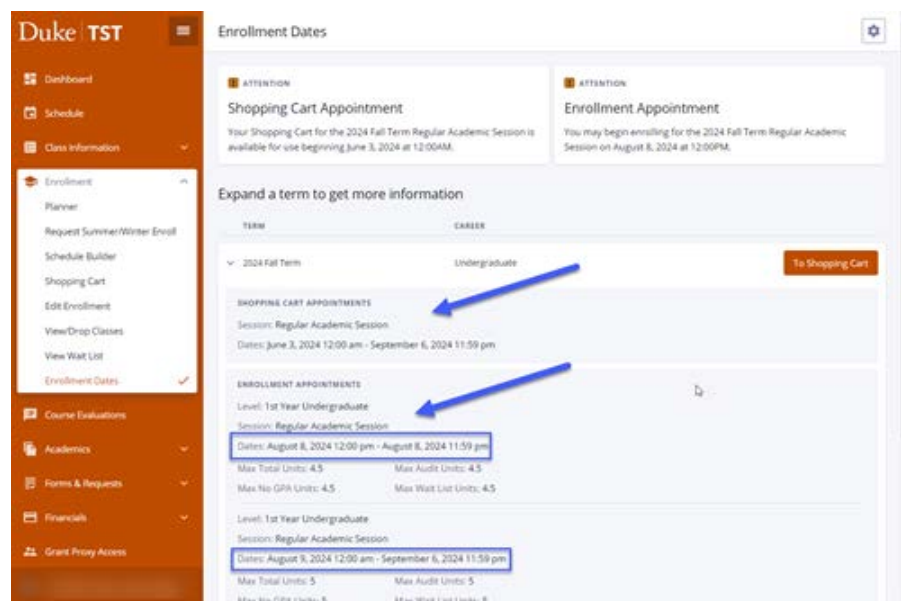
- If you are not selected to take WRITING 101 in the fall semester, then you should enroll in the computing course requirement. A computer programming course taken post-matriculation is

required for a Bachelor of Science in Engineering (B.S.E.) degree. EGR 105L is recommended for all students without prior programming experience.

For students with prior programming experience, consult pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>) for guidance on programming course placement.

3.2 - Preparing for Registration

Your primary goal now is to search for and add classes to your Shopping Cart. Review your enrollment dates under the Enrollment section in DukeHub for your Shopping Cart Appointment and Enrollment Appointment.

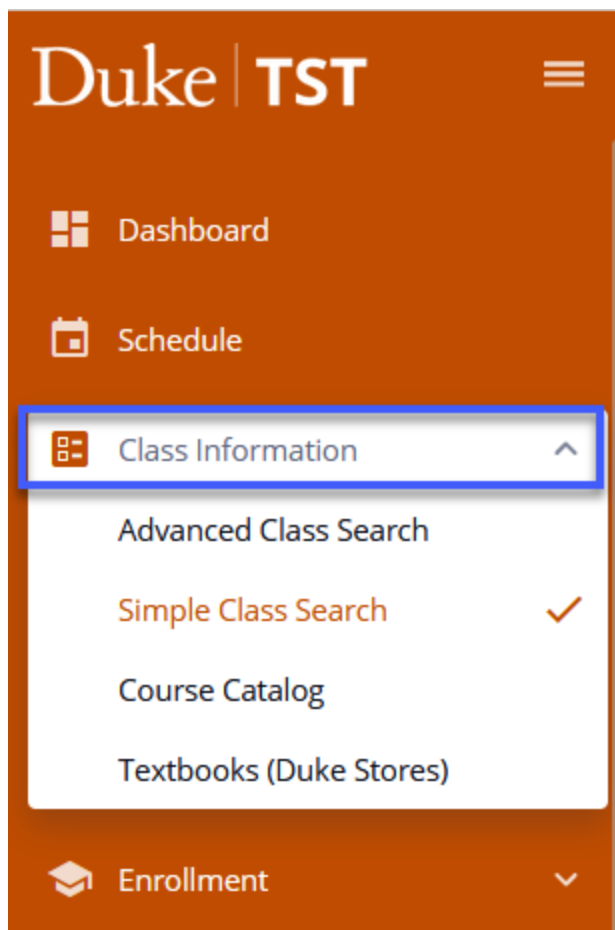


Alt Text:

3.3 - Search for Classes using “Simple Class Search” under “Class Information”

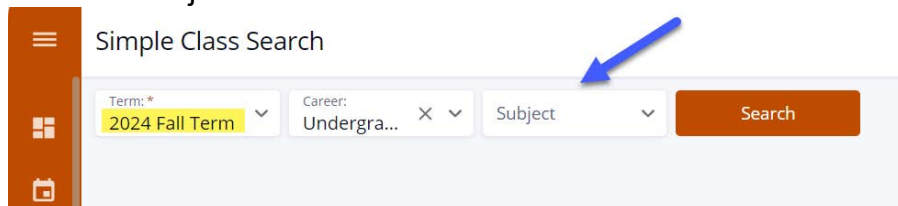
Simple Class Search is a way to find classes and add them to your Shopping Cart. DukeHub lists all courses taught at Duke, *including graduate and professional school courses that prohibit registration by first-year students*. Only add courses from undergraduate departments. For a list of undergraduate departments and programs and their abbreviations, see the Learning at Duke section. You can also limit your view to undergraduate courses in Advanced Class Search (section 3.4) and Schedule Builder (section 3.5).

Alt Text:



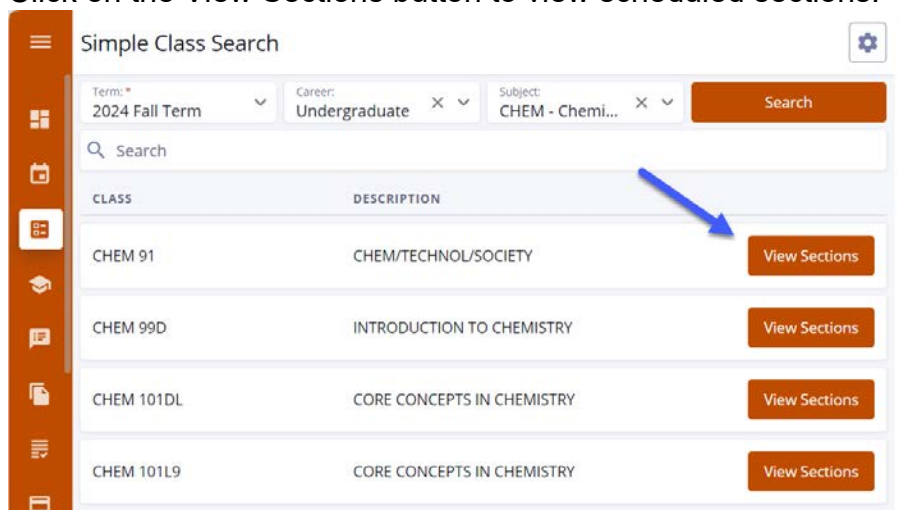
Alt Text:

1. Under Class Information, navigate to Simple Class Search.
2. Check that the Term is correct: 2024 Fall Term.
3. Click on the Subject dropdown to list available subjects.
4. Select a Subject and click the Search button to see available courses in that subject.



Alt Text:

5. Click on the View Sections button to view scheduled sections.



Alt Text:

6. Select the expand icon to view Class and Section Information.

Simple Class Search > 2024 Fall Term

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250
> 002 - LEC (5984)	1	MoWe	11:45 am	1:00 pm	TBA	James A...	300/300
> 10D - DIS (5985)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30
> 11D - DIS (5986)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30

Alt Text:

7. Review Class and Section Information. From this screen, you can add the course to your Shopping Cart by clicking on the "Add to Cart" button in the lower right corner of the screen.

Simple Class Search > 2024 Fall Term

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

INFORMATION

Class Number: 5983
 Career: Undergraduate
 Session: Regular Academic Session
 Units: 1 units
 Grading: Graded
 Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.
 Enrollment Requirements: Corequisite: Chemistry 101L9
 Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)
 Dates: 08/26/2024 - 12/06/2024
 Meets: MoWe 8:30AM - 9:45AM
 Instruction Mode: In Person
 Room: TBA
 Campus: Duke University
 Location: Durham
 Components: Discussion Required, Lecture Required

TEXTBOOKS/COURSE MATERIALS

Textbook Information

AVAILABILITY

Status: Open
 Seats Open: 250/250
 Wait List Open: 250/250

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

Add to Planner Add to Schedule Builder Add to Cart Enroll

Alt Text:

8. You can also add classes to your Shopping Cart using Additional Actions.

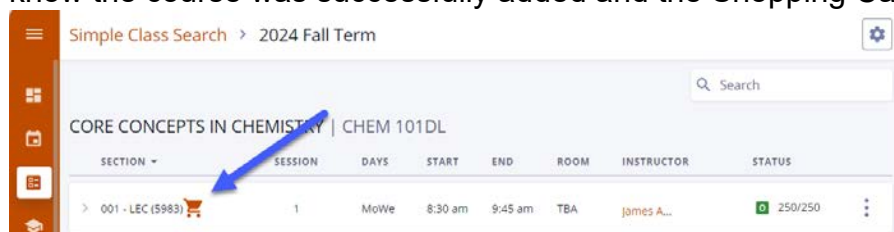
CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall ...	James Anthony Parise Jr.	250/250
> 002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall ...	James Anthony Parise Jr.	
> 10D - DIS (7028)	1	Th	8:45 am	9:35 am	-	James Anthony Parise Jr.	

Enroll
 Add to Cart
 Add to Planner
 Add to Schedule Builder

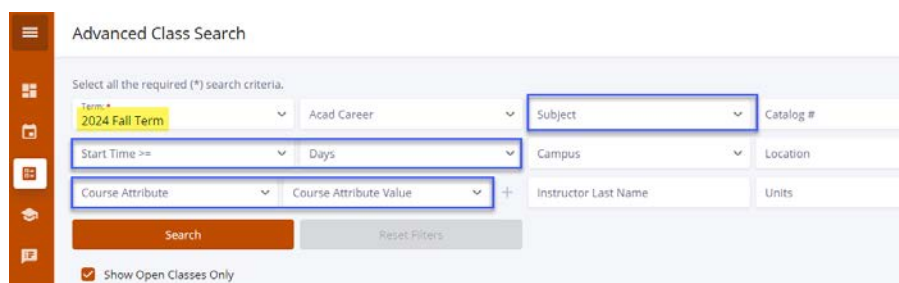
Alt Text:

9. A confirmation message will appear at the top of the Simple Class Search page letting you know the course was successfully added and the Shopping Cart icon will appear.



Alt Text:

3.4 - Search for Classes using "Advanced Class Search" under "Class Information"



Alt Text:

The Advanced Class Search function is another way to search for and add classes to your Shopping Cart. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 3.5).

Available criteria include:

- Subject (e.g., Biology)
- Start Time/End Time and Day(s) taught
- Course Attributes
- Curriculum-Areas of Knowledge
- ALP: Arts, Literature & Performance
- CZ: Civilizations
- NS: Natural Sciences
- QS: Quantitative Studies
- SS: Social Sciences
- Curriculum-Modes of Inquiry
- CCI: Cross-Cultural Inquiry
- EI: Ethical Inquiry
- FL: Foreign Language
- R: Research
- STS: Science, Technology & Society
- W: Writing
- Interest Area
- Service Learning Course
- Seminar/Lab/Topics
- Seminar

The term should read 2024 Fall Term in Advanced Class Search.

1. Click the box that says "Show Open Courses Only."
2. Select your preferred meeting pattern and course attributes.

3. Click the “Search” button.

Advanced Class Search

Select all the required (*) search criteria.

Term: 2024 Fall Term Acad Career Subject: ARTHIST - Art History Catalog #

Start Time: Days: Campus: Location:

Course Attribute: Seminar/Lab/Topics Course Attribute Value: Seminar Instructor Last Name: Units:

Search Reset Filters

☒ Show Open Classes Only

Topics in Art History | ARTHIST 190FS

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR
> 01-SEM (3491)	KNOWING THRO...	1	MoWe	4:40 pm	5:55 pm	TBA	John V Brov

Alt Text:

3.5 - Create a schedule with Schedule Builder

Schedule Builder is Duke's tool to help you quickly and easily generate class schedules.

Duke TST

Schedule Builder

Term: 2024 Fall Term

Availability: Unavailable Time: Min Break Time:

Global Filters: Campus: Location: Session: Open Status: Instruction Mode:

Section Filters: Course Attribute: Course Attribute Value:

Course Selection: Subject: Catalog Number: Add Course Reset Filters

Alt Text:

With Schedule Builder, you can add any classes you may be interested in as well as any times you know you can't have a class (for a job, sports practice, etc.). Schedule Builder will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you. Students can favorite and name specific schedules for easy reference for registration. The schedule can be imported to your DukeHub Shopping Cart rather than having to add each class manually through **Simple Class Search** or Advanced Class Search.

Schedule Builder will also display courses that you're already enrolled in and generate schedules with them included, helping you fill holes in your schedule even after your initial registration. If a class fills up before you register or you decide to change a course during the drop/add period, Schedule Builder can help you replace a course by showing you only those new classes that will fit your current schedule.

NOTE: Schedule Builder is a tool to plan your class schedule for the term. You will still need to enroll in those courses via your Shopping Cart.

A detailed Help Guide for using the Schedule Builder can be found on the University Registrar's website [here \(https://registrar.duke.edu/help-guides/schedule-builder/\)](https://registrar.duke.edu/help-guides/schedule-builder/).

3.6 - Check on class details

Below is an example of the Class Detail view, which you can also access from your Shopping Cart by clicking on the expand icon.

COURSE SUFFIXES

(i.e., letters that follow the course number; not all courses will have these)

- A: The course is taught abroad or away; do not enroll in these (e.g., BIOLOGY 201LA)
- FS: Course in a Focus Program; only students accepted to FOCUS are enrolled (e.g., BIOLOGY 180FS)
- D: Course has a discussion or recitation section with it (e.g., ECON 201D)
- L: Course has an associated laboratory (e.g., MATH 105L)
- S: Course is a seminar (e.g., ENGLISH 89S)

Policy Journalism and Media Studies Capstone Course | PJMS 410

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
01-LEC (6247)	-	1	TuTh	10:05 am	11:20 am	-	Departmental Staff	08/28 - 12/08	15/15	In Person

INFORMATION

Class Number: 6247

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Capstone course for Policy Journalism and Media Studies certificate. Course taken after student completes media internship. Designed to integrate student's practical experience with conceptual and theoretical classroom work. Students meet in formal course setting to discuss what they have learned, present examples of the work they have accomplished, and discuss relevant research, culminating in a final project. Course requires a class presentation about the student's internship and a final project that integrates the internship experience with course content. Open to Policy Journalism and Media Studies certificate students only. Instructor consent required.

Enrollment Requirements: U-PJMS-C only

Class Attributes: (R) Research

Crosslisted in another department: Graded only. S/U not allowed. (SS) Social Sciences

DETAILS

Instructor: Departmental Staff

Dates: 08/28/2023 - 12/08/2023

Meets: TuTh 10:05am - 11:20am

Instruction Mode: In Person

Room: -

Campus: Duke University

Location: Durham

Components: Lecture Required

TEXTBOOKS

-

Textbook Information

AVAILABILITY

Status: Open

Seats Open: 15/15

Wait List Open: 15/15

COMBINED SECTION

Class: POLICY JOURNALISM/MEDIA ST

Section: PUBPOL 410 - 01 (6246)

Status: Open

Seats Taken: 0

Wait List Total: 0

Class: POLICY JOURNALISM/MEDIA ST

Section: PJMS 410 - 01 (6247)

Status: Open

Seats Taken: 0

Wait List Total: 0

ADDITIONAL LINKS

Course Eval History (For UGRD & visiting students)

Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

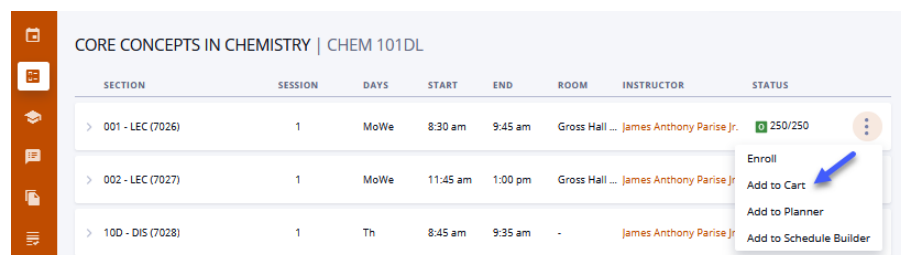
1. **The green circle** indicates this course is open.
2. **Career = Undergraduate.** This course is appropriate for you. Note that you must specify "Undergraduate" in Advanced Class Search.
3. **Units (credits) = 1.** This is a one-credit course, as are most undergraduate academic courses at Duke. Some foreign language courses may be 2 credits. MUSIC, PHYSEDU, and house courses (HOUSECS) are often 0.25 or 0.5 credit courses. (Note: Pratt does not count House Course credits toward graduation.)
4. **This is a graded course** (scale of A, B, C, D, F). Many partial-credit courses are only taught satisfactory/unsatisfactory.
5. **Course description** along with prerequisite coursework or previous experience needed for a class will be noted here.
6. **"Instructor Consent Required"** means that you must contact the instructor of the course and obtain a permission number to enroll; see section 3.8 for more information on permission numbers.
7. **Enforced class prerequisites** would be listed here (see section 3.9).
8. **Class Attributes** indicate which Areas of Knowledge and/or Modes of Inquiry are being satisfied (EI, STS, W, SS).
9. **Displays available seats/capacity.** The maximum enrollment for this course is 15 students.
10. The **maximum number of students** who may be wait-listed for this course is 15.
11. Some courses, like the one shown, include a link to student **course evaluation** history. This shows how previous students regarded the class. Remember, many classes at Duke are

taught by multiple instructors, and evaluations received by one instructor may not apply to the class if it is being offered by a different instructor.

12. *(not pictured here)* **Synopsis.** Some courses will have a link here to a synopsis. If so, be sure to read it. It may contain information on grading, amount of reading, writing (and other assignments), how to ask for a permission number, and other course details that can help you decide if this is a good class for you.

3.7 - How to add and drop courses from your Shopping Cart

To add a course: When you find a class, click on “Add to Cart.” You can also use Class Search (section 3.3) or Advanced Class Search (section 3.4) or Schedule Builder (section 3.5).

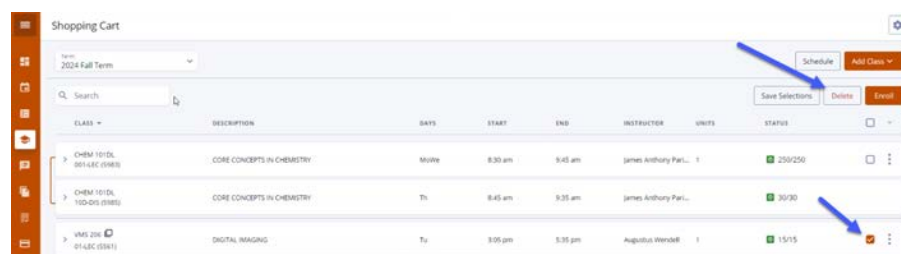


Alt Text:

Alt Text:

Placing a class in your Shopping Cart does not reserve a seat in the class. Students must add classes to their Shopping Cart, select the checkbox next to the class, and then select Enroll in order to register for the class when their enrollment appointment opens.

To DELETE a course: Click on the check box next to the course name, and select the Delete button. You will be prompted to confirm the deletion of the course from your Shopping Cart.



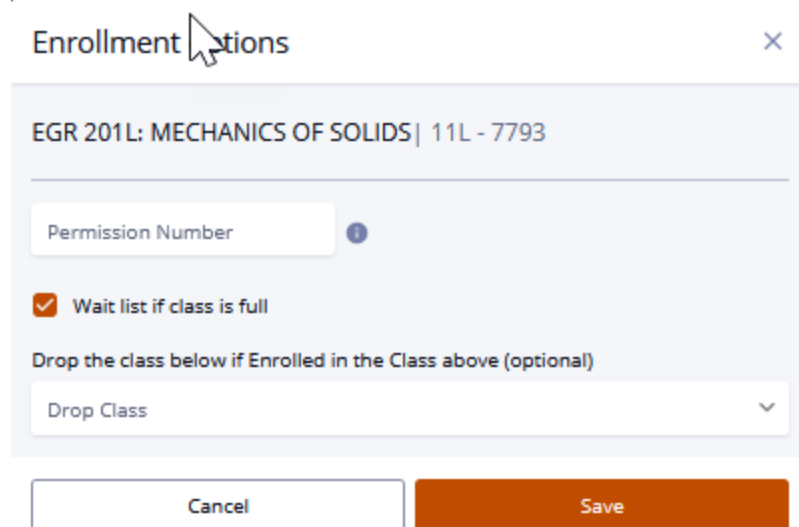
Alt Text:

Classes fill up quickly during registration. We strongly recommend students have backup schedules in their Shopping Cart in case their preferred classes are no longer available.

3.8 - Permission numbers and how to use them

Permission numbers are used in the registration process to allow faculty to grant permission for students to enroll when the student does not meet a prerequisite, to override a class capacity, or when a class requires permission. You can add the course to your Shopping Cart, but the system will not allow you to enroll until you have entered the number in DukeHub.

Most classes do not require a permission number. However, the Enrollment Options box appears for every class placed in your Shopping Cart.



Enrollment options

EGR 201L: MECHANICS OF SOLIDS | 11L - 7793

Permission Number ⓘ

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class ▼

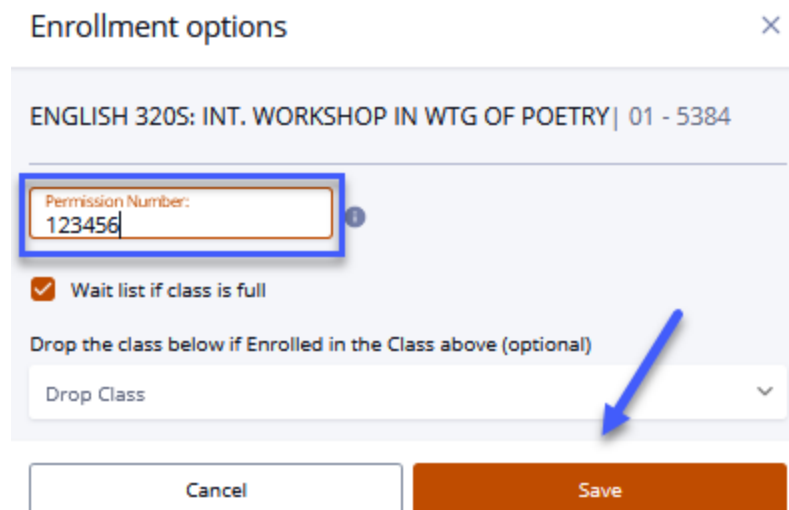
Cancel Save

Alt Text:

If the course doesn't need a permission number or you have yet to obtain a required number, leave the permission number blank and select Save to continue. If you have obtained a permission number, enter it and select Save to continue.

If you need one, it can be difficult to obtain one during the summer because faculty are often away from Duke and unavailable by phone or email. If you wish to try to contact the instructor anyway, go to directory.duke.edu (<http://directory.duke.edu/>) and enter the instructor's name in the search box to find their contact information.

To enter a required permission number, type the permission number provided by the instructor or departmental staff member in the permission number box which pops up when you are adding a class and select Save.



Enrollment options

ENGLISH 320S: INT. WORKSHOP IN WTG OF POETRY | 01 - 5384

Permission Number: 123456 ⓘ

☒ Wait list if class is full

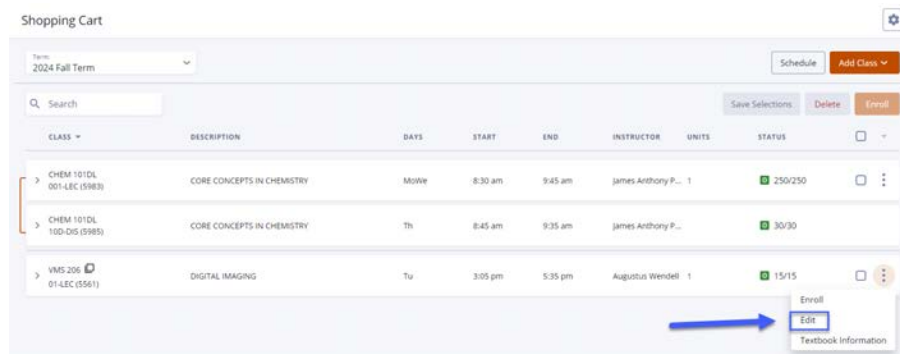
Drop the class below if Enrolled in the Class above (optional)

Drop Class ▼

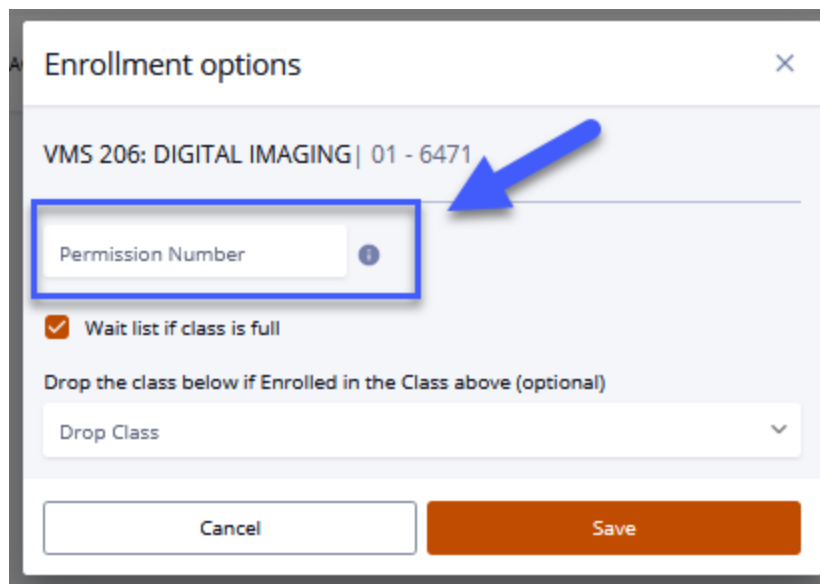
Cancel Save

Alt Text:

You can also enter a permission number by selecting the Additional Actions icon next to the class and select Edit. Enter the permission number provided by the instructor or departmental staff member in the permission number box and select the Save button.



Alt Text:



Alt Text:

3.9 - Course prerequisites: What you should know

Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. Some course prerequisites are enforced, i.e., you need to have the prerequisite showing on your Academics page in DukeHub in order to enroll, and others are not. It's important to know the difference.

Enforced prerequisites: If a course has an enrollment requirement on the Class Detail page (see item 7 in the screenshot in section 3.6), then this course has an enforced prerequisite. This means that you can add the course to your Shopping Cart, but the system will not allow you to enroll until the prerequisite course is listed on your Academics page in DukeHub. For example, Intermediate Microeconomics I, ECON 201D, requires previous credit in economics and math. If you have AP, IPC, or PMC credit in economics and math, check to see if these are listed on your Test Scores or Transfer Credit sections under Academics. If they are, then you can enroll. If they aren't, postpone enrollment until later.

Unenforced prerequisites: If a course mentions a prerequisite in the course summary or synopsis and there is no specific enrollment requirement listed in class details, then the prerequisite is not enforced; instead, it is a recommendation that students should have taken the prerequisite before enrolling. This means that you can add the course to your Shopping Cart and enroll. The system will not check your record to see if the prerequisite is listed. However, just because the department doesn't enforce the prerequisite doesn't mean it isn't important. You should be sure you have the required background before beginning the course. To do otherwise could present real challenges to

your academic success in the class. If you have any concerns, talk with the course instructor when classes begin in August. You can also contact the Academic Advising Center.

Waiting for AP scores: AP scores are usually electronically transmitted to Duke from AP Services in the first week of July. Your AP credit should be processed and posted to Test Scores and Transfer Credit sections before you register for classes. However, if your AP credits are not posted by the time you register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add the course during drop/add after your credit has been posted. If you don't see AP scores posted in DukeHub before you register, there is a good chance that the University Registrar has not received your official score report, and you will need to have it sent. You can contact the Office of the University Registrar with questions about this via email to registrar@duke.edu (<mailto:registrar@duke.edu>).

Waiting for International Placement Credits (IPC)? International Baccalaureate scores are sent by IBO to Duke around the same time as AP is received. For all other international placement exams, the official results should be submitted by the student to the Office of the University Registrar. If your scores have been received and IPC credit is awarded, you will see these credits on your Academics page in DukeHub. If the credit is not posted by the time you want to register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add it during one of the two drop/add periods, after your credit has been posted. For questions about IPC, contact the Office of the University Registrar.

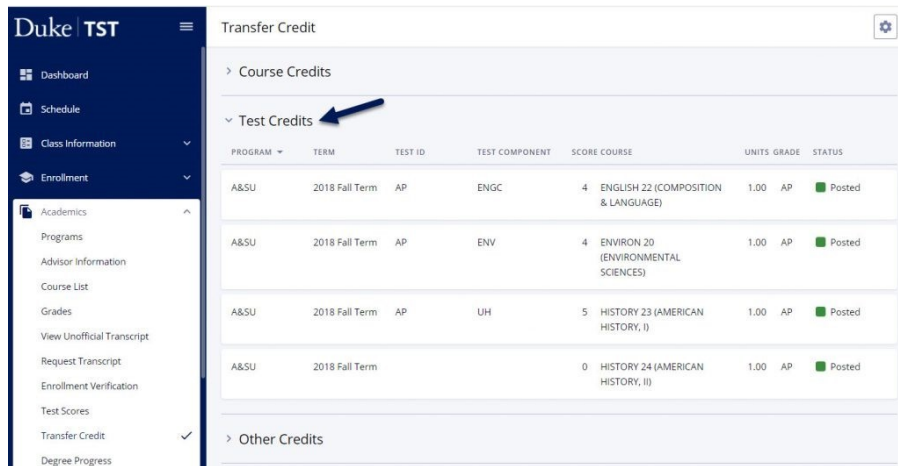
COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
APSLF - AP Self-Report Scores-Unofficial							
English Language & Composition	4.00	-	-	05/20/2017	Unknown	Self-Reported	10/30/2017
Environmental Science	4.00	-	-	05/20/2017	Unknown	Self-Reported	10/30/2017
U.S. History	5.00	-	-	05/20/2016	Unknown	Self-Reported	10/30/2017
AP - Advanced Placement							
English Language & Composition	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018
Environmental Sciences	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018

Alt Text:

The system is looking for **official** AP test scores and not self-reported test scores to satisfy enforced prerequisites. Official AP test scores can be viewed in the Test Scores section under Academics in DukeHub.

Self-reported scores can be found if you select the APSLF- AP Self-Reported Scores-Unofficial section in the Test Scores section.

Official scores which have been received and posted by the University Registrar's Office to your Duke academic record in DukeHub can be found in the Transfer Credit section under Academics in DukeHub.



PROGRAM	TERM	TEST ID	TEST COMPONENT	SCORE	COURSE	UNITS	GRADE	STATUS
A&SU	2018 Fall Term	AP	ENG	4	ENGLISH 22 (COMPOSITION & LANGUAGE)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	ENV	4	ENVIRON 20 (ENVIRONMENTAL SCIENCES)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	UH	5	HISTORY 23 (AMERICAN HISTORY, I)	1.00	AP	Posted
A&SU	2018 Fall Term			0	HISTORY 24 (AMERICAN HISTORY, II)	1.00	AP	Posted

Alt Text:

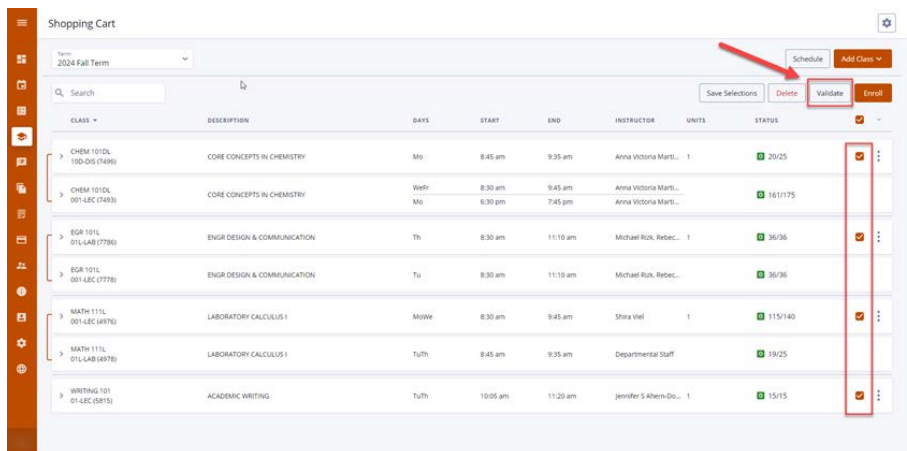
3.10 - Are you done with your Shopping Cart?

Once you feel confident about your Shopping Cart and have selected a variety of courses (including WRITING 101 if you are scheduled to take it in the fall), move on to Step 4 to put together a tentative schedule.

▼ Step 4: Validating Your Schedule

In this step, select four classes in your shopping cart that you wish to enroll in. Use the 'Validate' tool to check for time conflicts, required permission numbers, and prerequisites. The system will allow *validation* of up to 5 credits, although you will only be able to *enroll* in a maximum of 4.5 credits during your first semester.

1. From your Shopping Cart, check the boxes next to the four courses you wish to enroll in for the Fall 2024 term.



CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101DL 100-DIS (7490)	CORE CONCEPTS IN CHEMISTRY	Mo	8:45 am	9:35 am	Anna Victoria Mart...	1	29/25	<input checked="" type="checkbox"/>
CHEM 101DL 001-LEC (7493)	CORE CONCEPTS IN CHEMISTRY	We/Fr	8:30 am	9:45 am	Anna Victoria Mart...		16/175	<input checked="" type="checkbox"/>
ENGR 101L 01L-LAB (7798)	ENGR DESIGN & COMMUNICATION	Th	8:30 am	11:10 am	Michael Ritz, Rebec...	1	36/36	<input checked="" type="checkbox"/>
ENGR 101L 001-LEC (7798)	ENGR DESIGN & COMMUNICATION	Tu	8:30 am	11:10 am	Michael Ritz, Rebec...		36/36	<input checked="" type="checkbox"/>
MATH 111L 001-LEC (4876)	LABORATORY CALCULUS I	M/W/F	8:30 am	9:45 am	Shira Vial	1	115/140	<input checked="" type="checkbox"/>
MATH 111L 01L-LAB (4876)	LABORATORY CALCULUS I	Tu/Th	8:45 am	9:35 am	Departmental Staff		19/25	<input checked="" type="checkbox"/>
WRITING 101 01-LEC (6815)	ACADEMIC WRITING	Tu/Th	10:05 am	11:20 am	Jennifer S. Abembo...	1	15/15	<input checked="" type="checkbox"/>

2. Click on the Validate button.

Alt Text:

Alt Text:

3. Review the 'Validation Results'. You will see a status report that will tell you if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite, or other errors. You can update your shopping cart by adding and deleting classes and choosing other combinations of courses. Then validate again until you find a schedule that works.

Validation results

You have validated 4 classes for the term 2024 Fall Term.

CLASS	VALIDATION STATUS
MATH 111L 4976	Valid. Ok to add.
OK to Add.	
WRITING 101 5815	Potential Problem
Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Seats in Writing 101 are reserved for randomly selected students during first-year windows. On August 9, 2024 remaining seats will be open to all first-year students.	
CHEM 101DL 7496	Potential Problem
There is a time conflict for class number 4976 and class number 7496. 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.	
EGR 101L 7786	Potential Problem
There is a time conflict for class number 4978 and class number 7786. 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.	

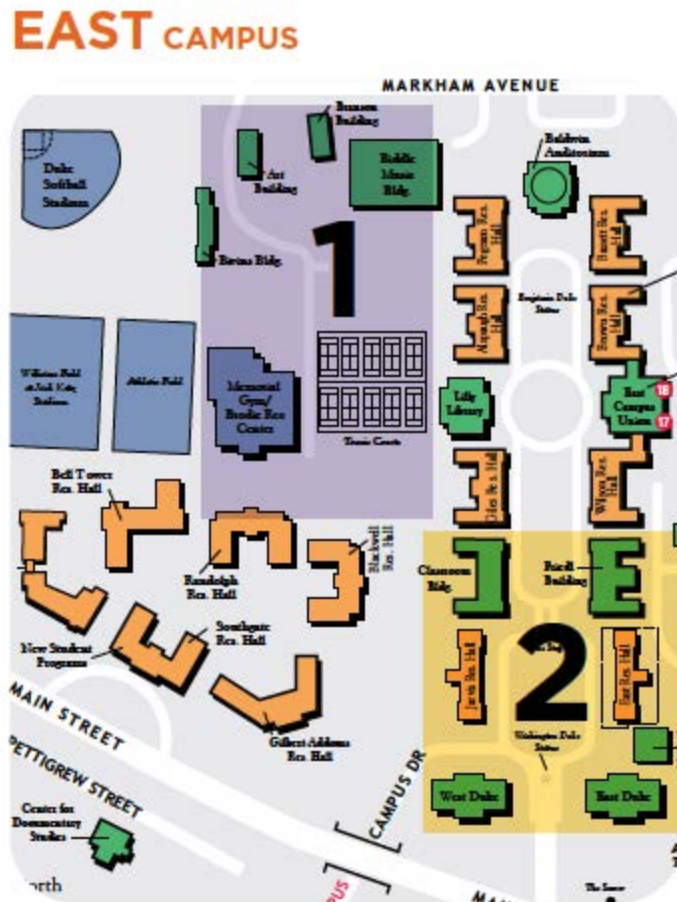
OK

Alt Text:

You may validate multiple schedules to see what is possible. Classes you have checked for validation will remain checked when you next log in to DukeHub. Before your registration window opens, you are advised to check if spaces are available in your preferred classes in case it makes sense to choose another course instead.

Review your proposed schedule

- You should have four 1.0 credit courses.
- Check to see if there are prerequisites for your courses, and if so, confirm you meet these prerequisites.
- Check Math and Chemistry departmental websites if you have concerns about course level or placement, or consult an academic dean at pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>).
- View your shopping cart graphically in Schedule Builder. You may find having some courses on MWF and others on TuTh gives you a more balanced schedule.
- If you are a student participating in FOCUS, you should have 2 non-FOCUS courses that you selected and 2.5 FOCUS courses that were already selected for you.
- Consider the time required (between 20-30 minutes) to travel between East and West Campus, where many classes are held. The room number and building of your courses are displayed in your shopping cart and when you use the class search tools in DukeHub. Keep in mind classroom assignments are subject to change. You can find the physical location of classes by going to maps.duke.edu (<http://maps.duke.edu>). East/West buses run every few minutes throughout the day. For more information about bus schedules, visit duke.transloc.com (<http://duke.transloc.com>).



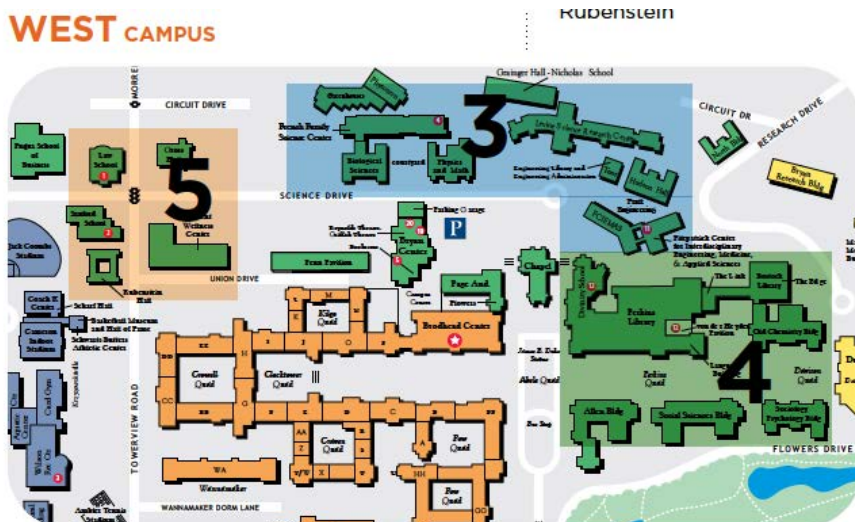
Alt Text:

EAST CAMPUS: Groups 1 & 2

You can get from any two buildings on East within 5 minutes.

GROUP 1 (Biddle, Bivins, Brody Theater, Brodie Recreational Center, Art Center) buildings are about a five-minute walk from the bus stop.

GROUP 2 (Classroom Building, Friedl, East Duke, West Duke, White Lecture Hall) buildings are right next to the bus stop.



Alt Text:

WEST CAMPUS: Groups 3, 4, & 5

You should be able to get from any two buildings on West within 10 minutes.

GROUP 3: Bio Sci, French Family, Physics, L.S.R.C., Teer, Hudson, Fitzpatrick (FCIEMAS)

GROUP 4: Allen, Gray, Old Chem, Languages, Reuben-Cooke, Social Science, Wilkinson Building

GROUP 5: Gross Hall, Sanford, Rubenstein

- **Group 1 to Group 3:** 25-30 minutes
- **Group 1 to Group 4:** 20-25 minutes
- **Group 1 to Group 5:** 30 minutes
- **Group 2 to Group 3:** 20-25 minutes
- **Group 2 to Group 4:** 20 minutes
- **Group 2 to Group 5:** 20-25 minutes

Are you done with Step 4?

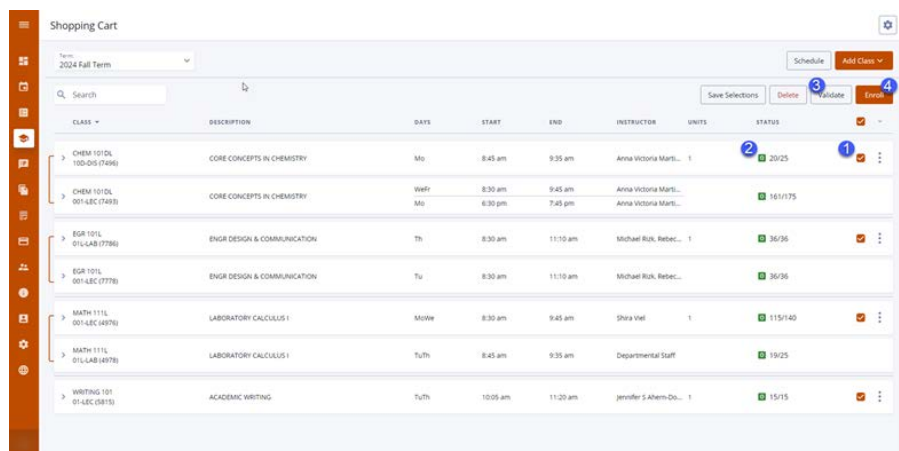
You may want to validate several schedules to see what is possible before deciding on your final choices for registration. Confirm that there are still spaces available in the classes that you wish to enroll in just before your registration window. Courses whose boxes you have checked for validation will remain checked when you next log in to DukeHub.

