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Contacts
Summer Calendar Guide and Campus Map

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Hi.

Are you ready?
This is your Blue Book. It’s all you’ll need to get started.
Welcome to Duke.

The Blue Book outlines everything you need to do before you arrive at Duke in August. Go through it carefully and be sure to complete each section. Throughout the Blue Book we have color-coded information to correspond with each of the four main sections. We hope this is useful as you prepare to become a Blue Devil!

The Blue Book is available electronically. To download a pdf version, please visit my.duke.edu/students.
Let’s begin with **MyDuke**.

MyDuke is home to important tools and information you’ll need in preparation for your first year at Duke. At MyDuke, you’ll find:

- Your personal information and must-have Duke links
- Your New Student Checklist to help you keep track of tasks and deadlines during the summer
- A link to your Duke email, which you should check regularly. It is the university’s official means of communication with students.

Go to **MY.DUKE.EDU**.

Log in with your **NETID** and **PASSWORD**.

If you need NetID help, email help@oit.duke.edu.

Find your **NEW STUDENT CHECKLIST**.

You’ll use this to track tasks and deadlines.
Use this **Academic Calendar** to plan.

### AUGUST 2017
- **8/22**: New Student Orientation begins
- **8/23**: Undergraduate Convocation at 11 am
- **8/23**: Registration re-opens for Fall 2017 Classes
- **8/23**: Group advising meeting
- **8/28**: First day of Fall Semester classes

### SEPTEMBER 2017
- **9/4**: Labor Day; classes in session
- **9/8**: Drop/add ends for Fall 2017 classes
- **9/15 - 17**: Homecoming Weekend
- **10/6**: Founders’ Day
- **10/6**: Fall break begins at 7 pm
- **10/11**: Classes resume
- **10/20 - 10/22**: Family Weekend
- **10/27**: Deadline: Part 2 of AlcoholEdu & Haven

### OCTOBER 2017
- **11/1**: Registration begins for Spring 2018 classes
- **11/15**: Registration windows end for Spring 2018 classes; drop/add begins
- **11/21**: Thanksgiving recess begins at 10:30 pm
- **11/27**: Classes resume

### NOVEMBER 2017
- **12/8**: Fall Semester classes end
- **12/9 - 12/12**: Undergraduate reading period
- **12/13**: Final exams begin
- **12/18**: Final exams end at 10 pm
- **12/18**: Deadline: Spring 2018 dining plan changes
- **12/19**: Winter break begins (residence halls close)

### DECEMBER 2017
- **1/2**: Deadline: Reapply for Financial Aid 2018-2019
- **1/6**: Residence halls open at noon for Spring Semester
- **1/7 - 1/9**: 2018 Winter Forum
- **1/10**: First day of Spring 2018 classes
- **1/15**: Martin Luther King, Jr. holiday; no classes
- **1/24**: Drop/add ends for Spring 2018 classes

### FEBRUARY 2018
- **1/2**: Registration begins for Summer 2018 classes

### MARCH 2018
- **3/9**: Spring recess begins at 7 pm
- **3/19**: Classes resume

### APRIL 2018
- **4/4**: Registration begins for Fall 2018 classes
- **4/13**: Registration windows end for Fall 2018 classes; drop/add begins
- **4/25**: Undergraduate classes end for Spring 2018
- **4/26 - 4/29**: Undergraduate reading period
- **4/30**: Final exams begin

### MAY 2018
- **5/5**: Final exams end at 10 pm
- **5/7**: Residence halls close for summer on East Campus
- **5/13**: Graduation exercises; conferring of degrees

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**PLAN, PLAN, PLAN!**
In addition to the dates listed here, a fold-out calendar noting summer dates and deadlines is included in your Blue Book. You can tear it out and use it to track your progress.

### USEFUL LINKS

**Start Here**
- [my.duke.edu/students](http://my.duke.edu/students)
  - Personal info & important links

**Navigate Campus**
- [calendar.duke.edu](http://calendar.duke.edu)
  - University events calendar
- [studentaffairs.duke.edu](http://studentaffairs.duke.edu)
  - Student services, student groups, cultural centers
- [dukelist.duke.edu](http://dukelist.duke.edu)
  - Duke’s Free Classifieds Marketplace

**Stay Safe**
- [emergency.duke.edu](http://emergency.duke.edu)
  - Campus emergency/extreme weather updates
- [studentaffairs.duke.edu/dukereach1](http://studentaffairs.duke.edu/dukereach1)
  - Report concerns about student health and behavior

**Study**
- [dukehub.duke.edu](http://dukehub.duke.edu)
  - Course registration, grades, accounts
- [sakai.duke.edu](http://sakai.duke.edu)
  - Online course materials

**Get Informed**
- [today.duke.edu](http://today.duke.edu)
  - Your site for university news

**Social Media**
- [facebook.com/duketodaystudents](http://facebook.com/duketodaystudents)
- [twitter.com/dukestudents](http://twitter.com/dukestudents)
- [instagram.com/dukestudents](http://instagram.com/dukestudents)
## Student Support Services

**AREA CODE FOR ALL NUMBERS:** 919

### LIVING

<table>
<thead>
<tr>
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<th>Website</th>
<th>Area Code</th>
</tr>
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<tbody>
<tr>
<td>Bursar’s Office – Student Accounts</td>
<td>finance.duke.edu/bursar</td>
<td>684-3531</td>
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<tr>
<td>Bursar’s Office – University Cashiering</td>
<td>finance.duke.edu/bursar</td>
<td>684-4773</td>
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<td>Counseling and Psychological Services (CAPS)</td>
<td>studentaffairs.duke.edu/caps</td>
<td>660-1000</td>
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<td>Duke Dining</td>
<td>studentaffairs.duke.edu/dining</td>
<td>660-3900</td>
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<td>DukeCard Office</td>
<td>dukecard.duke.edu</td>
<td>684-5800</td>
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<td>Duke Police</td>
<td>police.duke.edu</td>
<td>684-2444</td>
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<td>Duke Stores Administrative Office</td>
<td>dukestores.duke.edu</td>
<td>684-2065</td>
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<td>Financial Aid Office</td>
<td>financialaid.duke.edu</td>
<td>684-6225</td>
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<td>Housing, Dining and Residence Life</td>
<td>studentaffairs.duke.edu/hdrl</td>
<td>684-5320</td>
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<td>International House</td>
<td>studentaffairs.duke.edu/ihouse</td>
<td>684-3585</td>
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<td>Parent &amp; Family Programs</td>
<td>studentaffairs.duke.edu/parents</td>
<td>684-2577</td>
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<td>Parking &amp; Transportation Services</td>
<td>parking.duke.edu</td>
<td>684-7275</td>
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<td>Post Office</td>
<td>postoffice.duke.edu</td>
<td>382-4500</td>
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<td>Student Affairs</td>
<td>studentaffairs.duke.edu</td>
<td>684-3737</td>
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<td>Student Disability Access Office</td>
<td>access.duke.edu</td>
<td>668-1329</td>
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<tr>
<td>Student Wellness Center</td>
<td>studentaffairs.duke.edu/studenthealth</td>
<td>681-9355</td>
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### LEARNING

<table>
<thead>
<tr>
<th>Service</th>
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<td>Academic Advising Center/Trinity</td>
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<td>684-6217</td>
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<td>Academic Resource Center</td>
<td>arc.duke.edu</td>
<td>684-5917</td>
</tr>
<tr>
<td>Career Center</td>
<td>studentaffairs.duke.edu/career</td>
<td>660-1050</td>
</tr>
<tr>
<td>Duke Textbook Store</td>
<td>dukestores.duke.edu/textbook.php</td>
<td>684-6793</td>
</tr>
<tr>
<td>Duke Technology Center</td>
<td>dukestores.duke.edu/cpustore</td>
<td>684-8956</td>
</tr>
<tr>
<td>Global Education for Undergraduates/Study Abroad</td>
<td>globaled.duke.edu</td>
<td>684-2174</td>
</tr>
<tr>
<td>OIT (Office of Information Technology)</td>
<td>oit.duke.edu</td>
<td>684-2200</td>
</tr>
<tr>
<td>Pratt School of Engineering Undergraduate Education Office</td>
<td>pratt.duke.edu/undergrad/students/first-year</td>
<td>660-5996</td>
</tr>
<tr>
<td>PreBusiness Advising</td>
<td>advising.duke.edu/prebusiness</td>
<td>684-6221</td>
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<td>PreGraduate Advising</td>
<td>advising.duke.edu/pregraduate</td>
<td>684-2075</td>
</tr>
<tr>
<td>PreHealth Advising</td>
<td>prehealth.duke.edu</td>
<td>684-6217</td>
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<tr>
<td>PreLaw Advising</td>
<td>advising.duke.edu/prelaw</td>
<td>684-2865</td>
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<tr>
<td>Undergraduate Education</td>
<td>undergrad.duke.edu</td>
<td>668-3420</td>
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### REGISTRATION

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<tr>
<th>Service</th>
<th>Website</th>
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<tr>
<td>Office of the University Registrar</td>
<td>registrar.duke.edu</td>
<td>684-2813</td>
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</table>

### ORIENTATION

<table>
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<th>Service</th>
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<tbody>
<tr>
<td>New Student Programs</td>
<td>studentaffairs.duke.edu/new-students</td>
<td>684-3511</td>
</tr>
</tbody>
</table>
Plan ahead. In the coming weeks, carefully planning will ensure your transition to Duke is smooth and enjoyable. Use this calendar to track important dates and deadlines, and to coordinate any special arrangements you wish to make. Don’t wait. Begin your preparations now.

### Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5</td>
<td>Pre-Collegiate Registration Opens</td>
</tr>
<tr>
<td>June 11</td>
<td>Housing Application Due</td>
</tr>
<tr>
<td>June 15</td>
<td>First Board Meal: Classes Begin!</td>
</tr>
<tr>
<td>July 4</td>
<td>FLEX Account (optional)</td>
</tr>
<tr>
<td>July 11</td>
<td>Changes to Fall 2017 Dining Plan Due</td>
</tr>
<tr>
<td>July 14</td>
<td>Textbook Orders Through Blue Devil Delivery Due</td>
</tr>
<tr>
<td>July 15</td>
<td>Computer Orders Through Blue Devil Delivery Due</td>
</tr>
<tr>
<td>July 20</td>
<td>Pre-Orientation Application Due</td>
</tr>
<tr>
<td>July 22</td>
<td>Fall 2017 Focus Program Application Due</td>
</tr>
<tr>
<td>July 28</td>
<td>Orientation Begins</td>
</tr>
<tr>
<td>August 11</td>
<td>Part 1 of AlcoholEdu &amp; Haven Due</td>
</tr>
<tr>
<td>August 12</td>
<td>Fall 2017 Tuition and Fees Payment Due</td>
</tr>
<tr>
<td>August 21</td>
<td>DukeCard Photo Due</td>
</tr>
<tr>
<td>August 22</td>
<td>Registration: Enroll in classes</td>
</tr>
<tr>
<td>August 28</td>
<td>Immunization Form Due</td>
</tr>
<tr>
<td>August 29</td>
<td>Housing Application and Dining Plan Selection Due</td>
</tr>
</tbody>
</table>

### Important Resources

- **DukeHub**
  - Classes
  - Registration
  - Pre-Health
  - Pre-Orientation
  - Meet influential members of the Duke community.
- **Convocation**
- **International Orientation**
- **Meet influential members of the Duke community.**

**NOTE TO PARENTS**

If you are traveling while you receive this Blue Book, please contact the Academic Advising Center at 919-684-6217 to make alternate arrangements. The Blue Book and the required tasks and registration while away from home. If this is not possible, contact advising.duke.edu/first.

**NOTE TO LATE MATRICULANTS**

If your son or daughter is traveling when you receive this Blue Book, please contact him/her and discuss how best to submit the required information. The Blue Book and the personal and health insurance information is required of all students. If DukeHub registration has closed (after July 21), students. If DukeHub registration has closed (after July 21), students. If DukeHub registration has closed (after July 21), students.

**NOTE TO STUDENTS**

If you are traveling, please ensure that you receive this Blue Book, please contact the Academic Advising Center at 919-684-6217 to make alternate arrangements. The Blue Book and the required tasks and registration while away from home. If this is not possible, contact advising.duke.edu/first.

**NOTE TO LATE ENROLLEES**

If you are attending Duke in the fall term, you will need to coordinate all of your information and tasks as soon as possible. To ensure that your course registration is processed, please contact the Office of the University Registrar at 919-684-2813 to make alternate arrangements. The Blue Book and the required tasks and registration while away from home. If this is not possible, contact advising.duke.edu/first.
East Campus Houses

NEIGHBORHOOD
Alspaugh residence hall is home to approximately 125 first-year students. Opening in 1927, the building was named for John W. Alspaugh, a lawyer, editor, and civil leader in Winston-Salem, NC.

Bassett residence hall is home to approximately 125 first-year students. Opening in 1927, the building was named for John Spencer Bassett, a scholar and historian.

Brown residence hall is home to approximately 125 first-year students. Opening in 1927, the building was named for Joseph G. Brown, a banker in Raleigh who was named Chairman of the Duke Board of Trustees in 1917.

Pegram residence hall is home to approximately 125 first-year students. Opening in 1927, the building was named for William H. Pegram. Pegram is home to the Performing Arts Living/Learning Community.

NEIGHBORHOOD
East House residence hall, opened in 1914, is home to approximately 80 first-year students.

Epworth residence hall is home to approximately 50 first-year students. It is the oldest and smallest residence hall on East Campus.

Giles residence hall is home to approximately 115 first-year students. Opening in 1927, the building was named after three sisters who were the first women to graduate from Trinity College.

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; points you in the right direction

GR | Graduate Resident; a graduate student who oversees programming and advises the House Council; works closely with the RA staff

RC | Residence Coordinator; a full-time, live-in professional who supervises RAs and GRs; helps students with residential and academic concerns

FIR | Faculty-in-Residence; faculty members who live in the residence halls; host events and create a heightened sense of intellectual curiosity

Faculty-in-Residence website: undergraduatedean.duke.edu/programs/faculty-in-residence/

Packing List?
We asked some members of the Class of 2020 for some packing tips! This list is not comprehensive—nor is anything required. Go to bit.ly/dukepack for a more detailed packing list and bit.ly/dontpack for a more detailed anti-packing list.

DON’T FORGET TO PACK...
XL twin bed sheets
Umbrella & rain boots
Surge-protected power strips
Hat & gloves
Command strips to hang things on the wall
Shower shoes & coffee mugs
First-aid kit
One dress outfit

DON’T BRING...
A printer
Halogen lamps
Candles
Knives & weapons
Pets
Alcohol

Photos by Les Todd
Welcome to your new home! The Housing, Dining and Residence Life (HDRL) staff welcomes you to Duke. You’ll find that living on campus allows you to enjoy the total Duke experience. So, let’s get started.

Room Assignments
All first-year students live on East Campus. In general, room assignments are randomly generated. Buildings and bedrooms differ slightly in their configuration.

SINGLE GENDER OR CO-ED FLOORS?
Every residence hall on East Campus houses both men and women. Co-ed floors have a men’s wing and a women’s wing on the same floor with bathrooms designated by gender. Single gender floors have only men or only women living on the floor.

Students who are interested in gender-neutral housing can request this housing option by contacting Housing Assignments (housing@duke.edu). Gender-neutral housing is defined as students of differing gender sharing the same bedroom and bathroom. Roommates must mutually request each other and must also request gender-neutral housing.

SINGLE? DOUBLE? TRIPLE?
First-year students choose from three room types: single, double, or triple. A single room houses one student, a double two students, and a triple three students.

Single room rates are more than double rooms, and triple room rates are less than double rooms. Most students will live in double rooms. More information about room rates can be found at studentaffairs.duke.edu/hdrl/apply-housing/2017-2018-undergraduate-housing-rates.

First-year students who are assigned a single room should note that single rooms are not guaranteed for sophomores unless pre-approved through the Medical/Disability Housing process.

BUILDING
Students are not able to choose the building they would like to live in.

BATHROOM
All bathrooms are shared with other students. Bathrooms are designated male or female. At least one gender-neutral bathroom can be found in each building. Students will vote at the beginning of each semester to have bathrooms locked or unlocked.

AIR CONDITIONING ON EAST
All residence halls on East Campus have air conditioning. Types of AC include: central air, window units, and portable “penguin” units.

DEADLINES MATTER
HDRL makes every effort to meet the preferences (roommate, room type, medical needs, etc.) for students returning all required materials by the Wednesday, May 31, 2017 deadline. We cannot guarantee that a student’s preferences will be met.

Medical/Disability Housing Information
SPECIAL HOUSING REQUEST PROCEDURES
HDRL works in conjunction with the Student Disability Access Office (SDAO) to ensure consistency in evaluating special housing requests. Documentation of the disability or condition by an appropriate health care provider will be needed to accurately and equitably evaluate requests based on medical, psychological, or disability related conditions. This person(s) must not have personal ties to the student or the student’s relatives.

Students who need special housing accommodations should follow the procedures outlined at studentaffairs.duke.edu/hdrl/apply-housing/applying-first-year-housing.

Deadline for requests is Monday, May 15, 2017.
Housing Options on East Campus

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 we make assignments, participation in the Focus program supersedes most other housing preferences. For more information, go to focus.duke.edu.

SUBSTANCE-FREE COMMUNITY
The Substance-Free Community was created to support students interested in living in a substance-free environment. Additionally, students in Substance-Free have the opportunity to participate in experiences to develop habits that support lifelong health and well-being. The community also features extended quiet hours to promote academic study.

Substance-Free differs from other first-year communities because residents sign a contract pledging to refrain from:
• the use of alcohol
• being under the influence of alcohol, illegal drugs, and tobacco
• the abuse of prescription medications
Students who do not honor the contract will be relocated to a different community.

ARTS COMMUNITY
Interested in music, drama, or art? The Arts Community brings together students with a common interest in the arts. You do not need to major in the arts or even have any special talents to live in this community. All students are welcome to live in this community.

Arts Community residents have the opportunity to participate in events geared toward the arts such as receiving free or discounted tickets to performances, being an audience for peer performances, or watching concerts right in the common room. Participation in these events is always optional.

Past guest performers have included the Ciompi Quartet, Branford Marsalis, Nnenna Freelon, and Dmitry Sitkovetsky.

Community Involvement

HOUSE COUNCILS
There are many ways to get involved with your community on East Campus. House Council elections occur during the first weeks of class. You can also help plan weekend events through the Late Night Programming Committee or you can participate in annual events such as Midnight Breakfast and Spring Carnival through East Campus Council.

House Councils are the programming body for the house and also provide the student voice. House Council representatives will participate in two retreats as well as ongoing leadership development.

DEVILS AFTER DARK
The Late Night Programming Committee and the House Councils organize a variety of events every evening on the weekends. All events are free and open to any first-year student. Past events have included:
• buses to the mall
• trips to the ice skating rink and trampoline venue
• movie nights and comedy shows
• free tickets to on-campus events
• laser tag on the main quad

DUKE COFFEEHOUSE
Located behind Wilson dorm on East Campus, the Duke Coffeehouse is generally considered one of the “chillest spots” at Duke and serves as a link between the University and the Durham community. Students come to study and socialize amid the aroma of freshly brewed coffee. When the Coffeehouse holds events, it is transformed into a live venue for performances, athletic watch parties, and open mic nights.
The Basics to Help You Plan

**CAMPUS MAIL SERVICES:**

**MAILBOX ASSIGNMENTS**
First-Year students receive mailbox assignments. Once you enroll, you will receive a mailbox key in your Welcome packet. Then you will get an e-mail with your official campus address in early July. Your mailbox will be active and available in your name beginning Monday, August 14.

**ADDRESSING MAIL**
Ordering books? Parents, relatives sending you mail or packages? When addressing mail to your address at Duke, please follow the address format and information listed below:
- Your first and last name (no nicknames)
- Your dorm room #, building
- Duke Box # XXXXX (Required)
- Your building’s street address
- Durham, NC 27708

**STUDENT MAILBOX CENTER (SMC)**
The SMC is where students pick up their US Mail. It is conveniently located in the lower level of the Bryan Center. (Accessibility is 24/7.)

The counter hours of operation are 8:30am-5:00pm, Monday-Friday. (Closed weekends & University holidays) Boxes are accessible 24/7. The SMC only provides incoming mail/package services.