▼ Step 5: Register for Classes

In this step, you will go to Shopping Cart in the Enrollment section of DukeHub, enroll in your fall courses, and then adjust your schedule (if necessary) during the drop/add period. The Enroll button will appear before your enrollment window opens, but is not functional. **If you try to enroll before your window opens, the following message will appear: “You do not have a valid enrollment appointment at this time.”**

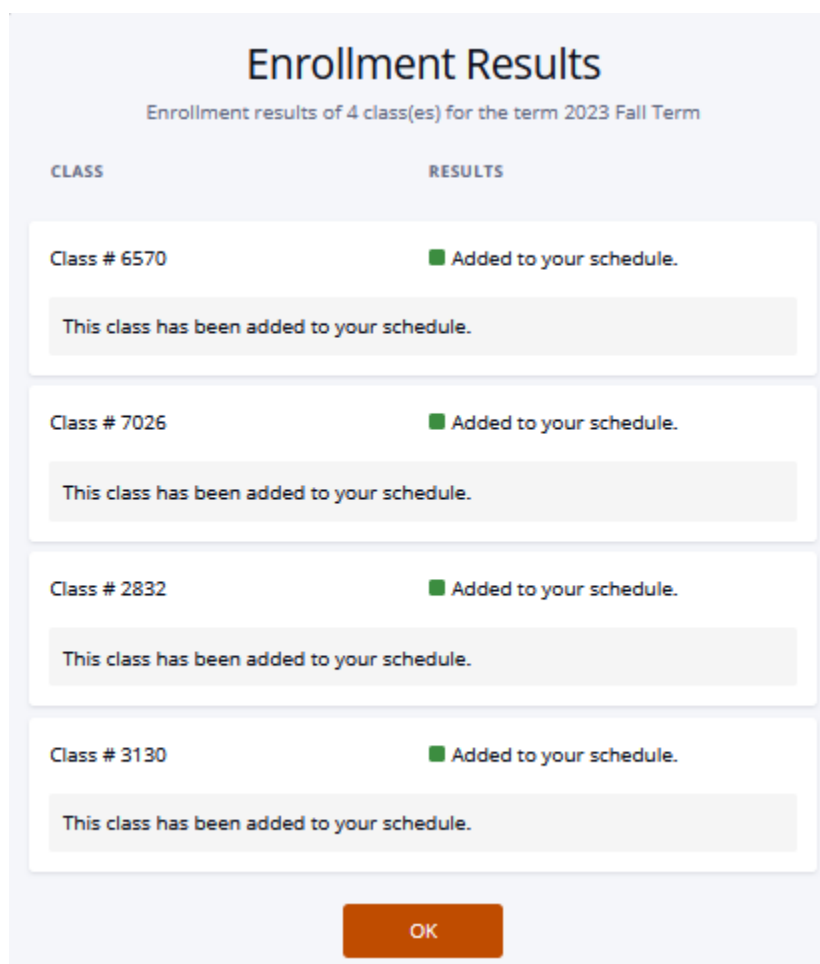
DukeHub registration will open at 12:00PM Eastern Daylight Time (EDT) on the day of your assigned registration window (**Tuesday, August 6 or Thursday, August 8**) and will remain open until the end of the drop/add period on **September 6**. Your window date is indicated on your Enrollment Dates page. **You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.**

5.1 - Select classes, validate, enroll



Alt Text:

1. Check the boxes for the 4 or 4.5 courses you wish to enroll in Fall 2024 in your Shopping Cart.
2. View the Status column to be sure there are seats available.
3. Click on the Validate button to check for prerequisites and time conflicts.
4. Click on the Enroll button.
5. View the Enrollment Results window that appears to confirm that enrollment in your selected classes was successful.



Alt Text:

After registering, you can view your fall schedule in these places:

- View/Drop Classes
- Schedule
- Schedule Builder

****As a reminder: Be mindful that some courses, like the one shown below (CHEM 101DL), require a separate discussion and lab section that you will also need to enroll in during registration.****

More Concepts in Chemistry | CHEM 101DL

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
001-LEC (7026)	-	1	MoWe	8:30 am	9:45 am	Gross Hall 1...	James Anthony ...	08/28 - 12/08	250/250	In Person

INFORMATION

Class Number: 7026

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.

Enrollment Requirements: Not open to students who have credit for Chemistry 21

Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)

Dates: 08/28/2023 - 12/08/2023

Meets: MW 8:30am - 9:45am

Instruction Mode: In Person

Room: Gross Hall 107

Campus: Duke University

Location: Durham

Components: Discussion Required, Lecture Required

[See Location](#)

TEXTBOOKS

-

[Textbook Information](#)

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

AVAILABILITY

Status: Open

Seats Open: 250/250

Wait List Open: 250/250

[Add To Planner](#)
[Add To Schedule Builder](#)
[Add To Cart](#)
[Enroll](#)

Alt Text:

After you click on “Add to Cart,” another window will open showing the Discussion sections from which you can select an available one that fits into your schedule. After selecting a section, click Continue to finalize the Shopping Cart transaction.

Related Classes

CHEM 101DL - CORE CONCEPTS IN CHEMISTRY

SELECTED CLASS

Class #:

7026 (001)

Section:

001

Days:

MoWe

Instructor:

James Anthony Parise Jr.

Room:

Gross Hall 107

Start:

8:30 am

End:

9:45 am

Status:

Open

Select Discussion section (Required)

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
DIS (7028)	10D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7029)	11D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7030)	12D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7031)	13D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7032)	14D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7033)	15D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28	<input checked="" type="radio"/>
DIS (7034)	16D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7035)	17D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7036)	18D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7037)	19D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28	<input type="radio"/>

Cancel

Continue

Alt Text:

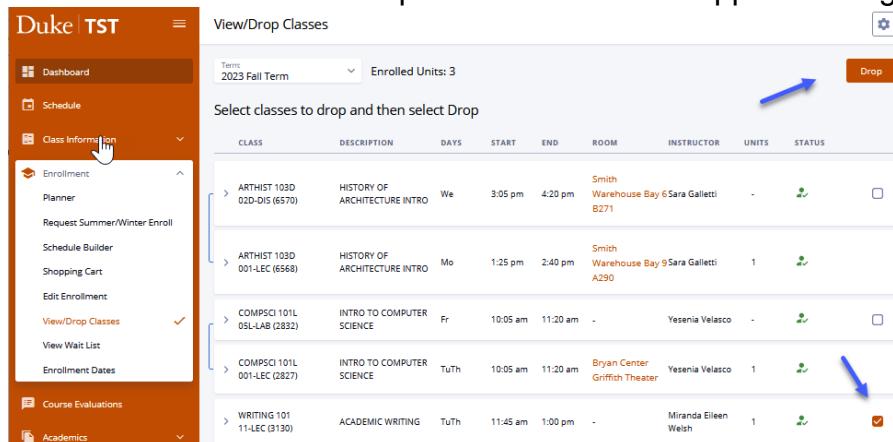
REMEMBER:

- You are **NOT** enrolled in any classes until you click the Enroll button. After doing so, do not be alarmed if you see a processing message with various warnings. This is a reminder that any of these actions will cancel your enrollment request, and you will have to start over in the enrollment queue. Be patient until you receive confirmation of your enrollment.
- Your Schedule will display your weekly schedule and your class schedule.
- Your Academics page will list AP, IPC, and PMC credits that you have been given and your fall courses. In the future, it will list all courses you have enrolled in at Duke as well as grades and cumulative GPA.
- Visit View/Drop Classes to drop a course you are currently enrolled in (see next section).

5.2 - How to drop a class you are enrolled in

Navigate to the View/Drop Classes section under Enrollment in DukeHub.

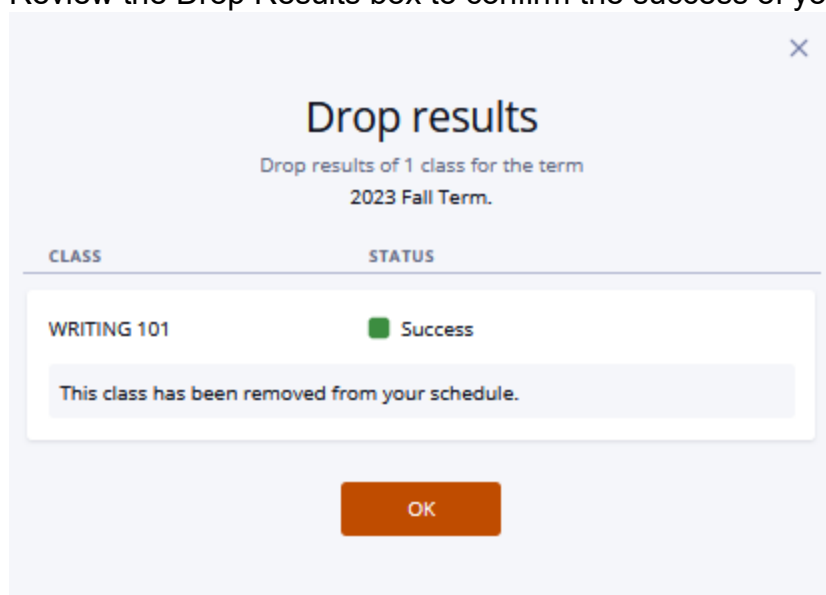
1. Check the box next to the class to drop. A new screen will appear asking you to confirm your



selection.

Alt Text:

2. Click on the Drop button to confirm.
3. Review the Drop Results box to confirm the success of your drop request.



Alt Text:

4. Click on View/Drop Classes to review your new schedule.

5.3 - Need to add a class?

When you find a class, click on the expand icon to see the Course Detail page. Check for enrollment requirements or prerequisites.

If you wish to enroll, click on the Add to Cart button, and the class will be added to your Shopping Cart. Then follow the regular registration instructions (section 5). Because students can only enroll in up to 4.5 credits during their first semester, if you are already enrolled in 4 or 4.5 credits, you will need to drop a class before you can add a new one. **Be sure you will be able to enroll in the class you wish to add, i.e., there are open seats, it fits your schedule, you have any required prerequisites, and you have a permission number if needed, before dropping one of your current classes.**

5.4 - Waitlisting

There are four important cautions with waitlists:

1. Make sure that you are not enrolled in a class that conflicts in time with a class you are waitlisted for. If you are enrolled in another course that has a time conflict with the course in which you are waitlisted, when a seat becomes available, the system will pass over you because of the time conflict and will enroll the next person on the waitlist. You won't be enrolled.
2. A waitlisted class counts as one full credit towards your enrollment limit for the registration period. Thus, if you are already enrolled in 4 or 4.5 credits, you won't be able to join a waitlist for a class.
3. Just being on a waitlist (even as the first person) does not guarantee that you will be enrolled. If no one drops out of the course, you won't be enrolled.
4. All waitlists are deleted at the end of the first week of class, and all classes become permission only until the end of the drop/add period.

You're done!

Once you have enrolled in your classes, you may return to DukeHub Enrollment and modify your schedule if you need up until drop/add concludes. Although, we strongly recommend you do not move your schedule around once you are secured in your sections unless your placement is incorrect.

Once you complete step 5 and successfully enroll in four 1.0-credit courses, you are finished with the summer registration process.

Congratulations!

▼ Registration FAQs

How was my registration window determined?

Registration windows are assigned based on the last two digits of your Duke Student ID, not your Unique ID. Your Student ID can be found in General Info under the My Profile section in DukeHub. Windows change with each registration period, so that if you register first this summer, you will register second in November (for spring registration).

What if I'm traveling during my registration window?

You can set up your shopping cart at the regular time and have a list of alternative classes ready. You can enroll via DukeHub online or using the DukeMobile app. We strongly encourage students to complete their own registration transactions. Contact the Office of the University Registrar at registrar@duke.edu (<mailto:registrar@duke.edu>) to make alternative arrangements if you do not have Internet access. Remember that you will be able to change your schedule when you arrive on campus.

What is drop/add?

Drop/add is a period of time during which you can adjust your schedule. As a first-year student, you have one drop/add period. It will take place from August 9-September 6.

Can I change my FOCUS courses?

Contact the Focus Program Office at 919-684-9370 or focus@duke.edu (<mailto:focus@duke.edu>) if you wish to change your FOCUS courses. You can drop/add through the normal procedures for your

non-FOCUS courses.

What should I do if many of the courses I have in my Shopping Cart are full when my registration window opens?

Look for other sections or classes with seats available and move them into your shopping cart. Schedule Builder on DukeHub can help you choose alternate classes that will fit with your existing schedule. Under Course Status make sure you select Open.

What if all the Writing 101 sections are full?

Check that all WRITING 101 sections are indeed full. It might be that only the sections you put in your shopping cart are full. Use Schedule Builder or the Advanced Class Search tool on DukeHub to search for open seats and add open sections to your shopping cart. If all the sections are full or incompatible with your schedule, contact a Pratt academic dean for assistance.

Why are some classes already full?

This is because sophomores, juniors, and seniors registered for their fall classes in April. If a class that interests you is already full, chances are it is typically not available for first-semester students. It will likely be offered again in future semesters. If a required course is full, get on the waitlist.

I need verification of enrollment for insurance and other purposes. How do I get that?

Students can request an Enrollment Verification through DukeHub under the Academics section. For more information regarding enrollment requests, go to registrar.duke.edu/student-records-resources/transcripts-and-verifications (<http://registrar.duke.edu/student-records-resources/transcripts-and-verifications>).

Can I register for courses with prerequisites?

If a course has an enforced prerequisite (i.e., it will say “Enrollment Requirement” in the Class Detail panel in Class Search.) You can add the course to your shopping cart, but you cannot enroll until the prerequisite course(s) appears in your Academics page. If you are still waiting for AP, IPC, or pre-matriculation courses, then postpone enrolling until later.

Can I register for a course that requires a permission number?

You can place courses that require permission numbers in your shopping cart, but the system will not enroll you until you enter a valid permission number. Permission numbers come from instructors.

What if I haven't received my AP scores?

AP scores in previous years have been received at Duke around the first week of July, so you may know what credit you will receive by the time you register for classes. If your official scores are here, you will see your AP credits in the Test Scores and Transfer Credits sections under Academics in DukeHub (see section 3.8). If your AP scores are not received before registration, then choose classes based on how you think you did on your AP exams. If you are confused and unsure about placement, contact the Pratt Undergraduate Education Office and talk with an academic dean.

Chemistry, math, and language departments often review placement during the summer, so they may also contact you if there are concerns.

I still have questions. What should I do?

Still have questions about fall courses, academic issues, curriculum requirements, etc.? Contact Pratt's Office of Undergraduate Education (pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>), 919-660-5996), and speak with an academic dean.

Pratt Registration

Transfer students will have a hold on their account after matriculation until they are able to meet with an advisor. Since most of the classes you will be enrolling in have prerequisites, you may need to wait until your transfer credit is complete in order to register. Our goal is for you to be able to finalize your schedule before the incoming first-year students begin their fall registration in August. For this reason, we strongly encourage you to submit all the materials required for your course evaluations by the first week of June.

This section guides you through the four steps required for successfully enrolling in fall classes.

You will be able to make changes to your fall schedule until the drop/ add period ends on the second week of classes in the fall semester. Steps and tasks are outlined below.

You will need to give yourself time to browse through courses, review the previous section on Learning at Duke, and check various Duke websites as you put together a prospective schedule. We recommend that you begin as soon as possible.

If you have questions or problems or need advice about the registration process, call or email the Pratt School of Engineering Undergraduate Education Office (pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>)). A summer advisor will help you.

Registration Key Terms

Shopping Cart

Pre-registration time when you search for classes and place interesting ones in your shopping cart. You may add and delete classes from your shopping cart frequently.

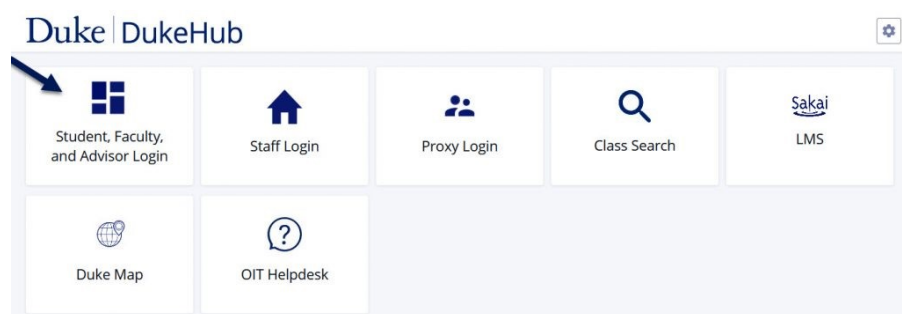
Registration Window

The actual day that you register for classes, listed on your Enrollment dates section under Enrollment in DukeHub. There are two registration windows; you will be assigned to one of them based on the last two digits of your student ID number. If you are in the second window this fall, you will be in the first window in the spring.

Drop/Add

The period of time following registration when you can drop and add classes as you wish, changing and rearranging your schedule.

▼ Step 1: Financial Responsibility Agreement and Verifying and Updating Personal Information



Alt Text:

1.1 Log into DukeHub at dukehub.duke.edu.

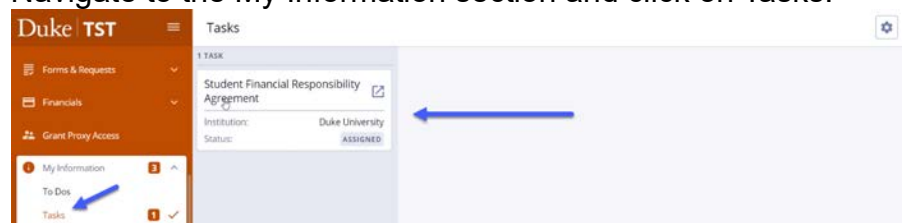
Your NetID activation information and instructions for creating a strong password were sent to you via an email message.

1. **LOG INTO:** dukehub.duke.edu
2. Enter your NetID and password.
3. Follow the instructions to complete the Student Financial Responsibility Agreement. NOTE: You will NOT be able to register for classes until this task has been completed.



Alt Text:

4. Navigate to the My Information section and click on Tasks.



Alt Text:

5. Read the Student Financial Responsibility Agreement, and click the Accept button to complete



the task.

Alt Text:

6. Now, navigate to My Profile section and verify/update your personal information on the General Info, Biographical Info, Contact Info, and Emergency Contacts tabs.

7. Use the edit button to make changes, and click the save button when finished making

changes.
Alt Text:

You must verify all Profile information by the first day of the fall semester, August 26.

▼ Step 2: Creating a Shopping Cart

In this step, you will identify a range of classes to enroll in for the fall and place these classes in your shopping cart. It allows you to look for classes without worrying about time conflicts, class enrollment limits, or course credit limits. You can even add multiple sections of a course to your shopping cart. General information about the engineering curriculum is outlined below. This is followed by detailed instructions and screenshots of the shopping cart procedure.

Step 2 may require some time to complete, as you will need to browse classes on DukeHub, check on prerequisites or placement, and explore various websites. Take your time and work on this section over a period of days.

Be sure to read the Learning at Duke section before beginning here. It has important information on pre-college credit that could direct your course selection.

BELOW IS THE 10-STEP PROCESS TO ADD COURSES TO YOUR SHOPPING CART

2.1- Courses to put in your Shopping Cart

Pratt students have a common First-Year curriculum. During this time, they complete the courses explained below in order to make progress toward graduation. If you did not receive credit equivalent to the courses listed in this section, you should plan to enroll in them during your first semester at Duke.

MATH

Pratt students need to complete five math credits to satisfy the requirements for their major. Your math placement in the fall will depend on AP, IPC, PMC, and transferred credits received.

Pratt students complete the sequence: Math 111L, 112L, 218D-2, 219, and 353. AP credit [Math 21] is accepted in place of Math 111L, and AP credit [Math 22] is accepted in place of MATH 112L. Common questions about mathematics placement are answered at the website:

<https://math.duke.edu/undergraduate/course-placement>
(<https://math.duke.edu/undergraduate/course-placement>).

If a student skips a math credit, then they will need to take an advanced math course approved by their Academic Dean.

Students wishing to complete a minor or a second major in math follow the course sequence: Math 111L, 112L, 221, 222, and 356. Once a student starts the math major sequence by taking Math 221, they must take Math 356. Additional math courses are required to complete the Math major. Refer to <https://math.duke.edu/math-major> (<https://math.duke.edu/math-major>) for more information.

CHEMISTRY

The Chemistry requirement differs by major. To review Chemistry placement guidelines, go to <http://chem.duke.edu/undergraduate/placement-guidelines> (<http://chem.duke.edu/undergraduate/placement-guidelines>).

- The CE, ECE, EnvE, and ME departments accept CHEM 20 or 21 to satisfy their Chemistry requirement (i.e., BME department only accepts CHEM 21).
- Students without AP, IPC, PMC, or transfer credit for Chemistry should enroll in CHEM 101DL or 110DL (lecture, lab, and discussion).
- The BME major requires two semesters of Chemistry. Students with Chem 101DL or CHEM 21 could enroll in the second required Chemistry course—CHEM 201DL or 210DL.

PHYSICS

All engineering students are required to complete the credit equivalent to PHYSICS 151L(61L) and 152L(62L) to satisfy program requirements. Note that PHYSICS 151L is available in the spring and PHYSICS 152L is available in the fall.

If you have AP credit for PHYSICS 25 and PHYSICS 26, then you will take an upper-level Physics course post-matriculation. You have the option of taking PHYSICS 152L, 163, 264, 320, 361, 362, or 567 as your Physics course.

BIOLOGY

Students planning to major in BME must enroll in BIOLOGY 201L if they have the required prerequisites (e.g., CHEM 21, CHEM 101DL).

WRITING 101

WRITING 101 is the university writing course required of all first-year students in the Pratt School of Engineering and Trinity College, regardless of any pre-matriculation credit. Each section of WRITING 101 has an enrollment limit of 15 students, so there are enough sections offered in the fall to accommodate half the students in the Class of 2028. The rest of the class will enroll in WRITING 101 in the spring.

If you did not receive credit equivalent to Writing 101, you will need to enroll in Writing 101 in the fall semester. Please note that since Writing 101 is a first-year requirement, you will need to request permission to enroll in the course from your Academic Dean.

COMPUTER PROGRAMMING

A computer programming course taken post-matriculation is required for a Bachelor of Science in Engineering (B.S.E.) degree. EGR 105L is recommended for all students without prior programming

experience. Students with prior programming experience, who have Computer Science A AP credit, should enroll in COMSCI 201L during the first semester at Duke.

TECHNICAL COURSE

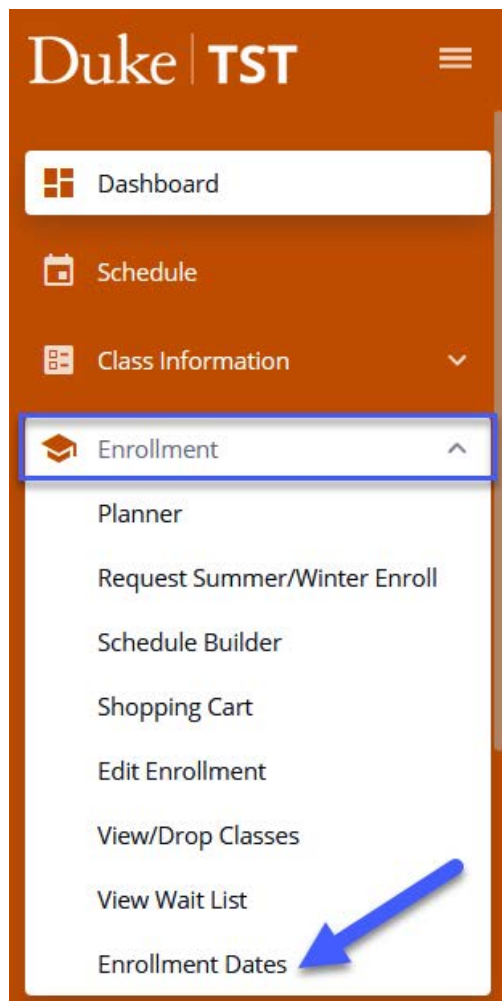
Your Academic Dean will help you select a technical course to add to your schedule depending on your major and course evaluation results. Refer to the department websites and handbooks to learn about the program requirements for each major and to review possible 4-year plan schedules.

2.2- Planning your Fall Schedule

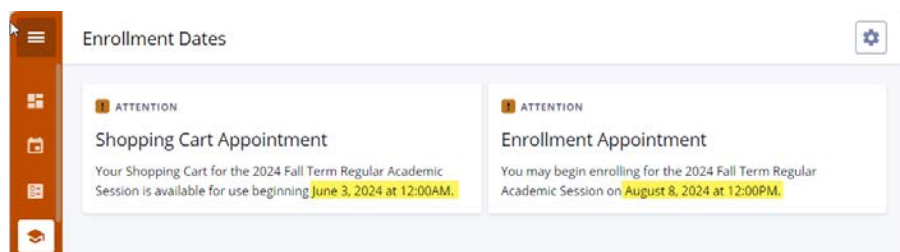
Once your course evaluation is complete and your credit transfer is approved, your Academic Dean will assist you with your course selections for the fall. Send your Dean an email indicating your planned major(s) and a list of courses you would like to register for.

2.3- Preparing for Registration

Your primary goal right now is to search for and add classes to your shopping cart. For this first semester at Duke, you will not be able to register until late July, after your Academic Dean has lifted your registration hold. Review your Enrollment Dates under the Enrollment section in DukeHub for your shopping cart appointment and enrollment appointment.



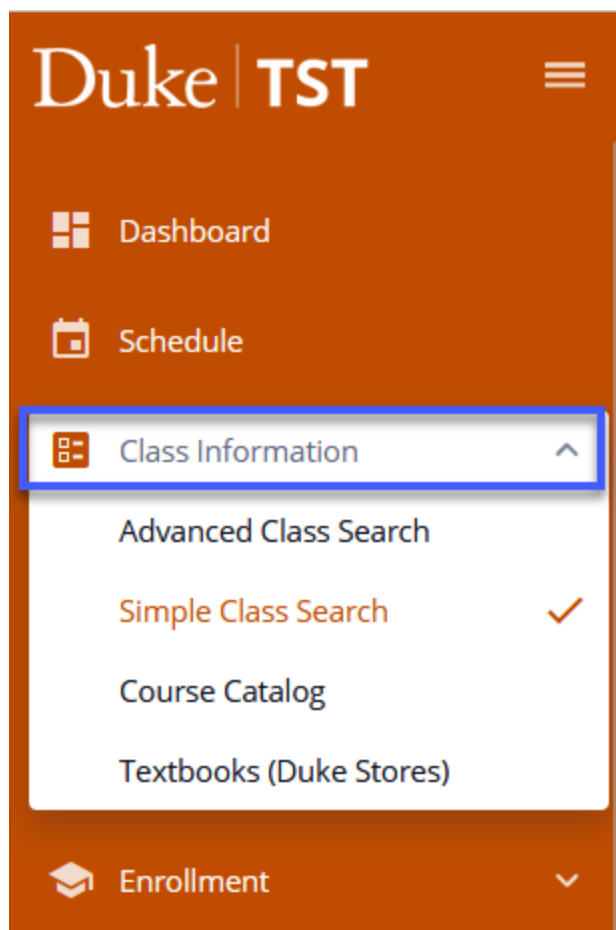
Alt Text:



Alt Text:

2.4- Search for Classes using “Simple Class Search”

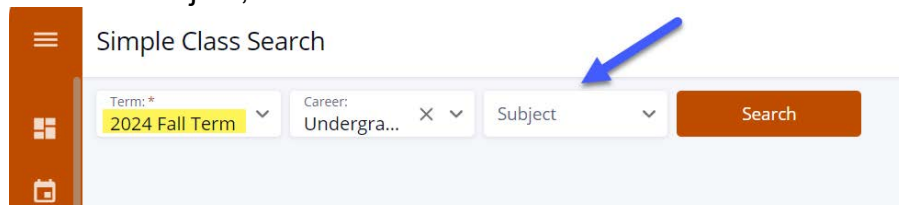
You have several ways to find classes and add them to your shopping cart. The first way is to use Simple Class Search. DukeHub lists all courses taught at Duke, including courses in professional schools that prohibit registration by first-year students. Only add classes from undergraduate departments. For a list of undergraduate departments, programs, and their abbreviations, see the back of the Learning at Duke section. You can also limit your view to undergraduate courses in the Advanced Class Search (section 2.5) and Schedule Builder (section 2.7).



Alt Text:

1. Under Class Information, navigate to Simple Class Search.
2. Check that the Term is correct: 2024 Fall Term.
3. Click on the Subject dropdown to list available subjects.

4. Select a Subject, and click the Search button to see available courses in that subject.



Simple Class Search

Term: *
2024 Fall Term

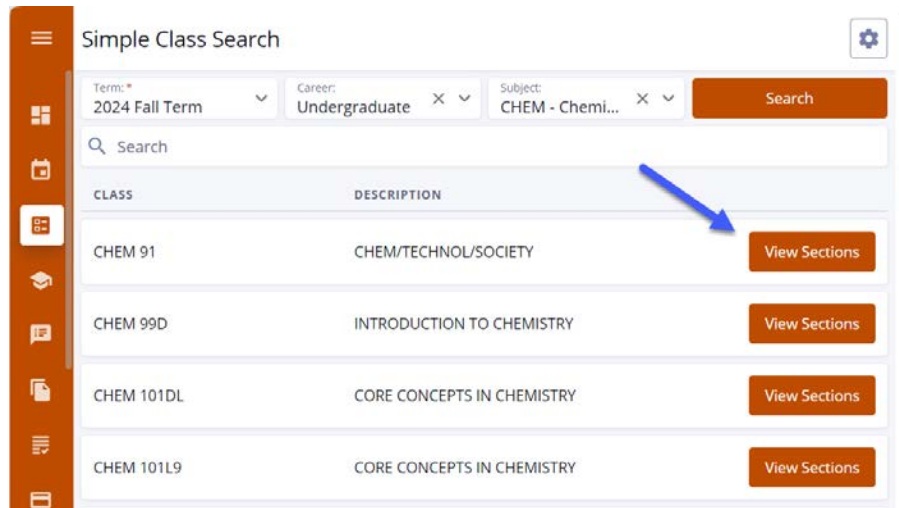
Career: Undergraduate

Subject

Search

Alt Text:

5. Click on the View Sections button to view scheduled sections.



Simple Class Search

Term: *
2024 Fall Term

Career: Undergraduate

Subject: CHEM - Chemi...

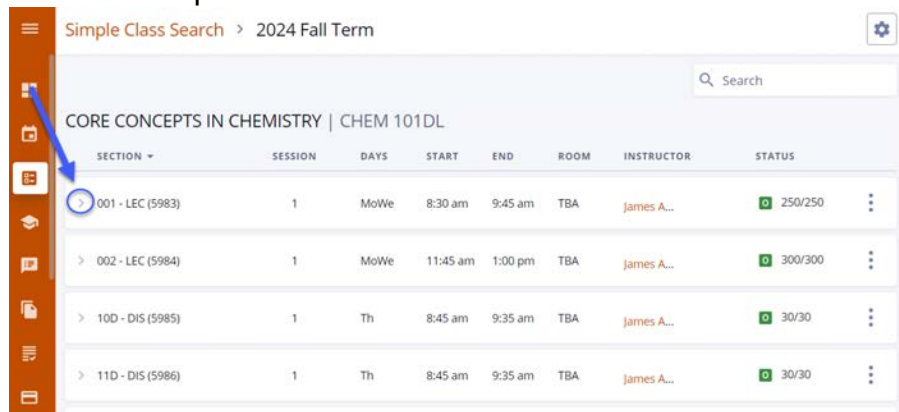
Search

Search

CLASS	DESCRIPTION	View Sections
CHEM 91	CHEM/TECHNOL/SOCIETY	View Sections
CHEM 99D	INTRODUCTION TO CHEMISTRY	View Sections
CHEM 101DL	CORE CONCEPTS IN CHEMISTRY	View Sections
CHEM 101L9	CORE CONCEPTS IN CHEMISTRY	View Sections

Alt Text:

6. Select the expand icon to view Class and Section Information.



Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250
> 002 - LEC (5984)	1	MoWe	11:45 am	1:00 pm	TBA	James A...	300/300
> 10D - DIS (5985)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30
> 11D - DIS (5986)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30

Alt Text:

7. Review Class and Section Information. From this screen, you can add the course to your Shopping Cart by clicking on the "Add to Cart" button in the lower right corner of the screen.

Simple Class Search > 2024 Fall Term

Expand/Collapse

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

INFORMATION

Class Number: 5983
 Career: Undergraduate
 Session: Regular Academic Session
 Units: 1 units
 Grading: Graded
 Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.
 Enrollment Requirements: Corequisite: Chemistry 101L9
 Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)
 Dates: 08/26/2024 - 12/06/2024
 Meets: MoWe 8:30AM - 9:45AM
 Instruction Mode: In Person
 Room: TBA
 Campus: Duke University
 Location: Durham
 Components: Discussion Required, Lecture Required

TEXTBOOKS/COURSE MATERIALS

Textbook Information

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

8. You can also add classes to your Shopping Cart using Additional Actions.

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall ...	James Anthony Parise Jr.	250/250
002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall ...	James Anthony Parise Jr.	
100 - DIS (7028)	1	Th	8:45 am	9:35 am	-	James Anthony Parise Jr.	

Enroll
 Add to Cart
 Add to Planner
 Add to Schedule Builder

Alt Text:

9. A confirmation message will appear at the top of the Simple Class Search page letting you know the course was successfully added and the Shopping Cart icon will appear.

Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

Alt Text:

If you select a class needing a related class component (i.e., a laboratory and/or discussion group), an additional page will be displayed. Click the "Next" button to add the class to your Shopping Cart. Please note, if the class does not have one of these requirements, this screen will not appear. If a class requires a permission number (or consent of the instructor), see section 2.8. Placing a class in your Shopping Cart does not reserve a seat in the class. Students must add classes to their Shopping Cart, select the check box next to the class, and then select "Enroll" in order to register for

the class. Classes fill up quickly during registration. We strongly recommend students have backup schedules in their Shopping Cart in case their preferred classes are no longer available.

2.5- Search for Classes using “Advanced Class Search”

Advanced Class Search

Select all the required (*) search criteria.

Term: 2024 Fall Term Acad Career Subject Catalog #

Start Time Days Campus Location

Course Attribute Course Attribute Value Instructor Last Name Units

Search Reset Filters

☒ Show Open Classes Only

Alt Text:

The Advanced Class Search function is another way to search for and add classes to your shopping cart. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 2.7). These criteria include:

- Subject (e.g., Biology)
- Time and day of week taught
- Course attributes:
 - Curriculum-Areas of Knowledge (values = ALP, CZ, SS)
 - Curriculum-Modes of Inquiry (values = CCI, EI, FL, R, STS, W)
 - Interest Area (value = Service Learning Course)
 - Seminar/Lab/Topics (value = Seminar)

The term should read 2024 Fall Term in Advance Class Search.

1. Click the box that says “Show Open Courses Only.”
2. Select your preferred meeting pattern and course attributes.
3. Click the “Search” button.

Advanced Class Search

Select all the required (*) search criteria.

Term: 2024 Fall Term Acad Career Subject: ARTHIST - Art History Catalog #

Start Time Days Campus Location

Course Attribute: Seminar/Lab/Topics Course Attribute Value: Seminar Instructor Last Name Units

Search Reset Filters

☒ Show Open Classes Only

Topics in Art History | ARTHIST 190FS

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR
> 01-SEM (3491)	KNOWING THRO...	1	MoWe	4:40 pm	5:55 pm	TBA	John V Brov

Alt Text:

2.6- Check on Class details

Below is an example of the class details you would see, e.g., if the course is open or closed, restrictions in enrollment, if this is a 1.0 credit course or a partial credit course, prerequisites, etc. Always read course details carefully.

Policy Journalism and Media Studies Capstone Course | PJMS 410

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
01-LEC (6247)		1	TuTh	10:05 am	11:20 am		Departmental Staff	08/28 - 12/08	15/15	In Person

INFORMATION

Class Number: 6247

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Capstone course for Policy Journalism and Media Studies certificate. Course taken after student completes media internship. Designed to integrate student's practical experience with conceptual and theoretical classroom work. Students meet in formal course setting to discuss what they have learned, present examples of the work they have accomplished, and discuss relevant research, culminating in a final project. Course requires a class presentation about the student's internship and a final project that integrates the internship experience with course content. Open to Policy Journalism and Media Studies certificate students only.

Enrollment Requirements: Instructor consent required.

Class Attributes: U-PJMS-C only (R) Research Crosslisted in another department Graded only. S/U not allowed. (SS) Social Sciences

DETAILS

Instructor: Departmental Staff

Dates: 08/28/2023 - 12/08/2023

Meets: TuTh 10:05am - 11:20am

Instruction Mode: In Person

Room: -

Campus: Duke University

Location: Durham

Components: Lecture Required

TEXTBOOKS

-

Textbook Information

COMBINED SECTION

Class:	POLICY JOURNALISM/MEDIA ST
Section:	PUBPOL 410 - 01 (6246)
Status:	Open
Seats Taken:	0
Wait List Total:	0

Class:	POLICY JOURNALISM/MEDIA ST
Section:	PJMS 410 - 01 (6247)
Status:	Open
Seats Taken:	0
Wait List Total:	0

ADDITIONAL LINKS

11 Course Eval History (For UGRO & visiting students)

Add To Planner Add To Schedule Builder Add To Cart Enroll

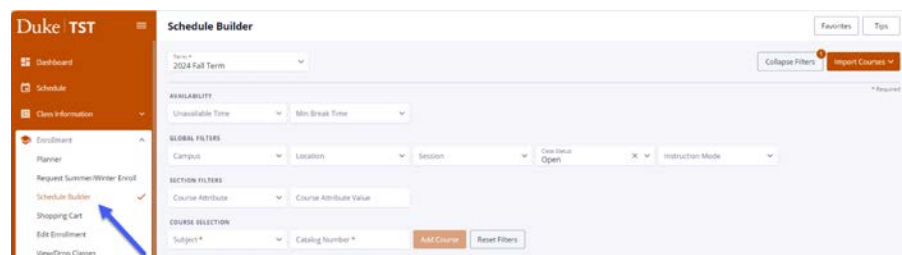
Alt Text:

1. **The green circle** indicates this course is open.
2. **Career = Undergraduate.** This course is appropriate for you. Note that you must specify "Undergraduate" in your advanced class searches. If you don't, courses offered for law, business, medical, and other professional students will appear in your search results. You are not allowed to enroll in these courses.
3. **Units (credits) = 1.** This is a one-credit course, as are most undergraduate academic courses at Duke. Some foreign language courses may be 2 credits. MUSIC, PHYSEDU, and House Courses (HOUSECS) are often 0.25 or 0.5 credit courses. (Note: Pratt does not count House Course credits toward graduation.)
4. **This is a graded course** (scale of A, B, C, D, F). Many partial-credit courses are only taught satisfactory/unsatisfactory.
5. **Course description** along with prerequisite coursework or previous experience needed for a class will be noted here.
6. **"Instructor Consent Required"** means that you must contact the course instructor and obtain a permission number to enroll; see section 3.7 for more information on permission numbers. If you find an "Enrollment Requirement" here, this indicates that prerequisite coursework must be posted on your Academics page in order for you to enroll; see section 2.8 for details.
7. **Enforced class prerequisites** would be listed here (see section 2.9).
8. **Class attributes** indicate which Areas of Knowledge and/or Modes of Inquiry are being satisfied (EI, STS, W, SS). Note that other class attributes are not used in Pratt.
9. **The maximum enrollment** of this course is 15 students.
10. **The maximum number of students** who may be wait-listed for this course is 15. See section 4.4 for Wait-listing information
11. Some courses, like this one shown, include a link to student **course evaluations**. This shows how previous students regarded the class. Remember, many classes at Duke are taught by multiple instructors, and evaluations received by one instructor may not apply to the class if it is being offered by a different instructor
12. **Synopsis.** Some courses will have a link here to a synopsis. If so, be sure to read it. It may contain information on grading, amount of reading, writing (and other assignments), how to

ask for a permission number, and other course details that can help you decide if this is a good class for you.

2.7- Create a schedule with Schedule Builder

Schedule Builder is Duke's tool to help you quickly and easily generate class schedules.



Alt Text:

With Schedule Builder, you can add any classes you may be interested in, as well as any times you know you can't have a class (for a job, sports practice, etc.). Schedule Builder will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you. Students can favorite and name specific schedules for easy reference for registration. The schedule can be imported to your DukeHub shopping cart rather than having to add each class manually through Class Search or Advanced Class Search. Schedule Builder is a tool to plan your class schedule for the term. You will still need to enroll in those courses via your shopping cart.

Schedule Builder will also display courses that you're already enrolled in and generate schedules with them included, helping you fill holes in your schedule even after your initial registration. Whether a class filled up before you registered or you attended the first day of a class and decided it wasn't for you, Schedule Builder can help you replace it by showing you only those classes that fit your current schedule.

A detailed Help Guide for using the Schedule Builder can be found on the University Registrar's website [here \(https://registrar.duke.edu/help-guides/schedule-builder/\)](https://registrar.duke.edu/help-guides/schedule-builder/).

2.8- Permission numbers and how to use them

Most classes do not require a permission number. If you need one, it can be difficult to obtain one during the summer because faculty are often away from Duke and unavailable by phone or email. If you wish to try to contact the instructor anyway, go to [directory.duke.edu \(/directory.duke.edu\)](https://directory.duke.edu/) and enter the instructor's name in the search box to find his/her contact information. Then email or call the instructor and explain why you want to join the class, describe any background or qualifications that you have, and ask for a permission number. If you don't receive a reply, then enroll in a substitute course and try again in August when you arrive at Duke.

To enter a required permission number:

1. Select the Additional Actions icon next to the class, and select Edit.
2. Enter the Permission Number provided by the instructor or departmental staff member in the Permission Number box, and select the Save button.

Shopping Cart

Term: 2024 Fall Term

Search

Save Selections Delete Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101DL 001-LEC (5983)	CORE CONCEPTS IN CHEMISTRY	Mon	8:30 am	9:45 am	James Anthony P...	1	250/250	
CHEM 101DL 100-DIS (5985)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anthony P...		30/30	
VMS 206 01-LEC (5561)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus Wendell	1	15/15	Enroll Edit Textbook Information

Alt Text:

Enrollment options

VMS 206: DIGITAL IMAGING | 01 - 6471

Permission Number

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

Cancel Save

Alt Text:

2.9- Course prerequisites- What you should know

Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. For example, this might be AP or IPC credit in math, economics, or biology. Some course prerequisites are enforced and others are not.

Enforced prerequisites: If you see an Enrollment Requirement appearing on the Class Detail page (see item #7 in the screenshot in section 2.6), then this course has an enforced prerequisite. This means that you can add the course to your shopping cart, but the system will not allow you to enroll until the prerequisite course is listed on your Academics page in DukeHub. For example, enrolling in ECON 201D requires previous credit in economics and math. Check to see if these are listed on your Test Scores or Transfer Credit sections under Academics. If they do, you will be allowed to enroll. If they do not, postpone enrollment until later when those prerequisites do appear.

Unenforced prerequisites: If a prerequisite is mentioned in a course summary or synopsis and there is no specific Enrollment Requirement listed in Class Details, then the prerequisite is not enforced. This means that you can add the course to your shopping cart and enroll in the course—and the system will not check your Academics page to see if the prerequisite is listed. However, you should be sure you have the required background before beginning the course. If you have any concerns, talk with the course instructor when classes begin in August.

Waiting for AP scores? AP scores are usually electronically transmitted to Duke from AP Services in the first part of July. Your AP scores should be processed and transfer credit posted to Test Scores and Transfer Credit sections before you register for classes. However, if your AP credits are

not posted by the time you register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add the course during one of the two drop/add periods, after your credit has been posted.

Waiting for International Placement Credits (IPC)? International Baccalaureate scores are sent by IBO to Duke around the same time as AP is received. For all other international placement exams, the official results should be submitted by the student to the Office of the University Registrar. If your scores have been received and IPC credit is awarded, you will see these credits on your Academics page in DukeHub. If the credit is not posted by the time you want to register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add it during one of the two drop/add periods, after your credit has been posted. For questions about IPC, contact the Office of the University Registrar.

The system is looking for **official** AP test scores and not self-reported test scores to satisfy hard-coded prerequisites. Official AP test scores can be viewed in the Test Scores section under Academics in DukeHub.

Component	Test Score	Letter Score	Percentile	Test Date	Academic Level	Data Source	Date Loaded
English Language & Composition	4.00	-	-	05/20/2017	Unknown	Self-Rptd	10/30/2017
Environmental Science	4.00	-	-	05/20/2017	Unknown	Self-Rptd	10/30/2017
U.S. History	5.00	-	-	05/20/2016	Unknown	Self-Rptd	10/30/2017

Component	Test Score	Letter Score	Percentile	Test Date	Academic Level	Data Source	Date Loaded
English Language & Composition	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018
Environmental Sciences	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018

Alt Text:

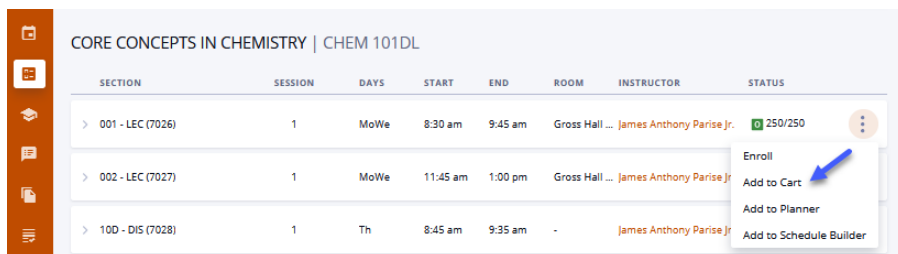
Self-reported scores can be found if you select the "APSLF-AP Self-Reported Scores-Unofficial" section in the Test Scores section. Official scores can also be found in the Transfer Credit section under Academics in DukeHub.

Program	Term	Test ID	Test Component	Score Course	Units	Grade	Status
A&SU	2018 Fall Term	AP	ENG	4 ENGLISH 22 (COMPOSITION & LANGUAGE)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	ENV	4 ENVIRON 20 (ENVIRONMENTAL SCIENCES)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	UH	5 HISTORY 23 (AMERICAN HISTORY, I)	1.00	AP	Posted
A&SU	2018 Fall Term			0 HISTORY 24 (AMERICAN HISTORY, II)	1.00	AP	Posted

Alt Text:

2.10- How to add and drop courses from your shopping cart

To ADD a course: When you find a class, click on “Add to Cart.” You can also use Class Search (section 2.4), Advanced Class Search (section 2.5), or Schedule Builder (section 2.7).



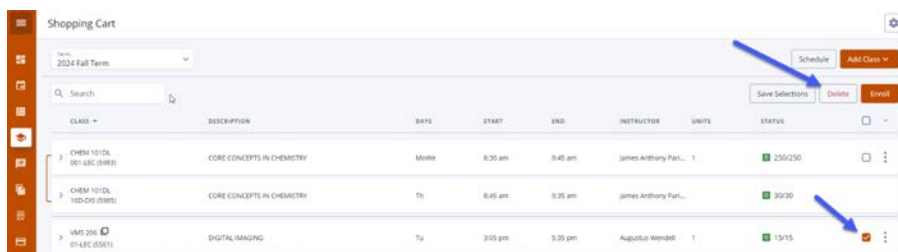
SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall ...	James Anthony Parise Jr.	250/250
> 002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall ...	James Anthony Parise Jr.	
> 100 - DIS (7028)	1	Th	8:45 am	9:35 am	-	James Anthony Parise Jr.	

Alt Text:

Placing a class in your shopping cart does not reserve a seat in the class. Students must add classes to their shopping cart, select the check box next to the class, and select 'Enroll' in order to register for the class when their enrollment appointment opens.

Classes fill up quickly during registration. We strongly recommend students have backup schedules in their shopping cart in case their preferred classes are no longer available.

To DELETE a course: Click on the check box next to the course name and select the 'Delete' button. You will be prompted to confirm the deletion of the course from your shopping cart to put together a tentative schedule.



CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
CHEM 101DL 001-LEC (548S)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anthony Parise Jr.	1	250/250
CHEM 101DL 100-DIS (558T)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anthony Parise Jr.	1	30/30
UMT 200 011-LEC (556T)	DIGITAL IMAGING	Tu	3:05 pm	5:25 pm	Augustus Wendell	1	15/15

Alt Text:

Once you feel confident about your shopping cart and have selected a variety of courses (including WRITING 101 if you need it), move on to Step 3 to put together a tentative schedule.

▼ Step 3: Validate Your Schedule

In this step, select four classes in your shopping cart that you wish to enroll in. Use the "validate" tool to check for time conflicts, required permission numbers, and prerequisites.

1. Check the boxes next to the four courses you wish to enroll in for the term in your shopping cart.
2. Click on the 'Validate' button.
3. Review the 'Validation Results.'

Shopping Cart

Term: 2022 Fall Term

Search

Save Selections Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101DL 0014.LEC (2647)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:40 am	James Anthony P...	1	25/250	<input checked="" type="checkbox"/>
CHEM 101DL 100-016 (2648)	CORE CONCEPTS IN CHEMISTRY	Th	8:30 am	9:20 am	James Anthony P.	1	28/28	<input checked="" type="checkbox"/>
ENGLISH 320S 01-SEM (5979)	INT. WORKSHOP IN WRG OF POETRY	Th	3:30 pm	6:00 pm	Joseph Donahue	1	15/15	<input checked="" type="checkbox"/>
MATH 111L 01L LAB (4742)	LABORATORY CALCULUS I	TuTh	8:30 am	9:45 am	Departmental Staff	1	30/30	<input checked="" type="checkbox"/>
MATH 111L 0014.LEC (4737)	LABORATORY CALCULUS I	MoWeTh	10:10 am	11:00 am	Shira Vici	1	1/21/20	<input checked="" type="checkbox"/>
WRITING 101 014.LEC (6843)	ACADEMIC WRITING	MoWe	3:30 pm	4:45 pm	Aaron C Cotton	1	15/15	<input checked="" type="checkbox"/>

Alt Text:

You will now see a status report that will tell you if each course is open for enrollment or if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite, or another error. You can update your shopping cart by adding and deleting classes as necessary and revalidating.

Validation results

You have validated 4 classes for the term 2022 Fall Term.

CLASS	VALIDATION STATUS
CHEM 101DL 2648	■ Valid. Ok to add.
OK to Add.	
MATH 111L 4742	■ Potential Problem
There is a time conflict for class number 2649 and class number 4742. 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.	
ENGLISH 320S 5979	■ Potential Problem
Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Prerequisite: English 110S or English 220S	
WRITING 101 6843	■ Potential Problem
Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Prereq: First year, First year with exception or Transfer students only	

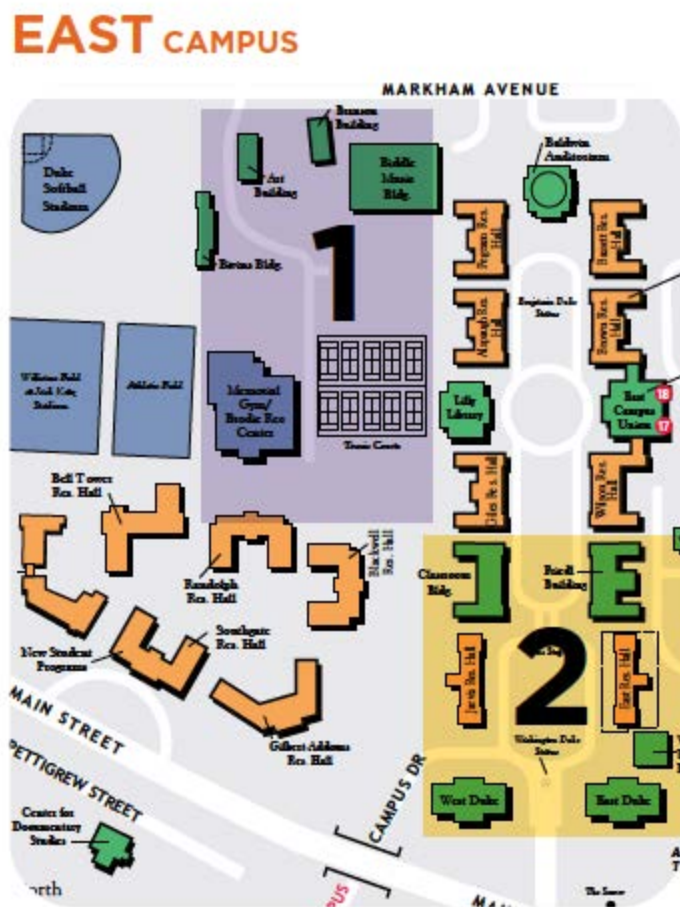
OK

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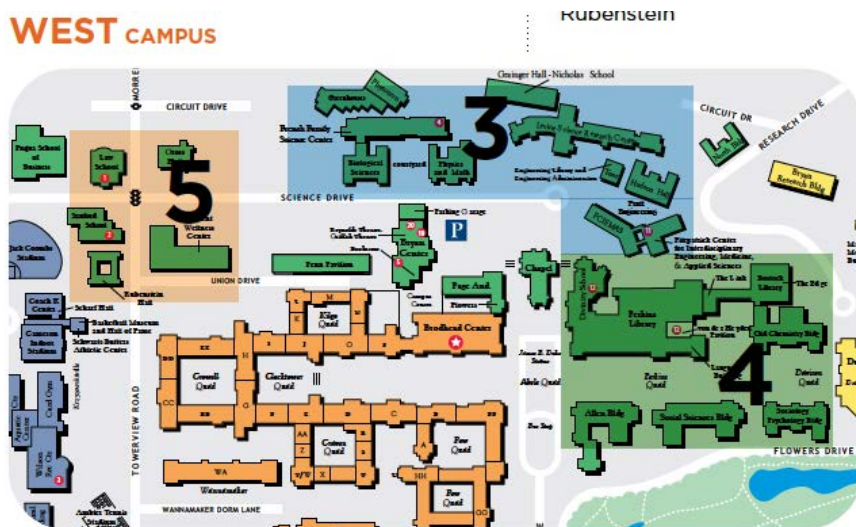
Check on your proposed schedule

- You should have four 1.0 credit courses.

- Check to see if there are prerequisites for your courses, and if so, confirm you meet these prerequisites.
- Check Math and Chemistry departmental websites if you have concerns about course level or placement, or consult your Academic Dean.
- If you are choosing math or science courses with labs, you should not enroll in more than three of these in your first semester.
- View your shopping cart graphically in Schedule Builder. You may find having some courses on MWF and others on TuTh gives you a more balanced schedule.
- Consider the time required (between 20-30 minutes) to travel between East and West Campus, where many classes are held. The room number and building of your courses are displayed in your shopping cart and when you use the class search tools in DukeHub. Keep in mind classroom assignments are subject to change. You can find the physical location of classes by going to maps.duke.edu (<http://maps.duke.edu/>) or referring to the maps below. East/West buses run every few minutes throughout the day. For more information about bus schedules, visit duke.transloc.com (<http://duke.transloc.com/>).



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EAST CAMPUS: Groups 1 & 2

You can get from any two buildings on East within 5 minutes.

GROUP 1 (Biddle, Bivins, Brody Theater, Brodie Recreational Center, Art Center) buildings are about a 5-minute walk from the bus stop.

GROUP 2 (Classroom Building, Friedl, East Duke, West Duke, White Lecture Hall) buildings are right next to the bus stop.

WEST CAMPUS: Groups 3, 4, & 5

You should be able to get from any two buildings on West within 10 minutes.

GROUP 3: Bio Sci, French Family, Physics, L.S.R.C., Teer, Hudson, Fitzpatrick (FCIEMAS)

GROUP 4: Allen, Gray, Old Chem, Languages, Reuben-Cooke, Social Science, Wilkinson Building

GROUP 5: Gross Hall, Sanford, Rubenstein

- **Group 1 to Group 3:** 25-30 minutes
- **Group 1 to Group 4:** 20-25 minutes
- **Group 1 to Group 5:** 30 minutes
- **Group 2 to Group 3:** 20-25 minutes
- **Group 2 to Group 4:** 20 minutes
- **Group 2 to Group 5:** 20-25 minutes

Are you done with Step 3?

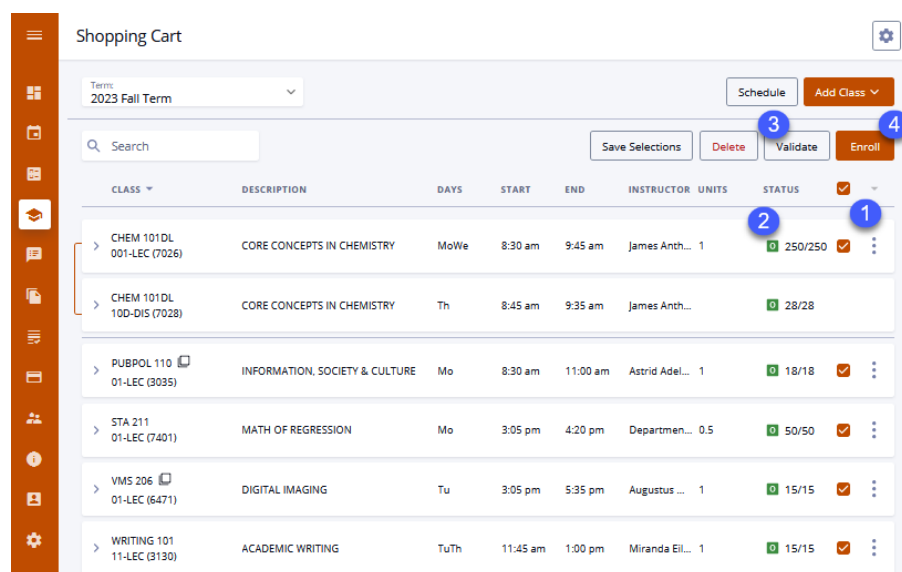
You may want to validate several schedules to see what is possible before deciding on your final choices for registration. Be sure to check that there are still spaces available in the classes that you wish to enroll just before your registration window opens, as you cannot waitlist classes during the initial registration period. Courses whose boxes you have checked for validation will remain checked when you next log in to DukeHub.

▼ Step 4: Register for Classes

In this step you will select Shopping Cart in the Enrollment section of DukeHub, enroll in your fall courses, and then adjust your schedule (if necessary) during the drop/add period. The Enroll button will appear before your enrollment window opens, but it is not functional. If you try to enroll before your window opens, the following message will appear, “You do not have a valid enrollment appointment at this time.”

Registration will open based on your assigned enrollment window listed in the Enrollment Dates section of DukeHub. You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.

4.1 Select classes, validate, enroll



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1. Check the boxes for the 4 or 4.5 courses you wish to enroll in for the Fall in your shopping cart.
2. View the Status columns to be sure there are seats available.
3. Click on the “Validate” button to check for prerequisites and time conflicts.
4. Click on the “Enroll” button.
5. View the Enrollment Results box to see the outcome of your enrollment.

Enrollment Results

Enrollment results of 4 class(es) for the term 2023 Fall Term

CLASS	RESULTS
Class # 6570	<div><div></div>Added to your schedule.</div> <div>This class has been added to your schedule.</div>
Class # 7026	<div><div></div>Added to your schedule.</div> <div>This class has been added to your schedule.</div>
Class # 2832	<div><div></div>Added to your schedule.</div> <div>This class has been added to your schedule.</div>
Class # 3130	<div><div></div>Added to your schedule.</div> <div>This class has been added to your schedule.</div>

OK

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After registering, you can view your fall schedule in these places:

- View/Drop Classes
- Schedule
- Schedule Builder

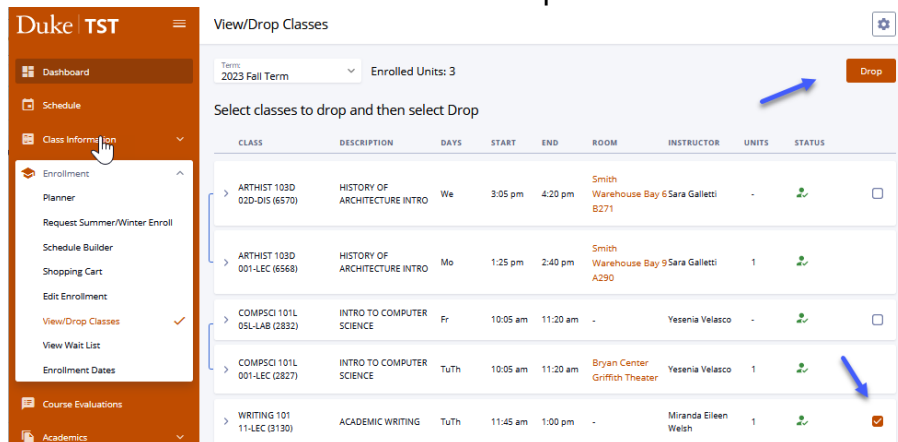
REMEMBER:

- You are NOT enrolled in any classes until you click the Enroll button. After doing so, do not be alarmed if you see a processing message with various warnings. This is a reminder that any of these actions will cancel your enrollment request, and you will have to start over in the enrollment queue. Be patient until you receive confirmation of your enrollment.
- Your Schedule will display your weekly schedule and your class schedule.
- Your Academics page will list AP, IPC, PMC, and TR credit that you have been given as well as your fall courses. In the future, it will list all courses you have enrolled in at Duke as well as grades and cumulative GPA.
- Visit View/Drop Classes to drop a course you are currently enrolled in (see next section).

4.2 How to drop a class you are enrolled in

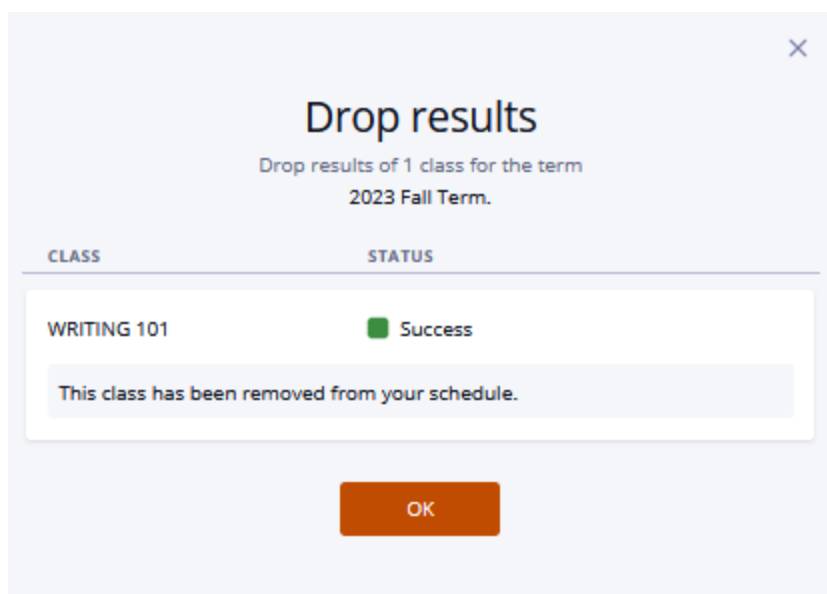
Navigate to the View/Drop Classes section under Enrollment in DukeHub.

1. Check the box next to the class to drop.



Alt Text:Inserting image...

- Click on the Drop button. A new screen will appear asking you to confirm your selection.
- Click on the Drop button to confirm. Review the Drop Results box to confirm the success of your drop request.
- Click on View/Drop Classes to review your new schedule.



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4.3 Need to add a class?

If you wish to add a class to your schedule, use Class Search, Advanced Class Search, or Schedule Builder. As you search for a new class, you can click on the expand icon to see detailed information on this class, see if a permission number is required, and review prerequisites and other enrollment information. Place the class in your shopping cart, and then follow the regular registration instructions.

4.4 Waitlisting

You can join a waitlist if the class is full. If a student who is enrolled in the course chooses to drop that class, a seat will become available. The system will then enroll the student who is in the #1 position on the course waitlist as long as there are no conflicts with the enrollment.

There are three important cautions with waitlists:

1. If you are enrolled in another course that has a time conflict with the course you want, then if a seat opens, the system will pass over you because of the time conflict and will enroll the next person on the waitlist. You won't be enrolled.
2. Just being on a waitlist (even as the first person) does not guarantee that you will be enrolled. If no one drops out of the course, you won't be enrolled.
3. All waitlists are deleted at the end of the first week of class, and you won't be enrolled.

If there is a class you especially want to take in the fall, contact the instructor when you arrive on campus in August or go to the class and ask if you could be allowed to join. Sometimes an instructor will allow additions to the class. If he/she gives you a permission number, you can add it in DukeHub to be enrolled (see section 3.7).

You're done!

Once you have enrolled in your classes, you may return to DukeHub Enrollment and modify your schedule if you need up until drop/add concludes. Once you complete step 4 and successfully enroll in four 1.0-credit courses, you are finished with the registration process.

Congratulations!

We look forward to meeting you during Orientation!

▼ Registration FAQs

What is drop/add?

Drop/add is a period of time during which you can adjust your schedule. During your first semester at Duke, drop/add period starts the day you register for classes and ends on September 6.

What should I do if many of the courses I have in my Shopping Cart are full when my registration window opens?

Look for other sections or classes with seats available, and move them into your shopping cart. Schedule Builder on DukeHub can help you choose alternate classes that will fit with your existing schedule. Under "Course Status" make sure you select "Open."

What if all the Writing 101 sections are full?

Check that all WRITING 101 sections are indeed full. It might be that only the sections you put in your shopping cart are full. Use Schedule Builder or the Advanced Class Search tool on DukeHub to search for open seats, and add open sections to your shopping cart. If all the sections are full or incompatible with your schedule, contact your Academic Dean for assistance.

Why are some classes already full?

This is because sophomores, juniors, and seniors registered for their fall classes in April. If a class that interests you is already full, discuss the situation with your academic dean. He/she will assist you in finalizing your fall registration.

I need verification of enrollment for insurance and other purposes. How do I get that?

Students can request an Enrollment Verification through DukeHub under the Academics section. For more information regarding enrollment requests, go to registrar.duke.edu/student-records-resources/transcripts-and-verifications (<http://registrar.duke.edu/student-records-resources/transcripts-and-verifications>).

Can I register for courses with prerequisites?

If a course has an enforced prerequisite (i.e., it will say “Enrollment Requirement” in the Class Detail panel in Class Search), then you can add the course to your shopping cart, but you cannot enroll until the prerequisite course(s) appears in your Academics page. If you are still waiting for AP, IPC, TR, or pre-matriculation courses, then postpone enrolling until later.

Can I register for a course that requires a permission number?

You can place courses that require permission numbers in your shopping cart, but the system will not enroll you until you enter a valid permission number. Permission numbers come from instructors.

What if I haven't received my AP scores?

AP scores in previous years have been received at Duke around the first week of July, so you may know what credit you will receive by the time you register for classes. If your official scores are here, you will see your AP credits in the Student Test Credit box on your Academics page in DukeHub (see section 3.8). If your AP scores are not received before registration, then choose classes based on how you think you did on your AP exams. If you receive your AP scores after you have registered for classes, but before August 20, and you determine that your placement is not correct, use the drop/add procedure in DukeHub to change your enrollment. If you receive your scores after August 20 and registration has closed, wait until you come to campus, and you can change your schedule then. If you are confused and unsure about placement, talk to your academic dean. Chemistry, math, and foreign language departments often review placement during the summer, so they may also contact you if there are concerns.

I still have questions. What should I do?

Still have questions about fall courses, academic issues, curriculum requirements, etc.? Contact the Office of the Dean for Pratt Undergraduates (pratt-advising@duke.edu (<mailto:pratt-advising@duke.edu>), 919-660-5996) and speak with a summer advisor.

I am in Trinity College of Arts & Sciences

Trinity Learning

Welcome to the Trinity Learning section of your Blue Book.

Here you will find everything you need to help you dive headfirst into your liberal arts education at Duke. Along the way there are faculty, staff, advisors, support centers, deans, and your peers who will help ensure you get the most from your undergraduate experience.

This section provides information about Duke's liberal arts curriculum and academic requirements that will help you plan your fall classes. You will find information about the goals of a liberal arts

education in Trinity College, course placement guidelines, advising, academic resources, and other opportunities at Duke.

▼ Trinity Advising and Summer Registration

The **ACADEMIC ADVISING CENTER** is located on **East Campus**, behind Brown Residence Hall.

Who Are We?

The Academic Advising Center (AAC) oversees academic advising for all Trinity College students until they declare a major during their sophomore year.

This summer, between mid-July and early August, you will have a virtual advising meeting with your college advisor to discuss building your fall schedule. You can also contact the AAC with questions all summer long.

What Does Your Advisor Do?

Your college advisor will advise you broadly on your academic pathways and help you choose courses.

In mid-July, you will receive an email at your Duke email address from your college advisor inviting you to schedule a virtual advising meeting. In this meeting, you can discuss course placement and choosing fall semester courses, your transition to Duke, and any general questions you have.

When Do You Register?

You will be able to see the fall semester course options in DukeHub on June 3. You will then register for your fall courses on either August 6 or August 8, after you've met with your college advisor.

What Do You Need to Do Before Registration?

Before you meet with your college advisor, have all your AP, IB, or other exam credit sent to Duke, complete your First-Year Questions, look for courses that sound interesting and add them to your Shopping Cart in DukeHub, and review this section and the Registration section of the Blue Book. After you've met with your college advisor, you will register for classes during your registration window on either August 6 or 8 at 12:00pm EDT. You can find information about your specific registration window in DukeHub.

▼ Trinity Course Basics and Tips For Choosing Classes

Your Fall schedule will:

1. Be at least [four, one-credit classes \(https://trinity.duke.edu/undergraduate/academic-policies/courses-course-load\)](https://trinity.duke.edu/undergraduate/academic-policies/courses-course-load). If you choose to enroll in a [FOCUS cluster \(https://focus.duke.edu/\)](https://focus.duke.edu/) you will be enrolled in 4.5 credits.
2. Reflect appropriate course placement based on pre-college credit ([AP, IB, and PMC \(https://trinity.duke.edu/undergraduate/academic-policies/credit-AP-IPC-PMC#IPC\)](https://trinity.duke.edu/undergraduate/academic-policies/credit-AP-IPC-PMC#IPC)).
3. Most likely be [classes at the 89-200 level \(https://registrar.duke.edu/registration/course-catalog-schedule-classes/\)](https://registrar.duke.edu/registration/course-catalog-schedule-classes/), though some higher-level courses are appropriate if you have pre-college credit.
4. Include any discussion sections (D) or labs (L) that are required for your courses.

5. Have either [Writing 101](https://twp.duke.edu/writing101), (<https://twp.duke.edu/writing101>) if you are assigned to take it, or a [seminar \(S\)](https://trinity.duke.edu/undergraduate/academic-policies/seminars) (<https://trinity.duke.edu/undergraduate/academic-policies/seminars>) class.

Tips for choosing your Fall courses:

1. Your first year is for exploration!

- Aside from the requirement to take Writing 101 and a seminar in your first year, you are free to take whichever courses interest you. The first year is your opportunity for exploration.

2. Don't worry about meeting Trinity or major requirements in your first semester.

- Virtually any class you take in your first semester will meet multiple curriculum requirements. In the long run, taking time to explore and try new things now will help you more than ticking off requirements.

3. Discover new courses.

- Duke offers hundreds of classes in dozens of departments every semester. Look around for new fields and subjects that interest you.

4. What about foreign language classes?

- You do not have to start your foreign language requirement your first semester but it is a good idea to get started in your first year, especially if you're interested in study away.

5. Are you considering a health profession post-graduation?

- If you are considering medical school or other health professions there are required courses you should be familiar with. You can learn more about these requirements on Duke's [health professions website](https://advising.duke.edu/prehealth/prepare/course/) (<https://advising.duke.edu/prehealth/prepare/course/>). You do not have to get started your first semester if you are unsure about a health professions pathway.

6. Think about balance in your schedule.

- Generally, a mix of larger and smaller classes is a good idea. It is also important to take courses from different academic disciplines, or what we call Areas of Knowledge.

7. Don't forget to leave time between classes.

- Be sure you have enough time to get from one class to the next. Need to catch a bus? Grab some coffee? What about lunch?

8. Consider how your classes are spread across each day and throughout the week.

- You may prefer to have your classes concentrated on a few days each week or to spread them out more evenly. Maybe avoid early morning classes if you are not a morning person.

I would like to learn more about Creating a Fall Schedule.

▼ Trinity Placement

At Duke, most departments offer placement guidelines instead of placement tests. In general, placement issues for first-semester students are most important for mathematics, chemistry, and foreign language classes. Students who place themselves in a course that is above or below their level may be required to withdraw from the class during the first week.

There are three types of pre-college work that are recognized:

- Advanced Placement exams (AP)
- International Placement Credit exams (IPC)
- Pre-matriculation courses (PMC, i.e., college courses taken during high school)

Learn about each of these types of pre-college work and how to have your scores sent to Duke on the [Trinity Pre-College Credit \(https://trinity.duke.edu/undergraduate/academic-policies/credit-AP-IPC-PMC#IPC\)](https://trinity.duke.edu/undergraduate/academic-policies/credit-AP-IPC-PMC#IPC) page.

AP EXAMS AND CREDIT

If Duke has received notification from the College Board, all Duke course equivalents for your AP exams will be listed in DukeHub under Academics/ Test Scores and on your Duke transcript. Depending on the academic department, these Duke course equivalents can fulfill prerequisites or place you out of lower-level courses.

The most important thing to remember about AP credit is that your AP scores must be transmitted directly from AP Services/College Board to the Office of the University Registrar; you should request that all your scores be sent, regardless of when you took the course. AP scores included with your admissions application are not official score reports and will not result in any credit. To send your AP scores to Duke, visit [APscore.org \(http://apscore.org/\)](http://apscore.org) and use Duke's CEEB code of 5156.

Your AP scores and credits should be posted in DukeHub by mid-July, before registration begins. Look to see if your AP scores have been added to your record. If they are not there, the most likely reason is that Duke didn't receive your score report from the College Board, so you will need to request it. If you have confirmed with the College Board that your scores were sent, but they are not appearing in DukeHub, please contact the Office of the University Registrar. Until scores are posted, you will not be able to enroll in a course for which the AP credit is an enforced prerequisite.

The table on the following page lists the AP exams Duke recognizes, scores required for corresponding Duke course equivalents, and placement guidelines.

AP EXAM	SCORE	DUKE CREDIT	ELIGIBLE TO TAKE
African American Studies	4 / 5	AAAS 20	N/A
Arts: Art History	5	ARTHIST 20	200 to 400-level courses
Arts: Studio Art: 2-D Design	5	ARTSVIS 21	Advanced level courses
Arts: Studio Art: 3-D Design	5	ARTSVIS 21	Advanced level courses
Arts: Studio Art: Drawing	5	ARTSVIS 21	Advanced level courses
Biology	4	BIOLOGY 20 (a)	BIOLOGY 201L or 202L (Fall and Spring)

Biology	5	BIOLOGY 21	BIOLOGY 201L or 202L (Fall and Spring)
Chemistry	4	CHEM 20 (b)	CHEM 110DL (Fall term Only) or 101DL (All terms)
Chemistry	5	CHEM 21 (b)	CHEM 201DL.002 or 110DL (Fall term only), 201DL or 101DL (Spring term only)
Chinese: Language and Culture	4 / 5	CHINESE 203	204 or 200 to 400-level courses depending on placement score (see department)
Computer Science: Principles	5	COMPSCI 20	Any Computer Science Course
Computer Science: A	4 / 5	COMPSCI 101L	COMPSCI 201
Economics: Microeconomics	No credit	N/A	N/A
Economics: Macroeconomics	No credit	N/A	N/A
English: Literature & Composition	4 / 5	ENGLISH 20	Any course except English 20
English: Language & Composition	4 / 5	ENGLISH 22	Any course except ENGLISH 22
Environmental Science	4 / 5	ENVIRON 20	ENVIRON 201
French: Language & Culture	5	FRENCH 204	Any 300-level FL course
German: Language & Culture	4	GERMAN 29	GERMAN 204 or 305S
German: Language & Culture	5	GERMAN 29	GERMAN 305S or above
History: World	4 / 5	HISTORY 21	Any history course
History: United States	4 / 5	HISTORY 23 & 24	Any history course
History: European	4 / 5	HISTORY 25 & 26	Any history course
Human Geography	No Credit	N/A	N/A
Italian: Language & Culture	4	ITALIAN 203	ITALIAN 301
Italian: Language & Culture	5	ITALIAN 203	Any 300-level course
Japanese: Language & Culture	4 / 5	JAPANESE 203	JAPANESE 204,305, or 306 depending on placement score
Latin Literature	4	LATIN 25	LATIN 204
Latin Literature	5	LATIN 25	LATIN 300-level course or above
Math: Calculus AB	5	Math 21	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	4	MATH 21 (c)	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	5	MATH 21 & 22 (c)	MATH 221, 212 or 202

Music: Theory	4 / 5	MUSIC 161-1	Any course
Physics C: Mechanics	4 / 5	PHYSICS 25 (d)	Consult department
Physics C: Electricity & Magnetism	4 / 5	PHYSICS 26 (d)	Consult department
Physics 1 & 2: Algebra-Based	No Credit	N/A	Consult department
Pol Sci: United States Government & Politics	4 / 5	POLSCI 20	Any 200 to 400-level course; not eligible to satisfy major requirements
Pol Sci: Comparative Government & Politics	4 / 5	POLSCI 21	Any 200 to 400-level course; not eligible to satisfy major requirements
Psychology	5	PSY 11	Any course. AP cannot be used toward major requirements
Spanish: Language & Culture	5	SPANISH 204	Any 300-level course
Spanish: Literature & Culture	4 / 5	SPANISH 204	Any 300-level course
Statistics	5	STA 20 (e)	STA 101, 102, 198, or 199

AP EXAM NOTES AND UPDATED INFORMATION

COURSE PRE-REQUISITES

A few notes: Some courses (for example Biology 201L; Econ 201D; Math 202, 212, 218, 221; and Physics) have additional pre-requisites that you will need to have before you can enroll. Pre-requisites are listed on the class detail page for each course. AP credit in English does not exempt any student from WRITING 101.

[Departmental placement pages \(http://advising.duke.edu/students/incoming-first-year-students/course-placement/\)](http://advising.duke.edu/students/incoming-first-year-students/course-placement/)

AP Credit will not count toward the Bachelor of Science in Engineering degree requirements.

INTERNATIONAL PLACEMENT CREDIT (IPC)

Duke University also recognizes various international standardized examinations and grants a limited amount of elective credit and placement in advanced courses for students whose performance in these examinations meets required standards. ***These credits may be awarded only in those subject areas for which there is an AP exam offered domestically. Not all international exams grant credit.*** Only original documents, not copies, are accepted. Have the scores of your examinations sent directly to the Office of the University Registrar or bring your official certificates with you and present them to the Registrar's office when you arrive. For questions or concerns, contact registrar@duke.edu (<mailto:registrar@duke.edu>). If you have questions about the use of IPC for placement into Duke courses, contact your college advisor or the [Academic Advising Center \(http://advising.duke.edu/\)](http://advising.duke.edu/). Scores needed for Duke credit to be considered for International Placement exams are listed below.

Examination

International Baccalaureate

Score

6 or 7 on the higher level

Austria Matura Certificate Exam	1 or 2
British, Hong Kong, Scottish, Singapore or Zimbabwe A-level (GCE)	A or B
Cambridge Pre-U	D3 thru M3 or higher
Caribbean Advance Proficiency Examination (CAPE)	1 or 2
French Baccalauréat	14 or higher
Swiss Maturité	4 or 5
German Abitur	10 or higher
All India/Delhi Senior School Certificate Exams (Class 12)	84 or higher
Indian School Certificate Exam (12th year)	84 or higher
International Advanced Level (IAL) Exam	A or B
Higher Secondary Certificate Exam (India, 12th year)	84 or higher
Israeli Matriculation Certificate (5 units only)	75 or higher
Austria Matura Certificate Exam	1 or 2 (Math Exam Only)
Scottish or Zimbabwe Advance Level GCE Exam	A or B
Victorian Certificate of Education	38 or higher

PRE-MATRICULATION CREDIT (PMC)

The third type of recognized pre-Duke coursework is courses taken at another college or university. If you have studied at another college or university while attending high school, you may be eligible to receive Pre-Matriculation Credit. Such work must not be part of the high school program or high school graduation requirements. A complete list of criteria that must be met for Pre-Matriculation Credit policy and the documentation required to request transfer credit can be found at

<https://registrar.duke.edu/student-records-resources/transfer-credit>
<https://registrar.duke.edu/student-records-resources/transfer-credit>).

▼ The Trinity Curriculum

The Duke curriculum provides a liberal arts education that asks students to engage in a wide variety of subjects: arts, literature, and performance; civilizations; natural sciences and quantitative studies; and social sciences. It supports a cross-cultural and interdisciplinary approach to knowledge and fosters the development of students' abilities to read and think critically and in historically and ethically informed ways, communicate lucidly and effectively, and undertake and evaluate independent research.

GENERAL EDUCATION REQUIREMENTS OF THE TRINITY CURRICULUM:

- **2** courses in **EACH OF 5** [Areas of Knowledge](https://trinity.duke.edu/undergraduate/academic-policies/curriculum#areas) (<https://trinity.duke.edu/undergraduate/academic-policies/curriculum#areas>) (AOK)
- **2** courses in **EACH OF 5** [Modes of Inquiry](https://trinity.duke.edu/undergraduate/academic-policies/curriculum#areas) (<https://trinity.duke.edu/undergraduate/academic-policies/curriculum#areas>) (MOI)
- **1-3** courses in a [foreign language](https://trinity.duke.edu/undergraduate/academic-policies/foreign-language) (<https://trinity.duke.edu/undergraduate/academic-policies/foreign-language>)
- [Writing 101](https://twp.duke.edu/students/undergraduate/writing101) (<https://twp.duke.edu/students/undergraduate/writing101>) in your first year
- **1 seminar** (<https://trinity.duke.edu/undergraduate/academic-policies/seminars>) in your first year

AREAS OF KNOWLEDGE (AOK) AND SOME DEPARTMENTS THAT OFFER THESE COURSES:

Arts, Literature, Performance (ALP)	Art, Dance, Drama, Music, English, Global Cultural Studies, Foreign Languages
Civilizations (CZ)	Art History, History, Philosophy, Religious Studies, Classical Studies, language coursework (especially at the 200-level)
Natural Sciences (NS)	Biology, Chemistry, Environmental Studies, Psychology & Neuroscience, Evolutionary Anthropology
Quantitative Studies (QS)	Math, Statistical Science, Computer Science, Economics
Social Sciences (SS)	Cultural Anthropology; Psychology & Neuroscience; Economics; Public Policy Studies; Sociology; Gender, Sexuality, and Feminist Studies

▼ Trinity Majors, Minors and Certificates

While there is no need for you to choose a major right away, it is beneficial to understand the range of choices available to you. In your first year, look at different majors and their requirements to learn about the academic paths they offer.

MAJOR (<http://trinity.duke.edu/undergraduate/majors-minors>):

- Typically consists of 10-12 courses, but may require more. Students typically declare their major in their fourth semester, allowing time for exploration.

MINOR (<http://trinity.duke.edu/undergraduate/majors-minors>):

- Requires five courses. A minor is an additional academic area of interest that some students pursue to explore the ideas and methods of a department outside their major.

CERTIFICATE (<http://trinity.duke.edu/undergraduate/certificates>):

- Similar to a minor, but differs by including courses in several different departments. Six courses are usually required for a certificate.

▼ Academic Resources

ACADEMIC RESOURCE CENTER (ARC)

Being a Duke student can be inspiring, rewarding, and demanding. There are challenging classes and many exciting opportunities in and out of the classroom. The ARC offers resources to maximize your capabilities so you can cultivate successful academic experiences at Duke. The ARC offers:

Learning Consultations:

- Individual meetings with an ARC learning consultant to enhance your academic skills and to learn strategies tailored to how you learn and to your specific courses. Topics include time management; procrastination and motivation; how to balance study, work, and co-curricular activities; effective note-taking; exam preparation; and more.

Peer Tutoring:

- Scheduled group tutorials for select courses.

SAGE Learning Communities:

- Facilitated group learning opportunities for specific STEM courses.

Study Connect:

- Connects students with their classmates to form course study groups. Students can also find other students interested in study groups for the GRE and MCAT.

LD/ADHD Support:

- Services such as ADHD coaching and learning strategies and resources.

Get a strong start! Contact the ARC to learn more about what they offer. The ARC is located in the Academic Advising/Resource Center Building on East Campus. They can be reached at 919-684-5917, theARC@duke.edu, or online at arc.duke.edu (<http://arc.duke.edu/>).

THE WRITING STUDIO

The TWP Writing Studio offers you a space to meet with fellow Duke students with writing expertise to consult on anything writing-related, whether it be a specific project or your writing process in general. Discussing your work at any stage (from brainstorming to revision to final clarification) with a Writing Studio consultant will help you develop the awareness and skills to excel as a writer, both for particular courses and for college-level writing in general.

Appointments are available face-to-face and synchronously online. We also offer asynchronous online appointments for students outside Durham. For more information, visit [here](https://twp.duke.edu/twp-writing-studio/appointments/appointment) (<https://twp.duke.edu/twp-writing-studio/appointments/appointment>).

DUKE UNIVERSITY LIBRARIES

The Duke Libraries (library.duke.edu (<http://library.duke.edu/>)) welcome and support you by providing study spaces, extensive research collections, technology, and the people to help jumpstart your research. The Duke Libraries include Perkins-Bostock and the Rubenstein Rare Book & Manuscript Library on West Campus as well as the Music Library on East Campus. Though Lilly Library, the main library on East, will be closed from 2024-2026 for renovation, we will still have a presence on East to help with all your library needs (learn more [here](http://blogs.library.duke.edu/lilly-project) (<http://blogs.library.duke.edu/lilly-project>)).