**CAMPUS MAIL SERVICES DELIVERY**
Duke Campus Mail Services (DCMS) processes incoming US Mail that is addressed to the campus and university. The staff only delivers US Mail to mailboxes and not to street addresses. All US Mail must bear a Box # in order to identify, sort, and deliver it in a timely manner.

Mail received without a Box # will cause a delay in mail delivery.

**PACKAGE DELIVERY FOR STUDENTS**
DCMS picks up mail and packages from the US Postal Service daily. All packages are processed and logged into our Internal Package tracking system. Then students are notified by e-mail or text message when a package is available for pick-up at the Student Mailbox Center. We have parcel lockers on-site as well.

**INBOUND DHL, FEDEX, UPS & OTHER CARRIERS**
All overnight and ground carriers only deliver to a physical street address, and not box numbers. Please use your full address and telephone number on your packages. These packages will be delivered, no matter which carrier or vendor the sender uses.

**STAMPS, PACKAGE/SHIPPING SERVICES, ETC.**
Need to purchase stamps or mail packages? These services are available at the Duke Store in the Bryan Center. The US Postal Service station is located at the Duke Technology Center (DTC) on the 2nd floor. Just ask them for assistance! You can mail outgoing letters and packages from that location. For more information, visit: postoffice.duke.edu

**IN THE RESIDENCE HALLS:**

**AMENITIES**
Each house has its own personality and community, but some common features include:
- main common room with a piano and television; some have DVD, Blu-ray, and game system consoles
- kitchen with stove and refrigerator
- laundry facilities
- vending machines
- shared bathrooms
- game tables such as pool and ping pong tables (these vary by house)

**HALL SECURITY**
Each residence hall utilizes card-access entry and first-floor window security screens. Safety phones (Blue Light Phones) are located throughout campus for emergency response by the Duke University Police Department. Duke Police also operate substations on East Campus in Bell Tower and behind Wilson.

**TV**
Individual bedrooms are not equipped with cable or internet TV. Common areas in your house have a shared TV with internet TV.

**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 maintains a list of specific items that should be recycled: sustainability.duke.edu/campus_initiatives/waste/dukerecycles.html.

**IN YOUR ROOM:**

**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 (mattress size is 36” x 80”; bring “extra-long” twin sheets)
- chest of drawers
- closet or wardrobe (about 10 cubic feet)
- student desk and desk chair
- bookcase

Some rooms are carpeted and some have wooden floors. Once assigned, you can access the HDRL website 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.

**CLEANING SUPPLIES**
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.

**NETWORKING**
Wireless network access is available in all residence hall rooms and common spaces. If you prefer wired connections, ports are available in every student room.

**PHONE SERVICE**
Student bedrooms are not equipped with individual phone lines. 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.
**Roommates**

Duke University and Housing, Dining & 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.

**HOW HOUSES ARE ASSIGNED**

Incoming first-year students are not asked to choose a specific residence hall. Instead, residents are randomly assigned to rooms and buildings on the first-year campus. The only exceptions are students enrolled in the Focus program, Cardea Fellows, or athletic teams who may be assigned to specific buildings that have a residency component for the program.

**HOW ROOMMATES ARE ASSIGNED**

Students are matched with roommates through three different methods: randomly assigned roommates, choosing a roommate, or student-athlete assignment.

**RANDOMLY ASSIGNED ROOMMATES**

Incoming first-year students are matched with roommates based on the information provided 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. Most students opt for a randomly assigned student. 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.

**CHOOSING A ROOMMATE**

Some students choose to identify a specific roommate. HDRL will try to honor all mutual roommate requests. However, in some cases, such as when students are enrolled in different Focus clusters, roommate requests will not be possible. If you are thinking about the option to identify a preferred roommate, please consider the following:

- Similar habits are more important than similar interests. You both may love the same music, but if you prefer to study with the music on and your potential roommate likes the room to be quiet, you may be great friends, but not compatible roommates.
- Social media profiles are not always an adequate portrayal of a person and may not be the best source of information about a potential roommate.
- Choosing to live with a friend from home may offer the comfort of an immediate friend on campus, but think about how that friendship may change as you both meet new people and develop new friends on campus.

**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.

During the first few weeks of school, your Resident Assistant (RA) will ask you to formally address some of the issues you have discussed by completing a “Roommate Agreement.” This document assists you in understanding and communicating needs and expectations related to study time, sleep time, cleanliness, guests, shared use of personal belongings, etc.

---

**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(s) will respect your personal belongings.
- have a degree of personal privacy.

**ROOMMATE TIP**

**Communicate Before Arriving!**

- Call and talk to one another.
- Don’t rely on just texting, Facebook, 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

You will be directed through MyDuke and the HDRL website to the housing and dining application. 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 Wednesday, May 31, 2017.

You will complete your Dining Plan Selection and Housing Application via my.duke.edu. Information about dining plans can be found on pages 7-9.

From my.duke.edu, click Housing, then click “Complete Your Housing Application.” You will be redirected to the HDRL website to review the application instructions. Once reviewed, click the link for the Dining Plan Selection and Housing Application. You will be redirected to the housing application landing page. Click “Class of 2021 Dining & Housing” and you will enter the housing application.

Under Dining Plan Selection, from the dropdown menu, select either “Meal Plan H” or “Meal Plan I.”

If you have a preferred roommate, follow the instructions to identify your preferred roommate. You will need your preferred roommate’s Unique ID. Click “Next step” to continue.

If you do not have a preferred roommate, click “Next step.”

Complete the Roommate Matching and Housing Preferences.

Please answer “yes,” “no,” or “no pref” to these lifestyle statements:

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

“I prefer a single room.”
If you wish to live in a single room, select “yes.” If you do not want to live in a single room, select “no.” If you have no preference, select “no pref.” The single room rate is greater than the double room rate.
**DUKE COMMUNITY**

**STANDARD**
Duke students commit to uphold the principles of honesty, fairness, respect, and accountability by promising:

I will not lie, cheat, or steal in my academic endeavors; I will conduct myself honorably in all my endeavors; and I will act if the Standard is compromised.

**FINANCIAL AID**
Duke University grants are adjusted to reflect the cost of your room (excludes premium housing rates). If you move to a single, we increase your grant. If you move to a triple, we decrease it. There is no financial advantage to switching rooms if you receive a Duke University grant.

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**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 parent’s insurance, the student’s personal property may not be covered.

Talk with your parents. 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.
Dining

Duke is home to one of the most innovative, dynamic, cutting-edge and award-winning collegiate dining programs in the country. We focus on sustainable, nutritional, and communal dining options. Students can take advantage of our eclectic array of restaurant concepts with healthy and nutritious, vegan and vegetarian, allergen-friendly, international, organic, local, and sustainable choices. With more than 50 venues to choose from—including on-campus restaurants, food trucks, and restaurants that deliver—you are sure to please your palate at any time of day. Our goal is to provide a delicious, healthy, affordable dining experience no matter where you choose to eat on campus. Please visit dining.duke.edu for a detailed list of our on-campus eateries, locations, hours, and menus.

The First-Year Dining Program

First-year students are required to have a Dining Plan that includes 12 pre-paid, all-you-care-to-eat meals each week (board plan) plus Food Points (see sidebar on page 8) for a la carte meal purchases. The First-Year Dining Program is designed to enhance the undergraduate experience. Centered around the Marketplace, the main East Campus dining facility, the First-Year Dining Program provides a wide range of choices and fosters a sense of community through dining together.

Picking the Right Dining Plan

There are two dining plans available to first-year students. Each plan begins with the same baseline board plan with options that provide more Food Points at the outset. Both plans allow students to add more points as necessary. To examine plan options and complete your dining plan preferences, visit studentaffairs.duke.edu/dining.

<table>
<thead>
<tr>
<th>Dining Plan</th>
<th>Total Cost per Semester*</th>
<th>Food Points Value per Semester</th>
<th>Weekly Average Food Points Value</th>
<th>Daily Average Food Points Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan H</td>
<td>$3,499</td>
<td>$490</td>
<td>$31.47</td>
<td>$4.50</td>
</tr>
<tr>
<td>Plan I</td>
<td>$3,575</td>
<td>$567</td>
<td>$36.42</td>
<td>$5.20</td>
</tr>
</tbody>
</table>

* Total cost per semester includes a 7.5% NC sales surcharge and the dining fee. The surcharge is credited to the student’s DukeCard and a surcharge is paid when meals are purchased. Weekly and daily averages above do not include applicable NC sales surcharge.

- You get a total of 12 board plan meals each week at the Marketplace (five for breakfast; seven for dinner or weekend brunch).
- You receive one breakfast daily, Monday through Friday. A breakfast equivalency of $4.55 may be used for breakfast at The Skillet (West Union) until 10:15 am, or for lunch at the Marketplace until 2:30 pm for those who miss breakfast. Breakfast in the Marketplace or its equivalency must be used each day; they do not carry over to the next day.

DEADLINE!

The deadline for completing your application is Wednesday, May 31, 2017.

FINANCIAL AID

Your financial aid award will not change based on your choice of dining plan. Your financial aid award is determined using Dining Plan H.
FOOD POINTS

Food Points are used to supplement dining plans. 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.

WHEN AND WHERE?

The Marketplace
on East Campus:
Breakfast: 7:30 am to 11 am,
Monday through Friday
Lunch: 11:30 am to 2:30 pm,
Monday through Friday
Dinner: 5 pm to 9 pm,
Monday through Sunday
Brunch: 10 am to 2 pm,
Saturday and Sunday

Freeman Center
for Jewish Life:
Dinner: 5 pm to 8 pm,
Monday through Thursday and
Friday 7 pm - 8:30 pm for
Shabbat.

Trinity Café in East Union:
Monday through Thursday
8 am to 12 am
Friday
8 am to 10 pm
Saturday
12 pm to 10 pm
Sunday
12 pm to 12 am

THE MARKETPLACE

From ethnic specialties and vegan entrees to down-home Southern cooking, the Marketplace provides a wide variety of exciting, authentic, and allergen-friendly options to include:

- Made-from-scratch, home-cooked comfort foods
- Made-to-order omelets, pancakes, and French toast
- Wood-fired, hand-tossed pizza and calzones with our house-prepared signature sauce
- A celebration of Southwest Asian cuisine with prepared-to-order stir-fry and Asian buns
- Creative vegan and vegetarian cuisine
- Made-to-order deli sandwiches (lunch) & chef-prepared pasta dishes (dinner)
- Gourmet salad bar and soup

The 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 in the Marketplace.