For all first-year students, each East Campus Residence Hall is paired with a dedicated research librarian, who will send you library tips and events and will help with any research or library-related questions you have during your first year at Duke. Learn more about this and other library services when you visit the first-year portal at library.duke.edu/services/firstyear (<http://library.duke.edu/services/firstyear>).

I would like to learn more about Advising.

Trinity Registration

The registration process for the fall will begin **Monday, June 3, 2024**, with you being granted access to your First-Year Questions. You will also be able to view your Shopping Cart beginning Monday, June 3. Course registration for incoming first-year students will take place on Tuesday, August 6 or Thursday, August 8 in DukeHub. Your registration window will be determined by the last 2 digits of your Student ID number (this number normally begins with a 2). You can find your Student ID listed on the General Info tab under My Profile in DukeHub.

This section guides you through the five steps required for enrolling in fall classes. The registration process will take place in DukeHub. First, students must verify and update the personal information we have on record for you here at Duke. Next, you will have the chance to reflect on your academic experiences and plans in preparation for selecting your first-term classes.

During the Shopping Cart period, you will browse available fall classes in DukeHub, visit department websites, and confirm your pre-college credits. While reviewing class options for the fall semester, you will place a selection of interesting or required courses into your Shopping Cart. You can use Schedule Builder to easily generate a class schedule that best fits your individual needs. You will select 4.0 or 4.5 courses to enroll in for the fall, and you should also identify backup classes as alternatives if one of your preferred classes is closed when you go to enroll.

You can continue to modify your schedule until the end of the drop/add period at 11:59PM, Friday, September 6. Steps, tasks, and dates are outlined below.

Key Terms for Registration

Shopping Cart

Pre-registration period when you search for classes and place interesting courses in your Shopping Cart. You may add and delete classes from your Shopping Cart frequently.

Registration Window

The actual day that you register for classes, listed under Enrollment Dates in the Enrollment section of DukeHub. There are two registration windows; you will be assigned to one of them based on the last two digits of your student ID number. If you are in the second window this fall, you will be in the first window in the spring.

Drop/Add

The period of time following registration when you can drop and add classes as you wish, changing and rearranging your schedule.

Need Advice?

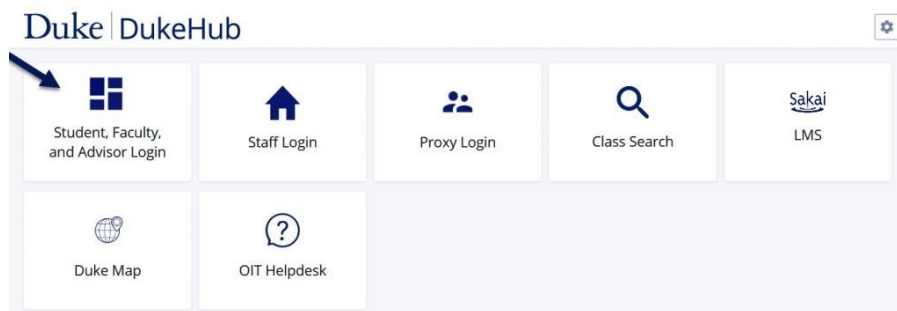
The Academic Advising Center is open all summer to advise you about curriculum requirements, selecting fall classes, or registering. Contact information is listed at the bottom of this page under FAQs.

▼ Step 1: Financial Responsibility Agreement and Verifying and Updating Personal Information

BEFORE YOU BEGIN...

1. Information on activating your NetID and creating a strong password was sent to you via email. If you did not receive the NetID activation email, please email the OIT Help Desk at help@oit.duke.edu (<mailto:help@oit.duke.edu>) or call 919-684-2200.
2. You do not need to complete all sections of the verification in one session. You can log off and then log back in later. *Note, if you leave DukeHub unattended for more than 20 minutes, you will be automatically timed out and your work will not be saved.*
3. A list of frequently asked questions and answers can be found at advising.duke.edu/FAQ (<https://advising.duke.edu/incoming/faq/>).
4. International students: You must have an address type of "International" with a corresponding address listed to comply with Homeland Security requirements and to move forward with verification.
5. Current Address: Update your current address with *where you currently reside*. It does not have to be local to the Duke campus. It could be the same as an address already listed, such as your home address. *The current address will be updated with your dorm address mid-summer by the housing office.*

1.1 Log into DukeHub at dukehub.duke.edu.



Alt Text:

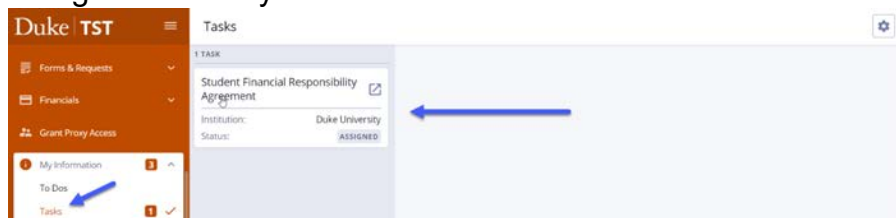
Your NetID activation information and instructions for creating a strong password were sent to you via an email message.

1. **LOG INTO** dukehub.duke.edu.
2. Enter your NetID and password.
3. Follow the instructions to complete the Student Financial Responsibility Agreement. **NOTE:** You will NOT be able to register for classes until this task has been completed.



Alt Text:

4. Navigate to the My Information section and click on Tasks.

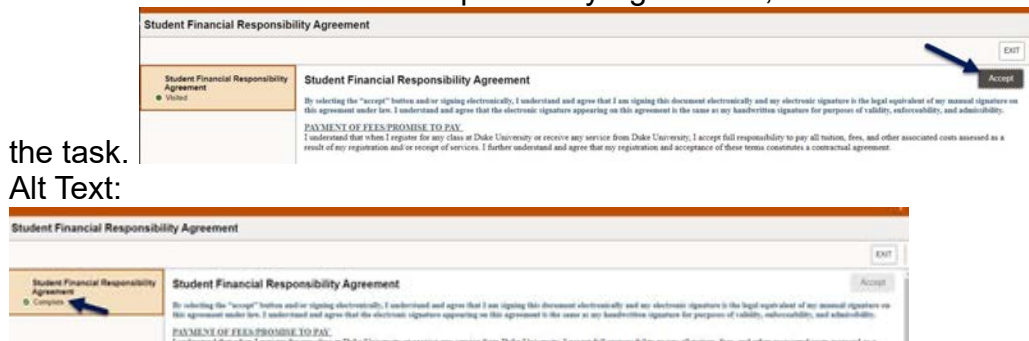


Alt Text:

5. Read the Student Financial Responsibility Agreement, and click the Accept button to complete

the task.

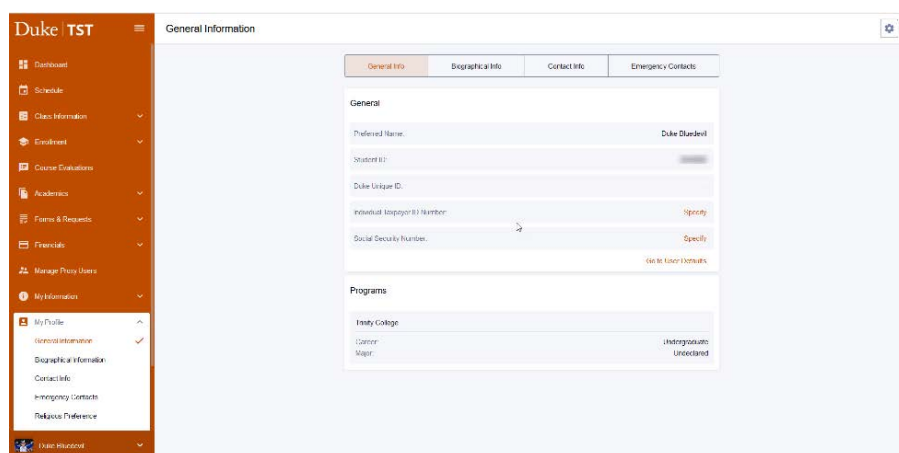
Alt Text:



Alt Text:

6. Now, navigate to My Profile section and verify/update your personal information on the General Info, Biographical Info, Contact Info, and Emergency Contacts tabs.

7. Use the edit button to make changes, and click the save button when finished making changes.



Alt Text:

You must verify all Profile information by the first day of the fall semester, August 26.

▼ Step 2: First-Year Questions

Next, you will respond to several questions that ask you to reflect on your academic and personal interests and goals. Your responses will allow your college advisor to begin learning about what is important to you. Answer the questions thoughtfully, but don't worry about writing to impress.

Select First-Year Questionnaire under the Academics section to access the questions. The first-year questions must be completed prior to your registration date.

First-year questions will be available in DukeHub beginning Monday, June 3, 2024.

Alt Text:

Once you complete the questions, the hold will be removed from your record, and you will no longer be able to edit your responses.

If you are unable to view the first-year questions, please contact the office of the University Registrar at registrar@duke.edu (<mailto:registrar@duke.edu>). Any questions pertaining to the content of the questionnaire should be directed to the Academic Advising Center at advising@duke.edu (<mailto:advising@duke.edu>).

Helpful Hints:

Please limit your responses to 250 words or less. Save each page when you are finished.

Remember that if you don't perform any action in DukeHub for 20 minutes, you will be logged out and will lose any unsaved work. You may find it helpful to write your responses in a text editor and paste them into DukeHub when you are finished.

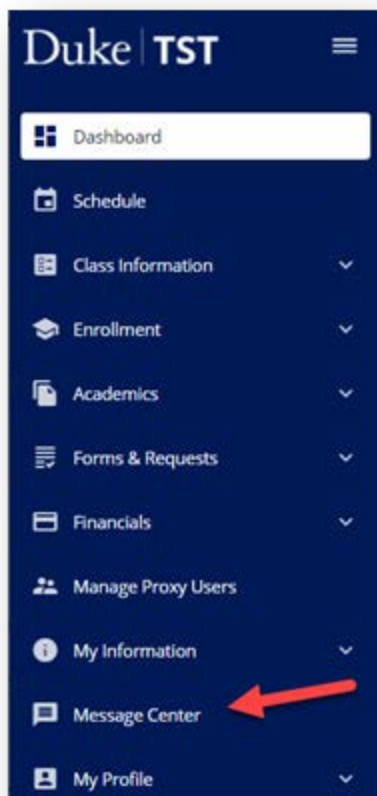
▼ Step 3: Shopping Cart

Plan Your Time

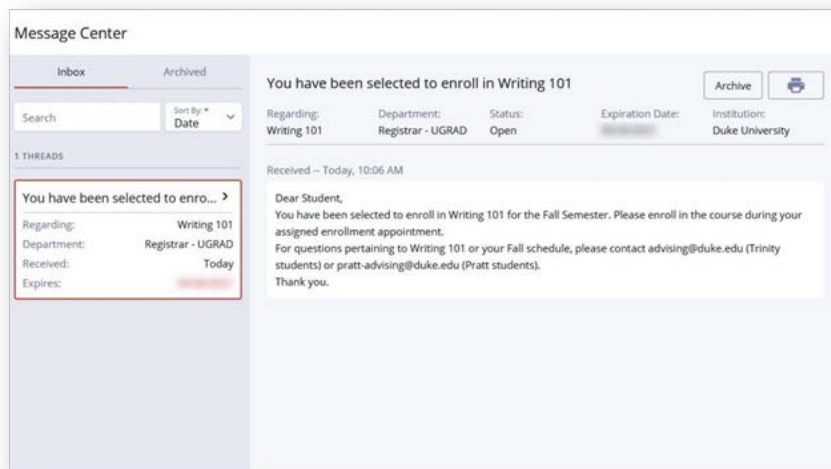
Step 3 will take time to complete. It is recommended that you complete these steps on a computer. You will need to browse through courses in DukeHub, check on prerequisites and placement, and explore departmental and program websites. Be sure to consult the Learning at Duke section for information on AP, IPC, and PMC credit; courses; curriculum; and first-year requirements.

3.1 Identify courses you might like to take this fall

WRITING 101 is the university writing course required of all first-year undergraduate students, regardless of any pre-matriculation credit. **If you are in the group selected to enroll in Writing 101 this fall, the following message will appear in your message center in DukeHub.**



Alt Text:



Alt Text:

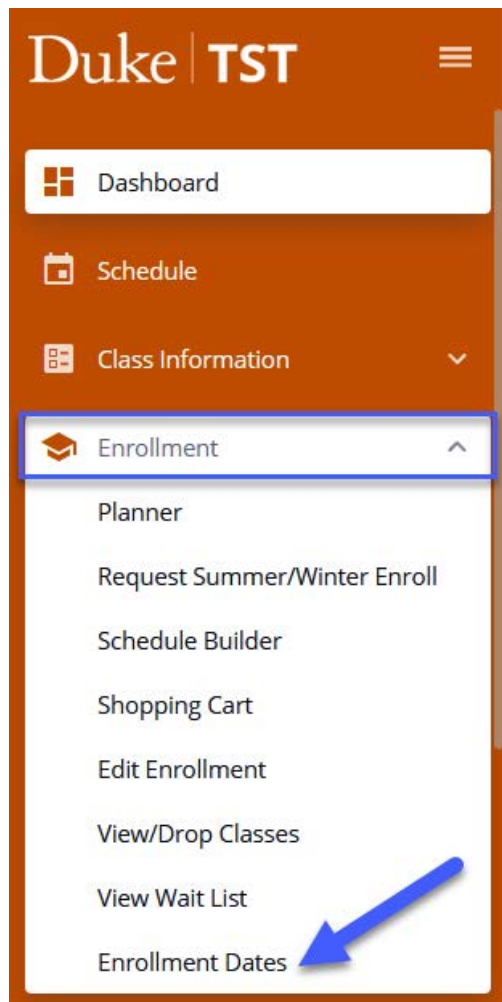
If you don't see a message that you have to enroll in WRITING 101 in fall, you will take it spring semester. However, beginning on Friday, August 9, 2024, and continuing through the end of drop/add, anyone can enroll in a WRITING 101 section that is still open, regardless of whether you were selected to enroll in fall.

Seminar classes: If you are not in the group selected to enroll in WRITING 101, then you should enroll in a seminar instead. Find several seminars that you might be interested in and place them in your Shopping Cart. Remember that you can choose 89S seminars, which are specifically for first-year students, or seminars at the 100-399 level, which may be appropriate for you depending on your interest and background. To find seminars, look for courses with an "S" after the course number

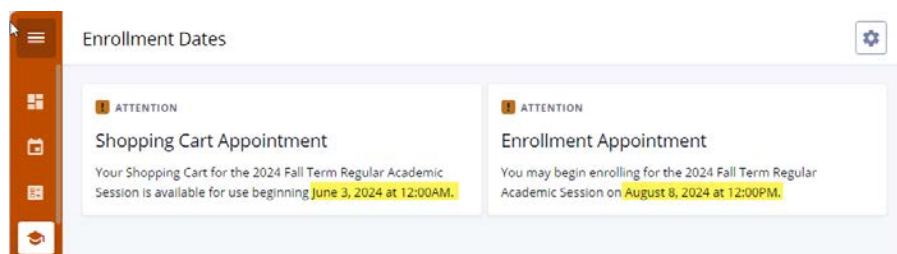
(e.g., 89S) or use the Advanced Class Search option, which is explained in section 3.4. See the Learning at Duke section for more information on the first-year seminar requirement.

3.2 Preparing for Registration

Your primary goal now is to search for and add classes to your Shopping Cart. Review your Enrollment Dates under the Enrollment section in DukeHub for your Shopping Cart Appointment and Enrollment Appointment.



Alt Text:

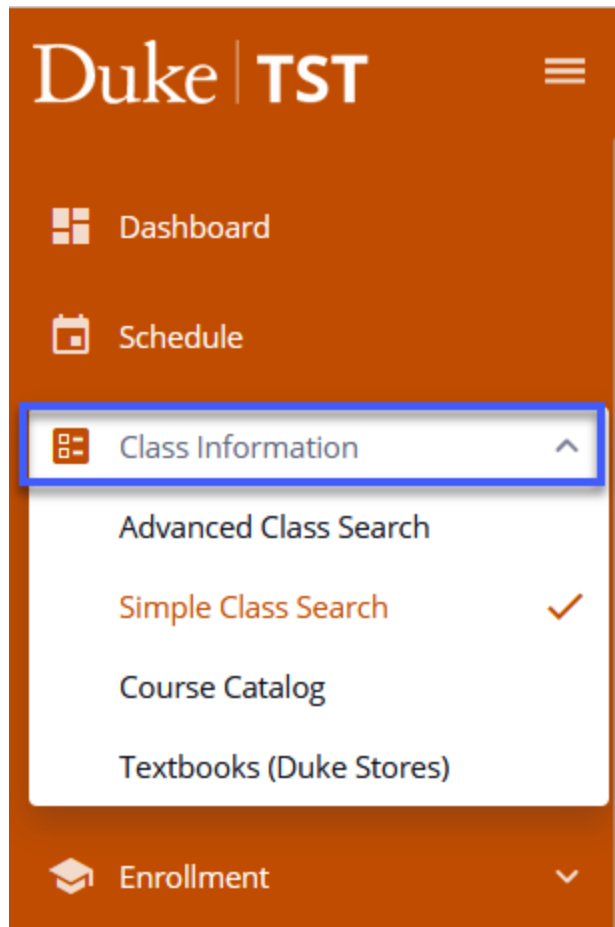


Alt Text:

3.3 Search for Classes using “Simple Class Search” under “Class Information”

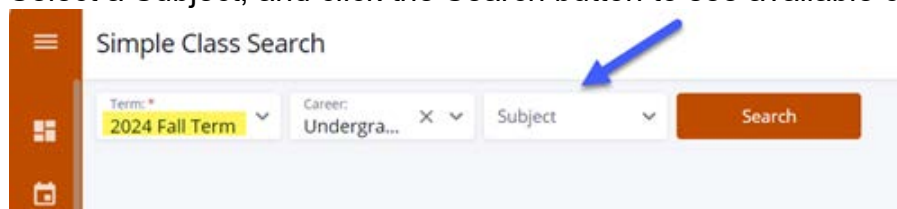
Simple Class Search is a way to find classes and add them to your Shopping Cart. DukeHub lists all courses taught at Duke, *including graduate and professional school courses that prohibit registration by first-year students*. Only add courses from undergraduate departments. For a list of undergraduate departments and programs and their abbreviations, see the Learning at Duke

section. You can also limit your view to undergraduate courses in Advanced Class Search (Section 3.4) and Schedule Builder (Section 3.5).



Alt Text:

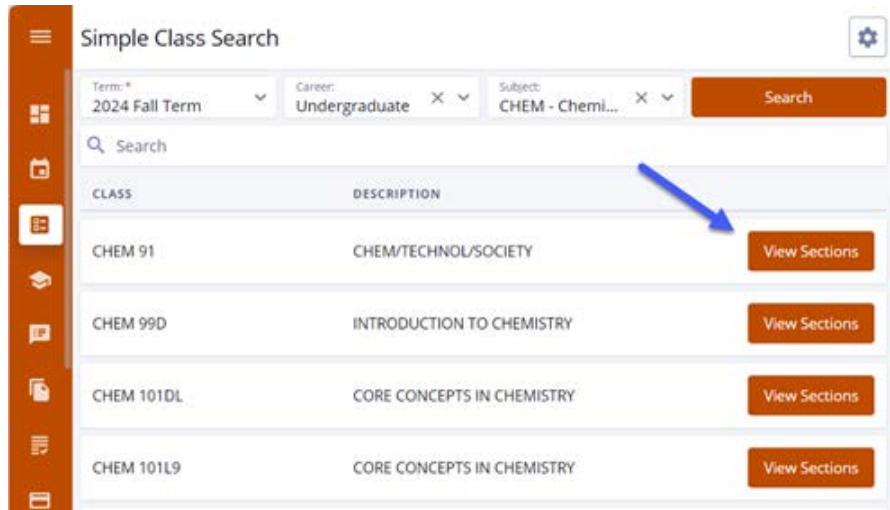
1. Under Class Information, navigate to Simple Class Search.
2. Check that the Term is correct: 2024 Fall Term.
3. Click on the Subject dropdown to view available subjects.
4. Select a Subject, and click the Search button to see available courses in that subject.



Alt Text:

Alt Text:

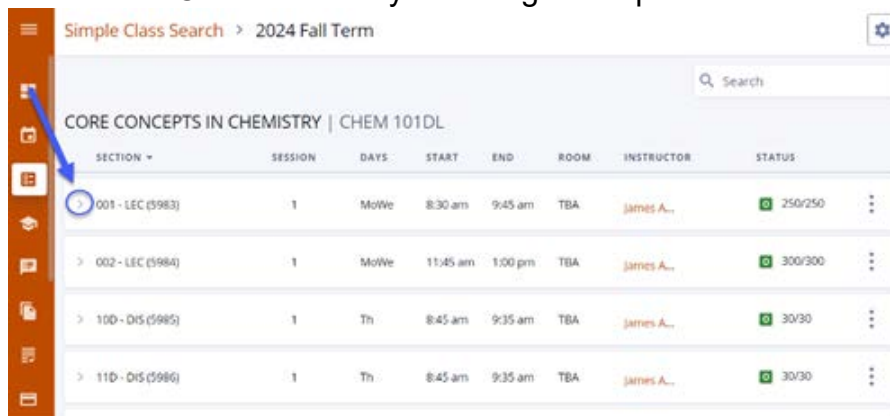
5. Click on the View Sections button to view scheduled sections.



Alt Text:

Alt Text:

6. Review the Class Details by selecting the expand icon.



Alt Text:

Alt Text:

7. Review Class and Section Information. From this screen, you can add the course to your Shopping Cart by clicking on the "Add to Cart" button in the lower right corner of the screen.

Simple Class Search > 2024 Fall Term

Expand/Collapse

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

INFORMATION

Class Number: 5983
 Career: Undergraduate
 Session: Regular Academic Session
 Units: 1 units
 Grading: Graded
 Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.
 Enrollment Requirements: Corequisite: Chemistry 101L9
 Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: James Anthony Parise Jr.
 Dates: 08/26/2024 - 12/06/2024
 Meets: MoWe 8:30AM - 9:45AM
 Instruction Mode: In Person
 Room: TBA
 Campus: Duke University
 Location: Durham
 Components: Discussion Required, Lecture Required

TEXTBOOKS/COURSE MATERIALS

Textbook Information

AVAILABILITY

Status: Open
 Seats Open: 250/250
 Wait List Open: 250/250

ADDITIONAL LINKS

- Course Eval History (For UGRD & visiting students)

Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

Alt Text:

8. You can also add classes to your Shopping Cart using Additional Actions.

Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall	James Anthony Parise Jr.	250/250
002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall	James Anthony Parise Jr.	
100 - DIS (7028)	1	Th	8:45 am	9:35 am		James Anthony Parise Jr.	

Enroll
 Add to Cart
 Add to Planner
 Add to Schedule Builder

Alt Text:

Alt Text:

9. A confirmation message will appear at the top of the Simple Class Search page letting you know the course was successfully added, and the Shopping Cart icon will appear.

Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

Alt Text:

Alt Text:

3.4 Search for classes using “Advanced Class Search” - Under “Class Information”

The Advanced Class Search function is another way to search for and add classes to your Shopping Cart. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 3.5).

Alt Text:

Available criteria include:

- Subject (e.g., Biology)
- Start Time/End Time and Day(s) taught
- Course Attributes
- Curriculum - Areas of Knowledge
- ALP - Arts, Literature & Performance
- CZ - Civilizations
- NS - Natural Sciences
- QS - Quantitative Studies
- SS - Social Sciences
- Curriculum - Modes of Inquiry
- CCI - Cross-Cultural Inquiry
- EI - Ethical Inquiry
- FL - Foreign Language
- R - Research
- STS - Science, Technology & Society
- W - Writing
- Interest Area
- Service Learning Course
- Seminar/Lab/Topics
- Seminar

The term should read 2024 Fall Term in Advanced Class Search.

1. Check the box that says “Show Open Classes Only.”
2. Select your criteria.
3. Click the “Search” button.

Alt Text:

3.5 Create a class schedule with Schedule Builder

Schedule Builder is Duke's tool to help you quickly and easily generate class schedules.

Alt Text:

With Schedule Builder, you can add any classes you may be interested in as well as any times you know you can't have a class (for a job, sports practice, etc.). Schedule Builder will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you. Students can favorite and name specific schedules for easy reference for registration. The schedule can be imported to your DukeHub Shopping Cart rather than having to add each class manually through **Simple Class Search** or **Advanced Class Search**.

Schedule Builder will also display courses that you're already enrolled in and generate schedules with them included, helping you fill holes in your schedule even after your initial registration. If a class fills up before you register or you decide to change a course during the drop/add period, Schedule Builder can help you replace a course by showing you only those new classes that will fit your current schedule.

NOTE: Schedule Builder is a tool to plan your class schedule for the term. You will still need to enroll in those courses via your Shopping Cart.

A detailed Help Guide for using the Schedule Builder can be found on the University Registrar's website [here \(https://registrar.duke.edu/help-guides/schedule-builder/\)](https://registrar.duke.edu/help-guides/schedule-builder/).

3.6 Check on class details

Below is an example of the Class Detail view, which you can also access from your Shopping Cart by clicking on the Expand icon.

COURSE SUFFIXES

(i.e., letters that follow the course number; not all courses will have these)

- A: The course is taught abroad or away; do not enroll in these (e.g., BIOLOGY 201LA)
- FS: Course in a Focus Program; only students accepted to FOCUS are enrolled (e.g., BIOLOGY 180FS)
- D: Course has a discussion or recitation section with it (e.g., ECON 201D)
- L: Course has an associated laboratory (e.g., MATH 105L)
- S: Course is a seminar (e.g., ENGLISH 89S)

Policy Journalism and Media Studies Capstone Course | PJMS 410

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
01-LEC (6247)		1	TuTh	10:05 am	11:20 am		Departmental Staff	08/28 - 12/08	15/15	In Person

INFORMATION

Class Number: 6247

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Capstone course for Policy Journalism and Media Studies certificate. Course taken after student completes media internship. Designed to integrate student's practical experience with conceptual and theoretical classroom work. Students meet in formal course setting to discuss what they have learned, present examples of the work they have accomplished, and discuss relevant research, culminating in a final project. Course requires a class presentation about the student's internship and a final project that integrates the internship experience with course content. Open to Policy Journalism and Media Studies certificate students only.

Enrollment Requirements: U-PJMS-C only

Class Attributes: (R) Research

Crosslisted in another department

Graded only. S/U not allowed.

(SS) Social Sciences

DETAILS

Instructor: Departmental Staff

Dates: 08/28/2023 - 12/08/2023

Meets: TuTh 10:05am - 11:20am

Instruction Mode: In Person

Room: -

Campus: Duke University

Location: Durham

Components: Lecture Required

TEXTBOOKS

-

Textbook Information

AVAILABILITY

Status: Open

Seats Open: 15/15

Wait List Open: 15/15

COMBINED SECTION

Class: POLICY JOURNALISM/MEDIA ST

Section: PUBPOL 410 - 01 (6246)

Status: Open

Seats Taken: 0

Wait List Total: 0

Class: POLICY JOURNALISM/MEDIA ST

Section: PJMS 410 - 01 (6247)

Status: Open

Seats Taken: 0

Wait List Total: 0

ADDITIONAL LINKS

Course Eval History (For UGRD & visiting students)

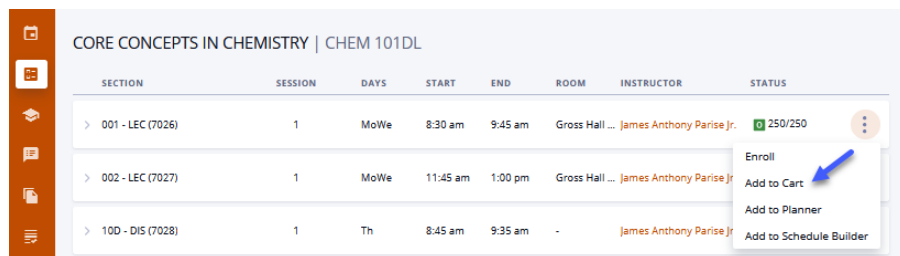
Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

1. The green circle indicates this course is open.
2. Career = Undergraduate. This course is appropriate for you. Note that you must specify "Undergraduate" in Advanced Class Search.
3. Units (credits) = 1. This is a one-credit course, as are most undergraduate academic courses at Duke. Some courses are 2.0 credits and others are 0.5 credits.
4. This is a graded course (scale of A, B, C, D, F). Many partial-credit courses are only taught satisfactory/unsatisfactory.
5. Course description along with prerequisite coursework or previous experience needed for a class will be noted here.
6. "Instructor Consent Required" means that you must contact the instructor of the course and obtain a permission number to enroll; see section 3.8 for more information on permission numbers.
7. Enforced class prerequisites would be listed here (see section 3.9).
8. Class Attributes indicate which Areas of Knowledge and/or Modes of Inquiry are being satisfied (EI, STS, W, SS).
9. Displays available seats/capacity. The maximum enrollment for this course is 15 students.
10. The maximum number of students who may be waitlisted for this course is 15.
11. Some courses, like the one shown, include a link to student **course evaluation** history. This shows how previous students regarded the class.
12. (not pictured here) Synopsis. Some courses will have a link here to a synopsis. If so, be sure to read it.

3.7 How to add and drop courses from your Shopping Cart

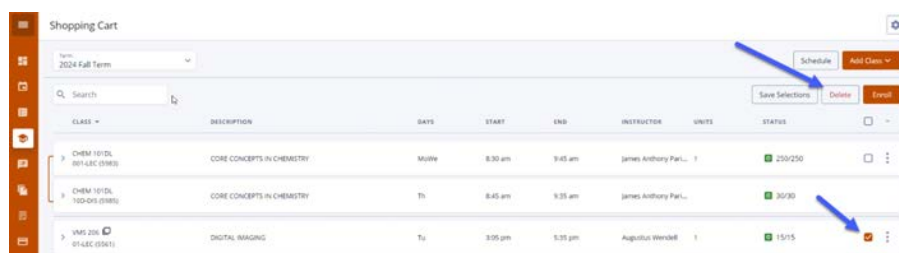
To add a course: When you find a class, click on “Add to Cart.” You can also use Class Search (section 3.3) or Advanced Class Search (section 3.4) or Schedule Builder (section 3.5).



Alt Text:

Placing a class in your Shopping Cart does not reserve a seat in the class. Students must add classes to their Shopping Cart, select the checkbox next to the class, and select "Enroll" in order to register for the class when their enrollment appointment opens.

To DELETE a course from your Shopping Cart: Click on the check box next to the course name, and select the "Delete" button. You will be prompted to confirm the deletion of the course from your Shopping Cart.



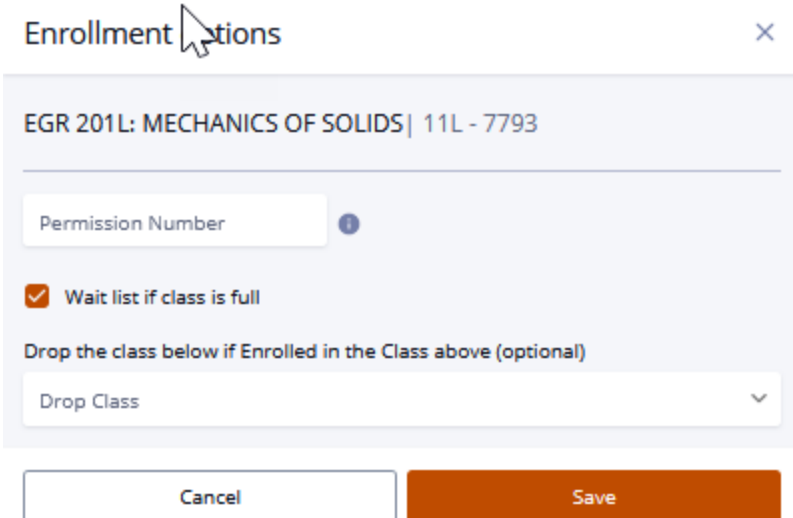
Alt Text:

Classes fill up quickly during registration. We strongly recommend students have backup schedules in their Shopping Cart in case their preferred classes are no longer available.

3.8 Permission numbers and how to use them

Permission numbers are used in the registration process to allow faculty to grant permission for students to enroll when the student has not met a prerequisite, to override a class capacity, or when a class requires permission. You can add the course to your Shopping Cart, but the system will not allow you to enroll until you have entered the permission number provided by your professor in DukeHub.

Most classes do not require a permission number; however, the Enrollment Options box appears for every class placed in your Shopping Cart.



Enrollment options

EGR 201L: MECHANICS OF SOLIDS | 11L - 7793

Permission Number ⓘ

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class ▼

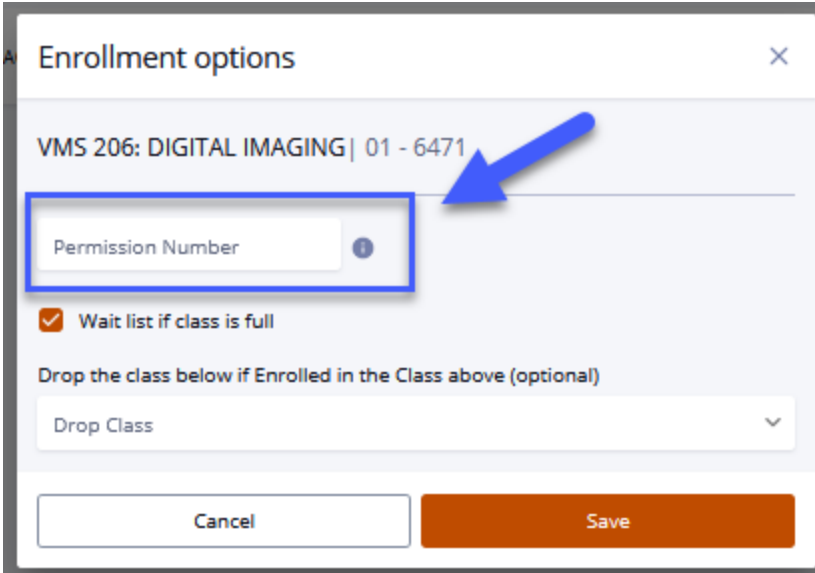
Cancel Save

Alt Text:

If the course does not require a permission number or you have yet to obtain a required number, leave the Permission Number blank and select Save to continue. If you have obtained a permission number, enter it and select Save to continue.

If you need one, it can be difficult to obtain a permission number during the summer because faculty are often away from Duke and unavailable by phone or email. If you wish to try to contact the instructor anyway, go to directory.duke.edu (<http://directory.duke.edu/>) and enter the instructor's name in the search box to find their contact information.

To enter a required permission number, type the Permission Number provided by the instructor or departmental staff member in the Permission Number box which pops up when you are adding a class and select Save.



Enrollment options

VMS 206: DIGITAL IMAGING | 01 - 6471

Permission Number ⓘ

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class ▼

Cancel Save

Alt Text:

You can also enter a Permission Number by selecting the Additional Actions icon next to the class and selecting Edit. Enter the Permission Number provided by the instructor or departmental staff member in the Permission Number box and select the Save button.

Shopping Cart

Term: 2024 Fall Term

Search

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101DL 001-LEC (5983)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anthony P...	1	250/250	
CHEM 101DL 100-DIS (5985)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anthony P...		30/30	
VMS 206 01-LEC (5561)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus Wendell	1	15/15	Enroll Edit Textbook Information

Alt Text:

Enrollment options

VMS 206: DIGITAL IMAGING | 01 - 6471

Permission Number

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

Cancel Save

Alt Text:

3.9 Course prerequisites - What you should know

Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. Some course prerequisites are enforced, i.e., you need to have the prerequisite showing on your Academics page in DukeHub in order to enroll, and others are not. It's important to know the difference.

Enforced prerequisites: If a course has an enrollment requirement on the Class Detail page (see item 7 in the screenshot in section 3.6), the course has an enforced prerequisite. This means that you can add the course to your Shopping Cart, but the system will not allow you to enroll until the prerequisite course is listed on your Academics page in DukeHub. For example, Intermediate Microeconomics I, ECON 201D, requires previous credit in economics and math. If you have AP, IPC, or PMC credit in economics and math, check to see if these are listed on your Test Scores or Transfer Credit sections under Academics. If they are, the system will recognize that the prerequisites have been met, and you can enroll. If they aren't, postpone enrollment in this course until later.

Unenforced prerequisites: If a course mentions a prerequisite in the course summary or synopsis and there is no specific enrollment requirement listed in class details, then the prerequisite is not enforced; instead, it is a recommendation that students should have taken the prerequisite before enrolling. This means that you can add the course to your Shopping Cart and enroll. The system will not check your record to see if the prerequisite is listed. However, just because the department doesn't enforce the prerequisite doesn't mean it isn't important. You should be sure you have the required background before beginning the course. To do otherwise could present real challenges to

your academic success in the class. If you have any concerns, talk with the course instructor when classes begin in August. You can also contact the Academic Advising Center.

Waiting for AP scores: AP scores are usually electronically transmitted to Duke from AP Services in the first week of July. Your AP credit should be processed and posted to Test Scores and Transfer Credit sections before you register for classes. However, if your AP credits are not posted by the time you register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add the course during drop/add after your credit has been posted. If you don't see AP scores posted in DukeHub before you register, there is a good chance that the University Registrar has not received your official score report, and you will need to have it sent. You can contact the Office of the University Registrar with questions about this via email to registrar@duke.edu (<mailto:registrar@duke.edu>).

Waiting for International Placement Credits (IPC)? International Baccalaureate scores are sent by IBO to Duke around the same time as AP is received. For all other international placement exams, the official results should be submitted by the student to the Office of the University Registrar. If your scores have been received and IPC credit is awarded, you will see these credits on your Academics page in DukeHub. If the credit is not posted by the time you want to register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add it during the drop/add period, after your credit has been posted. For questions about IPC, contact the Office of the University Registrar.

COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
APSLF - AP Self-Report Scores-Unofficial							
English Language & Composition	4.00	-	-	05/20/2017	Unknown	Self-Rpted	10/30/2017
Environmental Science	4.00	-	-	05/20/2017	Unknown	Self-Rpted	10/30/2017
U.S. History	5.00	-	-	05/20/2016	Unknown	Self-Rpted	10/30/2017
AP - Advanced Placement							
English Language & Composition	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018
Environmental Sciences	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018

Alt Text:

The system is looking for **official** AP test scores and not self-reported test scores to satisfy enforced prerequisites. Official AP test scores can be viewed in the Test Scores section under Academics in DukeHub.

Self-reported scores can be found if you select the APSLF- AP Self-Reported Scores-Unofficial section in the Test Scores section.

Official scores which have been received and posted by the University Registrar's Office to your Duke academic record in DukeHub can be found in the Transfer Credit section under Academics in DukeHub.

PROGRAM	TERM	TEST ID	TEST COMPONENT	SCORE	COURSE	UNITS	GRADE	STATUS
A&SU	2018 Fall Term	AP	ENG	4	ENGLISH 22 (COMPOSITION & LANGUAGE)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	ENV	4	ENVIRON 20 (ENVIRONMENTAL SCIENCES)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	UH	5	HISTORY 23 (AMERICAN HISTORY, I)	1.00	AP	Posted
A&SU	2018 Fall Term			0	HISTORY 24 (AMERICAN HISTORY, II)	1.00	AP	Posted

Alt Text:

3.10 Are you done with your Shopping Cart?

Once you feel confident about your Shopping Cart and have selected a variety of courses (including WRITING 101 if you are scheduled to take it in the fall), move on to Step 4 to put together a tentative schedule.

▼ Step 4: Validating Your Schedule

In this step, select four classes from your Shopping Cart that you wish to enroll in. Use the "Validate" tool to check for time conflicts, required permission numbers, and prerequisites. The system will allow *validation* of up to 5 credits, although you will only be able to *enroll* in a maximum of 4.5 credits during your first semester.

1. From your Shopping Cart, check the boxes next to the four courses you wish to enroll in for the Fall 2024 term.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	✓
> CHEM 101DL 001-LEC (7026)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anth...	1	0 250/250	<input checked="" type="checkbox"/>
> CHEM 101DL 100-DIS (7028)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anth...		0 28/28	<input checked="" type="checkbox"/>
> PUBPOL 110 01-LEC (3035)	INFORMATION, SOCIETY & CULTURE	Mo	8:30 am	11:00 am	Astrid Adele...	1	0 18/18	<input checked="" type="checkbox"/>
> STA 211 01-LEC (7401)	MATH OF REGRESSION	Mo	3:05 pm	4:20 pm	Departmen...	0.5	0 50/50	<input checked="" type="checkbox"/>
> VMS 206 01-LEC (6471)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus W...	1	0 15/15	<input checked="" type="checkbox"/>
> WRITING 101 11-LEC (3130)	ACADEMIC WRITING	TuTh	11:45 am	1:00 pm	Miranda Eli...	1	0 15/15	<input checked="" type="checkbox"/>

2. Click on the "Validate" button.
Alt Text:

Alt Text:

3. Review the Validation Results. You will see a status report that will tell you if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite, or other errors. You can update your shopping cart by adding and deleting classes and choosing other combinations of courses, then validate again until you find a schedule that works.

Validation results

You have validated 5 classes for the term 2023 Fall Term.

CLASS	VALIDATION STATUS
PUBPOL 110 3035	Valid. Ok to add.
OK to Add.	
WRITING 101 3130	Valid. Ok to add.
OK to Add.	
VMS 206 6471	Valid. Ok to add.
OK to Add.	
CHEM 101DL 7026	Potential Problem
<p>There is a time conflict for class number 3035 and class number 7026. 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.</p>	
STA 211 7401	Potential Problem
<p>Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Prerequisite: Mathematics 216, 218, or 221; Prerequisite or Corequisite: Statistical Science 210.</p>	

OK

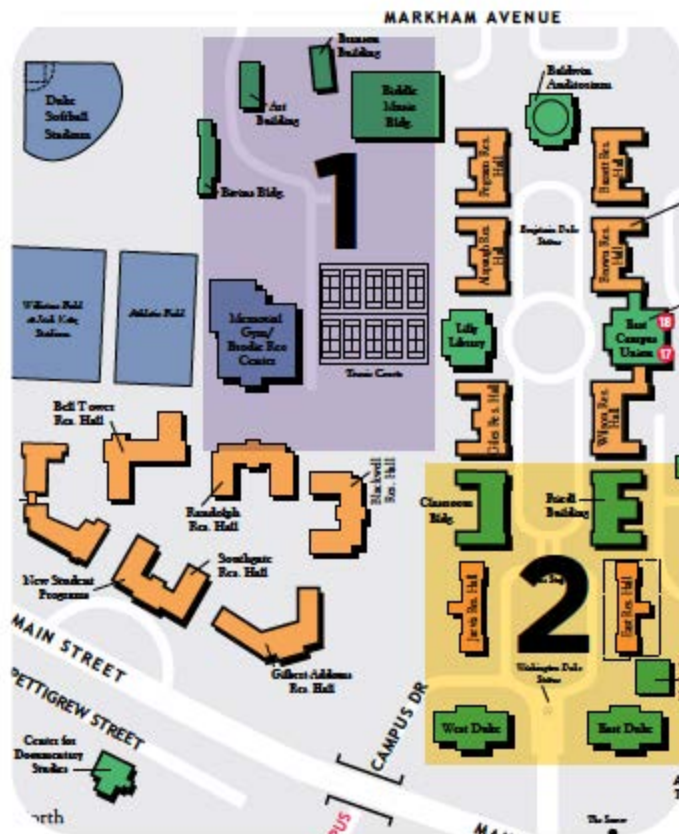
Alt Text:

You may validate multiple schedules to see what is possible before deciding on your final choices for registration. Classes you have checked for validation will remain checked when you next log in to DukeHub. Before your registration window opens, you are advised to check if spaces are available in your preferred classes in case it makes sense to choose another course instead.

Review your proposed schedule

- You should have four 1.0 credit courses.
- Check to see if there are prerequisites for your courses, and if so, confirm you meet these prerequisites.
- View your shopping cart graphically in Schedule Builder. You may find having some courses on MWF and others on TuTh gives you a more balanced schedule.
- If you are a student participating in FOCUS, you should have 2 non-FOCUS courses that you selected and 2.5 FOCUS courses that were already selected for you.
- Consider the time required (between 20-30 minutes) to travel between East and West Campus, where many classes are held. The room number and building of your courses are displayed in your shopping cart and when you use the class search tools in DukeHub. Keep in mind classroom assignments are subject to change. You can find the physical location of classes by going to maps.duke.edu (<http://maps.duke.edu/>). East/West buses run every few minutes throughout the day. For more information about bus schedules, visit duke.transloc.com (<http://duke.transloc.com/>).

EAST CAMPUS



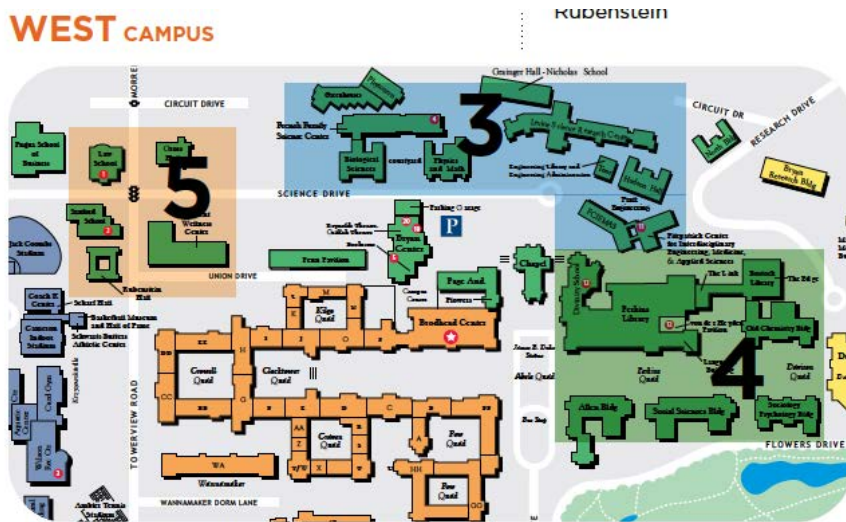
Alt Text:

EAST CAMPUS: Groups 1 & 2

You can get from any two buildings on East within 5 minutes.

GROUP 1 (Biddle, Bivins, Brody Theater, Brodie Recreational Center, Art Center) - Buildings are about a five-minute walk from the bus stop.

GROUP 2 (Classroom Building, Friedl, East Duke, West Duke, White Lecture Hall) - Buildings are right next to the bus stop.



Alt Text:

WEST CAMPUS: Groups 3, 4, & 5

You should be able to get from any two buildings on West within 10 minutes.

GROUP 3: Bio Sci, French Family, Physics, L.S.R.C., Teer, Hudson, Fitzpatrick (FCIEMAS)

GROUP 4: Allen, Gray, Old Chem, Languages, Reuben-Cooke, Social Science, Wilkinson

GROUP 5: Gross Hall, Sanford, Rubenstein

- **Group 1 to Group 3:** 25-30 minutes
- **Group 1 to Group 4:** 20-25 minutes
- **Group 1 to Group 5:** 30 minutes
- **Group 2 to Group 3:** 20-25 minutes
- **Group 2 to Group 4:** 20 minutes
- **Group 2 to Group 5:** 20-25 minutes

Done? Your proposed schedule at this time should have:

- Four 1.0-credit courses (a required, normal load)
- Possibly an optional 0.5-credit course (If you are in FOCUS, you will have 4.5 credits.)
- WRITING 101, if you are among the students who must enroll
- A seminar if you are not assigned to enroll in WRITING 101

▼ Step 5: Register for Classes

In this step, you will select Shopping Cart in the Enrollment section of DukeHub, enroll in your fall courses, and then adjust your schedule during the drop/add period. The Enroll button will appear before your Enrollment window opens, but is not functional. **If you try to enroll before your window opens, the following message will appear: “You do not have a valid enrollment appointment at this time.”**

DukeHub registration will open at 12:00PM Eastern Daylight Time (EDT) on the day of your assigned registration window (**Tuesday, August 6 or Thursday, August 8**) and will remain open until the end of the drop/add period on **September 8**. Your window date is indicated on your Enrollment Dates page. **You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.**

5.1 Select classes, validate, enroll

1. Check the boxes for the 4 or 4.5 courses you wish to enroll in Fall 2024 in your Shopping Cart.
2. View the Status column to be sure there are seats available.
3. Click on the "Validate" button to check for prerequisites and time conflicts.

Shopping Cart

Term: 2023 Fall Term

Search

Save Selections Delete Validate Enroll

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	✓
> CHEM 101DL 001-LEC (7026)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anth...	1	250/250	✓
> CHEM 101DL 100-DIS (7028)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anth...		28/28	
> PUBPOL 110 01-LEC (3035)	INFORMATION, SOCIETY & CULTURE	Mo	8:30 am	11:00 am	Astrid Adel...	1	18/18	✓
> STA 211 01-LEC (7401)	MATH OF REGRESSION	Mo	3:05 pm	4:20 pm	Departmen...	0.5	50/50	✓
> VMS 206 01-LEC (6471)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus ...	1	15/15	✓
> WRITING 101 11-LEC (3130)	ACADEMIC WRITING	TuTh	11:45 am	1:00 pm	Miranda Eil...	1	15/15	✓

4. Click on the "Enroll" button.
Alt Text:
5. View the Enrollment Results window that appears to confirm that enrollment in your selected classes was successful.

After registering, you can view your fall schedule in these places:

- View/Drop Classes
- Schedule
- Schedule Builder

****As a reminder: Be mindful that some courses, like the one shown below (CHEM 101DL), require a separate discussion section that you will need to enroll in at the same time.****

Core Concepts in Chemistry | CHEM 101DL

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
001-LEC (7026)	-	1	MoWe	8:30 am	9:45 am	Gross Hall 1...	James Anthony ...	08/28 - 12/08	250/250	In Person

INFORMATION

Class Number: 7026

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.

Enrollment Requirements: Not open to students who have credit for Chemistry 21

Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)

Dates: 08/28/2023 - 12/08/2023

Meets: MW 8:30am - 9:45am

Instruction Mode: In Person

Room: Gross Hall 107

Campus: Duke University

Location: Durham

Components: Discussion Required, Lecture Required

[See Location](#)

TEXTBOOKS

-

[Textbook Information](#)

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

AVAILABILITY

Status: Open

Seats Open: 250/250

Wait List Open: 250/250

Alt Text:

After you click on “Add to Cart,” another window will open showing the Discussion sections from which you can select an available one that fits into your schedule. After selecting a section, click Continue to finalize the Shopping Cart transaction.

Related Classes

CHEM 101DL - CORE CONCEPTS IN CHEMISTRY

SELECTED CLASS

Class #:

7026 (001)

Room:

Gross Hall 107

Section:

001

Start:

8:30 am

Days:

MoWe

End:

9:45 am

Instructor:

James Anthony Parise Jr.

Status:

Open

Select Discussion section (Required)

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
DIS (7028)	10D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7029)	11D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7030)	12D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7031)	13D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7032)	14D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7033)	15D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28	<input checked="" type="radio"/>
DIS (7034)	16D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7035)	17D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7036)	18D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28	<input type="radio"/>
DIS (7037)	19D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28	<input type="radio"/>

Cancel

Continue

Alt Text:
Alt Text:

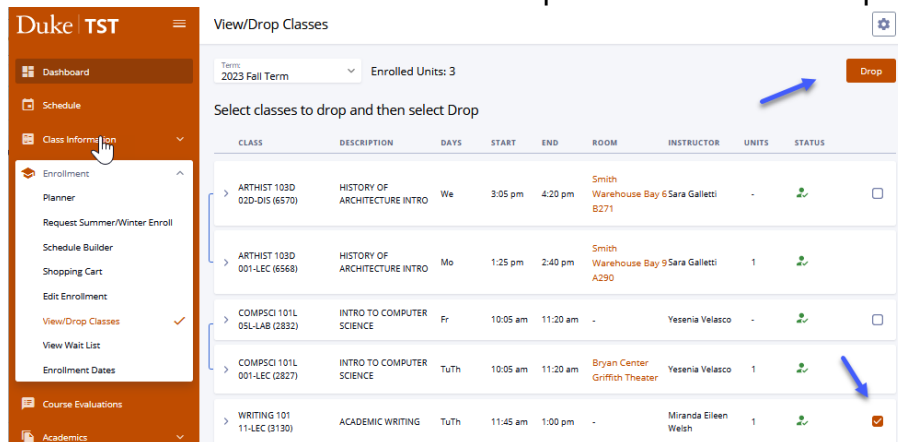
REMEMBER:

- You are NOT enrolled in any classes until you click the Enroll button. After doing so, do not be alarmed if you see a processing message with various warnings. This is a reminder that any of these actions will cancel your enrollment request, and you will have to start over in the enrollment queue. Be patient until you receive confirmation of your enrollment.
- Your Schedule will display your weekly schedule and your class schedule.
- Your Academics page will list AP, IPC, and PMC credits that you have been given and your fall courses. In the future, it will list all courses you have enrolled in at Duke as well as grades and cumulative GPA.
- Visit View/Drop Classes to drop a course you are currently enrolled in (see next section).

5.2 How to drop a class you are enrolled in

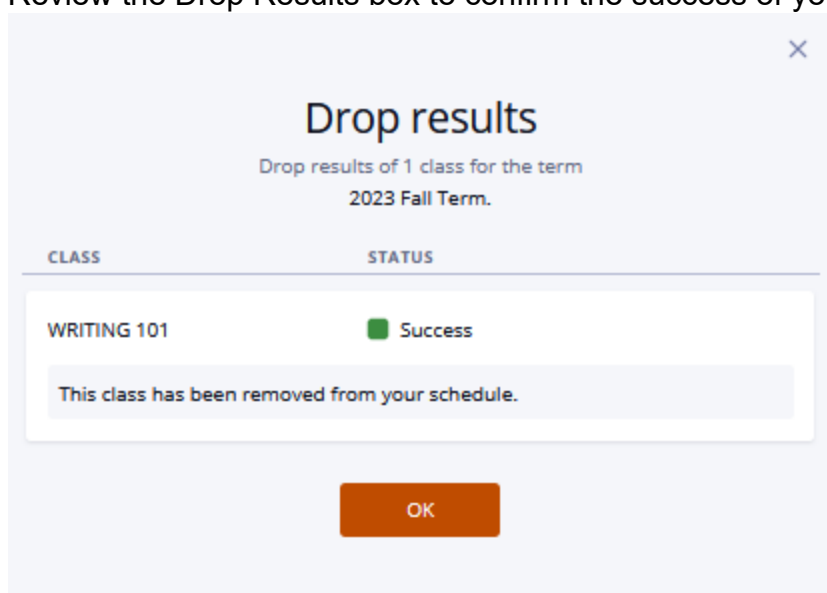
Navigate to the View/Drop Classes section under Enrollment in DukeHub.

1. Check the box next to the class to drop and click on the “Drop” button.



Alt Text:

2. A new screen will appear asking you to confirm your selection. Click on the “Drop” button to confirm.
3. Review the Drop Results box to confirm the success of your drop request.



Alt Text:

4. Click on “View/Drop Classes” to review your new schedule.

5.3 How to add a class to your schedule

When you find a class, click on the expand icon to see the Course Detail page. Check for enrollment requirements or prerequisites.

If you wish to enroll, click on the “Add to Cart” button, and the class will be added to your shopping cart. Then follow the regular registration instructions (section 5). Because students can only enroll in up to 4.5 credits during their first semester, if you are already enrolled in 4 or 4.5 credits, you will need to drop a class before you can add a new one. **Be sure you will be able to enroll in the class you wish to add, i.e., there are open seats, it fits your schedule, you have any required prerequisites, and you have a permission number if needed, before dropping one of your current classes.**

5.4 Waitlisting

You can join a waitlist if a class is full. If a student enrolled in the class chooses to drop it, a seat will become available, and DukeHub will then enroll the student who is in the number one position on the class waitlist under specific criteria.

There are four important cautions with waitlists:

1. Make sure that you are not enrolled in a class that conflicts in time with a class you are waitlisted for. If you are enrolled in another course that has a time conflict with the course in which you are waitlisted, when a seat becomes available, the system will pass over you because of the time conflict and will enroll the next person on the waitlist. You won't be enrolled.
2. A waitlisted class counts as one full credit toward your enrollment limit for the registration period. Thus, if you are already enrolled in 4 or 4.5 credits, you won't be able to join a waitlist for a class.
3. Just being on a waitlist (even as the first person) does not guarantee that you will be enrolled. If no one drops out of the course, you won't be enrolled.
4. All waitlists are deleted at the end of the first week of class and all classes become permission only until the end of the drop/add period.

You're done!

Once you have enrolled in your classes, you may return to DukeHub Enrollment and modify your schedule if you need up until drop/add concludes.

Once you complete step 5 and successfully enroll in four 1.0-credit courses, you are finished with the summer registration process.

Congratulations!

▼ Registration FAQs

For frequently asked questions, please visit <https://advising.duke.edu/incoming/faq/> (<https://advising.duke.edu/incoming/faq/>).

There you will find questions that incoming students have asked in previous summers. Remember that if you have other questions or need more explanation, we encourage you to contact the Academic Advising Center by phone (919-684-6217; Monday-Friday, 9:00AM to 4:00PM) or email advising@duke.edu (<mailto:advising@duke.edu>) for help.

Trinity Registration

Transfer students will have a registration hold placed on their account after matriculation. Transfer students will be able to register for courses at the end of July once the hold has been removed. Between now and when registration is opened, you will be expected to meet with your advisor. Since some of the classes you will be enrolling may have prerequisites, our goal is to have your transfer credits posted to Duke Hub before your registration window. This is dependent on reviewing your final official transcript. In the case that a transfer credit is not active as a prerequisite, your Academic Dean will guide you in how to obtain a permission number to enroll in the course. **This section guides you through the four steps required for successfully enrolling in fall classes.**

You will be able to make changes to your fall schedule until the drop/ add period ends on the second week of classes in the fall semester. Steps and tasks are outlined below.

You will need to give yourself time to browse through courses, review the previous section on Learning at Duke, and check various Duke websites as you put together a prospective schedule. We recommend that you begin as soon as possible.

Registration Key Terms

Shopping Cart

Pre-registration period when you search for classes and place interesting courses in your Shopping Cart. You may add and delete classes from your Shopping Cart at any time.

Registration Window

The actual day that you register for classes, listed on your Enrollment Dates section under Enrollment in DukeHub. There are two registration windows; you will be assigned to one of them based on the last two digits of your student ID number. If you are in the second window this fall, you will be in the first window in the spring. This really only applies for future semesters. This summer as a transfer student coming in your “registration window” and “drop/add” will coincide.

Drop/Add

The period of time following registration when you can drop and add classes as you wish, changing and rearranging your schedule.

Need Advice?

The Academic Advising Center is open all summer to advise you about curriculum requirements, selecting fall classes, or registering. Contact information is listed at the bottom of this page under the FAQs.

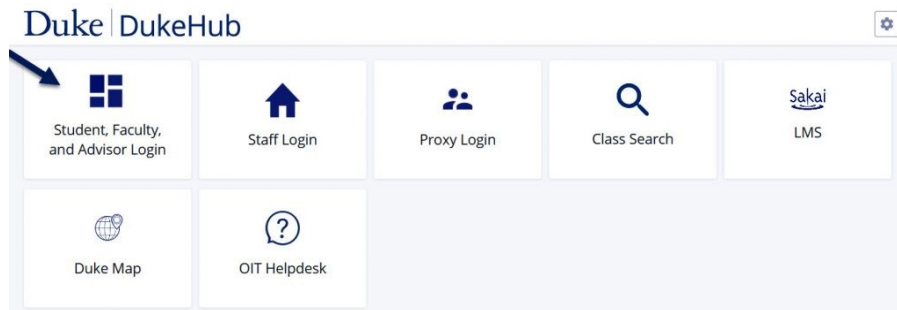
▼ Step 1: Verifying and Updating Personal Information

BEFORE YOU BEGIN...

1. Information on activating your NetID and creating a strong password was sent to you via email. If you did not receive the NetID activation email, please email the OIT Help Desk at help@oit.duke.edu (<mailto:help@oit.duke.edu>) or call 919-684-2200.
2. You do not need to complete all sections of the verification in one session. You can log off and then log back in later. *Note, if you leave DukeHub unattended for more than 20 minutes, you will be automatically timed out and your work will not be saved.*
3. If you would like an electronic copy of the registration instructions, download a PDF file of this Blue Book at my.duke.edu. (<http://my.duke.edu/>)
4. A list of frequently asked questions and answers can be found at advising.duke.edu/FAQ (<http://advising.duke.edu/FAQ>).
5. International students: You must have an address type of “International” with a corresponding address listed to comply with homeland security requirements and to move forward with verification.
6. Current Address: Update your current address with *where you currently reside*. It does not have to be local to the Duke campus. It could be the same as an address already listed, such

as your home address. *The current address will be updated with your dorm address mid-summer by the housing office.*

1.1 Log into DukeHub at dukehub.duke.edu.



Alt Text:

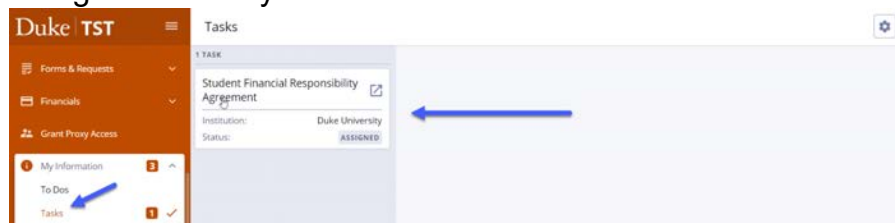
Your NetID activation information and instructions for creating a strong password were sent to you via an email message.

1. **LOG INTO:** dukehub.duke.edu.
2. Enter your NetID and password.
3. Follow the instructions to complete the Student Financial Responsibility Agreement. NOTE: You will NOT be able to register for classes until this task has been completed.



Alt Text:

4. Navigate to the My Information section and click on Tasks.



Alt Text:

5. Read the Student Financial Responsibility Agreement, and click the Accept button to complete



the task.

Alt Text:



Alt Text:

6. Now, navigate to the My Profile section and verify/update your personal information on the General Info, Biographical Info, Contact Info, and Emergency Contacts tabs.

7. Use the edit button to make changes and click the save button when finished making

changes.

Alt Text:

You must verify all Profile information by the first day of Fall Semester, Monday, August 26.

▼ Step 2: Shopping Cart

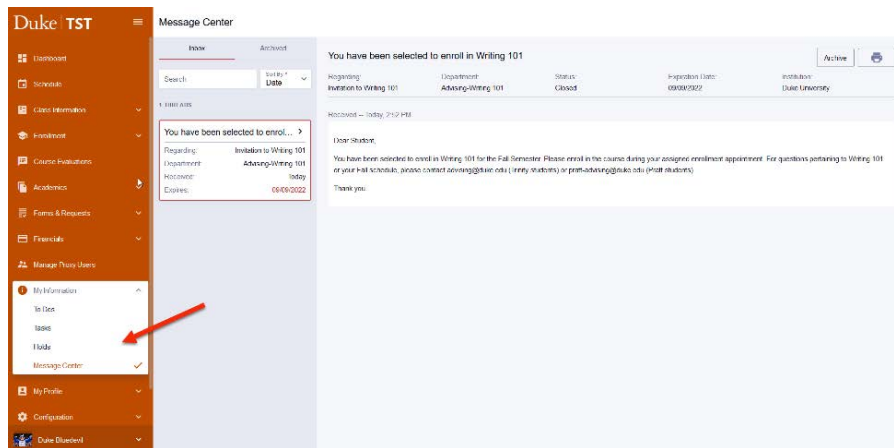
PLAN YOUR TIME

Step 2 will take time to complete. You will need to browse through courses in DukeHub, check on prerequisites and placement, and explore departmental and program websites. Be sure to consult the Learning at Duke section for information on AP, IPC, PMC credit, courses, curriculum, and first-year requirements.

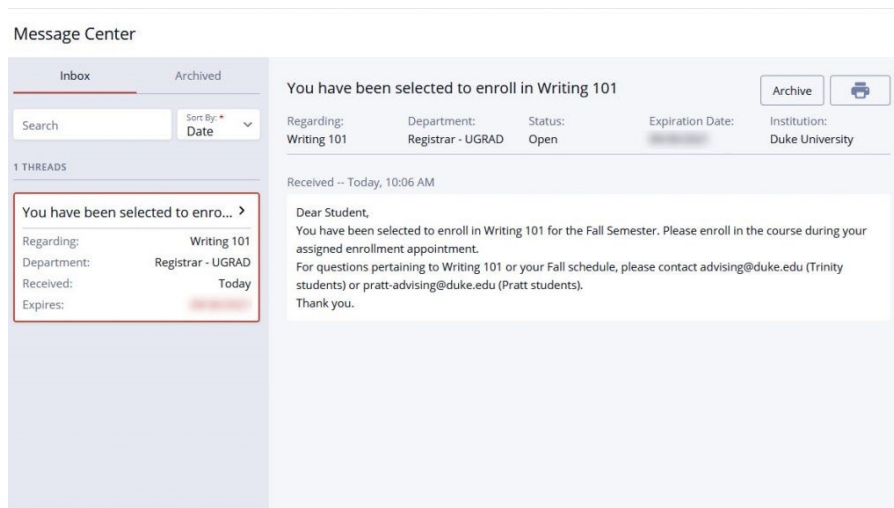
2.1 Identify courses you might like to take this fall

Note: You will be notified if you are required to enroll in a WRITING 101 course this fall. Check out the many sections of W101 with different topics as you are building your shopping cart.

You may not be able to enroll as soon as your window is opened. We will email you when you have been given permission to enroll. However, please know that you should register for a Writing 101 section as soon as you are able and definitely should do so prior to the incoming first years that will select courses starting August 6. Place a variety of WRITING 101 sections in your shopping cart. If these sections are full when you go to register, look for other WRITING 101 sections that are open. All sections teach the same fundamental skills in writing but each has a different topic. See detailed descriptions in the class search feature.



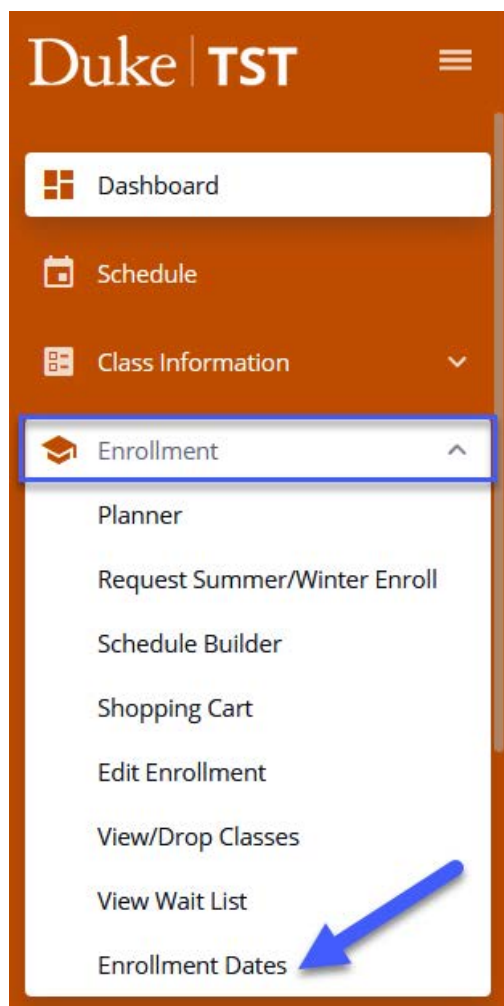
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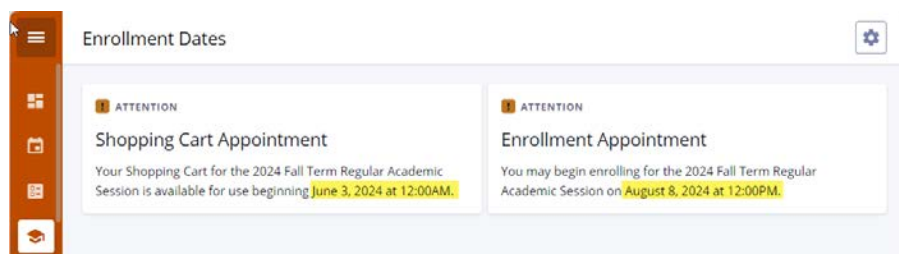
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2.2 Preparing for Registration

Your primary goal now is to search for and add classes to your Shopping Cart. For this first semester at Duke, you will not be able to register until late July, after your advisor has lifted your registration hold. You will have the opportunity to register before incoming first-year students.



Alt Text:



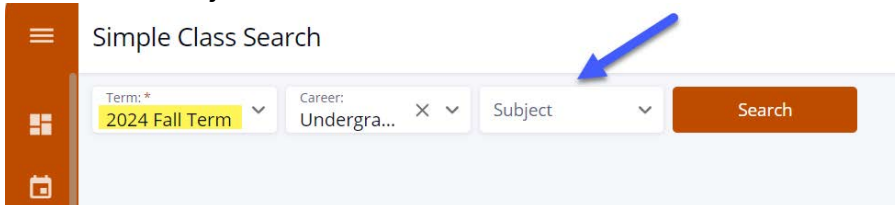
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2.3 Search for Classes using “Simple Class Search” under “Class Information”

Simple Class Search is a way to find classes and add them to your Shopping Cart. DukeHub lists all courses taught at Duke, *including graduate and professional school courses that prohibit registration by first-year students*. Only add courses from undergraduate departments. For a list of undergraduate departments and programs and their abbreviations, see the Learning at Duke section. You can also limit your view to undergraduate courses in Advanced Class Search (Section 2.4) and Schedule Builder (Section 2.5).

1. Under Class Information, navigate to Simple Class Search.
2. Check that the Term is correct: 2024 Fall Term.
3. Click on the Subject dropdown to list available subjects.

4. Click on a Subject and hit the Search button to see available courses in that subject.



Simple Class Search

Term: *
2024 Fall Term

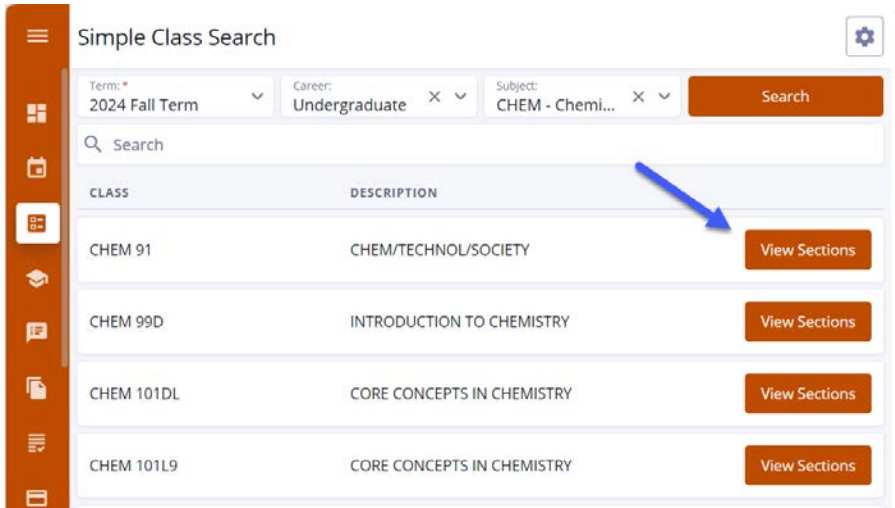
Career: Undergraduate

Subject

Search

Alt Text:

5. Click on the View Sections button to view scheduled sections.



Simple Class Search

Term: *
2024 Fall Term

Career: Undergraduate

Subject: CHEM - Chemi...

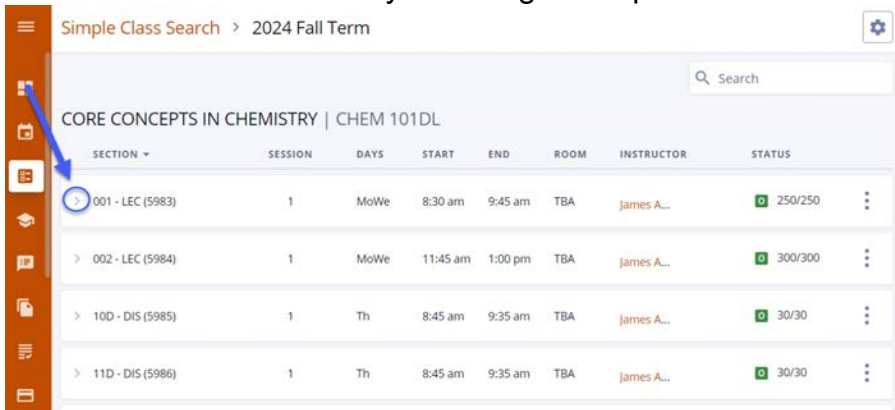
Search

Search

CLASS	DESCRIPTION	
CHEM 91	CHEM/TECHNOL/SOCIETY	View Sections
CHEM 99D	INTRODUCTION TO CHEMISTRY	View Sections
CHEM 101DL	CORE CONCEPTS IN CHEMISTRY	View Sections
CHEM 101L9	CORE CONCEPTS IN CHEMISTRY	View Sections

Alt Text:

6. Review the Class Details by selecting the expand icon.



Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250
> 002 - LEC (5984)	1	MoWe	11:45 am	1:00 pm	TBA	James A...	300/300
> 10D - DIS (5985)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30
> 11D - DIS (5986)	1	Th	8:45 am	9:35 am	TBA	James A...	30/30

Alt Text:

7. Review Class and Section Information. From this screen, you can add the course to your Shopping Cart by clicking on the "Add to Cart" button in the lower right corner of the screen.

Simple Class Search > 2024 Fall Term

Expand/Collapse

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

INFORMATION

Class Number: 5983
 Career: Undergraduate
 Session: Regular Academic Session
 Units: 1 units
 Grading: Graded
 Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.
 Enrollment Requirements: Corequisite: Chemistry 101L9
 Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)
 Dates: 08/26/2024 - 12/06/2024
 Meets: MoWe 8:30AM - 9:45AM
 Instruction Mode: In Person
 Room: TBA
 Campus: Duke University
 Location: Durham
 Components: Discussion Required, Lecture Required

TEXTBOOKS/COURSE MATERIALS

Textbook Information

AVAILABILITY

Status: Open
 Seats Open: 250/250
 Wait List Open: 250/250

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

8. You can also add classes to your Shopping Cart using Additional Actions.

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall ...	James Anthony Parise Jr.	250/250
> 002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall ...	James Anthony Parise Jr.	
> 100 - DIS (7028)	1	Th	8:45 am	9:35 am	-	James Anthony Parise Jr.	

Enroll
 Add to Cart
 Add to Planner
 Add to Schedule Builder

Alt Text:

9. A confirmation message will appear at the top of the Simple Class Search page letting you know the course was successfully added.

Simple Class Search > 2024 Fall Term

Search

CORE CONCEPTS IN CHEMISTRY | CHEM 101DL

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (5983)	1	MoWe	8:30 am	9:45 am	TBA	James A...	250/250

Alt Text:

2.4 Search for classes using “Advanced Class Search”

The Advanced Class Search function is another way to search for and add classes to your shopping cart. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 2.5).

Alt Text:

Available criteria include:

- Subject (e.g., Biology)
- Start Time/End Time and Day(s) taught
- Course Attributes
 - Curriculum-Areas of Knowledge
 - ALP Arts, Literature & Performance
 - CZ Civilizations
 - NS Natural Sciences
 - QS Quantitative Studies
 - SS Social Sciences
 - Curriculum-Modes of Inquiry
 - CCI Cross Cultural Inquiry
 - EI Ethical Inquiry
 - FL Foreign Language
 - R Research
 - STS Science, Technology & Society
 - W Writing
- Interest Area
- Service Learning Course
- Seminar/Lab/Topics
- Seminar

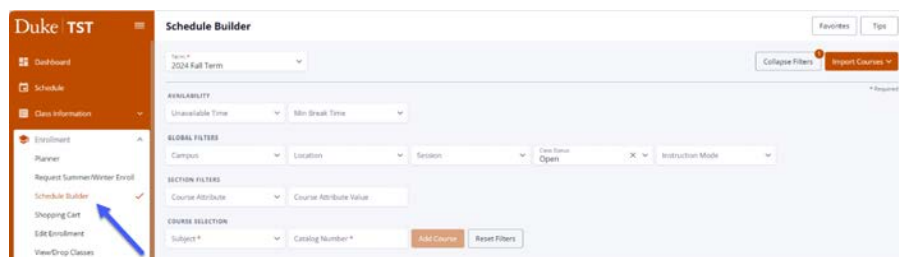
The term should read 2024 Fall Term in Advanced Class Search.

1. Check the box that says “Show Open Classes Only.”
2. Select your criteria.
3. Click the “Search” button.

Alt Text:

2.5 Create a class schedule with Schedule Builder

Schedule Builder is Duke's tool to help you quickly and easily generate class schedules.



Alt Text:

With Schedule Builder, you can add any classes you may be interested in as well as any times you know you can't have a class (for a job, sports practice, etc.). Schedule Builder will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you. Students can favorite and name specific schedules for easy reference for registration. The schedule can be imported to your DukeHub shopping cart rather than having to add each class manually through **Simple Class Search** or **Advanced Class Search**.

Schedule Builder will also display courses that you're already enrolled in and generate schedules with them included, helping you fill holes in your schedule even after your initial registration. If a class fills up before you registered or you decide to change a course during the drop/add period, Schedule Builder can help you replace a course by showing you only those new classes that will fit your current schedule.

NOTE: Schedule Builder is a tool to plan your class schedule for the term. You will still need to enroll in those courses via your Shopping Cart.

A detailed Help Guide for using the Schedule Builder can be found on the University Registrar website [here \(https://registrar.duke.edu/help-guides/schedule-builder/\)](https://registrar.duke.edu/help-guides/schedule-builder/).

2.6 Check on class details

Below is an example of the Class Detail view, which you can also access from your shopping cart by clicking on the Expand icon.

COURSE SUFFIXES

(i.e., letters that follow the course number; not all courses will have these)

- A: The course is taught abroad or away; do not enroll in these (e.g., BIOLOGY 201LA)
- FS: Course in a Focus Program; only students accepted to FOCUS are enrolled (e.g., BIOLOGY 180FS)
- D: Course has a discussion or recitation section with it (e.g., ECON 201D)
- L: Course has an associated laboratory (e.g., MATH 105L)
- S: Course is a seminar (e.g., ENGLISH 89S)

Policy Journalism and Media Studies Capstone Course | PJMS 410

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
01-LEC (6247)	-	1	TuTh	10:05 am	11:20 am	-	Departmental Staff	08/28 - 12/08	15/15	In Person

INFORMATION

Class Number: 6247

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Capstone course for Policy Journalism and Media Studies certificate. Course taken after student completes media internship. Designed to integrate student's practical experience with conceptual and theoretical classroom work. Students meet in formal course setting to discuss what they have learned, present examples of the work they have accomplished, and discuss relevant research, culminating in a final project. Course requires a class presentation about the student's internship and a final project that integrates the internship experience with course content. Open to Policy Journalism and Media Studies certificate students only.

Enrollment Requirements: Instructor consent required.

Class Attributes: U-PJMS-C only
(R) Research
Crosslisted in another department
Graded only. S/U not allowed.
(SS) Social Sciences

DETAILS

Instructor: Departmental Staff

Dates: 08/28/2023 - 12/08/2023

Meets: TuTh 10:05am - 11:20am

Instruction Mode: In Person

Room: -

Campus: Duke University

Location: Durham

Components: Lecture Required

TEXTBOOKS

-

Textbook Information

COMBINED SECTION

Class: POLICY JOURNALISM/MEDIA ST

Section: PUBPOL 410 - 01 (6246)

Status: Open

Seats Taken: 0

Wait List Total: 0

AVAILABILITY

Status: Open

Seats Open: 15/15

Wait List Open: 15/15

ADDITIONAL LINKS

Course Eval History (For UGRO & visiting students)

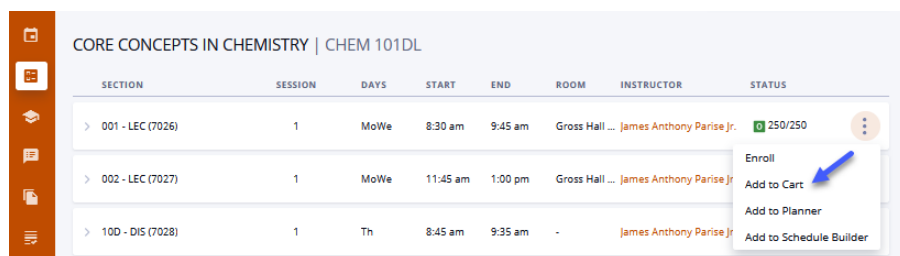
Add To Planner Add To Schedule Builder Add To Cart Enroll

Alt Text:

1. The green circle indicates this course is open.
2. Career = Undergraduate. This course is appropriate for you. Note that you must specify "Undergraduate" in Advanced Class Search.
3. Units (credits) = 1. This is a one-credit course, as are most undergraduate academic courses at Duke. Some courses are 2.0 credits and others are 0.5 credits.
4. This is a graded course (scale of A, B, C, D, F). Many partial-credit courses are only taught satisfactory/unsatisfactory.
5. Course description along with prerequisite coursework or previous experience needed for a class will be noted here.
6. "Instructor Consent Required" means that you must contact the instructor of the course and obtain a permission number to enroll; see section 2.8 for more information on permission numbers.
7. Enforced class prerequisites would be listed here (see section 2.9).
8. Class Attributes indicate which Areas of Knowledge and/or Modes of Inquiry are being satisfied (EI, STS, W, SS).
9. Displays available seats/capacity. The maximum enrollment for this course is 15 students.
10. The maximum number of students who may be waitlisted for this course is 15.
11. Some courses, like the one shown, include a link to student **course evaluations** history. This shows how previous students regarded the class.
12. (*not pictured here*) Synopsis. Some courses will have a link here to a synopsis. If so, be sure to read it.

2.7 How to add and drop courses from your Shopping Cart

To add a course: When you find a class, click on "Add to Cart." You can also use Class Search (section 2.3) or Advanced Class Search (section 2.4) or Schedule Builder (section 2.5).

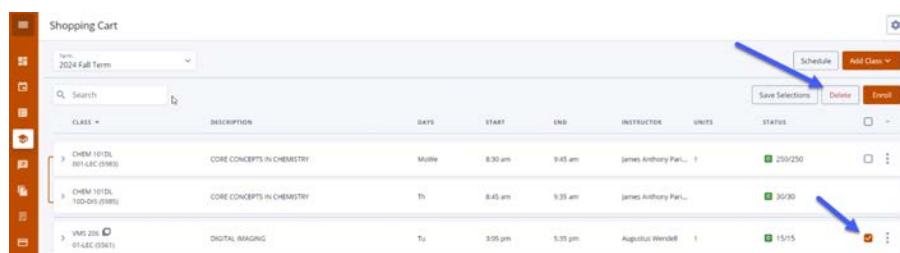


SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> 001 - LEC (7026)	1	MoWe	8:30 am	9:45 am	Gross Hall ...	James Anthony Parise Jr.	250/250
> 002 - LEC (7027)	1	MoWe	11:45 am	1:00 pm	Gross Hall ...	James Anthony Parise Jr.	
> 100 - DIS (7028)	1	Th	8:45 am	9:35 am	-	James Anthony Parise Jr.	

Alt Text:

Placing a class in your shopping cart does not reserve a seat in the class. Students must add classes to their shopping cart, select the checkbox next to the class, select 'Enroll' in order to register for the class when their enrollment appointment opens.

To DELETE a course: Click on the check box next to the course name and select the 'Delete' button. You will be prompted to confirm the deletion of the course from your shopping cart.



CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS
CHEM 101DL 001-LEC (0985)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anthony Par...	1	250/250
CHEM 101DL 100-DIS (0986)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anthony Par...		30/30
VNG 200 01-LEC (0941)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus Wendell	1	15/15

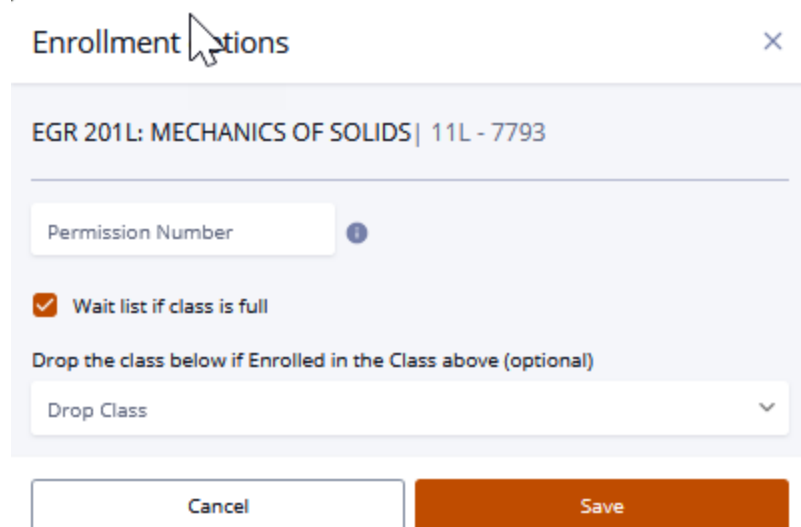
Alt Text:

Classes fill up quickly during registration. We strongly recommend students have back-up schedules in their shopping cart in case their preferred classes are no longer available.