TRINITY CAFÉ

East Campus’ very own newly renovated Café with social and study space serving gourmet coffee, smoothies, fresh pastries, light entrees, including salads, sandwiches, and sushi.

BOARD PLAN

<table>
<thead>
<tr>
<th>Service Periods</th>
<th>Last Meal before Break</th>
<th>First Meal after Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Orientation</td>
<td>First Board Meal - Thursday, August 24, 2017</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Friday, October 6, 2017</td>
<td>Tuesday, October 10, 2017</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Tuesday, November 21, 2017</td>
<td>Sunday, November 26, 2017</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Monday, December 18, 2017</td>
<td>Tuesday, January 9, 2018</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Friday, March 9, 2018</td>
<td>Sunday, March 18, 2018</td>
</tr>
<tr>
<td>End of Academic Year</td>
<td>Saturday, May 5, 2018</td>
<td>Breakfast (not Brunch)</td>
</tr>
</tbody>
</table>

The Marketplace is closed during the breaks listed in this chart. There are no board meals served during these break dates. Students staying on campus may use Food Points instead. It’s wise to keep that in mind when calculating your Food Points account, but money can be added to the Food Points account throughout the semester.
DINING AND DIETARY RESOURCES
At Duke Dining Services 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 café 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: studentaffairs.duke.edu/dining.
- For an individual needing help navigating campus dining options, please contact Duke Dining’s Customer Service Coordinator Dayla Bonds, at 919-660-3900 or at dayla.bonds@duke.edu.
- For an individual nutrition consultation or a more comprehensive analysis of campus dining options, please contact Duke Student Health Dietitian Toni Ann Apadula, RD, LDN, CEDRD at 919-613-1218 or at toni.apadula@duke.edu.
- Most all nutrition and allergen needs can be met by consulting with either Duke Dining’s customer service coordinator or Duke Student Health dietitians. Students with severe, life-threatening dietary or food allergy, physician-diagnosed conditions that need ADA considerations need to file with the Duke Student Disability Access Office (SDAO) to review possible, reasonable dining modifications/accommodations. The link to the Meal Plan Accommodations form can be found at Duke Dining’s website at dining.duke.edu or the SDAO website at access.duke.edu. You can call the SDAO office at 919-668-1267 or email sdao@duke.edu.

EXPERIENCE WEST UNION
Located in the heart of Campus Center, West Union is the place to gather, dine, learn, and experience what makes the Duke community and campus great. This newly renovated building is the perfect location to relax before class, meet friends for lunch, check out live music in the evening, settle in for an all-night study session, or just hang out until whatever happens next. With 13 unique dining venues offering a wide selection of traditional meals and world flavors, you’ll find tastes you already love and discover new favorites. Beyond food, you can check out exciting performances, take a cooking class, or drive cultural change at an organization event. At West Union, spend time with friends, meet new people, and create relationships that last a lifetime.

QUESTIONS ABOUT HOW THE DINING PLANS WORK?
View our video at: studentaffairs.duke.edu/new-students/blue-book

See the Duke Dining website via studentaffairs.duke.edu/dining for our FAQ video.

DUKECARD
The DukeCard is your proverbial “key” to dining at Duke. You must present your DukeCard to the cashier in order to debit your Food Points account or enter a Dining Board Plan meal at The Marketplace. Merchants-on-Points delivery drivers also require your DukeCard and a numeric Duke Card Verification Code (DVC) to complete the food transaction.

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 our website 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 the 35 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
- Uncle Harry’s – a full-service grocery store on Central Campus
- On-campus vending machines
- 300 Swift

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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 these North Carolina laws in order to attend Duke.

Late, incomplete, or inaccurate information may delay registration. You will not receive your room key on move-in day if requirements are not met. Students will be withdrawn from the university 30 days after classes begin if immunization requirements have not been met and the Immunization and Tuberculosis information forms have not been received by Student Health Services (SHS).

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

Instructions

- All Immunization records are required to be submitted in or translated into English, and in MM/DD/YYYY format.
- Include the student’s name and Unique ID on all correspondence.
- Print all student information legibly (name, phone, etc.).
- Have forms completed by a doctor’s office, clinic, or health department. An “official stamp” AND an official signature must be included for documents to be accepted.
- KEEP A COPY FOR YOUR RECORDS. Should anything be amiss, you can easily refer to what was sent to Student Health.

MANDATORY STEPS 1-4:
STEP 1: Have a doctor’s office, clinic, or health department complete the Mandatory Immunization Requirements Form.
STEP 2: Complete the Mandatory Tuberculosis Screening Questionnaire on the back of the Immunization Requirements form (Duke performs targeted TB testing).
STEP 3: Click on the Immunizations item in the New Student Checklist or go to studentaffairs.duke.edu/studenthealth to access the “Student Health Gateway.” Click the “Forms” tab and complete the following online forms:
  - Duke University HIPAA Agreement and Consent to Treat
  - Health History Form
  - Immunizations Page in EMF Forms
STEP 4: Mail, fax, or email (email is the preferred method) the completed Immunization Requirements Form and TB Screening Questionnaire to:
  - Duke University Student Health Center
  - Attention: Immunization Department
  - DUMC Box 2899, Durham, NC 27710
  - Fax: 1-919-681-7386
  - Email: Immunizations@duke.edu
# Duke University Mandatory Immunization Requirements Form for Undergraduates

<table>
<thead>
<tr>
<th>Last Name: ____________________________________________</th>
<th>First Name: ____________________________________________</th>
<th>Middle Initial: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duke Unique ID: ____________________________</td>
<td>Date of Birth: ________/<em><strong><strong><strong>/</strong></strong></strong></em></td>
<td></td>
</tr>
</tbody>
</table>

**FORMS ARE DUE JUNE 15th AND MUST BE COMPLETED AND SIGNED BY A DOCTOR'S OFFICE, CLINIC, OR HEALTH DEPARTMENT.**

You may visit [http://www.immunize.nc.gov/schools/collegesuniversities.htm](http://www.immunize.nc.gov/schools/collegesuniversities.htm) for further information regarding State of NC Immunization requirements. Information must be in English and MM/DD/YYYY format.

## Tetanus/diphtheria toxoid (DT/DTaP/DTP/Td) 2 doses and a Tdap Booster REQUIRED:

3 total doses are required; one dose must be given within the past 10 years and one must be a Tdap. **Titers are NOT accepted in lieu of vaccine.**

- DTaP/ DTP/ DT/ Td  #1/___/____,  #2/____/____,  Tdap booster #3/____/____

## MMR (Measles, Mumps, and Rubella) 2 doses REQUIRED

(A positive MMR IgG antibody titer is acceptable if no proof of MMR vaccination is available…Laboratory report must be attached).

- MMR #1/____/____,  MMR #2/____/____
- Measles #1/____/____,  Measles #2/____/____,
- Mumps #1/____/____,  Mumps #2/____/____,
- Rubella #1/____/____

## Hepatitis B 3 doses REQUIRED (if born after July 1, 1994):

- #1/____/____,  #2/____/____,  #3/____/____
- OR given as Twinrix (Hep B/Hep A Combo)  #1/____/____,  #2/____/____,  #3/____/____

## Meningitis (MCV4 or ACWY) Booster REQUIRED:

- Booster dose must be given to first-year college students if the previous dose was given before the age of 16. If the initial dose was given at age 16 or older, no booster dose is required.

- Booster dose #1/____/____

## Polio 4 doses REQUIRED if under age 18:  #1/____/____,  #2/____/____,  #3/____/____,  #4/____/____

## Recommended (not required):

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicella Vaccine</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  OR Chickenpox Illness/<strong><strong>/</strong></strong></td>
</tr>
<tr>
<td>Gardasil</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  #3/<strong><strong>/</strong></strong>,  OR Cervarix #1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  #3/<strong><strong>/</strong></strong></td>
</tr>
<tr>
<td>Bexsero</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  OR Trumenba#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  #3/<strong><strong>/</strong></strong></td>
</tr>
<tr>
<td>Travel Vaccines (not required):</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  Yellow Fever/<strong><strong>/</strong></strong></td>
</tr>
<tr>
<td>Rabies</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  #3/<strong><strong>/</strong></strong>,  #4/<strong><strong>/</strong></strong></td>
</tr>
<tr>
<td>Ixiaro</td>
<td>#1/<strong><strong>/</strong></strong>,  #2/<strong><strong>/</strong></strong>,  Typhoid (IM)/<strong><strong>/</strong></strong>,  Typhoid (Oral)/<strong><strong>/</strong></strong></td>
</tr>
</tbody>
</table>

An official stamp from a doctor’s office, clinic or health department AND an authorized signature from a MD, DO, PA, NP, RN or LPN is required.

Mail completed forms to: Duke University Student Health Center, Attention: Immunization Department, DUMC 2899, Durham, NC 27710 OR Fax to 1.919.681.7386 OR Email to immunizations@duke.edu

Provider Name (print): __________________________________________
Title: __________________________
Office Phone #: __________________________

Provider Signature: __________________________________________
Date: ________/______/_______

Address/Official Stamp Here: __________________________________________
Duke University Mandatory Tuberculosis Screening Questionnaire for Undergraduates

Last Name: ____________________________ First Name: ____________________________ Middle Initial: ______

Duke Unique ID: ____________________________ Date of Birth: ______/_______/_______

ALL Students must complete Sections A and B and submit form along with the mandatory immunization requirements form.

SECTION A: Have you ever had a positive Tuberculin Skin Test (TST/PPD) or Positive TB Blood Test (IGRA)?  YES ☐ NO ☐

If you answered YES you will need to sign below and submit this form with a Chest X-ray report, which must be done in the US within the past 12 months. If you have not had a Chest X-ray you will have one once you arrive at Duke University.

If you answered NO please continue to Section B.