2.8 Permission numbers and how to use them

Permission numbers are used in the registration process to allow faculty to grant permission for students to enroll when the student does not meet a prerequisite, to override a class capacity, or when a class requires permission. You can add the course to your shopping cart, but the system will not allow you to enroll until you have entered the permission number provided by your professor in DukeHub.

Most classes do not require a permission number. However, the Enrollment Options box appears for *every* class placed in your Shopping Cart.



Enrollment options

EGR 201L: MECHANICS OF SOLIDS | 11L - 7793

Permission Number

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

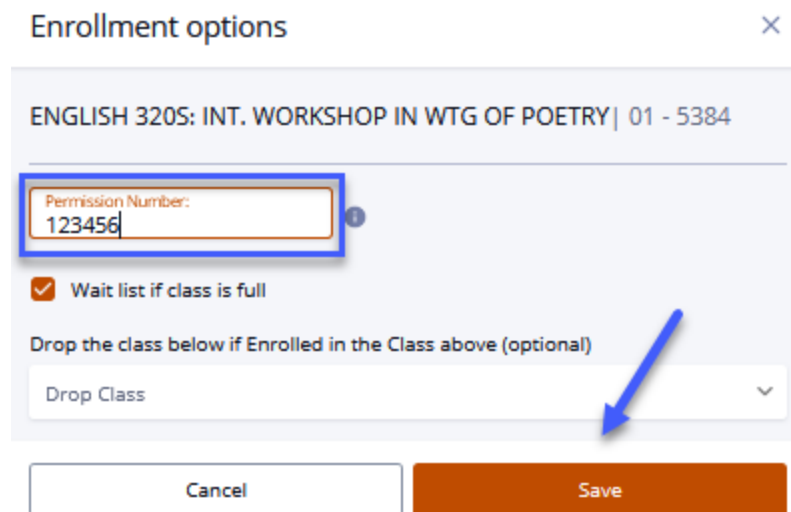
Cancel Save

Alt Text:

If the course doesn't need a permission number or you have yet to obtain a required number, leave the Permission Number blank and select Save to continue. If you have obtained a permission number, enter it and select Save to continue.

It can be difficult to obtain a permission during the summer because faculty are often away from Duke and unavailable by phone or email. If you wish to try to contact the instructor anyway, go to directory.duke.edu (<http://directory.duke.edu/>) and enter the instructor's name in the search box to find their contact information.

To enter a required permission number, type the Permission Number provided by the instructor or departmental staff member in the Permission Number box which pops up when you are adding a class and select Save.



Enrollment options

ENGLISH 320S: INT. WORKSHOP IN WTG OF POETRY | 01 - 5384

Permission Number: 123456

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

Cancel Save

Alt Text:

You can also enter a Permission Number by selecting the Additional Actions icon next to the class and select Edit. Enter the Permission Number provided by the instructor or departmental staff member in the Permission Number box and select the Save button.

Shopping Cart

Term: 2024 Fall Term

Search

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101DL 01-LEC (5983)	CORE CONCEPTS IN CHEMISTRY	MoWe	8:30 am	9:45 am	James Anthony P...	1	250/250	
CHEM 101DL 100-DIS (5985)	CORE CONCEPTS IN CHEMISTRY	Th	8:45 am	9:35 am	James Anthony P...		30/30	
VMS 206 01-LEC (5561)	DIGITAL IMAGING	Tu	3:05 pm	5:35 pm	Augustus Wendell	1	15/15	Enroll Edit Textbook Information

Alt Text:

Enrollment options

VMS 206: DIGITAL IMAGING | 01 - 6471

Permission Number

☒ Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

Cancel Save

Alt Text:

Note about Transfer Credits and Permission Numbers:

Given that the process of evaluating and codifying your transfer credit into Duke Hub is slow, it is likely that a prerequisite will not be able to be “seen” by the registration system when you register. We use permission numbers to help transfer students get enrolled in their first semester. In this case, the Director of Undergraduate Studies for a given department can also grant a permission number if they approve of your prior work. Please discuss any issues or permission number/prerequisite situations with your advisor and/or Academic Dean, so we can facilitate this process over the summer.

2.9 Course prerequisites- what you should know

Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. Some course prerequisites are enforced, i.e., you need to have the prerequisite showing on your Academics page in DukeHub in order to enroll, and others are not. It's important to know the difference.

Enforced prerequisites: If a course has an enrollment requirement on the Class Detail page (see item 6 in the screen shot in section 3.6) , then this course has an enforced prerequisite. This means that you can add the course to your shopping cart, but the system will not allow you to enroll until the prerequisite course is listed on your Academics page in DukeHub. For example, Intermediate Microeconomics I, ECON 201D, requires previous credit in economics and math. If you have AP, IPC, PMC credit in economics and math, check to see if these are listed on your Test Scores or

Transfer Credit sections under Academics. If they are, then you can enroll. If they aren't, postpone enrollment until later.

Unenforced prerequisites: If a course mentions a prerequisite in the course summary or synopsis and there is no specific enrollment requirement listed in class details, then the prerequisite is not enforced; instead, it is a recommendation that students should have taken the prerequisite before enrolling. This means that you can add the course to your shopping cart and enroll. The system will not check your record to see if the prerequisite is listed. However, just because the department doesn't enforce the prerequisite doesn't mean it isn't important. You should be sure you have the required background before beginning the course. To do otherwise could present real challenges to your academic success in the class. If you have any concerns, talk with the course instructor when classes begin in August. You can also contact the Academic Advising Center.

Waiting for AP scores: AP scores are usually electronically transmitted to Duke from AP Services in the first week of July. Your AP credit should be processed and posted to Test Scores and Transfer Credit sections before you register for classes. However, if your AP credits are not posted by the time you register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add the course during drop/add after your credit has been posted. If you don't see AP scores posted in DukeHub before you register, there is a good chance that the University Registrar has not received your official score report, and you will need to have it sent. You can contact the Office of the University Registrar with questions about this via email to registrar@duke.edu (<mailto:registrar@duke.edu>).

Waiting for International Placement Credits (IPC)? International Baccalaureate scores are sent by IBO to Duke around the same time as AP is received. For all other international placement exams, the official results should be submitted by the student to the Office of the University Registrar. If your scores have been received and IPC credit is awarded, you will see these credits on your Academics page in DukeHub. If the credit is not posted by the time you want to register for a class with an enforced prerequisite, then postpone enrolling in the course until later. You can add it during the drop/add period, after your credit has been posted. For questions about IPC, contact the Office of the University Registrar.

COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
English Language & Composition	4.00	-	-	05/20/2017	Unknown	Self-Reported	10/30/2017
Environmental Science	4.00	-	-	05/20/2017	Unknown	Self-Reported	10/30/2017
U.S. History	5.00	-	-	05/20/2016	Unknown	Self-Reported	10/30/2017

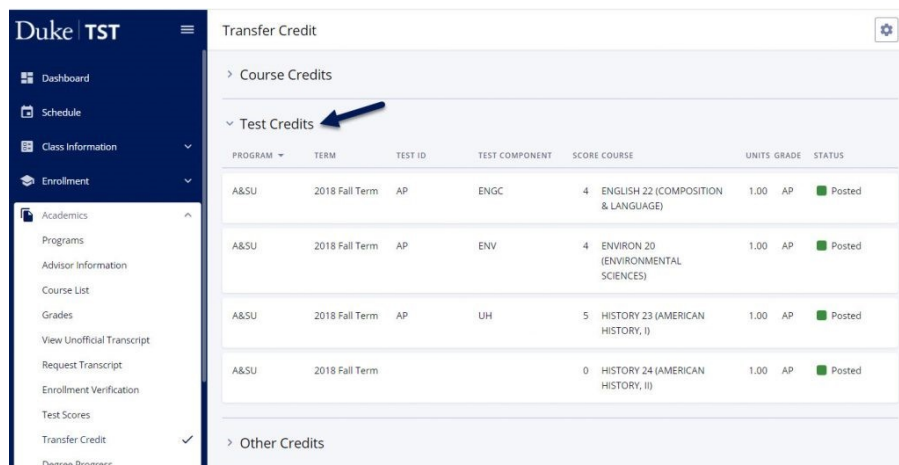
COMPONENT	TEST SCORE	LETTER SCORE	PERCENTILE	TEST DATE	ACADEMIC LEVEL	DATA SOURCE	DATE LOADED
English Language & Composition	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018
Environmental Sciences	4.00	-	-	01/01/2017	12th Grade	ETS	07/02/2018

Alt Text:

The system is looking for **official** AP test scores and not self-reported test scores to satisfy enforced prerequisites. Official AP test scores can be viewed in the Test Scores section under Academics in DukeHub.

Self-reported scores can be found if you select the APSLF- AP Self-Reported Scores-Unofficial section in the Test Scores section.

Official scores which have been received and posted by the University Registrar's Office to your Duke academic record in DukeHub can be found in the Transfer Credit section under Academics in DukeHub.



PROGRAM	TERM	TEST ID	TEST COMPONENT	SCORE	COURSE	UNITS	GRADE	STATUS
A&SU	2018 Fall Term	AP	ENGC	4	ENGLISH 22 (COMPOSITION & LANGUAGE)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	ENV	4	ENVIRON 20 (ENVIRONMENTAL SCIENCES)	1.00	AP	Posted
A&SU	2018 Fall Term	AP	UH	5	HISTORY 23 (AMERICAN HISTORY, I)	1.00	AP	Posted
A&SU	2018 Fall Term			0	HISTORY 24 (AMERICAN HISTORY, II)	1.00	AP	Posted

Alt Text:

2.10 Are you done with Shopping Cart?

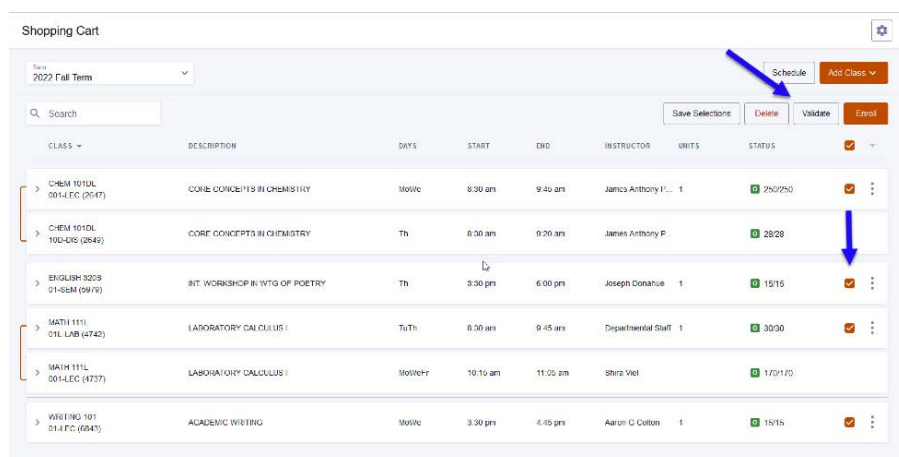
Once you feel confident about your shopping cart and have selected a variety of courses (including WRITING 101 if you are required to take it in the fall), move on to Step 3 to put together a tentative schedule.

▼ Step 3: Validating Your Schedule

In this step, select four classes in your shopping cart that you wish to enroll in. Use the “validate” tool to check for time conflicts, required permission numbers and prerequisites.

1. Check the boxes next to of the four courses you wish to enroll in for the term in your shopping cart.
2. Click on the ‘Validate’ button.
3. Review the ‘Validation Results’.

You will see a status report that will tell you if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite or other error. You can update your shopping cart by adding and deleting classes and choosing other combinations of courses, then validate again until you find a schedule that works.



CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
CHEM 101UL 0014-LEC (2647)	CORE CONCEPTS IN CHEMISTRY	M/W/F	8:30 am	9:40 am	James Anthony P...	1	25/250	<input checked="" type="checkbox"/>
CHEM 101DL 100-LIS (2642)	CORE CONCEPTS IN CHEMISTRY	Th	8:30 am	9:20 am	James Anthony P...		28/28	<input checked="" type="checkbox"/>
ENGLISH 320S 01-SEM (2979)	INT. WORKSHOP IN WTS OF POETRY	Th	3:30 pm	6:00 pm	Joseph Donahue	1	15/15	<input checked="" type="checkbox"/>
MATH 111L 01L-LAB (4742)	LABORATORY CALCULUS I	TuTh	8:30 am	9:45 am	Departmental Staff	1	30/30	<input checked="" type="checkbox"/>
MATH 111L 001-LEC (4737)	LABORATORY CALCULUS I	M/W/F	10:10 am	11:05 am	Shirley Viet		17/170	<input checked="" type="checkbox"/>
WRITING 101 014-FC (2643)	ACADEMIC WRITING	M/W/F	3:30 pm	4:45 pm	Aaron C. Cotton	1	15/15	<input checked="" type="checkbox"/>

Alt Text:

Validation results

You have validated 4 classes for the term: 2022 Fall Term.

CLASS	VALIDATION STATUS
CHEM 101DL 2648	Valid. Ok to add.
<div>OK to Add.</div>	
MATH 111L 4742	Potential Problem
<p>There is a time conflict for class number 2649 and class number 4742. 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.</p>	
ENGLISH 320S 5979	Potential Problem
<p>Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Prerequisite: English 110S or English 220S</p>	
WRITING 101 6843	Potential Problem
<p>Enrollment Requisites are not met. You have not satisfied the enrollment requirements for this class at this time. Review the requirements in class information. Prereq: First year, First year with exception or Transfer students only</p>	

Alt Text:

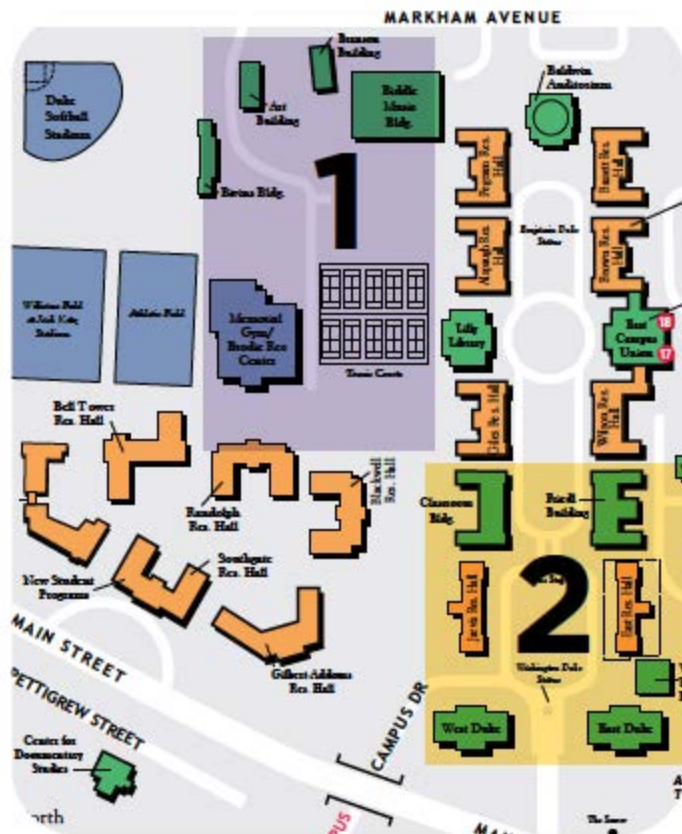
You may validate multiple schedules to see what is possible. Classes you have checked for validation will remain checked when you next log in to DukeHub.

When you check your schedule graphically (Schedule or Schedule Builder), you may find that you like having classes distributed across the entire week. You must also consider the time required (usually 20-30 minutes) to travel between East Campus and West Campus. The room number and building of your courses are displayed in your shopping cart and on classroom searches.

East/West buses run every few minutes throughout the day. Keep in mind room assignments are subject to change. The interactive campus map, located at maps.duke.edu, can help you estimate the distance between classes you are considering. You can also ask an advisor in the Academic Advising Center about this.

EAST CAMPUS: Groups 1 & 2

EAST CAMPUS



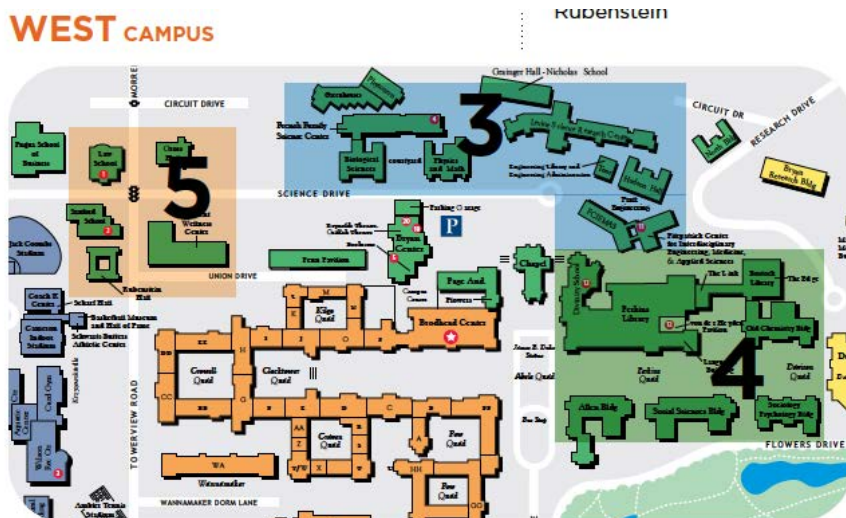
Alt Text:

You can get from any two buildings on East within 5 minutes.

GROUP 1 (Biddle, Bivins, Brody Theater, Brodie Recreational Center, Art Center) buildings are about a 5 minute walk from the bus stop.

GROUP 2 (Carr, Friedl, East Duke, West Duke, White Lecture Hall) buildings are right next to the bus stop.

WEST CAMPUS: Groups 3, 4, & 5



Alt Text:

You should be able to get from any two buildings on West within 10 minutes.

GROUP 3: Bio Sci, French Family, Physics, L.S.R.C., Teer, Hudson, Fitzpatrick (FCIEMAS)

GROUP 4: Allen, Gray, Old Chem, Languages, Sociology Psychology, Social Science

GROUP 5: Gross Hall, Sanford, Rubenstein

- **Group 1 to Group 3:** 25-30 minutes
- **Group 1 to Group 4:** 20-25 minutes
- **Group 1 to Group 5:** 30 minutes
- **Group 2 to Group 3:** 20-25 minutes
- **Group 2 to Group 4:** 20 minutes
- **Group 2 to Group 5:** 20-25 minutes

Done? Your proposed schedule at this time should have:

- Four 1.0-credit courses (a required, normal load)
- Possibly an optional 0.5-credit course
- For transfer students it is possible to go up to 5.5 credits. However, we strongly advise against this in your first semester at Duke.
- WRITING 101, if you are among the students who must enroll

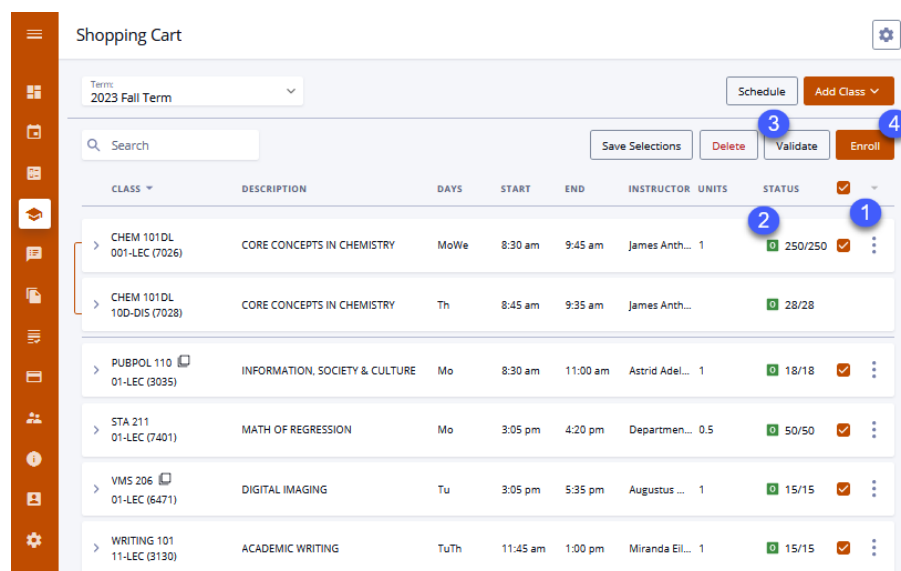
▼ Step 4: Register for Classes

In this step you will select Shopping Cart in the Enrollment section of DukeHub, enroll in your fall courses and then adjust your schedule (if necessary) during the drop/add period. The Enroll buttons will appear before your enrollment window opens, but is not functional. If you try to enroll before your window opens, the following message will appear, “You do not have a valid enrollment appointment at this time.”

Registration will open based on your assigned enrollment window listed in the Enrollment Dates section of DukeHub. You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.

For transfer students, you are coming in this summer during the drop/add period. Therefore, effectively your registration window and drop/add will coincide. You do want to register and optimize your schedule prior to August 6 when the incoming first year students register. Note that in future semesters, you will have a registration window that will open and close. Then, once everyone has had a chance for an initial registration, drop/add will open and you will be able to edit your schedule.

4.1 Select classes, validate, enroll



Alt Text:

1. Check the boxes of the four courses you wish to enroll in for Fall 2024, if you haven't already done this in your shopping cart.
2. View the Status column to be sure there are seats available.
3. Click on the 'Validate' button to check for prerequisites and time conflicts.
4. Click on the 'Enroll' button.
5. View the Enrollment Results box to see the outcome of your enrollment.

After registering, you can view your fall schedule in these places:

- View/Drop Classes
- Schedule
- Schedule Builder

****As a reminder: Be mindful that some courses like the one shown below (CHEM 101DL) require a separate discussion section that you will need to enroll in at the same time** The "D" means there is a discussion section required. The "L" means there is a lab section required.**

Core Concepts in Chemistry | CHEM 101DL

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	AVAIL/CAPACITY	INSTRUCTION MODE
001-LEC (7026)		1	MoWe	8:30 am	9:45 am	Gross Hall 1...	James Anthony ...	08/28 - 12/08	250/250	In Person

INFORMATION

Class Number: 7026

Career: Undergraduate

Session: Regular Academic Session

Units: 1 units

Grading: Graded

Description: Emphasizes core concepts required for organic chemistry, including atomic and molecular structure, chemical equilibrium with applications to acids and bases, thermodynamics, chemical kinetics, and reaction mechanisms. Relevance and integrated nature of these concepts illustrated through applications to a modern theme in chemistry, e.g. in biological, materials, or environmental chemistry. Laboratory illustrates experimental applications of these core concepts. Not open to students who have credit for Chemistry 21.

Enrollment Requirements: Not open to students who have credit for Chemistry 21

Class Attributes: Course has lab (NS) Natural Sciences

DETAILS

Instructor: [James Anthony Parise Jr.](#)

Dates: 08/28/2023 - 12/08/2023

Meets: MW 8:30am - 9:45am

Instruction Mode: In Person

Room: Gross Hall 107

Campus: Duke University

Location: Durham

Components: Discussion Required, Lecture Required

[See Location](#)

TEXTBOOKS

-

[Textbook Information](#)

ADDITIONAL LINKS

- [Course Eval History \(For UGRD & visiting students\)](#)

[Add To Planner](#) [Add To Schedule Builder](#) [Add To Cart](#) [Enroll](#)

Alt Text:

After you click on “Add to Cart”, another window will open showing the available discussion sections from which you can select one that fits into your schedule. After selecting a section, click Continue to finalize the Shopping Cart transaction.

Related Classes

CHEM 101DL - CORE CONCEPTS IN CHEMISTRY

SELECTED CLASS

Class #:	7026 (001)	Room:	Gross Hall 107
Section:	001	Start:	8:30 am
Days:	MoWe	End:	9:45 am
Instructor:	James Anthony Parise Jr.	Status:	Open

Select Discussion section (Required)

CLASS #	SECTION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
DIS (7028)	10D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7029)	11D	Th	8:45 am	9:35 am	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7030)	12D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7031)	13D	Th	10:20 am	11:10 am	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7032)	14D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7033)	15D	Th	12:00 pm	12:50 pm	TBA	James Anthony P...	28/28 <input checked="" type="radio"/>
DIS (7034)	16D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7035)	17D	Th	1:40 pm	2:30 pm	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7036)	18D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28 <input type="radio"/>
DIS (7037)	19D	Th	3:20 pm	4:10 pm	TBA	James Anthony P...	28/28 <input type="radio"/>

[Cancel](#) [Continue](#)

Alt Text:

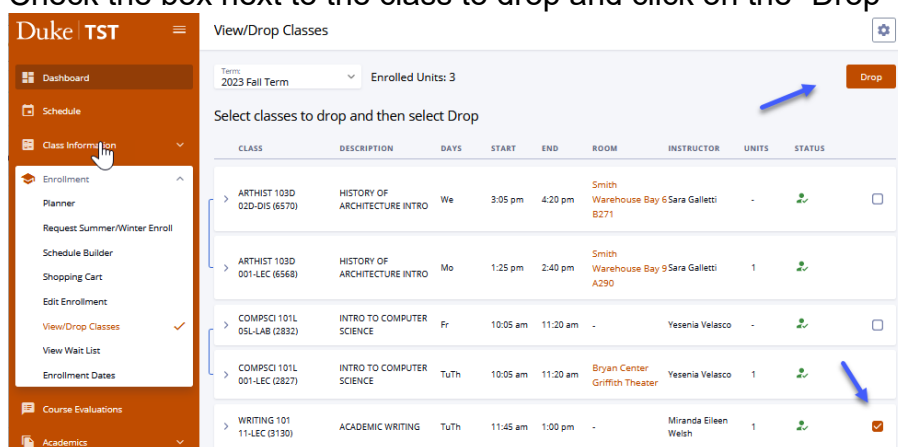
REMEMBER:

- You are NOT enrolled in any classes until you click the Enroll button. After doing so, do not be alarmed if you see a processing message with various warnings. This is a reminder that any of these actions will cancel your enrollment request, and you will have to start over in the enrollment queue. Be patient until you receive confirmation of your enrollment.
- Your Schedule will display your weekly schedule and your class schedule.
- Your Academics page will list AP, IPC, PMC credit that you have been given and your fall courses. In the future, it will list all courses you have enrolled in at Duke as well as grades and cumulative GPA.
- Visit View/Drop Classes to drop a course you are currently enrolled in (see next section).

4.2 How to drop a class you are enrolled in

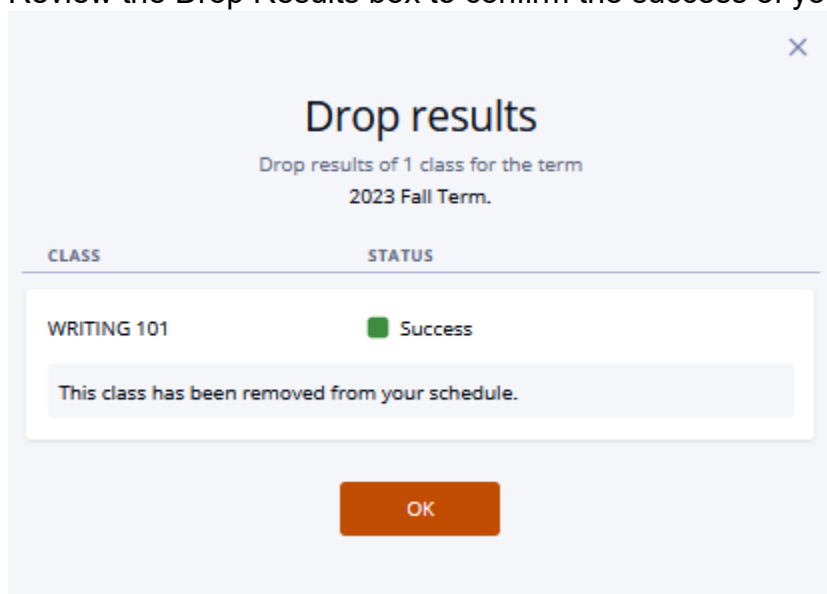
Navigate to the View/Drop Classes section under Enrollment in DukeHub.

1. Check the box next to the class to drop and click on the “Drop” button.



Alt Text:

2. A new screen will appear asking you to confirm your selection. Click on the “Drop” button to confirm.
3. Review the Drop Results box to confirm the success of your drop request.



Alt Text:

4. Click on “View/Drop Classes” to review your new schedule.

4.3 How to add a class to your schedule

When you find a class, click on the expand icon to see the Course Detail page. Check for enrollment requirements or prerequisites.

If you wish to enroll, click on the “Add to Cart” button, and the class will be added to your shopping cart. Then follow the regular registration instructions (section 4). Because students can only enroll in 4.5 units during their initial registration window, you will need to wait until drop/add starts to add an additional course (5.5 units) or drop one of your currently enrolled classes before you can add a new one (remain at 4.5 units). Be sure you will be able to enroll in the class you wish to add, i.e., there are open seats, it fits your schedule, you have any required prerequisites and a permission number if needed, **before** dropping one of your current classes.

4.4 Waitlisting

You can join a waitlist if a class is full. If a student enrolled in the class chooses to drop it, a seat will become available and DukeHub will then enroll the student who is in the No. 1 position on the waitlist under specific criteria.

There are four important cautions with waitlists:

1. Make sure that you are not enrolled in a class which conflicts in time with a class you are waitlisted for. If you are enrolled in another course that has a time conflict with the course in which you are waitlisted, when a seat becomes available, the system will pass over you because of the time conflict and will enroll the next person on the waitlist. You won't be enrolled.
2. A waitlisted class counts as one full credit towards your enrollment limit for the registration period. Thus, if you are already enrolled in 4 or 4.5 credits you won't be able to join a waitlist for a class.
3. Just being on a waitlist (even as the first person) does not guarantee that you will be enrolled. If no one drops out of the course, you won't be enrolled.
4. All waitlists are deleted at the end of the first week of class and all classes become permission only until the end of the drop/add period. This is the item that trips up most transfer students. Drop/add is two weeks, but the first week is more fluid than the second. This is because faculty really don't want you to miss the first full week of a course. If you are struggling with your schedule be sure to be in contact with your advisor or Academic Dean during the first week of class if at all possible. Also, be sure to have a back up plan that fits your schedule.

You're done!

Once you have enrolled in your classes, you may return to DukeHub Enrollment and modify your schedule if you need up until drop/add concludes. Once you complete step 5 and successfully enroll in four 1.0-credit courses, you are finished with the summer registration process.

Congratulations!

We look forward to meeting you during Orientation!

▼ Registration FAQs

For Frequently Asked Questions, please visit <https://advising.duke.edu/incoming/faq/> (<https://advising.duke.edu/incoming/faq/>).

There you will find questions that incoming students have asked in previous summers. Remember that if you have other questions or need more explanation, we encourage you to contact the Academic Advising Center by phone (919-684-6217; Monday-Friday, 9:00 am to 4:00 pm) or email advising@duke.edu (<mailto:advising@duke.edu>).

The FOCUS Program

What is the **FOCUS** Program?

FOCUS creates a vibrant, living-learning, intellectual community for faculty and students. Each FOCUS cluster consists of no more than 36 students, with seminar classes of up to 18 students. Students study with some of Duke's most distinguished professors in the arts, sciences, medicine, and engineering. Topics include neuroscience, energy, engineering, genomics, global health, ethics, international politics, contemporary and medieval cultures, science and the public, and religion. Students live with their clusters in the same residence halls on East Campus to facilitate discussion and scholarly exploration. Field trips, travel, community service, and research—and weekly meals with professors—are incorporated into the learning experience.

Students are postured for success from the very beginning in courses that focus on the scientific method, problem-solving, and primary research. FOCUS enrolls first-year students in 2 of their 4 courses in the spring semester prior to starting at Duke. This makes entry into Duke much less stressful, as they already have access to faculty, their own cohort, and former FOCUS students from their cluster. FOCUS is an example of transformational education, where the boundaries of the classroom are fundamentally redefined. Many seniors note that FOCUS is one of the most influential experiences of their college career. All first-year undergraduates, including those in Trinity College and Pratt School of Engineering, can apply. For course information, see focus.duke.edu (<http://focus.duke.edu>).

▼ The Application Process



Alt Text: The Duke FOCUS Application Process

The Duke FOCUS Application Process: A step-by-step guide

1. Go to focus.duke.edu before **May 25th** and click on Apply Now button!
2. Select **4 clusters** to apply to and enter your information, including your student ID number
3. Write a short essay for each cluster
4. Submit your application and receive a confirmation email*
5. Receive your Focus placement within **2 weeks**

**If you don't receive your confirmation email, check your spam folder!*

The FOCUS Program selects students through a rolling admissions, online application. Early decision students may apply to the FOCUS Program as early as February 1st. Regular admission

incoming first-year students can apply to the FOCUS Program as soon as they have a Duke Student ID. We encourage students to apply as early as possible in order to have more options. Instructions on how to apply to the FOCUS Program can be found on the website under the For Students and For Prospective Students tab (<https://focus.duke.edu/apply> (<https://focus.duke.edu/for-students/prospective-students/apply>)). The application is also on the website.

The final application deadline is May 25, 2024. Applicants who apply between February 1st and May 15th will be notified of their placement status within two weeks of submission. All remaining applicants will be notified of their placement status no later than June 15, 2024. The application process is simple. In the online application, you will select four (4) clusters (including course preferences) and answer a one-to-two-question essay about your interest in the clusters. The FOCUS Program makes every effort to accommodate applicant preferences. You must select 4 clusters for your application to be processed. Students may decline their placement without any penalty.

▼ 2024 Clusters and FOCUS at a Glance

2024 Clusters

- Cognitive Neuroscience and Law
- Ethics, Leadership & Global Citizenship
- Exploration of Genetics and Genomics
- Geopolitics and Culture
- Global Health: Problems and Paradigms
- Humanitarian Challenges
- It's Not Too Late to Build a Better World
- Knowledge in the Service of Society
- Medicine, Ethics, and Health Policy
- Modeling in the Economic and Social Sciences
- Science and Religion in Public Life
- Scientific Revolutions: Music, Medicine, and Literature in the Renaissance
- Science and the Public
- The American Experiences
- Thinking through Music and the Arts
- Working with Evidence: Data, Archives, and Justice

FOCUS at a Glance

- 600+ students each fall
- 30% of first-year students
- 16-18 FOCUS clusters each fall
- 60+ Duke faculty regularly teach in the program
- 31% of FOCUS students complete an honors thesis & graduate with distinction each year (compared to 21% of non-FOCUS students)

WHY CONSIDER FOCUS?

- FOCUS classes are small – 18 or fewer students.
- FOCUS students often connect deeply and quickly with faculty, and those connections can help students discover Duke resources.
- A higher percentage of FOCUS students win post-graduate awards.
- More FOCUS students graduate with distinction.

▼ FOCUS Mentoring Program

The FOCUS Mentoring Program has a wonderful group of former FOCUS students who are eager to share their experiences and impressions with new students interested in the program and who serve as mentors for future FOCUS students. If you would like to be connected to a FOCUS mentor, please let us know at: [focus@duke.edu \(mailto:focus@duke.edu\)](mailto:focus@duke.edu).

▼ What happens next?

If you are accepted, the FOCUS Program and the Office of the University Registrar will enroll you in two FOCUS seminars and the interdisciplinary discussion course. These courses will be visible in your class schedule. You cannot drop or add the FOCUS courses in DukeHub. You must first discuss changes to your schedule with your cluster director and the FOCUS Program staff. All questions about your FOCUS courses should be directed to the program coordinator at 919-684-9371 or via email at [focus@duke.edu \(mailto:focus@duke.edu\)](mailto:focus@duke.edu).

You will choose additional courses, taken outside the FOCUS Program, to complete your schedule. Enrollment for these courses will happen within the usual registration windows designated by the Office of the University Registrar. Please follow the instructions in the Registration section of the Blue Book to register for your additional courses.

All FOCUS courses count toward the credits needed for graduation; they may also count toward curriculum requirements, including majors, minors, and certificate programs.

▼ Engineering Course Work

Engineering students do participate in the FOCUS Program and find it is an incredible enhancement to their engineering studies. Engineering students may apply to participate in any of the FOCUS clusters, but students with fewer than 2 AP credits should select clusters where they can take two social science or humanities (ss/h); OR one ss/h and one engineering elective. Pratt participants without AP credits may be precluded from other activities such as study abroad. Questions about engineering coursework can be directed to a Pratt School of Engineering academic dean by calling 919-660-5996 or sending an email to [pratt-advising@duke.edu \(mailto:pratt-advising@duke.edu\)](mailto:pratt-advising@duke.edu).

▼ What About Housing?

FOCUS students belong to a family of up to 36. They share the excitement of the first year with everyone while taking part in a close-knit intellectual and social community.

Students in first-year FOCUS clusters live in the same residence hall but also share it with other first-year students. All FOCUS students can request to have a single or double room. Visit Housing and Residence Life for more information about Duke's first-year campus at [students.duke.edu/living/housing/ \(https://students.duke.edu/living/housing/\)](https://students.duke.edu/living/housing/).

I would like to learn more about the FOCUS Program.



Alt Text: A crowd of students studying at the library

Blue Devil Bulletin

Don't miss out!

FOCUS has rolling admissions, so apply as early as possible after matriculation until the May 25 deadline. Decisions are non-binding. If accepted, you can change your mind in the summer and pursue a non-FOCUS program.

Additional Opportunities for Academic Engagement

The Office of Undergraduate Education (OUE) offers academic resources and guidance, unique learning programs, and connections to faculty and other learners that will help you more fully realize your time at Duke.

▼ Student Success

The OUE's division of Student Success in the Office of Undergraduate Education provides evidence-based, holistic support resources to ensure that students thrive at Duke. By learning how to balance your academics and life outside the classroom with attention to your well-being, you can achieve your academic and curricular goals during your time in college.

Our offices provide individualized support for success in every area of your academic experience. The OUE Student Success Division includes:

- [Academic Advising Center \(https://advising.duke.edu/about/our-services/\)](https://advising.duke.edu/about/our-services/): Provides pre-major advising for Trinity College students from the summer of their arrival until they declare their major.
- [Academic Guides Program \(https://undergrad.duke.edu/student-success/academic-guides/\)](https://undergrad.duke.edu/student-success/academic-guides/): Coordinates with campus partners to deliver academic programming and support for students in West Campus residence halls.
- [Academic Resource Center \(https://arc.duke.edu/\)](https://arc.duke.edu/): Provides specialized services to help students understand their unique approach to learning. Services include academic coaching,

tutoring, and STEM learning communities.

- **OUE Research** (<https://undergrad.duke.edu/profile/oue-research/>): Investigates the diverse processes that contribute to student success, and shares research findings to help Duke better support students.
- **Testing Center** (<https://undergrad.duke.edu/student-success/duke-testing-center/>): Facilitates coordination between students and faculty for test proctoring.
- **Time Away Office**: Guides students who take a temporary leave from the university for [various](https://undergrad.duke.edu/student-success/time-away-office/) (<https://undergrad.duke.edu/student-success/time-away-office/>) reasons.

▼ Intellectual Community

The OUE's division of Intellectual Community aims to create a culture of curiosity among Duke students and amplify the impact faculty have on students' learning beyond the classroom.

Our offices include:

- **DukeLIFE (Lower-Income, First-Generation Engagement)** (<https://dukelifeduke.edu/>): helping students who are among the first in their families to attend college and/or from lower-income backgrounds thrive at Duke. Once on campus, we encourage you to meet with the **DukeLIFE staff** (<https://dukelifeduke.edu/about-us/staff/>), take advantage of private **STEM Tutoring**, (<https://dukelifeduke.edu/academic-support/stem-tutoring/>) and enjoy the **LIFE Space** (<https://dukelifeduke.edu/community-belonging/study-space/>) in Perkins Library. Explore the **website** (<https://dukelifeduke.edu/>) for additional resources to support your success at Duke. To help you get started at Duke, incoming LIFE students are invited to:
 - Participate in the **LIFE Peer Mentors** (<https://dukelifeduke.edu/programs/life-peer-mentors/>) program to be matched with an upper-class LIFE student.
 - Attend our **Fall Retreat** in September (more details and registration in August).
- **Duke Muser – Undergraduate student research opportunities** (<https://muser.duke.edu/>): a centralized application platform that regularly hosts hundreds of undergraduate research opportunities every year. Joining a Muser project can be a great start if you are looking to connect with faculty and mentors on campus, get research experience, or explore your academic interests!
- The **Faculty-in-Residence (FiRs) program** (<https://undergrad.duke.edu/intellectual-community/student-and-faculty-engagement-office/faculty-residence/>) houses professors in first-year residence halls on East Campus to encourage interaction between students and faculty beyond the classroom or the lab. Make sure to say hello to your FiR on Move-In Day!

▼ Experiential Education

OUE's division of Experiential Education is made up of 5 units that assist undergraduate students with co-curricular and credit-bearing off-campus experiences. The five units are: **Global Education** (<https://globaled.duke.edu/>), **Duke Immerse** (<https://immerse.duke.edu/>), **ACE** (<https://ace.duke.edu/>), **Office of Global Health and Safety** (<https://oghs.duke.edu/>), and **Summer Experiences**. (<https://experiences.duke.edu/>)

We want you to have the facts straight from the source!

So, we're myth-busting the most common misconceptions about these experiences:

- **Myth 1:** Off-campus experiences are expensive.

BUSTED: Credit-bearing experiences allow you to take your financial aid and scholarships with you, and often it's the same or cheaper than attending Duke. Co-curricular opportunities

are sometimes completely free or offer stipends or scholarships to assist with out-of-pocket expenses.

- **Myth 2:** Courses taken off-campus are pass/fail.

BUSTED: Even though Duke won't list your final grade on your Duke transcript for courses taken as transfer credit, it's very important for you to do well in your courses because graduate and professional schools will ask to see ALL of your transcripts.

- **Myth 3:** I don't have time for an off-campus experience because I'm pre-health/engineering/comp sci/super-complicated-major(s)/a student-athlete.

BUSTED: The beauty of Duke is that it's a liberal arts-focused institution. You've got time and space in your plan for these experiences; we promise! Plus, you get the amazing life skills you need from these experiences to help you in your future endeavors. Develop your communication skills, cultural awareness, interpersonal skills, and resilience—things all future employers and schools will want to see in you, a future Duke grad.

I would like to learn more about the Office of Undergraduate Education.

Pre-Professional Opportunities

Duke is here to guide you as you look ahead.

Duke offers specialized pre-professional advising to get you on the right track no matter your post-graduation plans.

▼ Prehealth

Preparation for professional school requires several pre-matriculation courses to meet entry requirements and/or prepare for standardized tests. In addition to the general guidance we provide below, applicants will need to check for variations at the specific schools where they intend to apply.

Course requirements for medicine, dentistry, and veterinary medicine will include lists like the one below. Nursing, physical therapy, physician assistant and other health professions will all require anatomy and physiology and usually fewer courses in chemistry.

General/Inorganic Chemistry	2 courses with lab
Math/Calculus	1 course
Biology	2 courses with labs + (physiology recommended for MCAT)
English	2 courses (one will be WRITING 101)
Psychology	1 course
Sociology	1 course in medical sociology recommended
Statistics	1 course
Organic Chemistry	2 courses with lab
Physics	2 courses with lab
Biochemistry	1 course

For more information about prehealth coursework see

<https://duke.box.com/s/djuwj83bjz5tj23my3u4q8wbm0vtsgkg>

(<https://duke.box.com/s/djuwj83bjz5tj23my3u4q8wbm0vtsgkg>) (requires Duke login)

Prehealth courses at Duke are rigorous, and you'll want to plan your prehealth schedule carefully. Many prehealth students begin taking chemistry and calculus in the fall, and then will add biology in the spring. Test credit like Advanced Placement or pre-matriculation credits may be used for some requirements and we encourage students to follow departmental placement advice. See the Office of Health Professions Advising website for more details. Here are some things you should do as a prehealth student this year:

1. Sign up for prehealth email announcements: <https://prehealth.duke.edu/prepare/listserv> (<https://prehealth.duke.edu/prepare/listserv>). We will start sending messages in August.
2. Read the information on the prehealth website. Visit prehealth.duke.edu/prepare (<http://prehealth.duke.edu/prepare>).
3. Enroll in math, chemistry and/or biology courses this fall. Trinity students should aim for a balanced schedule which includes no more than two lab math/science courses. Balance prehealth courses with other courses which are of interest to you.
4. **FOR PRATT STUDENTS ONLY:** Consult with a Pratt advisor about how prehealth requirements are incorporated into your engineering curriculum.
5. Attend a Welcome to Prehealth Advising Session after classes begin.
6. Use weekly Zoom drop-ins to get your questions answered; we use a waiting room for privacy. See our weekly announcements for details.

PREHEALTH QUESTIONS

For more information about prehealth requirements, visit the Office of Health Professions Advising website at prehealth.duke.edu/prepare (<http://prehealth.duke.edu/prepare>).

PREHEALTH PATHS BEYOND STEM

You do not have to major in a natural science to be a strong candidate. Duke's Health Professions Advising Office encourages students to focus on what interests them most. Many Duke students interested in prehealth careers major in social sciences, arts or humanities and are as successful with admissions as those in a STEM field.

I would like to learn more about Prehealth Advising.

▼ Law School

There is no "pre-law track" at Duke, but there is a pre-law process. Being pre-law at Duke means engaging with the information and programming provided by the Office of Pre-Law Advising to help you determine if law school is right for you. The Office of Pre-Law Advising sponsors programming through the Bench & Bar Pre-Law Society and the Black Pre-Law Society. All students with any interest in pursuing law school are strongly encouraged to join one or both of those student groups.

For more information, visit the Office of Pre-Law Advising's website at prelaw.duke.edu (<https://prelaw.duke.edu/>) and join the listserv using your Duke e-mail address now at <http://tiny.cc/dukeprelawlistserv> (<http://tiny.cc/dukeprelawlistserv>). You can also follow us on Instagram at [duke.prelaw](https://www.instagram.com/dukeprelaw).

I would like to learn more about Pre-Law Advising.

▼ Business School

Students interested in careers in business, finance, or entrepreneurship and innovation have many options at Duke. Visit <https://advising.duke.edu/prebusiness-advising/> (<https://advising.duke.edu/prebusiness-advising/>) for more information.

I would like to learn more about Prebusiness Advising.

Video Quiz

You have already answered this question. What support services can you find at the Academic Resource Center?

- ☐ A Learning Consultations
- ☐ B Peer Tutoring
- ☐ C Study Connect
- ☐ D All of the above

Correct Answer:

That is correct! You can find these services and others to support your unique learning process.

Wrong Answer:

Nice try! However, the correct answer is D—all of the above. You can find these services and others to support your unique learning process.

Closing Video

While navigating all of Duke's offerings may be overwhelming, know that you are not alone.

Duke is more than just a university; it's a community that is dedicated to empowering students. So, as you start your first year at Duke University, it's important to remember that we are all part of the vibrant Duke network, and no matter your background or experiences the people at Duke are here to support you.

From dedicated faculty who are passionate about our success to knowledgeable advisors ready to aid us to fellow students who share our journey, the Duke community is here for you and ready to assist. Do not hesitate to reach out, ask questions, and seek assistance whenever needed.

Remember, there's no one-size-fits-all approach to success at Duke. Embrace your individual journey, explore your interests, and take advantage of the myriad opportunities that await you.

4. ADDITIONAL CAMPUS RESOURCES

Additional Campus Resources

We understand that starting a new journey can be challenging – especially your college journey.

Here at Duke, we want every student to be successful, and we are here to help.

From Financial Aid to Student Accessibility Services to the Office of Information Technology; there are dozens of additional resources on campus to remind you that you are never alone on this journey and to help you make the most of your time here.

This is not an exhaustive list of all our resources, but it's a great place to start!

Understanding your Student Account and Bill

The Bursar's Office maintains your student account, prepares your bills, processes your payments, and is available to answer your student account questions.

▼ Fees

Proposed Tuition and Fees for 2024-2025 (subject to Board approval)**

TUITION (Trinity College and Pratt School of Engineering) \$33,162.50 (Per Term)

REQUIRED FEES

Undergraduate First Time Registration	\$180.00
Student Activity Fee	\$154.60
Student Service Fee	\$391.00
Recreation Fee	\$187.00
Health Fee	\$484.00
Insurance*	\$3282.12
Mail Box Rental*	\$39.50
Engineering Government Dues (Pratt Students Only)	\$30.00
Parking Permit*	\$402.00

***Assessed Fall term only**

**** (The 24/25 rate is not yet finalized.)**

PROPOSED HOUSING

Single- A/C	\$6,773.00
Double- A/C	\$5,127.00
Triple- A/C	\$4572.00
Residential Programming Fee	\$56.35

PROPOSED DINING

First-Year Board (required for all first-year students)***	\$3,470.00
Plan I***	\$946.00
Dining Fee	\$25.00

*****NC Sales surcharge (7.5%) is not included**

For assistance with your bill or student account, please contact the [Bursar's Office](https://finance.duke.edu/bursar) (<https://finance.duke.edu/bursar>).

I would like to learn more about the Bursar.

▼ Your Student Account

Your student account contains all charges from the University as well as payments made to cover those charges. Charges include tuition, fees, on-campus housing, and meal plan. They may also include Duke "FLEX" account charges (see DukeCard), additional Food Points (see Dining), and other discretionary charges.

Payments to your student account include all University grants, loans, outside scholarships, and all payments made on your behalf by family members and others.

Bills are prepared on a regular basis and are made available to you electronically on DukeHub. The amount due on your bill reflects all charges minus all payments and any anticipated financial aid. The amount due on each billing statement should be paid by the statement due date, although tuition and term fees should be paid in full before the start of each term. **Fall charges are due on the first business day in August. Please visit the Bursar's website for a complete billing schedule** (<http://bursar.duke.edu/>). You may also view your up-to-date student account history on DukeHub.

Proxy Access

Proxy Access allows you to give access to your student account, financial aid, and bill information to a parent or third party. For instructions, visit <https://sissoffice.duke.edu/documentation-training> (<https://sissoffice.duke.edu/documentation-training/>).

If you would like to grant permission to a parent or a third party to access your bills and student account history, please click to edit the Relationships/Student Proxy Access section of the Profile tab on DukeHub, and follow the instructions. You will not receive a bill via U.S. Mail—all bills will be available to you and those to whom you delegate access electronically on DukeHub.

Paying Your Bill

There are seven ways to pay your bill:**E-Check**

E-CHECK is a fast and convenient way to pay your bill. To pay by e-check from a U.S. bank account, visit DukeHub or finance.duke.edu/bursar (<http://finance.duke.edu/bursar>) (click the “*Make an E-Check Payment*”).

Check Payments

CHECK PAYMENTS should be sent to the address listed on your bill. To ensure prompt posting of check payments to your student account, include a copy of your bill. Checks should be payable in U.S. dollars to “Duke University” and include your name and student ID. Your check should be drawn from a U.S. financial institution (such as Bank of America) or a U.S. branch of your financial institution (ex: Miami branch of Barclay’s Bank PLC).

Wire Transfer

Duke has partnered with Convera and Flywire to provide international wire transfer services to students and parents paying from abroad. Please see finance.duke.edu/bursar (<http://finance.duke.edu/bursar>) and select the International Payments link.

Outside Scholarship Checks

OUTSIDE SCHOLARSHIP CHECKS should be sent to:

Duke University Cashiering, Box 90759, Durham, NC 27708-0759

Monthly Payment Plan

Duke University partners with Nelnet to provide a payment plan for current-term charges. The payment plan provides for five equal monthly payments per semester (fall payments run July 1 to November 1; spring payments run December 1 to April 1). Nelnet assesses a non-refundable enrollment fee for each plan term. For more information, visit <https://mycollegepaymentplan.com/duke/> (<https://mycollegepaymentplan.com/duke/>) (link is external) or contact Nelnet at (800) 609-8056.

Student Loans

All first-year students are eligible for up to \$5,500 in Federal Direct Loans. Students receiving financial aid may already have a portion of this eligibility included in their financial aid award. You can contact your financial aid counselor to request a Federal Direct Loan if you have not already been offered one. Private student loans are also available if needed. Students can apply for loans at any time during the academic year. [Proceeds from all approved loans are posted directly to your student account to cover any outstanding charges. Any funding posted in excess of your outstanding charges may result in a refund (see Refunds from Financial Aid and Loans on the next page)].

Parent Loans (PLUS)

Federal Direct Parent “PLUS” Loans are available to all parents who are U.S. citizens or permanent residents and who meet acceptable credit requirements. Parents may use these loans to cover educational expenses not already covered by financial aid or outside scholarships. Applications for

the PLUS can be submitted at any time during the academic year. Proceeds from all approved loans are applied directly to the student account to cover any outstanding charges. Any funding posted in excess of the outstanding charges may result in a refund to the borrower.

Restrictions on Past Due Accounts

Your bill is due before the start of each term. If your bill becomes past due, a late payment penalty charge (not to exceed 1.25% of the past due balance) will be assessed on subsequent bills. Past due balances may also prevent you from registering for classes or receiving certification of academic credits, transcripts, or your diploma, and may ultimately result in your withdrawal from the University. If your account remains outstanding after your departure from Duke, it may be referred to a collection agency and reported to a credit bureau.

Tuition Withdrawal Adjustments

If you withdraw from or are withdrawn by the University, a percentage adjustment to your tuition will occur depending on your withdrawal date. No adjustment for mandatory fees is made after classes begin. If withdrawal occurs, the amount of tuition refunded is:

- Before classes begin: 100%
- During 1st or 2nd week of classes: 80%
- During 3rd, 4th, or 5th week of classes: 60%
- During 6th week of classes: 20%
- After 6th week of classes: 0%

Want Budget Management Help?

Personal Finance@Duke offers workshops throughout the school year on budgeting, saving, and credit to help you manage your finances. You can also find tips for saving money on campus and in Durham at personalfinance.duke.edu (<http://personalfinance.duke.edu/>).

Tuition Insurance

Tuition Protection with GradGuard



Alt Text:

More than 20 million college students across the country are getting ready to head to college this fall. For many college families, higher education is one of the most significant investments they will

ever make. For a small amount of money in comparison to the [cost of tuition \(https://finance.duke.edu/bursar/TuitionFees/FallSpringTuitionWD\)](https://finance.duke.edu/bursar/TuitionFees/FallSpringTuitionWD), families can plan for the unexpected. Major or chronic illnesses, accidents, and injuries frequently happen even to young and healthy college students. With tuition insurance, students requiring medical time away from the university will be protected from the financial losses that can occur. The [GradGuard \(https://gradguard.com/duke\)](https://gradguard.com/duke) insurance coverage can be individualized based on each family's contribution and purchased annually or by semester. Tuition insurance must be purchased BEFORE the start of the semester. If your student does require a medical time away, we have the [Time Away Office \(https://undergrad.duke.edu/student-success/time-away-office/\)](https://undergrad.duke.edu/student-success/time-away-office/) that will support your student through the process and help them transition back when they are needed. They can also help you through the insurance reimbursement process.

For further details, or to apply directly online, please visit <https://gradguard.com/tuition/duke> (<https://gradguard.com/tuition/duke>) or call GradGuard at 877-794-6603.

I would like to learn more about the Bursar.

▼ Funding your Education with Financial Aid

The Karsh Office of Undergraduate Financial Support can help you understand how Financial Aid is applied to your bill.

Whether you have questions about grants, loans, work-study, or outside scholarships, this section is designed to help you make the most of your financial aid and lower your costs at Duke. If you don't find an answer here, visit <https://financialaid.duke.edu/> (<https://financialaid.duke.edu/>), email us at finaid@duke.edu (<mailto:finaid@duke.edu>), or give us a call at 919-684-6225.

Most questions can be answered by the FAQs and tips below.

Do I have to buy the health insurance?

Duke will automatically charge you for health insurance. To avoid paying the charge, go online and provide proof you already have health insurance. If you receive need-based aid from Duke to help with tuition and don't already have health insurance, you can indicate that online, and aid will cover the cost of the Duke student plan. If you don't take action, you'll be required to pay for the insurance, so visit <https://financialaid.duke.edu/making-most-your-aid/health-insurance/> (<https://financialaid.duke.edu/making-most-your-aid/health-insurance/>) to learn more and get started.

Will my financial aid only cover a particular housing arrangement?

Your aid will adjust to cover whatever your actual housing charges will be when you live on campus, so feel free to choose the housing option that best suits your needs at any point during your four years at Duke.

Will the dining plan impact my financial aid?

If you receive need-based aid, your aid doesn't adjust if you purchase additional meals (or in future years, select a different meal plan). As first years, students are automatically enrolled in Dining Plan I. Later, you'll have choices about your meal plan, and your bill will go up or down based on the plan you choose. Plan for meals as you think about your course schedule to make sure you receive all the food you need!

How do I know how much to pay on my Duke bill? Do I owe anything?

Your aid offer provided an estimate of your bill. You'll receive your official bill from Duke in July, and it will be due August 1st. Once you start class in the fall, you can view your charges in real time by selecting "Account Activity Classic" in the financials section of DukeHub (dukehub.duke.edu (<http://dukehub.duke.edu/>)).

What if I did not receive an aid offer?

Something is missing from your financial aid application. Check your financial aid To-Do List on DukeHub, where financial aid application tasks with necessary links will be listed. Once your To-Do List is complete, you're all set! Contact finaid@duke.edu (<mailto:finaid@duke.edu>) with any questions.

What is work study? Can I get a campus job?

Work study is a program that helps you get a part-time job, primarily on Duke's campus and in the Durham community. Be sure you filed your FAFSA, and then get started applying for jobs [here](https://duke.studentemployment.ngwebsolutions.com/) (<https://duke.studentemployment.ngwebsolutions.com/>). **Search both the work-study and non-work study job postings** (work-study can actually apply to both in most cases). Your work-study earnings are paid directly to you in the form of a paycheck and can help cover expenses that don't appear on your Duke bill, like books, travel, and personal expenses. You can earn at least as much as the amount listed in your aid offer, and if you need more, [contact us](mailto:finaid@duke.edu) (<mailto:finaid@duke.edu>) to see if you are eligible for extra funds. [Check out our website](https://financialaid.duke.edu/types-aid/work-study/) (<https://financialaid.duke.edu/types-aid/work-study/>) for more information about finding a work-study position.

What if I receive an outside scholarship?

Outside scholarships benefit students by reducing or eliminating the loan and work study in the initial financial aid offer. **Outside scholarships do not reduce the expected family contribution.** If the outside scholarship exceeds the loan and work-study funds offered, the Duke grant is reduced by the remaining balance. For more information on outside scholarships, [please visit our website](https://financialaid.duke.edu/types-aid/outside-scholarships/) (<https://financialaid.duke.edu/types-aid/outside-scholarships/>).

How do I buy books?

Books are not billed to your student account nor does Duke issue stipends for books. Students are responsible for acquiring the books needed each semester, and there are several options available. For instance, you can rent your books, buy used books, or check out the Library's Top Textbooks Program. You can also use part of your parent contribution, finance with a loan, or pay with a refund if your financial aid is more than your bill.

What if my grants and loans are more than my bill from Duke? Will I get that money in cash?

If your financial aid grants and loans are more than your charges, you may receive a refund of the difference to pay for things such as books, travel, and personal expenses. Refunds are issued beginning on the first day of class and are made by direct deposit to your bank account (to any U.S. financial institution where you have a checking account). Please complete the direct deposit authorization, available on the "Forms and Requests" tab of DukeHub, to ensure your refund reaches you.

How can I learn more about financial aid?

One thing you'll learn when arriving on campus is everyone has advice and a "tip" about financial aid. However, many student-published guides can contain incorrect or outdated information, even those coordinated by student organizations. The aid office website and your aid counselor are the best sources of information about how decisions you make can impact your financial aid. Always search the financialaid.duke.edu (<https://financialaid.duke.edu/>) website, reach out to finaid@duke.edu (<mailto:finaid@duke.edu>), or [schedule an appointment](https://financialaid.duke.edu/forms-resources/our-team/make-appointment/) (<https://financialaid.duke.edu/forms-resources/our-team/make-appointment/>) with your aid counselor if you have questions. We're here to help!

I would like to learn more about Financial Aid.

▼ DukeLIFE (Lower-Income, First-Generation Engagement)

The **DukeLIFE** (Lower-Income, First-Generation Engagement) office partners with the financial aid office to provide academic and financial resources to eligible students. Over the summer, the office directly notifies incoming students of their eligibility to receive a new laptop, borrow one through the office's loaner program, get help purchasing required course materials, and request emergency funding. Visit the [website](https://dukelifeduke.edu/) (<https://dukelifeduke.edu/>) or email dukelifeduke.edu (<mailto:dukelifeduke.edu>) to learn more.

Arts at Duke

Whether you study in academic programs, engage in student activities, or present or attend professional events and exhibitions, Duke offers a path for all students to get involved in the arts.

Experience. Create. Explore with us.

Duke Arts champions expansive, inclusive, and impactful arts programs that build meaningful connections between campus, community, and global audiences.

Duke Arts brings to life the commitment that the arts are central to Duke's mission to engage the mind and elevate the spirit. Duke Arts programs are designed for all students at Duke, whether you study in academic arts programs or engage in your free time.

Featured programs include:

- **Duke Arts Presents** offers 60+ world-class arts events and exhibitions annually. Student tickets are \$10 or less.
- **Duke Arts Create** offers free, hands-on arts workshops for all skill levels throughout the school year.
- Student programs include **Duke Arts Weekends**, **Duke Arts Exchange**, **Arts +**, and more.
- Funding opportunities are available for summer studies and special projects in the arts.

Learn more about arts opportunities below:

▼ The Nasher Museum

The Nasher Museum is a major center for the arts, presenting leading-edge exhibitions that travel worldwide. Its fast-growing collection of contemporary art emphasizes works by diverse artists who

have been historically underrepresented. *Admission is free.*

I would like to learn more about The Nasher Museum.

▼ Student Organizations

Student arts organizations at Duke are housed in two umbrella organizations: [Duke University Union \(https://duuke.org/\)](https://duuke.org/) and [DuArts \(https://arts.duke.edu/duarts/\)](https://arts.duke.edu/duarts/).

▼ The Rubenstein Arts Center and the Arts Annex

The Rubinstein Arts Center is an artistic production center in the heart of Duke's campus. Learn more by visiting [here! \(https://artscenter.duke.edu\)](https://artscenter.duke.edu)

The Arts Annex is a hub of Duke's student art scene, housing studio arts, rehearsal, and programming spaces. Admission and materials are free to all current Duke students. Check it out [here \(https://arts.duke.edu/arts-annex/\)](https://arts.duke.edu/arts-annex/)!

I would like to learn more about the Duke Arts Annex.

▼ Study the Arts

Arts departments are housed at Trinity College of Arts & Sciences. You can learn more about the rich arts academic opportunities [here \(https://trinity.duke.edu/arts-humanities\)](https://trinity.duke.edu/arts-humanities).

I would like to learn more about Arts & Humanities.

I would like to learn more about Duke Arts.



Alt Text: Group of students dancing together at a competition



Alt Text: Group of students singing together



Alt Text: Group of students at Duke Arts Block Party

Climate and Sustainability

The [Duke Climate Commitment \(http://climate.duke.edu/\)](http://climate.duke.edu/) is a university-wide, impact-oriented initiative to address the climate crisis by creating sustainable and equitable solutions that place society on the path toward a resilient, flourishing, carbon-neutral world. Through education, research, external engagement and campus operations, the Duke Climate Commitment seeks to imagine, design, and implement a sustainable future for all.

The efforts of the Climate Commitment are spearheaded by the Office of Climate and Sustainability, which is led by Dr. Toddi Steelman and is comprised of the following departments.

▼ Sustainable Duke



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Sustainable Duke was created in 2004 with the mission of educating and empowering the Duke community to create a more sustainable future through social, economic, and environmental change on our campus and beyond. We work with campus leadership, faculty, and students on a wide variety of programs and campus-wide strategies including Duke's leading commitment to carbon neutrality by 2024.

You can learn more by visiting Sustainable Duke's [website \(https://sustainability.duke.edu/\)](https://sustainability.duke.edu/), following them on [Instagram \(https://www.instagram.com/sustainableduke/\)](https://www.instagram.com/sustainableduke/), and signing up for their [newsletter \(https://duke.qualtrics.com/jfe/form/SV_0DR2N7InvyMdlBj\)](https://duke.qualtrics.com/jfe/form/SV_0DR2N7InvyMdlBj).

I would like to learn more about Sustainable Duke .

▼ Duke Campus Farm



Alt Text:

The Duke Campus Farm is a one-acre working farm owned and operated by Duke University that provides sustainably-grown produce and food systems education for Duke and its surrounding communities. More important than the thousands of pounds of food that we grow, however, are the opportunities the farm provides for engaging and reimagining the ways we cultivate, access, value, and think about food. Our mission is to catalyze positive change in the food system.

You can learn more by visiting Duke Campus Farm's [website \(http://farm.duke.edu/\)](http://farm.duke.edu/), following them on [Instagram \(https://www.instagram.com/dukecampusfarm/\)](https://www.instagram.com/dukecampusfarm/), and signing up for their [newsletter \(https://signup.e2ma.net/signup/1987083/1949074/\)](https://signup.e2ma.net/signup/1987083/1949074/).

I would like to learn more about Duke Campus Farm.

▼ Duke Forest



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The Duke Forest is owned and managed by Duke University. It consists of over 7,000 acres of forested land and open fields in Durham, Orange, and Alamance counties. It has been managed for teaching and research purposes since 1931. The mission of the Duke Forest is to facilitate research that addresses fundamental and applied questions across a variety of disciplines and to aid in the instruction of all students in their pursuit of knowledge, especially regarding the stewardship of our natural resources.

You can learn more by visiting Duke Forest's [website \(https://dukeforest.duke.edu/\)](https://dukeforest.duke.edu/), following them on [Instagram \(https://www.instagram.com/thedukeforest/\)](https://www.instagram.com/thedukeforest/), and signing up for their [newsletter \(https://dukeforest.duke.edu/newsletter/\)](https://dukeforest.duke.edu/newsletter/).

I would like to learn more about Duke Forest.

▼ Duke Gardens



Alt Text:

Sarah P. Duke Gardens is widely recognized as a premier public garden, providing extraordinary visitor experiences, horticultural artistry, leadership in conservation, and innovative programs. It plays a vital role in the life and values of Duke University and is a respite from the ordinary in a welcoming and beautiful setting. Our mission is to create and nurture an environment in the heart of Duke University for learning, inspiration, and enjoyment through excellence in horticulture and community engagement.

You can learn more by visiting Duke Gardens' [website \(https://gardens.duke.edu/\)](https://gardens.duke.edu/), following them on [Instagram \(https://www.instagram.com/sarahpdukegardens/\)](https://www.instagram.com/sarahpdukegardens/), and signing up for their [newsletter \(https://gardens.duke.edu/subscribe\)](https://gardens.duke.edu/subscribe).

I would like to learn more about Duke Gardens.

▼ Nicholas Institute for Energy, Environment & Sustainability



Alt Text:

The Nicholas Institute for Energy, Environment & Sustainability works closely with Duke University schools and other units to advance the university's mission to build a more sustainable world by developing transformative educational experiences; galvanizing and conducting impactful research; and engaging with key decision makers at the global, national, state, and local levels.

You can learn more by visiting Nicholas Institute's [website \(https://nicholasinstitute.duke.edu/\)](https://nicholasinstitute.duke.edu/), following them on [Instagram \(https://www.instagram.com/nichinstitute/\)](https://www.instagram.com/nichinstitute/), and signing up for their [newsletter \(https://nicholasinstitute.duke.edu/newsletter\)](https://nicholasinstitute.duke.edu/newsletter).

I would like to learn more about the Nicholas Institute for Energy, Environment & Sustainability .

▼ Student Academic Life and Extracurriculars



Alt Text:

Students have ample opportunities to join student groups that focus on climate and sustainability including the [Undergrad Environmental Union \(https://dukeueu.wixsite.com/dueu\)](https://dukeueu.wixsite.com/dueu) and over a [dozen other options \(https://duke.campusgroups.com/home_login\)](https://duke.campusgroups.com/home_login). With all of these options, you are bound to find a group or two that are perfect fits for you!

Also, there are hundreds of courses offered each year that have climate and sustainability themes (check them out on [DukeHub \(https://dukehub.duke.edu/\)](https://dukehub.duke.edu/)). It is our vision that students are able to find these courses throughout all subject areas, so regardless of your major, you'll be able to conduct research projects and have lively discussions on climate and sustainability. If you are really interested in getting a broad perspective on climate and sustainability, check out [UNIV 102: Let's Talk Climate Change. \(https://ucourses.duke.edu/univ102/\)](https://ucourses.duke.edu/univ102/)

I would like to learn more about The Duke Climate Commitment.

Student Accessibility Services

Welcome to Duke University from the staff at the **Student Disability Access Office (SDAO)**. SDAO is responsible for and is committed to providing educational opportunities for students with

disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. As part of this responsibility, SDAO determines eligibility for disability-based services and accommodations to qualified Duke students, both undergraduate and graduate.

Our goal is to provide and coordinate reasonable accommodations that enable students with disabilities to have equal access to all Duke University programs and activities. Services and accommodations are provided to students with a variety of disabilities including, but not limited to, blindness/low vision, deafness/hard of hearing, learning disabilities, mental health or psychological disabilities, mobility disabilities, and chronic health disabilities as well as other medical conditions.

▼ SDAO FAQs

What is a student with a disability?

A student with a disability is one who has a medical condition that substantially limits or restricts one or more major life activities compared to most people in the general population.

What types of accommodations are available?

All accommodations and services are individualized and based on the student's medical condition and functional limitations. Current documentation from the student's medical provider showing the student's functional limitations as well as recommendations for effective accommodations must be provided as part of the accommodation request process.

Academic and non-academic accommodations, such as housing and transportation accommodations, may be provided through SDAO. We also provide a variety of assistive technologies such as assistive listening devices, specialized software, and books in alternative formats to students qualifying for services. Please see our website for a more comprehensive list of available assistive technologies: <https://access.duke.edu/resources/assistive-tech-tools>. (<https://access.duke.edu/resources/assistive-tech-tools>)

SDAO will work with each student to assess which accommodations are appropriate and whether the requested accommodations are reasonable. Moreover, students can continually work with SDAO to revise current accommodations or explore new accommodations.

Where is the SDAO located?

Our offices are located in an accessible location at Bevan Building, 1121 West Main Street. You may reach the SDAO by calling 919-668-1267 or by emailing sdao@duke.edu (<mailto:sdao@duke.edu>).

When should I submit my materials to the SDAO?

Students should submit a Request for Consideration for Reasonable Accommodations form and supporting medical and academic documentation as soon as possible or upon matriculation. Our online request form, documentation guidelines, and other useful information can be found on our website: access.duke.edu/requests (<http://access.duke.edu/requests>).

Where can I find campus accessibility maps?

For campus accessibility maps, visit maps.duke.edu (<http://maps.duke.edu/>).

LEARN MORE ABOUT SDAO:

Please visit [our website \(http://access.duke.edu/\)](http://access.duke.edu/) for more complete information about SDAO and the services we offer.

DIAL 711 for relay service within the United States.

I would like to learn more about the Student Disability Access Office.

Technology and Computers

The **Office of Information Technology** (OIT) is your source for network connectivity, software, and other information technology resources at Duke.

To get connected quickly to our high-tech campus, visit the [OIT student resource page \(https://oit.duke.edu/resources/students/\)](https://oit.duke.edu/resources/students/). Our staff is available throughout your Duke career to help with all your technology needs.

On Move-In Day and during Orientation Week, support will be close at hand. Throughout the year, visit the [Get Help page \(https://oit.duke.edu/help/\)](https://oit.duke.edu/help/) to chat with our Service Desk, or call 919-684-2200. You can also visit us at The Link in Perkins Library for in-person support and to rent equipment.

▼ Getting Started

NetID

Your “NetID” is your electronic key to online resources, including your Duke email account, DukeHub (course registration/grades), MyDuke (student portal), Box cloud storage, and more. We’ll email your NetID to you before you arrive on campus, with instructions on how to set up a secure password. For added security, we require Multi-Factor Authentication (MFA, or two-step verification) for most online services that require a NetID. Once you have your NetID, [enroll in MFA \(https://oit.duke.edu/mfa\)](https://oit.duke.edu/mfa) or [Duke Unlock \(https://unlock.duke.edu/\)](https://unlock.duke.edu/).

Purchasing a Computer

The [Duke Technology Center \(https://www.dukestores.duke.edu/index.php/duke-technology-center/\)](https://www.dukestores.duke.edu/index.php/duke-technology-center/) in the Bryan University Center sells computers configured specifically for Duke’s environment. If you purchase a computer from the Duke Technology Center, you will receive educational discounted pricing on all the current models and access to the loaner program while your computer is being repaired. If you plan to bring a computer from home, please [check our recommended specifications \(https://oit.duke.edu/help/articles/kb0025071\)](https://oit.duke.edu/help/articles/kb0025071). **If you need to purchase a computer, orders must be placed by July 26, 2024.**

Equipment Loan

Digital cameras, microphones, chargers, iPads, calculators, and other equipment are available for short-term loans. Visit The Link in person or [reserve equipment online \(http://oit.duke.edu/what-we-do/services/link-equipment\)](http://oit.duke.edu/what-we-do/services/link-equipment).

Connecting to the Duke Network

Use your NetID to connect all your devices to a [secure wireless network](https://oit.duke.edu/service/wireless-network/) (<https://oit.duke.edu/service/wireless-network/>).

Security

Duke's [IT Security Office provides guidance](https://security.duke.edu/students) (<https://security.duke.edu/students>) on how to keep your devices and data safe. They provide recommendations on anti-virus software, passwords, and the latest phishing alerts, as well as suggestions on working securely from off campus. [Watch this video](https://www.youtube.com/watch?v=OYxfKhMeZiE) (<https://www.youtube.com/watch?v=OYxfKhMeZiE>) on IT Security's top five tech tips.

Software

Duke provides many free or discounted software applications and packages, including Microsoft Office and Adobe Creative Cloud. [View available software](https://software.duke.edu/) (<https://software.duke.edu/>). Duke students also have access to the entire [LinkedIn Learning](https://oit.duke.edu/what-we-do/applications/linkedin-learning) (<https://oit.duke.edu/what-we-do/applications/linkedin-learning>) online training library.

Email & Calendaring

Your Duke email account is an important part of digital life at Duke. Once it's activated, begin checking your inbox for important messages. We recommend using the Microsoft Outlook mail client. [Learn more about email and calendar resources.](https://oit.duke.edu/service/email-and-calendar/) (<https://oit.duke.edu/service/email-and-calendar/>)

Canvas

Connecting students and faculty to teaching and learning activities, Canvas — Duke's learning management system — allows you to access your syllabus, share documents, submit assignments, post in discussion forums, and more. You can [access Canvas at Duke online](https://go.canvas.duke.edu/) (<https://go.canvas.duke.edu/>). Once you are logged into Canvas, refer to the Help icon in the left-hand navigation menu for information about using Canvas. You also have access to 24/7 support from Canvas for any questions.

Accessibility

Duke's [Web Accessibility Initiative](https://web.accessibility.duke.edu/) (<https://web.accessibility.duke.edu/>) exists to ensure people with a wide range of abilities have equal access to Duke's web content. It is the central resource for information, guidelines, and [Duke's official web accessibility guidelines](https://web.accessibility.duke.edu/duke-guidelines). (<https://web.accessibility.duke.edu/duke-guidelines>) The [Disability Management System](http://access.duke.edu/index.php) (<http://access.duke.edu/index.php>) (DMS) provides leadership to the Duke University and Duke Health System efforts to ensure an accessible, hospitable working and learning environment for people with disabilities while ensuring compliance with federal and state regulations.

▼ Computer Labs

Multimedia Project Studio (MPS)

The MPS is an ideal space for experiencing and exploring virtual reality (VR). There you can develop virtual and augmented reality (AR) apps using VR/AR headsets. At any of the multiple high-

end workstations, students are able to create 3D models using Maya, 3dsMax, or Blender. Other software installed includes the game engines Unity and Unreal, as well as the full Adobe Creative Cloud suite. General media production tools for photo and video editing are also available. [Learn more about the Multimedia Project Studio's resources \(https://colab.duke.edu/locations-equipment/co-lab-studio-mps/\)](https://colab.duke.edu/locations-equipment/co-lab-studio-mps/).

Innovation Co-Lab

The [Innovation Co-Lab \(https://colab.duke.edu/\)](https://colab.duke.edu/) provides learning opportunities, open studios, equipment resources, and mentorship to the Duke community in support of teaching, learning, and researching with technology. There are many ways to get involved with the Co-Lab. You can visit one of the Co-Lab Studios on campus (Technology Engagement Center, Rubenstein Arts Building, East Campus, or MPS), sign up for a [Roots course \(https://colab.duke.edu/roots\)](https://colab.duke.edu/roots) (see more below), apply for grants for innovative projects throughout the year, and more. [Sign up for the newsletter \(https://colab.duke.edu/newsletter-signup/\)](https://colab.duke.edu/newsletter-signup/) to stay in the loop!

▼ Tech Learning Opportunities

Co-Lab Roots Courses

Roots [courses \(https://colab.duke.edu/roots\)](https://colab.duke.edu/roots) are a great way to learn something new, take advantage of Duke's resources, develop a marketable skill, or supplement classwork. Classes are offered in a variety of tech topics, from web design to programming to arts and fabrication, and are offered in both live and self-paced formats. Courses are organized into pathways where students can string together several workshops to get a deep dive into a topic or just pick the courses that most interest them. [Sign up for the newsletter \(https://colab.duke.edu/newsletter-signup/\)](https://colab.duke.edu/newsletter-signup/) to get the latest updates.

LinkedIn Learning

Duke students can access the entire [LinkedIn Learning \(https://oit.duke.edu/what-we-do/applications/linkedin-learning\)](https://oit.duke.edu/what-we-do/applications/linkedin-learning) online training library anytime, anywhere. Benefits include over 16,000 courses covering business, technology, and creative topics and a personalized learning experience powered by the LinkedIn network.

▼ Co-Curricular Technology Experiences

Code+

A 10-week summer coding experience for Duke undergraduate students, Code+ provides students with project- and team-based learning. The program is specifically designed for first- and second-year undergraduate students from diverse backgrounds who are passionate about pursuing tech-related fields of study. Students with little or no tech-related experience participate on small project teams where everyone works towards a common goal and shares their knowledge. Students are mentored by IT professionals on projects that address the real-world needs of the Duke and Durham communities.

This unique program positions students for strong industry internships in the subsequent year, creating a pipeline of diverse, tech-savvy individuals who are positioned to succeed in the tech industry. Students have the opportunity to participate in every aspect of product development and project management lifecycle, from product definition, requirements gathering, and stakeholder

analysis to product design, development, and testing. [Learn more about the Code+ program \(https://codeplus.duke.edu/\)](https://codeplus.duke.edu/).

CS+

Students have the opportunity to collaborate with faculty on computer science research projects during the 10-week CS+ summer experience. Similar to the other “plus” programs, CS+ allows students to participate in small teams while being mentored by a faculty project lead and a graduate student. The experience is meant as a rich entry point into computer science research and applications beyond the classroom. Learn more [about the CS+ program. \(https://cs.duke.edu/undergraduate/research/csplus\)](https://cs.duke.edu/undergraduate/research/csplus)

Data+

Another 10-week summer experience at Duke, [Data+ \(https://bigdata.duke.edu/data\)](https://bigdata.duke.edu/data) welcomes students interested in exploring new data-driven approaches to interdisciplinary challenges. Students from all years participate in small project teams with graduate student mentors. Together, they learn how to marshal, analyze, and visualize data while gaining exposure to the modern world of data science. [Learn more about the Data+ program \(https://bigdata.duke.edu/participate/data-plus/\)](https://bigdata.duke.edu/participate/data-plus/).

DTech

The [Duke Technology Scholars Program \(https://dtech.duke.edu/\)](https://dtech.duke.edu/) is a comprehensive effort to empower the next generation of diverse leaders who will bring increased innovation to the tech industry. The program centers around the idea that community, mentorship, and hands-on experience make the difference in recruiting and retaining historically underrepresented people in technology fields. [Learn more about DTech \(https://dtech.duke.edu/\)](https://dtech.duke.edu/).

▼ Top Web and Mobile Apps

DukeHub

[DukeHub \(https://dukehub.duke.edu/\)](https://dukehub.duke.edu/) is the central location for student information such as class registration, grades, and finances and is available on your phone, tablet, and computer. DukeHub is accessible by students, faculty, advisors, staff, and student proxies.

DukeMobile

The [DukeMobile app \(https://oit.duke.edu/what-we-do/applications/dukemobile\)](https://oit.duke.edu/what-we-do/applications/dukemobile), available for Apple and Android devices, offers a customizable home page, interactive campus map, news, directory, dining locations, events calendar, bus schedules, ePrint public locations, the checklist for first-year students, and more. Students can also access Canvas, DukeHub, and MyDuke through the app.

Duke Unlock and Multifactor Authentication

Multi-factor authentication, used by many websites at Duke, provides an extra layer of security and is only a fingertip away. [Duke Unlock \(https://idms-mfa.oit.duke.edu/mfa/unlock\)](https://idms-mfa.oit.duke.edu/mfa/unlock), Duke's preferred authentication service, uses new technology to provide enhanced security and convenience, allowing anyone with a Duke NetID to log in to Duke services as easily as they unlock their phone or laptop. (For eligible devices only.)

ePrint

Duke offers free and low-cost printing at dozens of locations throughout campus—all you need is the ePrint app on your computer or mobile device. Once you send your print job, visit any ePrint station and swipe your DukeCard or scan a QR code. [Learn more about ePrint \(https://oit.duke.edu/service/eprint/\)](https://oit.duke.edu/service/eprint/).

LiveSafe

Duke LiveSafe is a [free mobile app \(https://pcpi.app.link/?\\$deeplink_path=chooseorg&orgid=236&sourceid=5&edc=1422315663000&hash=4266946991736&_p=c71229c09d017af1ea1890fbe0\)](https://pcpi.app.link/?$deeplink_path=chooseorg&orgid=236&sourceid=5&edc=1422315663000&hash=4266946991736&_p=c71229c09d017af1ea1890fbe0) that offers real-time, two-way communication between Duke community members and the Duke University Police Department. Some features of the LiveSafe App include: emergency contact, a way to submit tips, safe walk, and other resources. [Learn more about LiveSafe \(https://prepare.duke.edu/programs/livesafe/\)](https://prepare.duke.edu/programs/livesafe/).

Mobile DukeCard

Duke students should [add their DukeCard credentials to their smart device \(https://dukecard.duke.edu/mobile-dukecard\)](https://dukecard.duke.edu/mobile-dukecard) before arriving on campus. You can add your Mobile DukeCard to your smart device as soon as your DukeCard photo is approved. The Mobile DukeCard is used for convenient door access at university buildings as well as payment at participating campus facilities, stores, dining, vending, and laundry machines. Your Mobile DukeCard can also be used for Merchants on Points (MOPS) food deliveries, at food truck vendors, and at Duke Libraries. Add money to your flexible spending (FLEX) account using [eAccounts \(https://duke-sp.transactcampus.com/eAccounts/AnonymousHome.aspx\)](https://duke-sp.transactcampus.com/eAccounts/AnonymousHome.aspx). Parents and other family members can add money to your account via credit card with your first/given name, last/family name, and Duke Unique ID number.

MyDuke

[MyDuke \(https://my.duke.edu/students/\)](https://my.duke.edu/students/) is an app that helps you prepare for your first year at Duke. In MyDuke, you'll find personal information and must-have Duke links, a 'New Student Checklist' to help you keep track of tasks and deadlines during the summer, and a link to your Duke email, which you should check regularly.

Zoom

Zoom is available for all Duke students, faculty, and staff. To stay secure while using Zoom, students are encouraged to authenticate into the Zoom client so they are recognized when joining meetings. Passcodes and waiting rooms also help keep Zoom meetings secure. [Learn more about Zoom \(https://oit.duke.edu/service/zoom-meetings/\)](https://oit.duke.edu/service/zoom-meetings/).

I would like to learn more about the Office of Information Technology.

Video Quiz

You have already answered this question. True or False? Your NetID is your electronic key to online resources, such as your Duke email address?

- ☐ A True
☐ B False

Correct Answer:

True—That is correct! You will receive your NetID before you arrive on campus and instructions on how to set up a secure password.

Wrong Answer:

False—This is true! You will receive your NetID before you arrive on campus and instructions on how to set up a secure password.

Closing Video

We encourage you to use these resources (and many others) to assist you during your time at Duke.

Remember: you are not alone during your college journey, and these resources will support you during your time at Duke and beyond!

5. COMMUNITY EXPECTATIONS

Opening Video

As a member of the Duke community, we expect that you will be responsible and look out for the safety and well-being of your fellow Blue Devils!

In this section, you will learn about the different policies that protect all students and foster a community of belonging.

From training modules to information about safety on campus and the Duke Community Standard, we want to provide you with the knowledge to ensure the safest living and learning environment during your time at Duke.

Mandatory Trainings

In order to continue to be a world-class university, Duke asks all members of the incoming class to take three mandatory trainings before starting in the fall.

Learn more information about each training below:

▼ Diversity, Equity, Inclusion, and Belonging

This training is mandatory and must be completed by August 15, 2024.

Here at Duke, we believe in the importance of creating a safe and healthy environment for all of our students, staff, faculty, and guests. Our commitment to affirming the diverse identities, cultures, and backgrounds of our global community begins with shared understanding about foundational principles tied to diversity, equity, inclusion, and belonging. The online **Diversity, Equity, Inclusion, and Belonging (DEIB)** Module includes discussion around topics such as inclusion, power, privilege, and identity and addresses strategies related to ally behavior, self-care, and creating inclusive spaces.

The course will take about 45 minutes to complete and does not need to be completed in one sitting. You will need to complete the course before August 15. We all have roles to play in creating and sustaining a Duke community that is just, kind, and inclusive. Thank you for your commitment to doing your part!