SECTION B: Tuberculosis (TB) Exposure Risk

1. Do any of the following conditions or situations apply to you?
   a) Do you have a persistent cough (3 weeks or more), fever, night sweats, fatigue, loss of appetite, or weight loss?  YES ☐ NO ☐
   b) Have you ever lived with or been in close contact to a person known or suspected of being sick with active TB?  YES ☐ NO ☐
   c) Have you ever lived, worked or volunteered in any homeless shelter, prison/jail or healthcare facility?  YES ☐ NO ☐
   d) Have you ever used recreational IV Drugs?  YES ☐ NO ☐

2. Have you ever received the Bacille Calmette-Guerin (BCG) vaccine?  YES ☐ NO ☐

3. Were you born in, or have you lived, worked, or traveled to one or more of the following areas listed in the box below for >1 month?  YES ☐ NO ☐

   Afghanistan, Algeria, Angola, Anguilla, Argentina, Armenia, Azerbaijan, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia (Plurinational State of), Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, China, China Hong Kong SAR, China Macao SAR, Colombia, Comoros, Congo, Côte d'Ivoire, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, French Polynesia, Gabon, Gambia, Georgia, Ghana, Greenland, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran (Islamic Republic of), Iraq, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Latvia, Lesotho, Liberia, Libya, Lithuania, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia (Federated States of), Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nepal, Nicaragua, Niger, Nigeria, Northern Mariana Islands, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Republic of Korea, Russian Federation, Rwanda, Saint Vincent and the Grenadines, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Tajikistan, Thailand, Timor-Leste, Togo, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, United Republic of Tanzania, Uruguay, Uzbekistan, Vanuatu, Venezuela (Bolivarian Republic of), Viet Nam, Yemen, Zambia, Zimbabwe

Source: World Health Organization Global Health Observatory, Tuberculosis

Incidence 2014. Countries with incidence rates of ≥ 20 cases per 100,000 population.

If you answered NO to all the questions in Section B, no testing is necessary. Please sign and submit this form.

If you answered YES to any of the questions in Section B, please bring this form to your provider and have Section C completed with the appropriate Tuberculosis testing.

Student Signature: ___________________________________________ Date: ______/_______/_______

SECTION C: Must be completed by a MD, DO, PA, NP, RN or LPN. ALL TESTING (CXR/TST/IGRA) MUST BE COMPLETED IN THE U.S. WITHIN THE 12 MONTHS PRECEDING THE FIRST DAY OF CLASSES!  Students who have received the BCG vaccine, an IGRA, either QuantiFERON (QFT-G) or T-Spot, is preferred. If a student has recently received a live virus vaccine, TB testing should be delayed for 4 weeks. If TST or IGRA is positive, a Chest x-ray is required.

Anyone with a positive test result should be treated for latent TB. This may be done in the US. You may use your provider or you may schedule an appointment with Duke Student Health.

Tuberculin Skin Test Date placed: ______/_______/_______ Date read: ______/_______/_______ Results: ______ # of mm induration OR QFT-G OR T-Spot: MUST SUBMIT LAB REPORT AND MUST BE DONE IN THE UNITED STATES

Chest X-Ray: (If positive TB test) MUST ATTACH RADIOLOGY REPORT AND MUST BE DONE IN THE UNITED STATES WITHIN THE PAST 12 MONTHS

Provider Name (print): ___________________________________________ Title: ____________________________ Phone #: ____________________________

Provider Signature: ___________________________________________ Date: ______/_______/_______

Address/Official Stamp Here: __________________________________________

Mail to: Duke Student Health Services, Attention: Immunization Department, DUMC 2899, Durham, NC 27710 OR Fax to 1.919.681.7386

OR Email (Preferred Method) to immunizations@duke.edu

OR Email (Preferred Method) to immunizations@duke.edu
ALL STUDENTS ARE REQUIRED TO MAINTAIN ADEQUATE MEDICAL INSURANCE DURING THEIR ENROLLMENT AT DUKE UNIVERSITY. You must complete either the enrollment or waiver process within the open enrollment period. Failure to do so will result in a delay in coverage or a charge for insurance you do not need.

Duke offers a Student Medical Insurance Plan (SMIP) designed to meet the needs of students who have no insurance or inadequate coverage in the Durham, NC area. Please review your coverage. While it may be acceptable for a waiver, it may not provide the kind of security and coverage provided by our student plan, which is tailored to a Duke student’s specific needs. Information about SMIP is available on the Student Health website.

A charge for the SMIP will be placed on your tuition bill/bursar account. This charge and coverage by the SMIP may be waived if you provide adequate proof of coverage under another health insurance plan.

OPEN ENROLLMENT/WAIVER PERIOD
Open enrollment will begin in early June and end in mid-September. You will receive an email via your Duke.edu email account with the specific date. Enroll or waive via DukeHub student self-service.

Can I waive?
Students may petition to waive the SMIP if the following criteria are met:
• The student does not hold a F1 or J1 visa
• The student is not a member of the United Nations or any U.S. military
• The student has not been issued outside 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 that allow you to afford your portion of the bill.

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.

WAIVER REVIEW
In addition to waiver approval by the automated system, please note that all waiver requests will be reviewed by the Student Health Insurance Manager. If the waiver submitted does not meet the waiver criteria, you will be enrolled in the SMIP.

Can financial aid cover my insurance cost?
If you are currently receiving need-based financial aid, you may be eligible to have the cost of the Duke Student Medical Insurance Plan (SMIP) covered by grant assistance. Please refer to the financial aid website at financialaid.duke.edu/health-insurance for additional information and instructions.

All students will need to go to DukeHub and complete the online health insurance form, regardless of current health care coverage. If you already have health insurance through a parent or other source, you can go to the Forms and Requests tab on DukeHub, click the health insurance link, and enter your current health insurance information. The student health insurance office will review your current coverage to ensure it meets Duke’s standards, and if it does, the charge for Duke insurance will be removed from your bill.

DUKE INSURANCE INFORMATION

INTERNATIONAL STUDENTS
If you are an international student holding a 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.

U.S. STUDENTS
Please contact your medical insurance carrier to confirm that your insurance covers non-emergency care at all Duke Medicine Clinics and that you have a deductible small enough to allow you to afford your portion of the bill.

FINANCIAL AID

All incoming students must indicate their health insurance status. Visit financialaid.duke.edu/health-insurance for a step-by-step guide on how to complete this requirement. If you receive Duke University grants and are required to purchase Duke insurance, your grant aid will be increased to cover the cost once you complete the process.
## 2017/2018 Tuition & Fees

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong> (Trinity College and Pratt Engineering)</td>
<td>$25,860.00</td>
</tr>
<tr>
<td><strong>Required Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Undergraduate First Time Registration *</td>
<td>$100.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$131.50</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$218.00</td>
</tr>
<tr>
<td>Recreation Fee</td>
<td>$143.50</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$397.00</td>
</tr>
<tr>
<td>Insurance * (16/17; 17/18 rate not yet finalized - see page 13)</td>
<td>$2,525.00</td>
</tr>
<tr>
<td>Mail Box Rental</td>
<td>$30.00</td>
</tr>
<tr>
<td>Engineering Government Dues (Pratt students only)</td>
<td>$29.00</td>
</tr>
<tr>
<td>Parking Permit * (16/17 rate; 17/18 rate not yet finalized)</td>
<td>$390.00</td>
</tr>
<tr>
<td>* assessed Fall term only</td>
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</tbody>
</table>

### Housing (see page 1)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Single – no A/C</td>
<td>$4,659.00</td>
</tr>
<tr>
<td>Single – A/C</td>
<td>$5,610.00</td>
</tr>
<tr>
<td>Double – no A/C</td>
<td>$3,532.00</td>
</tr>
<tr>
<td>Double – A/C</td>
<td>$4,247.00</td>
</tr>
<tr>
<td>Triple – no A/C</td>
<td>$3,144.00</td>
</tr>
<tr>
<td>Triple – A/C</td>
<td>$3,787.00</td>
</tr>
<tr>
<td>Residential Programming Fee</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

### Dining (see page 7)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>First-Year Board (required for all first-year students) **</td>
<td>$2,752.00</td>
</tr>
<tr>
<td>Plan H **</td>
<td>$456.00</td>
</tr>
<tr>
<td>Plan I **</td>
<td>$527.00</td>
</tr>
<tr>
<td>Dining Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>** NC sales surcharge (7.5%) applies</td>
<td></td>
</tr>
</tbody>
</table>

For assistance with your bill or student account, please contact the Bursar’s Office.

**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; spring charges are due on the fourth business day in January. You may also view your up-to-date student account history on DukeHub. If you would like to grant permission to a parent or a third party to access your bills and student account history, please click on the “Guest Access” link on DukeHub and follow the instructions. You will not receive a bill via US Mail—all bills will be available to you and those to whom you delegate access electronically on DukeHub. Your fall semester bill will be available in DukeHub on June 25.

PAYING YOUR BILL
There are seven ways to pay your bill:
• E-Check
• Check
• Wire Transfer
• Outside Scholarship Checks
• Monthly Payments with TMS
• Student Loans
• Parent Loans

E-CHECK is a fast and convenient way to pay your bill. To pay by e-check from a US bank account, visit DukeHub or finance.duke.edu/bursar/ (click the DukePay icon).

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 US dollars to “Duke University” and include your name and student ID. Your check should be drawn on a US financial institution (such as Bank of America), or a US branch of your financial institution (ex: Miami branch of Barclay’s Bank PLC).

OUTSIDE SCHOLARSHIP CHECKS should be sent to:

Duke University Cashiering
Box 90759
Durham, NC 27708-0759

WIRE TRANSFER Duke has partnered with Western Union to provide international wire transfer service to students and parents paying from abroad. Please see bursar.duke.edu and select the International Payment by Bank Wire icon.

MONTHLY PAYMENT PLAN Duke University partners with Tuition Management Systems (TMS) to provide a payment plan for current term charges. The payment plan provides for five equal monthly payments (Fall payments run July 1 to November 1; spring payments run December 1 to April 1). TMS assesses a non-refundable enrollment fee for each plan term. To avoid late payment penalty charges, you must enroll by August 1 (for fall charges) or December 1 (for spring charges). For more information or to enroll, visit duke.afford.com or contact TMS at 800-722-4867.