Diversity, Equity, Inclusion and Belonging Training FAQs:

Can I go ahead and complete the DEIB module now?

Thanks for your eagerness; however, the module will not be available until mid-July. You will receive an email with detailed instructions on July 15.

I already know about diversity, equity, inclusion, and belonging. Do I have to complete the module?

Yes. The module will provide basic framework and content that will provide a shared understanding of these concepts to all students. It also includes developing your own strategies to consider as you begin building community at Duke.

If I need technical support, what should I do?

If you have questions or need technical support, please reach out to dej@duke.edu (<mailto:dej@duke.edu>).

Can a family member take the module for me?

Your family may not take the module for you. This module was designed with you in mind for your own personal benefit. Your privacy is important to us, so when taking the module find a space that will allow you to answer all questions honestly.

What are the dates and deadlines for the mandatory DEIB Module?

You will receive an email with instructions for completing the module on July 15.

DEADLINE: AUGUST 15

▼ Sexual Assault Prevention

This training is mandatory and must be completed by August 15, 2024.

As a new-to-Duke student, you are required to complete **Sexual Assault Prevention for Undergraduates** (SAP-U), an online, science-based course, before you arrive on campus. SAP-U provides detailed information about the importance of values and the aspects of healthy and unhealthy relationships. The training also discusses decisions regarding sexual activity and sexual assault. Whether you plan to engage in sexual activity or not, the goals of the course are to help you make well-informed decisions about consent and relationships as well as address the behavior of your peers.

The SAP-U course takes 60 minutes to complete. **You will need to complete the SAP-U mandatory module by August 15.** In mid-July you will receive detailed instructions via email and a reminder on MyDuke about beginning SAP-U.

Sexual Assault Prevention Training FAQs:

Can I start working on Sexual Assault Prevention for Undergraduates (SAP-U) now?

Thanks for your eagerness; however, the course is not available until mid-July. You will receive an email with detailed instructions in July about beginning SAP-U.

I am not sexually active. Do I have to complete the course?

Yes. The course addresses issues about sexual activity and safety that can impact you whether you choose to engage in sexual activity or not.

If I need technical support or have questions about the module, what should I do?

Should you experience any difficulties or require technical support, the Sexual Assault Prevention for Undergraduates Online Technical Support Center is available 24 hours a day, 7 days a week. You can simply click on the "Help" button located in the upper right-hand corner of every Sexual Assault Prevention for Undergraduate Students screen. You do not need to be logged into the course to access the Help Site. You may also call Sexual Assault Prevention for Undergraduates Help Desk at 1-866-384-9062 and a support representative will be happy to assist you.

For questions about the module or if you can't find the module link, please email SAPUndergrad@duke.edu (<mailto:SAPUndergrad@duke.edu>).

Can my family take the course for me?

Your family may not take the course.

What are the dates and deadlines for completing the Sexual Assault for Undergraduates course?

- **July 15, 2024:** Students receive an email with instructions for beginning the Sexual Assault Prevention for Undergraduates course.
- **August 15, 2024:** SAP-U module must be completed and passed.

▼ Wellness at Duke

This training is mandatory and must be completed by August 15, 2024.

Your Duke experience will be defined by virtually limitless access to academic opportunities and resources that will help you grow both personally and professionally. It will also be a time of vast freedom coupled with newfound responsibilities where you will have the chance to make choices that best align with your values and enhance your well-being. Throughout this **Wellness** Module, you will learn how to navigate many aspects of Duke social culture while keeping your personal wellness in mind – managing stress by prioritizing self-care and focusing on the present moment.

One part of this module will discuss choices regarding substance use. Approximately 70% of incoming, first-year students do not drink alcohol before they come to Duke, but the desire for inclusion and social acceptance pressures some students to start drinking once they arrive, even though it may not align with their values. When these students who have never drunk before try to “keep up” with their peers, they are putting themselves at risk for alcohol-related injury or problems like alcohol poisoning, which can result in needing medical assistance or being transported to the hospital. This module will provide information to assist you in the development of an action plan so you are equipped to make decisions that align with your values and goals while keeping you safe.

This Wellness Module is the first step in providing information to help you make well-informed decisions regarding your own wellness practices, alcohol-related risks, and Duke social culture.

Part 1 of this module will take approximately 20 minutes to complete and must be completed in one sitting. Once you complete Part 1, you will receive instructions on how to complete **Part 2**. Part 2 will take approximately 60 minutes to complete and must be completed in one sitting.

Wellness at Duke Module FAQ:**Can I go ahead and complete the Wellness at Duke now?**

Thanks for your eagerness; however, Part 1 will not be available until mid-July. You will receive an email with detailed instructions on July 15.

I don't drink. Do I have to complete the module?

Yes. The survey will address the drinking behavior of others and how to handle situations involving alcohol at Duke and elsewhere. It also includes developing your own wellness practices and insight into Duke's social culture.

If I need technical support, what should I do?

If you have questions or need the survey to be sent again, reach out to DuWell at duwell@studentaffairs.duke.edu (<mailto:duwell@studentaffairs.duke.edu>).

Can my family take the module for me?

Your family may not take the module for you. This module was designed with you in mind for your personal benefit. Your privacy is important to us, so when taking the module, find a space that will allow you to answer all questions honestly.

What are the dates and deadlines for the mandatory Wellness Module?

Part 1 & Part 2

- **July 15** Receive email with instructions for beginning **Part 1**. Once you have completed **Part 1**, you will receive instructions on how to complete **Part 2**.

DEADLINE: August 15 - Part 1 and Part 2 must be completed.



Alt Text: Students walking on the Bryan Center Plaza



Alt Text: Students studying and socializing on Duke University Abele Quad



Alt Text: Students smiling and listening during a workshop outside East Duke Building on East Campus

Safety on Campus

Duke University is a safe and healthy place for students to learn, grow, and enjoy their college experience. Your safety and health are our top priorities.

Security

Duke has many resources dedicated to the community's security. This includes strong partnerships between Student Affairs, Counseling and Psychological Services (CAPS), Duke University Police Department, and others. The police department at Duke is a full-service department with a 24-hour communications center, security officers, and commissioned police officers. Duke encourages you to be alert and aware of your surroundings at all times—whether at work, in class, at home, or at a social gathering. Students are reminded to lock their doors, not to walk alone at night, and to avoid unfamiliar, dimly lit areas. You're also urged to avoid risky behavior, such as excessive drinking, which may lead to negative consequences.

The majority of reported campus incidents involve property thefts that can be avoided with simple steps like locking doors or vehicles and not leaving personal property and electronic devices unattended or in plain view.

Safety and Security Notifications

In the event of a significant campus emergency or specific crime, Duke has various methods to alert you as soon as possible, including:

- Email: Depending on the nature and location of an emergency, Duke may send a "DukeALERT" email. Update your contact information in DukeHub (dukehub.duke.edu (<http://dukehub.duke.edu/>)), making certain that addresses, phone numbers, and email are current.
- Outdoor Warning System: Sirens may broadcast alerts.
- Text Message: A message may be sent to students' mobile devices.

- Web: Emergency information will be posted on main Duke websites and emergency.duke.edu (<http://emergency.duke.edu/>).
- Phone: Recorded messages will be available at 919-684-INFO (4636). Add this number to your phone.
- Direct Contact: HRL staff may post emergency notices and safety information in residence halls if circumstances allow.
- To learn more about safety and police services, please visit police.duke.edu (<http://police.duke.edu/>) and read [our Annual Security Report](https://oarc.duke.edu/sites/default/files/2023DukeASR%281%29.pdf) (<https://oarc.duke.edu/sites/default/files/2023DukeASR%281%29.pdf>).

▼ Act Fast

Please report any suspicious activity, stalking, assaults, harassment, or other concerning behavior immediately to Duke Police.

- **Emergency:** 9-1-1
- **Non-emergency:** 919-684-2444

▼ Safety Resources and Services

- Download the **LiveSafe** (<https://prepare.duke.edu/programs/livesafe/>) app from the Apple or Android app stores.
- **Van rides** (<https://police.duke.edu/services/vanrides/>) operate at certain hours and within a boundary.
- Read Duke's **Annual Clery Security Report** (campus crime statistics) and watch safety videos at police.duke.edu (<http://police.duke.edu/>).
- Education in [crime prevention](https://police.duke.edu/outreach/) (<https://police.duke.edu/outreach/>) and more.

▼ Digital Displays

Large screen displays are located at prominent locations across campus and will display emergency messages when circumstances merit.

Blue Devil Bulletin

Stay Connected!

The free Duke LiveSafe mobile app offers simple, two-way communication between students and Duke Police. Students can report tips by text, photo, or video using a smartphone about anything from an accident and safety hazard to suspicious activity and assault. The app also features GPS technology to allow friends and family to SafeWalk students virtually to a destination and quick access to emergency calls to Duke Police or 9-1-1. Download LiveSafe via Apple and Android app stores.

Duke Community Standard

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Members of this community commit to reflect upon and uphold these principles in all academic and nonacademic endeavors and to protect and promote a culture of integrity.

The [Office of Student Conduct & Community Standards](https://students.duke.edu/get-assistance/community-standard/osccs/) (<https://students.duke.edu/get-assistance/community-standard/osccs/>) at Duke University desires undergraduate students to know that everyone makes mistakes. It is not an indictment of one's character to be found in violation of university policy. Students are accountable for the decisions they make and are expected to take responsibility for the consequences (positive and negative) of those decisions.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors.
- I will conduct myself honorably in all my endeavors.
- I will act if the Standard is compromised.

Duke University has high expectations for students' scholarship and conduct. In accepting admission, students indicate their willingness to subscribe to and be governed by the rules and regulations of the university, which flow from the Duke Community Standard.

What is the Duke Community Standard?

It is an expectation between you and the university regarding the code of conduct and policies you must adhere to in order to be affiliated with the university.

Most Common Policy Violations:

▼ Academic Dishonesty

1. **Lying** — Ex) Providing false or misleading information in order to be excused from classes or assignments.
2. **Cheating** — Ex) Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations. Ex 2) Using, consulting, and/or maintaining unauthorized shared resources including, but not limited to, test banks, solutions materials, and/or artificial intelligence (AI). Ex 3) Failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty.
3. **Plagiarism** — Ex) Paraphrasing words or ideas of another without giving credit.

For more information regarding the full description of the Academic Dishonesty policy, see pages 9-11 on the [Duke Community Standard](https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf). (<https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf>)

▼ Alcohol and Other Drugs

Alcohol and Other Drugs

- Students under 21 years of age are not permitted to purchase, possess, or consume alcoholic beverages. Students aged 21 and over may consume and/or possess alcohol on campus (except East Campus).
- However, except at events in which licensed service (i.e., a venue that holds a liquor license) is being utilized, hard or spiritous liquors are prohibited.

Health and Safety Initiative (Amnesty)

Because the health and safety of students are of primary importance, students are encouraged not only to look out for their own health and safety but also for that of their peers. When a person's

health and/or safety is/are threatened or appear(s) to be in jeopardy, immediate action should be taken to prevent injury/illness/danger.

- Formal disciplinary action for a violation of possession or use of alcohol and other drugs will not be taken against students for whom medical assistance is sought, or those who seek medical assistance for themselves or for others.
- Students or student groups who are alleged to have violated other University policies are not entitled to amnesty for their non-alcohol or other drug-related misconduct.
- A student who receives medical assistance may be required to attend an approved alcohol or drug education program (i.e. [BASICS](https://students.duke.edu/wellness/duwell/aod/)) (<https://students.duke.edu/wellness/duwell/aod/>), educational assignment, assessment, and/or possible referral for treatment. Parents of such students may also be notified.
- Duke also prohibits the possession of drug paraphernalia, including but not limited to bongos, pipes, homemade equipment, or THC vapes/cartridges

For more information regarding the Alcohol and Other Drugs policy, please read pages 13-15 on the [Duke Community Standard](https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf). (<https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf>)

▼ Discrimination/Harassment/Sexual Misconduct

The [Office for Institutional Equity](https://oie.duke.edu/) (OIE) facilitates the intake and investigation of discrimination allegations under the Policy on Prohibited Discrimination, Harassment, and Related Misconduct (PPDHRM).

PPDHRM governs allegations of discrimination based on age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status (i.e., protected class status).

OSCCS facilitates the resolution of discrimination matters in which the respondent is an undergraduate or graduate student according to the procedures outlined in the Types of Resolutions section in the [Duke Community Standard](https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf) (<https://students.duke.edu/wp-content/uploads/2024/01/DCS-Guide-2023-2024.pdf-1.pdf>).

Sexual Misconduct- The PPDHRM also prohibits related misconduct, such as sexual assault, relationship violence, stalking, and retaliation.

Learn more information regarding how [OIE describes](https://oie.duke.edu/areas/) (<https://oie.duke.edu/areas/>) discrimination, harassment, and sexual misconduct.

The **Office of Student Conduct and Community Standards** (OSSCS) at Duke University will report any disciplinary action taken against a student that results in a finding of "responsible" for a Duke University policy violation that includes an assigned status sanction of Disciplinary Probation or greater. Disciplinary records are reportable until a student graduates from Duke or eight years from the date of a student's matriculation, whichever occurs first, except for records related to suspensions and expulsions. Records related to suspensions (temporary dismissal from Duke) and expulsions (permanent dismissal from Duke) are maintained indefinitely and are also permanently noted on a student's transcript.

Learn more information about the [Duke Undergraduate Reporting Policy](https://students.duke.edu/wp-content/uploads/2023/08/Duke-Undergraduate-Reporting-Policy-2023-2024-1.pdf) (<https://students.duke.edu/wp-content/uploads/2023/08/Duke-Undergraduate-Reporting-Policy-2023-2024-1.pdf>).

The Office of Student Conduct and Community Standards will not routinely contact parents when their student has violated university rules. However, parents of students under the age of 21 may be

notified of alcohol-related disciplinary violations when a student's health or safety has been/is at risk (including when a student is granted "Amnesty").

Video Quiz

You have already answered this question. What can you do prior to your arrival at Duke to ensure you are a responsible member of our community?

- ☐ A Become familiar with the Duke Community Standard.
- ☐ B Ask other students for advice.
- ☐ C Talk to your family to see what they think.

Correct Answer:

That is correct: become familiar with the Duke Community Standard. It outlines the expectations for students enrolled at Duke University. Your behavior is your responsibility, no matter if you are on or off campus.

Wrong Answer:

Sorry, but the correct answer is A: become familiar with the Duke Community Standard. It outlines the expectations for students enrolled at Duke University. Your behavior is your responsibility, no matter if you are on or off campus.

Closing Video

You belong here at Duke, and it is essential to remember that everyone around you belongs too!

Duke University is a community that cares about the well-being of others. We hold honesty, fairness, respect, and accountability within the university community. We all have a role to play in ensuring the success of our community.

6. ORIENTATION AT DUKE

Opening Video

Orientation at Duke is far more than a week.

It takes months to become acquainted with this great university, get to know the community, and learn about its many resources.

Knowing that you can't learn everything in a week, we've intentionally mapped out three phases of your orientation to Duke:

1. Summer Engagement
2. Experiential Orientation
3. Beyond O-Week

In this section, you'll learn more about the resources that we offer throughout each of these three phases and what steps you need to take to transition well! Be sure to flag any information you'll need to revisit in the future, and feel free to hit pause at any time to go exploring.

Summer Engagement

Throughout the summer, New Student and Family Programs (NSFP) will remain in communication with you and your family!

▼ The Blue Book

This **online guide** connects you to the resources and answers the questions you need to know to help you transition to Duke!

Once you complete the Blue Book, it will be available to you *throughout your time at Duke!*

▼ Weekly Digests

The First-Year and Transfer Digests is a weekly newsletter sent to new-to-Duke students' Duke email addresses that provides updates on all deadlines and things you need to know.

▼ Summer Transition Series (STS)

Need help determining which classes to register for? Do you want to chat with administrators about the health forms needed before arriving in August? Join us online for opportunities to ask your pressing questions. This webinar series allows you to dive deep into the resources at Duke and make your transition easy with help from New Student and Family Programs!

The Summer Transition Series will help you:

- **Interact:** Meet influential members of the Duke community.
- **Communicate:** Talk directly with "experts" regarding topics that interest YOU.
- **Connect:** Access all sessions conveniently online. It's as easy as checking your email.

Check back soon for the STS schedule and registration!

▼ Parent and Family Newsletter

This monthly newsletter is for parents and families! Our regular updates will ensure that your family and loved ones have access to the resources they need to support you during your transition to Duke.

▼ Social Media

Follow us on Instagram at [@dukensfp](https://www.instagram.com/dukensfp/) (<https://www.instagram.com/dukensfp/>) to stay informed and interact with our office and student leaders. Stay tuned for our annual **30 DAYS TO DUKE!**

▼ The Duke Common Experience

For 20+ years, incoming Duke students have shared a common summer reading called the *Duke Common Experience* (DCE). The book is intended to be a common intellectual touchstone for Duke students that sparks engaging conversation outside of the classroom and introduces new-to-Duke students to the academic community at Duke.

We're thrilled to share that this year the DCE selection is *All We Can Save*. [Learn more here \(https://today.duke.edu/2024/04/summer-reading-book-looks-climate-change-through-lens-60-women\)](https://today.duke.edu/2024/04/summer-reading-book-looks-climate-change-through-lens-60-women).

Additionally, the DCE is now an undergraduate-wide read. We're encouraging all undergraduates, faculty, staff, and alumni to read this book during the summer of 2024 to make this a true common experience.

Hard copies of the book will be mailed to all domestic new students in the early summer as a welcome gift to Duke. The e-book will be made available to international students in the early summer.

I would like to learn more about Summer Engagement.



Alt Text: Group of students talking to each other by the baseball field

Blue Devil Bulletin

New Student Checklist:

In addition to communication, our office provides tools to help you keep track of the many items you must complete before arriving at Duke. The first-year and transfer checklists can be found at my.duke.edu ([http://my.duke.edu/](http://my.duke.edu)) and includes items such as the required summer modules, course registration, your Experiential Orientation paperwork, and your housing application. You will need to login using your NetID as soon as possible. *Please note that failure to complete these tasks can impact your registration for courses, housing assignment, and DukeCard access.*

Move-In Day

Mark your calendars: Move-In Day 2024 will be **Saturday, August 17th** for First-Year Students!

Move-In Day Schedule: *

- 8:00am-2:00pm – All First Year Students Move-In!
- 4:00pm-7:00pm – Dinner on the Quad
- 7:30pm-8:15pm – Family Farewell**
- 9:00pm-10:00pm – Residence Hall Welcome Meetings
- 8:15pm-9:30pm – Family Reception

***Please note that the move-in schedule is subject to change. Students and families will be notified throughout the summer of any changes to the schedule.**

****Families and students should prepare to say farewell prior to entering Cameron Indoor Stadium.**

Move-In Windows:

Students will move in during their assigned move-in times. Move-in times are assigned by residence halls. These windows are subject to change. Students and families will be notified throughout the summer of any time changes.

Please Note: Due to traffic patterns on East Campus and limited volunteers, incoming students will not be able to move into their residence hall outside of their assigned move-in window. Students and guests should block off this entire day, and begin making arrangements as soon as the student receives their housing assignment.

▼ Move-In One: 8:00am-10:00am

- Southgate
- Trinity
- Wilson
- Brown

▼ Move-In Two: 10:00am-12:00pm

- Gilbert-Addoms
- Belltower
- Pegram
- Giles
- Bassett

▼ Move-In Three: 12:00pm-2:00pm

- Blackwell
- Randolph
- West
- Alspaugh

Dinner on the Quad and Family Farewell

In the afternoon and early evening, we invite all students and families to join us for a family dinner outside on West Campus. This large celebration is a chance for families to enjoy the scenery of Duke's West Campus and connect with campus services as necessary. The Dinner on the Quad will be followed by the Family Farewell, which celebrates the Class of 2028 and welcomes them to Duke in true Blue Devil fashion.

Please Note: The Family Farewell is *truly a farewell*. Students will depart the Family Farewell and immediately go to scheduled orientation programming. Families will remain in Cameron for a welcome reception with administration.

Residence Hall Welcome Meetings

Following the Family Farewell, students will return to East to get to know classmates on the floor of their East Campus Residence Halls.

Family Reception

Following the Family Farewell, parents/families will join administrators for a brief reception in the Hall of Fame in Cameron Indoor Stadium.

Helpful Resource for Move-In:

As you prepare to pack and get ready for Duke, check out information about Blue Devil Delivery.

▼ Blue Devil Delivery

What is Blue Devil Delivery?

Duke University Stores created Blue Devil Delivery to ease the confusion new-to-Duke students and their families experienced upon arrival at Duke University.

phone: 919-684-5141 | [Blue Devil Delivery_\(https://www.dukestores.duke.edu/index.php/bdd/\)](https://www.dukestores.duke.edu/index.php/bdd/)

Program Benefits:

Convenience. Pre-ordered products will be ready for pick-up when you arrive at Duke in August.

Cost Savings. Receive the best prices on everything from textbooks to laptops.

Products and Services Offered:

Laptops (<https://www.dukestores.duke.edu/index.php/bdd/>): With special educational discount pricing, our [Apple \(https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/\)](https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/), [Dell \(https://dukestores.wufoo.com/forms/zxmh2pp0co728y/\)](https://dukestores.wufoo.com/forms/zxmh2pp0co728y/), [Lenovo \(https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/\)](https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/), and [Microsoft \(https://dukestores.wufoo.com/forms/z110bskl11m0xsw/\)](https://dukestores.wufoo.com/forms/z110bskl11m0xsw/) laptops are specifically chosen and configured to seamlessly integrate into the Duke environment. We can ship your computer directly to you, or you can pick it up on campus when you arrive in August.

All laptops purchased from the [Duke Technology Center](https://www.dukestores.duke.edu/index.php/duke-technology-center/) (<https://www.dukestores.duke.edu/index.php/duke-technology-center/>) enjoy the following:

- 3 Years of Warranty Coverage
- 3 Years of Accidental Damage Coverage
- Computer Support from the OIT Help Desk located at 'The Link' with a pool of loaner laptops
- On-Campus Authorized Apple, Dell, and Lenovo Service and Repair

Computer Accessories: Including portable hard drives, laptop sleeves, earbuds, and more!

Textbooks and Course Materials: Shop Duke University's Official Online Bookstore for the best selection and price – guaranteed!

Why shop your official online bookstore?

- Guaranteed professor-selected course materials
- Free expedited shipping to The University Store or Medical Center Bookstore*
- Choose from new, used, eBook, rentals, and Marketplace inventory
- Price match guarantee
- Risk-free early ordering; returns accepted up to 30 days after classes begin

Linens ([/duke.dormify.com/move-in](https://duke.dormify.com/move-in)): From bedding + dorm bundles to storage essentials + trending decor, we partnered with Dormify to provide you with all the items you'll need to make your transition to college easy. Plus, get \$25 off orders over \$250 with code MOVEIN.

Laundry and Dry-Cleaning Service (<https://laundrymen.com/duke-university-laundry-dry-cleaning-service/>): A convenient, door-to-door, wash/dry/fold laundry and dry-cleaning service with a 48-hour turnaround.

Microfridge (<https://www.collegiateconcepts.net/schools/duke-university/index.html>): Make sure to preorder your MicroFridge (microwave, freezer, and refrigerator all-in-one) to guarantee it is available when you move in. It will be picked up from your room at the end of the school year.

Contact us (<mailto:bluedevildelivery@duke.edu>) if you have questions.

I would like to learn more about Blue Devil Delivery.



Alt Text: Student moving in carrying large metal chest

Move-In Day

International Move-In Day 2024!

First-year international students can submit a request to move into their dorms prior to the all-student move-in date. International students will receive additional information and instructions from the Duke International Student Center (DISC) in mid- to late-May on how they can request early move-in for the Fall 2024 semester (August 14 and August 15, 2024).

As part of the early move-in process, DISC encourages and invites students to join us and the I-Guides for fun activities, socials, and other events planned for those days as well as August 16 (read more about Passport to Duke and Durham later in the Blue Book). More information on the schedule will be sent throughout the summer.

International Student Early Move-In:

▼ Date

Wednesday, August 14, and Thursday, August 15, 2024

▼ Time

Check-in will begin at 9:00am and run until 6:00pm (*please note that the times are subject to change*); limited complimentary airport pickups will be available during this window. **Students will not be able to move in after 12:00am.**

Please email us at intlstudents@duke.edu (<mailto:intlstudents@duke.edu>) if you have any questions.

Helpful Resource for Move-In:

As you prepare to pack and get ready for Duke, check out information about Blue Devil Delivery.

▼ Blue Devil Delivery

What is Blue Devil Delivery?

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Program Benefits:

Convenience. Pre-ordered products will be ready for pick-up when you arrive at Duke in August.

Cost Savings. Receive the best prices on everything from textbooks to laptops.

Products and Services Offered:

Laptops

(https://www.dukestores.duke.edu/bluedevildelivery/images/fall2023_computerofferings.pdf): With special educational discount pricing, our [Apple](https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/) (<https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/>), [Dell](https://dukestores.wufoo.com/forms/zxmh2pp0co728y/) (<https://dukestores.wufoo.com/forms/zxmh2pp0co728y/>), [Lenovo](https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/) (<https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/>), and [Microsoft](https://dukestores.wufoo.com/forms/z110bskl11m0xsw/) (<https://dukestores.wufoo.com/forms/z110bskl11m0xsw/>) laptops are specifically chosen and configured to seamlessly integrate into the Duke environment. We can ship your computer directly to you, or you can pick it up on campus when you arrive in August.

All laptops purchased from the [Duke Technology Center](https://www.dukestores.duke.edu/index.php/duke-technology-center/) (<https://www.dukestores.duke.edu/index.php/duke-technology-center/>) enjoy the following:

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- 3 Years of Accidental Damage Coverage
- Computer Support from the OIT Help Desk located at 'The Link' with a pool of loaner laptops
- On-Campus Authorized Apple, Dell, and Lenovo Service and Repair

Computer Accessories: Including portable hard drives, laptop sleeves, earbuds, and more!

Textbooks and Course Materials: Shop Duke University's Official Online Bookstore for the best selection and price – guaranteed!

Why shop your official online bookstore?

- Guaranteed professor-selected course materials
- Free expedited shipping to The University Store or Medical Center Bookstore*
- Choose from new, used, eBook, rentals, and Marketplace inventory
- Price match guarantee
- Risk-free early ordering; returns accepted up to 30 days after classes begin

Linens (<https://www.dormroom.com/dku>): These are the only linens we guarantee will fit. And unlike others, these linens are guaranteed until graduation.

Laundry and Dry-Cleaning Service (<https://laundrymen.com/duke-university/>): A convenient, door-to-door, wash/dry/fold laundry and dry-cleaning service with a 48-hour turnaround.

Microfridge (<https://www.collegiateconcepts.net/schools/duke-university/index.html>): Make sure to preorder your brand-new MicroFridge (microwave, freezer, and refrigerator all-in-one) to guarantee it is available when you move in. It will be picked up from your room at the end of the school year.

Contact us (<mailto:bluedevildelivery@duke.edu>) if you have questions.

I would like to learn more about Blue Devil Delivery.



Alt Text: Student and President of Duke University (President Price) having a conversation

Move-In Day

Mark your calendars: Transfer Move-In Day 2024 will be **Tuesday, August 20.**

New transfer students should plan to arrive on campus Tuesday, August 20, between the hours of **9am-4pm ET**. If you need to arrive outside of this move-in window, please email studentorientation@duke.edu (<mailto:studentorientation@duke.edu>). On your move-in day, you will be given access to your residence hall and check-in for Orientation Week.

Family Dinner and Family Farewell:

In the early evening, we invite all students and families to join us for the Family Farewell event, which includes dinner.

Please Note: The Family Farewell is *truly a farewell*. Students will depart the Family Farewell and immediately go to scheduled orientation programming.

We encourage students and families to prepare in advance to say farewell on Move-In Day.

Helpful Resource for Move-In:

As you prepare to pack and get ready for Duke, check out information about Blue Devil Delivery.

▼ Blue Devil Delivery

What is Blue Devil Delivery?

Duke University Stores created Blue Devil Delivery to ease the arrival of new-to-Duke students and their families to campus.

phone: 919-684-5141 | [Blue Devil Delivery \(https://www.dukestores.duke.edu/index.php/bdd/\)](https://www.dukestores.duke.edu/index.php/bdd/)

Program Benefits:

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Products and Services Offered:

Laptops

https://www.dukestores.duke.edu/bluedevildelivery/images/fall2023_computerofferings.pdf): With special, low educational discount pricing, our [Apple](https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/) (<https://dukestores.wufoo.com/forms/zfs13dp1nnpoa0/>), [Dell](https://dukestores.wufoo.com/forms/zxmh2pp0co728y/) (<https://dukestores.wufoo.com/forms/zxmh2pp0co728y/>), [Lenovo](https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/) (<https://dukestores.wufoo.com/forms/zaeqd6b1hrlwej/>), and [Microsoft](https://dukestores.wufoo.com/forms/z110bskl11m0xsw/) (<https://dukestores.wufoo.com/forms/z110bskl11m0xsw/>) laptops are specifically chosen and configured to seamlessly integrate into the Duke environment. We can ship your computer directly to you, or you can pick it up on campus when you arrive in August.

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- Price match guarantee
- Risk-free early ordering; returns accepted up to 30 days after classes begin

Linens (<https://www.dormroom.com/dku>): These are the only linens we guarantee will fit. And unlike others, these linens are guaranteed until graduation.

Laundry and Dry-Cleaning Service (<https://laundrymen.com/duke-university/>): A convenient, door-to-door, wash/dry/fold laundry and dry-cleaning service with a 48-hour turnaround.

Microfridge (<https://www.collegiateconcepts.net/schools/duke-university/index.html>): Make sure to preorder your brand-new MicroFridge (microwave, freezer, and refrigerator all-in-one) to guarantee it is available when you move in. It will be picked up from your room at the end of the school year.

Contact us (<mailto:bluedevildelivery@duke.edu>) if you have questions.

I would like to learn more about Blue Devil Delivery.



Alt Text: Transfer student talking with faculty at the picnic

Experiential Orientation

Experiential Orientation is an incredible, weeklong immersion that gives new-to-Duke students the opportunity to dive into an engaging experience that builds community and fosters a sense of belonging around a shared interest.

Get excited for Experiential Orientation 2024: August 18-23!

Combining experiential and immersive education with thoughtful team-building, engaging excursions, leadership development, and campus and community tours, Experiential Orientation promises to be an incredible introduction to the Duke community.

In 2024, Duke will offer 21 Experiential Orientation projects for first-year students. Students will complete a questionnaire by May 31 and be matched to a project based on their interests. You can learn more about the 21 Experiential Orientation projects on the [First-Year Experiential Orientation \(https://students.duke.edu/info-for/students/incoming-students/experiential-orientation/first-year-students/\)](https://students.duke.edu/info-for/students/incoming-students/experiential-orientation/first-year-students/) webpage.

Experiential Orientation FAQs:

▼ How am I matched to my project?

In addition to ranking projects, students will fill out a questionnaire. This survey allows us to better understand you and your interests. The combination of both ranking and survey results gives us a snapshot of who you are and helps us to match you with one of your top programs. Students will learn in early July to which project they matched.

▼ How much does Experiential Orientation cost?

There is no cost to participate in Experiential Orientation! In 2022, Duke pivoted to this new model of orientation so that students could find and build community around a shared interest during their first week. We believe this to be so important to Duke students' success that this is included in the cost of attendance and does not require additional fees.

▼ Is Experiential Orientation required?

Yes! Experiential Orientation *is* Duke's orientation. In addition to activities that are theme-based, every student engages in small group conversations around topics that are important in the first year. This is a student's chance to learn more about Duke and the Duke community!

I would like to learn more about First-Year Experiential Orientation.



Alt Text: Four students posing for photo with one holding a baby goat

Transfer Experiential Orientation

Experiential Orientation is an incredible weeklong immersion that gives new-to-Duke students the opportunity to dive into an engaging experience that builds community and fosters a sense of belonging around a shared interest.

Combining experiential and immersive education with thoughtful team-building, engaging excursions, leadership development, and campus and community tours, this orientation model promises to be an incredible introduction to the Duke community. For more information about Project Transfer visit the [Transfer Orientation \(https://students.duke.edu/info-for/students/incoming-students/experiential-orientation/transfer-students/\)](https://students.duke.edu/info-for/students/incoming-students/experiential-orientation/transfer-students/) webpage.

All transfer students will participate in Project Transfer, which serves as the onboarding experience for all new transfer students. Project Transfer will take place beginning the evening of **August 20 through August 23**. During this week, students will learn about Duke and Durham resources and opportunities, while also creating meaningful connections with each other and Orientation Leaders (many who were also transfer students)! A detailed schedule will be provided in July. In the

meantime, questions can be directed to ProjectTransfer@duke.edu (<mailto:ProjectTransfer@duke.edu>).

I would like to learn more about Experiential Orientation.



Alt Text: Four students posing for photo with one holding a baby goat

Beyond O-Week

Orientation is more than a week!

The beauty of Duke is that there are endless resources and opportunities available to students, and it will take far more than a week (or semester) to discover them. The office of New Student and Family Programs partners with a host of campus partners to make sure that you are introduced to the campus resources you need the most when the time is right.

Welcome Weeks are themed weeks that introduce you to a wide range of campus partners and resources and help you find the clubs and organizations you're seeking at Duke! Go ahead and save the dates to learn more about these areas of the Duke Experience. More information will be available through Duke Groups and in later communication about the activities hosted each week. For more information visit the [Welcome Weeks \(https://students.duke.edu/info-for/students/incoming-students/beyond-o-week/\)](https://students.duke.edu/info-for/students/incoming-students/beyond-o-week/) webpage.

I would like to learn more about Beyond O-Week.



Alt Text: Student cheering in a crowd while holding orange banner

Video Quiz

You have already answered this question. Based on the information shared in this section, how long will the Blue Book be available to you during your transition to Duke?

- ☐ A Throughout the summer
- ☐ B Throughout your first year
- ☐ C Throughout your time at Duke
- ☐ D Throughout your lifetime

Correct Answer:

That is correct. The Blue Book will be available to you and can be used as a resource throughout your entire Duke career.

Wrong Answer:

Sorry, but the correct answer is C, throughout your time at Duke. We hope you will see the Blue Book as an invaluable tool throughout your entire Duke career.

Closing Video

By now, you can probably tell that Duke has an abundance of resources and opportunities to explore; it may feel a little overwhelming at first.

But don't worry, we're here to help you along the way. Our priority over the next few months is to introduce you to the Duke community and its many resources in a timely way — trust the process. But feel free to reach out to any office on campus if you want to learn a little more about what they do and the services they offer.

7. INTERNATIONAL STUDENTS

Opening Video

Did you know that Blue Devils come to Duke from around 140 different countries across the globe?

The [Duke International Student Center \(https://students.duke.edu/belonging/icr/disc/\)](https://students.duke.edu/belonging/icr/disc/) (DISC) serves Duke's international students through advocacy, advising, educational programming, and community building. DISC aspires to support the evolving needs of the Duke community by strengthening connections and fostering inclusive environments. DISC will be your gateway to Duke and Durham. Starting from early move through celebrating your achievements at our annual International Awards, DISC hosts cultural programming and support services to help you thrive in and out of the classroom at Duke. Even if you're not an international student and want to connect with peers from diverse global backgrounds, all are welcome to join our programming and events.

▼ What does the undergraduate international student population look like at Duke?

International students represent approximately 10% of the undergraduate student body. There are students from around 140 nations presently studying at Duke when you include graduate and professional students. After the United States, these are the top five countries with the greatest undergraduate representation:

- China
- India
- South Korea
- Canada
- Brazil

Passport to Duke and Durham Resource Fair

What should I expect at the Passport to Duke and Durham Resource Fair?

- Get to know other first-year students, upperclass students (I-Guides), and the Duke International Student Center (DISC) staff
- Hosted on campus on **Friday, August 16, 2024**, after international early move-in
- Explore Duke and off-campus (i.e. banks, cell phone providers, etc) resources
- Get a head start before Orientation Week begins

Who is my International Guide (I-Guide)?

The International Guides (I-Guides) are a team of upperclass student leaders. They are a unique group of students who can offer suggestions on how to make your Duke experience enriching and as rewarding as possible.

As an international student, you will be assigned an I-Guide during the summer (May to August 2024) to assist in your transition to Duke and Durham. The I-Guides will correspond with you via email, social media, and WhatsApp to answer any questions you have before you arrive. Please keep an eye out for their emails.

Why should I participate?

Diving into a new environment can be challenging. It is common to feel overwhelmed, uneasy, or have concerns about your college life. We hear from students who have participated in the early move-in and past international programs before orientation that these opportunities helped them not only **thrive** at Duke but also **connect** with people who ended up becoming their **close friends**.

More details and registration will be sent throughout the summer.

Blue Devil Bulletin

The early move-in process and the Passport to Duke and Durham Resource Fair are opportunities for you to:

- Make connections with other first-year and returning students before you are thrown into the bigger crowd of all the new students.
 - Be welcomed and supported by the I-Guide team who can share their past experiences as new students.
 - Learn about the academic, social, and cultural adjustment; learn about residence life and student leadership involvement; network and develop meaningful relationships with peers, faculty, and staff; and get academic, spiritual, or counseling support.
 - Move in before the rest of the undergraduate students and get settled into your residence hall.
-

Important Dates and Deadlines

FIRST-YEAR INTERNATIONAL STUDENT EARLY MOVE-IN:

- **Dates:** Wednesday, August 14 and Thursday, August 15, 2024
- **Time:** Check-in will begin at 9 a.m. and run through 6 p.m. (*please note that the times are subject to change*); limited complimentary airport pickups will be available during this window
 - Students will not be able to move in after midnight
- **Location:** Southgate Residence Hall (East Campus)

PASSPORT TO DUKE AND DURHAM RESOURCE FAIR:

- **Date:** Friday, August 16, 2024
- **Time and Location:** Gilbert Addoms Down Under (GADU); Time TBD

Blue Devil Bulletin

Orientation activities for all new undergraduate students on Saturday, August 17 and Sunday, August 18.

If you have any questions or concerns, please contact the Duke International Student Center at intlstudents@duke.edu (<mailto:intlstudents@duke.edu>) or 919-684-3585.

Video Quiz

You have already answered this question. What is an International Guide or I-Guide?

- ☐ A Upperclass student leader
- ☐ B Faculty member

Correct Answer:

That is correct! The International Guides or I-Guides are a team of upperclass student leaders. They can offer suggestions on how to make your Duke experience enriching and as rewarding as possible.

Wrong Answer:

Nice try, but the answer is A, upperclass student leader. The International Guides or I-Guides are a team of upperclass student leaders. They can offer suggestions on how to make your Duke experience enriching and as rewarding as possible.

Closing Video

The DISC office is located in Smith Warehouse near East Campus and can be accessed on the C1 bus line.

Staff are available for in-person and virtual meetings throughout the academic year. You can expect to hear from us at least once a week from a newsletter, and you are encouraged to follow DISC on Instagram (@duke_intlstudentcenter) to keep up with everything the international community is up to. General questions can be sent to intlstudents@duke.edu, (<mailto:intlstudents@duke.edu>) and you are welcome to arrange a virtual meeting with Dr. Kevin D'Arco, Senior Associate Dean for International Students, by accessing this [link](https://outlook.office365.com/book/VirtualMeetingCalendar@ProdDuke.onmicrosoft.com/) (<https://outlook.office365.com/book/VirtualMeetingCalendar@ProdDuke.onmicrosoft.com/>).

Welcome to Duke!

8. BEFORE YOU ARRIVE

Opening Video

You are almost ready to start your college journey at Duke!

In this final section, you will go over the New Student Checklist, which provides you with everything you need to complete before you arrive to campus in August!

DukeCard

The Mobile **DukeCard** is your official Duke University ID and offers students increased security, convenience, and flexibility!

Your Mobile DukeCard can be used to access campus buildings, make payments and purchases, and more. You may only use your Mobile DukeCard on your own personal device.

All mobile devices use the Transact eAccounts Mobile App available at the [Apple App Store \(https://apps.apple.com/us/app/transact-eaccounts/id1493974212\)](https://apps.apple.com/us/app/transact-eaccounts/id1493974212) or on [Google Play \(https://play.google.com/store/apps/details?id=com.blackboard.transact.android.v2&hl=en_US&gl=US&pli=1\)](https://play.google.com/store/apps/details?id=com.blackboard.transact.android.v2&hl=en_US&gl=US&pli=1). You can submit your ID photo; add your Mobile DukeCard to your Apple, Google, or Samsung wallet; add funds to your flexible spending (FLEX) account; and view your FLEX account and ePrint balances.

You can use the [online eAccounts portal \(https://duke-sp.transactcampus.com/eAccounts/AnonymousHome.aspx\)](https://duke-sp.transactcampus.com/eAccounts/AnonymousHome.aspx) from your computer to view your Flex transactions and statements. Parents and other family members can use the online eAccounts portal to add money to your Flex account via credit card with your first/given name, last/family name, and Duke Unique ID number. Details are available on the [Mobile DukeCard \(https://dukecard.duke.edu/mobile-dukecard\)](https://dukecard.duke.edu/mobile-dukecard) page.

CHOSEN/PREFERRED FIRST NAME

You may opt to use a chosen/preferred first name on your Mobile DukeCard. Go to [DukeHub \(https://dukehub.duke.edu/\)](https://dukehub.duke.edu/) to designate your chosen/preferred first name ("My Profile" -> click the pencil icon next to "Preferred Name"). Your chosen/preferred first name will be reflected on your Mobile DukeCard within two hours after you make your update.

FINANCIAL AID

If you receive a Duke grant, we do not increase that grant to cover additional food points or FLEX charges.

DukeCard Office Appointments

The DukeCard Office is open by appointment only. Visit [Schedule a DukeCard Appointment \(https://dukecard.duke.edu/university-dukecard-appointments/\)](https://dukecard.duke.edu/university-dukecard-appointments/) to schedule your visit to the DukeCard Office.

I would like to learn more about DukeCard.

Congratulations!

Congratulations Blue Devil!

I know that was a lot of information. The good news is the Blue Book will always be here for you to reference whenever you need it! Don't forget to click through the rest of the pages to finish and check out the items of interest.

We are so excited to have you a part of the Duke community.

Welcome Blue Devil!

Items of Interest

Personalized Items of Interest

Below you will find links associated with the "i" icons you have clicked while going through this orientation.

Additional Resource Links

Here are some additional links for you!

- [Duke Card \(this link opens in a new tab\)](https://dukecard.duke.edu/)
(<https://dukecard.duke.edu/>).
 - [Recreation at Duke \(this link opens in a new tab\)](https://recreation.duke.edu/)
(<https://recreation.duke.edu/>).
 - [Focus Program \(this link opens in a new tab\)](https://focus.duke.edu/)
(<https://focus.duke.edu/>).
 - [OIT Service Desk \(this link opens in a new tab\)](https://oit.duke.edu/help/)
(<https://oit.duke.edu/help/>).
 - [Duke Alert \(this link opens in a new tab\)](https://emergency.duke.edu/)
(<https://emergency.duke.edu/>).
-