STUDENT LOANS All first-year students are eligible for up to $5,500 in Federal Direct Stafford Loans. Students receiving financial aid may already have a portion of this eligibility included in their financial aid award. Applications for student loans can be submitted 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 US 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 posted 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%

TUITION INSURANCE
A.W.G. Dewar offers you the opportunity to insure your tuition, room, and board charges. Under their plan, insured students who withdraw from school during the semester due to illness or accident can recover up to 75% of covered charges. Benefits are coordinated with Duke’s tuition refund policy to ensure complete coverage for students. You will receive plan and enrollment information this summer. For further details, or to apply directly online, please visit collegerefund.com or call Dewar at 617-774-1555.
If you intend to apply for aid, please visit our website or contact us:

financialaid.duke.edu

Can I get a job on campus? Every student is eligible to work on campus. Every student who completes the financial aid application process is also eligible for Federal or Duke work-study funding. If you're interested in work-study and don't already have a financial aid award, simply complete the Free Application for Federal Student Aid at fafsa.ed.gov. The Financial Aid Office will automatically receive your FAFSA and provide you with a work-study award. You will be notified when the award is complete, and you will need to accept it on your DukeHub account. All students can find on-campus jobs posted on dukelist.duke.edu. For more information about work-study funding, check out financialaid.duke.edu.

IF YOU RECEIVE FINANCIAL AID...

You have already received an award letter. You can also review your financial aid award on DukeHub. Your financial aid award states what we expect your family to contribute (EFC). Because we expect part of your family contribution to cover other expenses not listed on your bill (such as books, travel to Duke, and initial pocket money), your bill will be for an amount less than your EFC for that semester. Since work-study earnings are paid directly to you in the form of a paycheck, you should also use work-study funds to help cover these personal expenses.

How do I buy books? Duke does not issue stipends for books. Instead, all grant and loan aid is deposited into your student account. You do not have to purchase your books from Duke; however, if you do buy from Duke, you have the option of using your DukeCard’s prepaid debit account, which we call your FLEX account. You have to put money on your FLEX account in order to use it. You can do this directly (with cash or a debit card), or you can add funds to your FLEX account by charging your Duke student account. Doing the latter adds money to your FLEX account, but charging your Duke student account also adds the same charge to your bill. If there are any outstanding charges on your bill, they will need to be paid.

Receiving an outside scholarship? It is often to a student’s benefit to receive outside scholarship funding, even if the student is receiving financial aid. Outside scholarships do not reduce the expected family contribution. Duke’s policy is to reduce or eliminate the loan and work-study portion of the financial aid award before reducing the Duke scholarship. If the outside scholarship exceeds the loan and work-study funds awarded, the scholarship is reduced by the remaining balance.

Is there anything else I need to do? If you’re uncertain whether or not your financial aid and loan applications are complete, check your financial aid To-Do List on DukeHub: Dukehub.duke.edu. Financial aid application tasks, loan entrance counseling requirements, and loan master promissory note requirements are all posted there. If your To-Do List is complete, you’re all set!
Technology & Computers

Getting Started with Technology

First visit oit.duke.edu/newtduke. Duke is a high-tech campus and the Office of Information Technology (OIT) is at the heart of Duke’s technology infrastructure. We want to make sure that you’re ready to get connected as quickly as possible. OIT staff will be available throughout Orientation Week and beyond to help you connect to Duke’s network and online resources.

CHOOSING A COMPUTER: If you plan to bring a computer from home, OIT provides a list of recommended computer specifications. Computers tailored specifically to the Duke environment are also available through the Duke Computer Care Coverage Program.

NETID, NETWORK, & EMAIL: Your Duke “NetID” is the electronic key to online Duke resources, including your official Duke email account, DukeHub (for registration & grades), Sakai (for course information), MyDuke, Duke Box cloud storage, and more. Your NetID will be emailed to you before you arrive on campus, with instructions for activating and setting up a secure password. Your NetID and password will allow you to connect all of your devices to Duke’s secure wireless network at oit.duke.edu/wireless. Your Duke email account is an important piece of digital life at Duke and you will receive important university communications there. You may access it by using any email client, from mobile devices, or via the web.

SOFTWARE: While you are a student, Duke provides many free or discounted software packages, including anti-virus software, Microsoft Office, and Adobe Creative Cloud. You may view a list of available software for download at software.duke.edu.

SECURITY: OIT and Duke’s IT Security Office are committed to helping students protect their computers and information from viruses and spyware. Learn more at security.duke.edu.

PRINTING: Duke offers free and low-cost printing (with a free printing allocation) at dozens of locations throughout campus. Once the ePrint client is installed on your computer or mobile device, you can print a document from anywhere, then swipe your DukeCard at any ePrint station to retrieve it.

MOBILE: DukeMobile helps you navigate campus. From dining to ePrint locations, event calendars to bus schedules, this app for Apple (App Store) and Android (Play Store) will help you get oriented quickly.

LABS & INNOVATION: OIT manages several physical and virtual labs to foster creativity and innovation on campus. The new Technology Engagement Center (TEC) is the hub of technology innovation on campus. Located centrally on west campus, TEC has a wall of 3D printers, laser cutters, and other digital fabrication tools. Open studio hours and student staff are ready to assist with projects and get you started. TEC houses the Innovation Co-Lab, Duke’s technology incubator. Its Roots technology training series classes use TECs cutting-edge multimedia presentation tools. The Multimedia Project Studio (MPS) provides audio/visual studios and hands-on support for graphic and media projects. To learn more, visit oit.duke.edu.

FINANCIAL AID

You can borrow funds to purchase a new computer once during your time at Duke.
Your DukeCard is a vital part of your life at Duke University. The DukeCard serves as identification for all official interactions at Duke, provides access to everything from your residence hall to athletic events, and virtually eliminates the need to carry cash on campus. With your card, you’ll be able to use your meal plan, your Food Points, and your flexible spending (FLEX) account.

**Access**

**RESIDENCE HALLS AND ACADEMIC BUILDINGS**

Access to residence halls is controlled by your DukeCard. Use your card in the card reader for access to your residence hall around the clock. Many other buildings on campus are locked after hours, but you’ll be able to use your DukeCard to gain access if you’re authorized.

**RECREATIONAL FACILITIES**

Your DukeCard allows you to access gyms on East and West Campus, tennis courts, and other recreational facilities.

**ATHLETIC EVENTS**

You’ll use your DukeCard, rather than tickets, for authorized access to athletic events, including basketball and football games on campus.

**REPORT A LOST CARD IMMEDIATELY**

If you lose your card, visit the DukeCard site immediately (dukecard.duke.edu) to suspend your card; this process blocks use of your account funds and access privileges.

**Accounts**

**DINING**

As a first-year student, you are required to participate in a dining board plan, and you’ll use your DukeCard for access to the dining halls. For more information, see the Dining section of this book or visit dining.duke.edu.

**FLEX ACCOUNT**

Your DukeCard comes with your FLEX account set up for you. When you add credit to your FLEX account, you’ll be able to use campus laundry machines (very important!), and buy everything from food at campus dining facilities, stores and vending machines, and even textbooks. You can add funds to your FLEX account with cash, check, debit card, or Bursar charge. Visit dukecard.duke.edu for more information.

**ACCOUNT STATEMENTS**

You can get your dining points and FLEX statements at dukecard.duke.edu, including starting and ending account balances, an itemized list of all transactions for the current month, and statements for the previous six months.

**IMPROPER USE**

If you see anyone propping a door open, abusing a DukeCard reader, or using someone else’s card, please notify Duke Police at 919-684-2444.

**PROBLEM RESOLUTION**

If you believe your account was improperly charged, take a copy of your sales receipt or account statement to the location where the transaction occurred. For other account issues, contact the DukeCard Office at 919-684-5800.
Mandatory Online Alcohol Education and Sexual Activity Courses
As a member of the Class of 2021, you are required to complete AlcoholEdu and Haven for College, two online, science-based courses, before you arrive on campus. AlcoholEdu provides detailed information about alcohol and its effects on the body and mind. Haven discusses decisions regarding sexual activity and sexual assault. Whether you plan to drink or engage in sexual activity or not, the goals of the courses are to help you make well-informed decisions about alcohol, sexual choices, and address the behavior of your peers.

The AlcoholEdu and Haven courses each have a Part 1 and Part 2. The courses will take 1-1.5 hours to complete and you will need to have Part 1 of each course completed by August 14, 2017. Approximately eight weeks after completing the exams to Part 1 of AlcoholEdu and Haven, you will be notified to complete Part 2 of each by October 27, 2017. You will not satisfy the university requirement to complete AlcoholEdu and Haven until you have completed the exam at the end of Part 2 for both courses. In mid-July you will receive detailed instructions via email and a reminder on MyDuke about beginning the courses.

F.A.Q.
Can I start working on AlcoholEdu/Haven now? Thanks for your eagerness; however the courses are not available until late July. You will receive an email with detailed instructions in mid-July. This will give you approximately three weeks to complete Part 1 of AlcoholEdu and Haven. You will also be able to access log-on information at studentaffairs.duke.edu/new-students.

I don’t drink. Do I have to complete the course? Yes. The course addresses how to address the drinking behavior of others and how to handle situations involving alcohol at Duke and elsewhere.

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 the activity or not.

Can my parents take the course? Your parents may not take either of your courses, but we do have AlcoholEdu for Parents that they may complete. Your parents can access information about their course on studentaffairs.duke.edu/new-students.
SAFETY PRECAUTIONS
Duke encourages you to be alert and aware of your surroundings at all times—whether at work, in class, at home, or at a party. 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.

STAYING 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.

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
- Van rides that operate at certain hours and within a boundary
- Read Duke’s Annual Clery Security Report and watch safety videos at police.duke.edu
- Education in crime prevention, and more

DIGITAL DISPLAYS
Large screen displays are located at prominent locations across campus, and will display emergency messages when circumstances merit.

Duke University is a safe place for students to learn, grow, and enjoy their college experience. Students are essential partners in helping the Duke University Police Department maintain a safe campus community. The police department at Duke is a full-service department with a 24-hour communications center, security officers, and commissioned police officers.

Your safety is our top priority. Here’s a quick reference about what to expect, how to respond, and how you can stay prepared and informed about safety at Duke.

How will I be notified if a campus emergency occurs?
Duke will use multiple methods to alert you as soon as possible, including:
- E-mail: Depending on the nature and location of an emergency, Duke may send a “DukeALERT” e-mail. Update your contact information in DukeHub (dukehub.duke.edu), making certain that addresses, phone numbers, and e-mail 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.
- Phone: Messages will be on 919-684-INFO (4636). Add this number to your phone.
- Direct Contact: HDRL staff may post emergency notices and safety information in residence halls, if circumstances allow.

How will I be notified about serious crimes?
As required by federal law, Duke alerts students and employees in a timely manner of crimes that pose a serious or continuing threat to the Duke community. Depending on the nature and location of the incident, Duke may send a “DukeALERT” e-mail and/or text message to students and employees. Information may also be posted on the Duke police website. The Duke Police Department maintains statistics of all reported campus crimes. RSS news feeds and daily, weekly, and annual crime summaries are available at police.duke.edu.

Dealing with a Personal Issue?
If you or a friend is struggling with personal issues or behaviors, you can access a variety of resources through DukeReach at studentaffairs.duke.edu/dukereach or call the Dean of Students Office at 919-668-3853. To learn more about safety and police services, please visit police.duke.edu.

DUKE POLICE  phone: 919-684-2444  url: duke.edu/police
This section provides important information on academic requirements and policies. Please read this section carefully before registering for classes.

Academics .......................................................... 1
AP Credits .................................................. 4 (P) 10 (T)
Focus Program ........................................ 11 (P) 15 (T)
Disability Services .............................. 14 (P) 18 (T)

(P) Pratt (T) Trinity
TRINITY COLLEGE

MAJORS AND MINORS
African and African American Studies (AAAS)
Art History (ARTHIST)
Asian and Middle Eastern Studies (AMES)
Biology (BIOLOGY)
Biophysics – no minor
Brazilian & Global Portuguese - no minor
Chemistry (CHEM)
Classical Studies (CLST)
Classical Civilization
Classical Languages
Computer Science (COMPSCI)
Cultural Anthropology (CULANTH)
Dance (DANCE)
Earth and Ocean Sciences (EOS)
Economics (ECON)
English (ENGLISH)
Environmental Sciences (ENVIRON)
Environmental Sciences and Policy (ENVIRON)
Evolutionary Anthropology (EVTANTH)
Gender, Sexuality and Feminist Studies
German (GERMAN)
Global Cultural Studies
Global Health (GLHLTH) – co-major
History (HISTORY)
Interdepartmental Major – split among two departments
International Comparative Studies (ICS) – no minor
Italian Studies (ITALIAN)
Linguistics (LINGUIST)
Mathematics (MATH)
Medieval and Renaissance Studies (MEDREN)
Music (MUSIC)
Neuroscience (NEUROSCI)
Philosophy (PHIL)
Physics (PHYSICS)
Political Science (POLSCI)
Program II – alternative major
Psychology (PSY)
Public Policy Studies (PUBPOL)
Religious Studies (RELIGION)
Romance Studies (ROMST)
Russian (RUSSIAN)
French Studies (FRENCH)
Spanish and Latin American Studies (SPANISH)
Slavic and Eurasian Studies (SES)

Sociology (SOCIOL)
Statistical Science (STA) - no minor
Theater Studies (THEATRST)
Visual Arts (ARTSVIS)
Visual & Media Studies (VMS)

UNIQUE MINORS
(Most majors have a minor; these programs are minors without a matching major)
Classical Archaeology
Computational Biology and Bioinformatics
Creative Writing (ENGLISH)
Education (EDUC)
Finance (FINANCE)
Greek (GREEK)
Latin (LATIN)
Medical Sociology
Photography
Polish Culture and Language (SES)
Russian Culture and Language (RUSSIAN)
Russian Literature in Translation (RUSSIAN)
Turkish Language and Culture (TURKISH)

CERTIFICATES
Arts of the Moving Image (AMI)
Child Policy Research (CHILDPOL)
Civic Engagement & Social Change
Decision Sciences (DECISION)
Documentary Studies (DOCST)
Energy and the Environment
Human Development (HUMANDEV)
Human Rights
Information Science and Information Studies (ISS)
Innovation & Entrepreneurship
Jewish Studies (JEWISHST)
Latin American Studies (LATAMER)
Latino/a Studies in the Global South (LSGS)
Marine Science and Conservation Leadership
Markets and Management Studies (MMS)
Marxism and Society
Philosophy, Politics, and Economics (PPE)
Policy Journalism and Media Studies (PJMS)
Science and Society
Study of Ethics (ETHICS)

PRATT SCHOOL OF ENGINEERING

MAJORS
Biomedical Engineering (BME)
Civil Engineering (CE)
Electrical and Computer Engineering (ECE) (minor available)
Environmental Engineering (EnvE)
Mechanical Engineering (ME)

UNIQUE MINORS
Energy Engineering
Electrical and Computer Engineering

CERTIFICATES
Aerospace Engineering
Architectural Engineering*
Energy and the Environment*
Global Development
Innovation and Entrepreneurship

* for Pratt students only

MAJORS/MINORS AND CERTIFICATES WEBSITES:

trinity.duke.edu/undergraduate/majors-minors
trinity.duke.edu/undergraduate/certificates
pratt.duke.edu/undergrad/degree-programs

CONTACTS

Academic Advising Center
phone: 919-684-6217
fax: 919-684-4515
email: advising@duke.edu
url: advising.duke.edu

Pratt School of Engineering Undergraduate Education Office
phone: 919-660-5996
email: pratt-advising@duke.edu
url: pratt.duke.edu/undergrad/students/first-year

Office of the University Registrar
phone: 919-684-2813
fax: 919-684-4500
email: registrar@duke.edu
url: registrar.duke.edu

Office of Information Technology (computer help!)
phone: 919-684-2200
email: help@oit.duke.edu
url: oit.duke.edu
The Pratt School of Engineering

Academics

This section, along with the Registration instructions in the next section, provides you with a framework for understanding Pratt academics and instructions about how to register for fall classes. In this section you will find information about Duke courses, placement, advising and academic resources, and other opportunities at Duke. This information is sufficient to help you prepare a schedule of classes for Fall Semester. Keep in mind Pratt and Trinity requirements are different. Accordingly, this Blue Book contains Pratt-specific policies and procedures.

Once you arrive at Duke in August, you will be able to explore all of Duke’s many curricular and co-curricular academic opportunities. You will also have time to meet with your Faculty Advisor and other academic mentors. Read both “Learning at Duke” and “Registration” carefully, and refer back to each section frequently. If you need another copy of the Blue Book, you can find one at pratt.duke.edu/undergrad/students/first-year. Remember, this is not the time to map out your four-year academic plan. There will be plenty of time for that after you arrive on campus and experience college life!

Finally, be sure to check your Duke email account regularly over the summer and once you are on campus. Your Duke email is how we will communicate information that you are responsible for.

Pratt has academic deans available all summer to help you if you have questions about curriculum requirements or putting together your fall schedule. Just phone or email:

Pratt School of Engineering Undergraduate Education Office
Website: pratt.duke.edu/undergrad/students/first-year
Phone: 919-660-5996
Email: pratt-advising@duke.edu
Address: 305 Teer Building (West Campus)
Hours: Monday-Friday, 8:30 am-5 pm, EDT
Facebook pages: Duke Engineering; E-Team: Pratt Undergraduate Peer Advising

Duke Engineering students building schools in Uganda.
## Course Information

### COURSE LOAD
You are expected to enroll in a minimum of four 1.0 credit courses each semester. This fall you are restricted to a maximum of 4.5 credits. This is because we would like you to have plenty of time this fall to experience Duke courses, develop new friendships, explore opportunities, and transition well to campus life. However, beginning with your second semester, you may go up to 5.0 credits. You need a total of 34 credits to graduate.

### COURSE NUMBERS
Undergraduate courses are numbered from 1 to 499. Courses numbered 199 or less are introductory courses, which are great for first-year students. Courses between 200 and 399 are open to all undergraduates and they may or may not be suitable for you. Check the course description and instructor’s synopsis in DukeHub for information. If no restrictions are listed, you may assume that the course is suitable for first-year students. 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.

### 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 (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 .25 or .5 credits). You need a total of 34 course credits to graduate.

### 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 appeals to 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 bookbag these courses, 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. There is more on permission numbers in Registration section 3.7.

### PREREQUISITES
To enroll in some courses, the instructor 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 description or synopsis in DukeHub. If you do not meet the prerequisite, you can bookbag these courses, but the system will only enroll you during registration if your prerequisite credit is displayed in your Academics page. There is more information about prerequisites in Registration section 3.8.

---

## Pratt Curriculum Requirements

For Pratt curriculum requirements, go to: 
pratt.duke.edu/undergrad/policies/3505

For information about the Pratt First-Year schedule, visit: 
pratt.duke.edu/undergrad/students/first-year

For information on graduation requirements for each Engineering major, see: 
pratt.duke.edu/undergrad/degree-programs/bse

For information about Trinity Majors, Minors, and Programs, visit: 
trinity.duke.edu/undergraduate/majors-minors
If You Have Completed College-Level Work Before Enrolling at Duke

You may be able to receive credit for coursework or examinations that you complete prior to matriculation at Duke. 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 in detail.

All course equivalents for your Duke-recognized AP, IPC, and PMC credits will be listed on DukeHub 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 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 the link:

pratt.duke.edu/undergrad/policies/3483

AP EXAMS

AP scores that were included with your admissions application are not sufficient. 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 in the first week of 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.

To send your AP scores to Duke, contact:

AP Services
PO Box 6671
Princeton, NJ 08541-6671
Phone: 888-225-5427 (or 212-632-1780 for international callers)

Duke’s CEEB # is 5156.
url: apscore.org

Questions about the receipt of your scores should be directed to:

Office of the University Registrar
Box 104804
Duke University
Durham, NC 27701
Phone: 919-684-2813
Fax: 919-684-4500
Email with questions: registrar@duke.edu
Url: registrar.duke.edu
### AP Course Equivalent & Placement Eligibility

<table>
<thead>
<tr>
<th>AP EXAM:</th>
<th>SCORE:</th>
<th>DUKE EQUIV:</th>
<th>ELIGIBLE TO TAKE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>5</td>
<td>ARTHIST 20</td>
<td>200-400 level course</td>
</tr>
<tr>
<td>Art: Studio-Drawing Portfolio</td>
<td>5</td>
<td>ARTSVIS 21</td>
<td>Advanced level course</td>
</tr>
<tr>
<td>Art: General Portfolio</td>
<td>5</td>
<td>ARTSVIS 21</td>
<td>Advanced level course</td>
</tr>
<tr>
<td>Biology</td>
<td>4/5</td>
<td>BIOLOGY 20</td>
<td>BIOLOGY 20L or 202L</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 20†</td>
<td>CHEM 110DL (Fall only), 101DL (Fall, Spring or Summer)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 21</td>
<td>CHEM 201DL.002 or 110DL (Fall only), 201DL or 101DL (Spring or Summer)</td>
</tr>
<tr>
<td>Chinese</td>
<td>4/5</td>
<td>CHINESE 203</td>
<td>204 or 200 thru 400 level course depending on placement score</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4/5</td>
<td>COMPSCI 101L</td>
<td>COMPSCI 201</td>
</tr>
<tr>
<td>Computer Science Principles</td>
<td>5</td>
<td>COMPSCI 92L</td>
<td>Any Computer Science course</td>
</tr>
<tr>
<td>Economics (Macro)</td>
<td>4/5</td>
<td>ECON 22</td>
<td>ECON 10; ECON 201D if you have credit for both ECON 21 and 22</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>4/5</td>
<td>ECON 21</td>
<td>ECON 10; ECON 201D if you have credit for both ECON 21 and 22</td>
</tr>
<tr>
<td>English (Comp/Lit)</td>
<td>4/5</td>
<td>ENGLISH 20</td>
<td>Any course except English 20</td>
</tr>
<tr>
<td>English (Lang/Comp)</td>
<td>4/5</td>
<td>ENGLISH 22</td>
<td>Any course except English 22</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4/5</td>
<td>ENVIRON 20</td>
<td>ENVIRON 201</td>
</tr>
<tr>
<td>French Language</td>
<td>5</td>
<td>FRENCH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>French Literature</td>
<td>4/5</td>
<td>FRENCH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>German Lang &amp; Lit</td>
<td>4</td>
<td>GERMAN 29</td>
<td>GERMAN 204 or 305S</td>
</tr>
<tr>
<td>German Lang &amp; Lit</td>
<td>5</td>
<td>GERMAN 29</td>
<td>GERMAN 305S or above</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4/5</td>
<td>HISTORY 23, 24</td>
<td>Any course</td>
</tr>
<tr>
<td>European History/World cultures</td>
<td>4/5</td>
<td>HISTORY 25, 26</td>
<td>Any course</td>
</tr>
<tr>
<td>World History</td>
<td>4/5</td>
<td>HISTORY 21</td>
<td>Any course</td>
</tr>
<tr>
<td>Human Geography</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Italian</td>
<td>4</td>
<td>ITALIAN 204</td>
<td>ITALIAN 301</td>
</tr>
<tr>
<td>Italian</td>
<td>5</td>
<td>ITALIAN 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>Japanese</td>
<td>4/5</td>
<td>JAPANESE 203</td>
<td>JAPANESE 204 or 305 depending on placement score</td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>4</td>
<td>LATIN 25</td>
<td>LATIN 204</td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>5</td>
<td>LATIN 25</td>
<td>300 level course</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>5</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>4</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>5</td>
<td>MATH 21, 22</td>
<td>MATH 221, 212, or 202‡</td>
</tr>
<tr>
<td>Music</td>
<td>4/5</td>
<td>MUSIC 161-1</td>
<td>Any course except MUSIC 161-1</td>
</tr>
<tr>
<td>Physics C Mech.</td>
<td>4/5</td>
<td>PHYSICS 25c</td>
<td>Consult department</td>
</tr>
<tr>
<td>Physics C, E &amp; M</td>
<td>4/5</td>
<td>PHYSICS 26c</td>
<td>Consult department</td>
</tr>
<tr>
<td>Physics B</td>
<td>4/5</td>
<td>No credit</td>
<td>Consult department</td>
</tr>
<tr>
<td>Political Science</td>
<td>4/5</td>
<td>POLSCI 20</td>
<td>200-400 level course</td>
</tr>
<tr>
<td>(Gov’t and Politics: U.S.)</td>
<td>4/5</td>
<td>POLSCI 20</td>
<td>200-400 level course</td>
</tr>
<tr>
<td>(Gov’t and Politics: Comparative)</td>
<td>4/5</td>
<td>POLSCI 20</td>
<td>200-400 level course</td>
</tr>
<tr>
<td>Psychology</td>
<td>4</td>
<td>PSY 101</td>
<td>Any course; you can enroll in PSY 101 as a repeat</td>
</tr>
<tr>
<td>Psychology</td>
<td>5</td>
<td>PSY 101</td>
<td>Any course except PSY 101</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>5</td>
<td>SPANISH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>4/5</td>
<td>SPANISH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>Statistics</td>
<td>5</td>
<td>STA 30†</td>
<td>STA 101 or 102</td>
</tr>
</tbody>
</table>

†STA 30 credit only applies to students in Trinity College. No credit is awarded for engineering degree students and will not count toward the Bachelor of Science in Engineering.

‡CHEMISTRY. In 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 210DL, or CHEM 110DL and CHEM 201DL.

§MATHEMATICS. For advice on this choice, see the Placement Guidelines in the Courses section of www.math.duke.edu.

‡‡PHYSICS in Trinity College: Prospective Physics and Biophysics majors are strongly encouraged to take at least PHYSICS 162 independent of their AP course credit.

‡‡‡PHYSICS in the Pratt School of Engineering: At least ONE Physics course must be taken post matriculation at Duke to satisfy the Physics requirement in the Engineering curriculum. Students receiving the AP credits for PHYSICS 25 and 26, must: a) take a Duke Physics course at or above PHYSICS 153L; b) decline the AP credit for PHYSICS 26 and take PHYSICS 152L; or c) decline both AP credits and take PHYSICS 151L and 152L.
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 can 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 are awarded. 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 International Placement exams are listed below.

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

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). 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, you may be eligible to receive Pre-Matriculation Credit. Such work must not be part of the high school program nor high school graduation requirements. A complete list of criteria that must be met for Pre-Matriculation Credit and the necessary forms can be found at pratt.duke.edu/undergrad/policies/3659.

You will need to have a transcript, along with the necessary forms, sent directly to Dean Carmen Rawls in the Pratt School of Engineering (Box 90271, 305 Teer, Duke University, Durham NC 27708 USA). For complete information about the process and necessary forms, see: pratt.duke.edu/undergrad/policies/3659.

Pratt Advising
Since you will register for your fall courses before arriving at Duke, Pratt deans can advise you throughout the summer by phone or email. If you have questions about academic requirements or putting together your fall schedule, contact an advisor in the Pratt School of Engineering Undergraduate Education Office. Contact information is at the top of the next page.

As a Pratt student, you will have a network of advising resources—your Academic Dean, your Faculty Advisor, the Directors of Academic Engagement, and the E-Team. Your advising network will also grow to include other mentors from across campus. Together, these individuals will help you discover and understand the multiple curricular and co-curricular opportunities at Duke and introduce you to Duke’s intellectual community. For more information on how advising works at Pratt, see: pratt.duke.edu/undergrad/students/advising.

Specialized advising is also available for students planning on pursuing graduate education in health, business, or law fields. Students who take the initiative to ask questions and seek advice will find an extremely rich and receptive group of individuals who are eager to assist them. Come prepared to take this initiative!
**ACADEMIC DEAN**
pratt.duke.edu/undergrad/policies/3479

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 on your Student Homepage 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. You are encouraged to meet your dean during your first year.

**FACULTY ADVISOR**

As a Pratt student you will be assigned a Faculty Advisor in August. Although your assigned Faculty Advisor may be from an engineering field that you do not intend to major in, he or she will be familiar with the first-year curriculum. You will have the opportunity to meet with your Faculty Advisor soon after arriving at Duke, and the two of you will meet at least once per semester.

When you declare a major at the end of your first year or during your second year, you will have the opportunity to select a Faculty Advisor in your department.

Your Faculty Advisor is committed to guiding you toward pathways that pertain to your individual curiosity as well as helping you discover previously unconsidered interests. Your Faculty Advisor will discuss your course registration each semester, help you understand curricular requirements, and point you toward additional academic mentors as your interests develop. You will find his/her name on your DukeHub Student Homepage.

During orientation week, you will meet with a faculty advisor (that may or may not be your assigned faculty advisor listed on your Student Homepage) in a group setting. Please consult your Orientation schedule for this designated time.

**PEER ADVISORS (THE E-TEAM)**

The E-Team is composed of volunteer, upperclass engineering students eager to help incoming first-year students learn the ropes of engineering at Duke. The E-Team’s mission is to assist first-year engineering students in their transition to Duke by creating an immediate network of support with upperclass engineering students who can answer questions, share experiences, and offer advice. Expect an introduction email from the E-Team sent to your new Duke email address over the summer.

E-Teamers are assigned to first-year Pratt students to serve as a resource for you. You can also like the E-Team Facebook page: E-Team: Pratt Undergraduate Peer Advising.

**DIRECTORS OF ACADEMIC ENGAGEMENT (DAE)**
advising.duke.edu/dae

DAEs are specialists in the curricular, co-curricular, and research opportunities you can explore while at Duke, such as Global and Civic Engagement; Arts and Humanities; and Natural and Quantitative Sciences. For example, DAEs for Global and Civic Engagement 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. Meeting with a DAE early in your Duke career can be a valuable experience.
Looking ahead to ...

A CAREER IN HEALTH OR MEDICINE

If you are considering applying to a health professions program (medicine, veterinary medicine, dentistry, physical therapy, nursing, etc.) after graduation, note that there is an extensive set of required courses you must complete. These requirements vary according to the profession and by the individual schools.

Here are the courses we currently recommend for premed students:

<table>
<thead>
<tr>
<th>Category</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemistry</td>
<td>BIOCHEM 301</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOLOGY 201L, 202L, and BME 244L</td>
</tr>
<tr>
<td>English</td>
<td>2 courses (one will be WRITING 101)</td>
</tr>
<tr>
<td>General/Inorganic Chemistry</td>
<td>CHEM 101L-210DL or CHEM 20 (AP credit)-110DL or</td>
</tr>
<tr>
<td></td>
<td>CHEM 21 (AP credit)</td>
</tr>
<tr>
<td>Math</td>
<td>MATH 111L or AP credit</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>CHEM 201L and 202L</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYSICS 151L and 152L</td>
</tr>
<tr>
<td>Psychology</td>
<td>1 course</td>
</tr>
<tr>
<td>Sociology</td>
<td>1 course</td>
</tr>
<tr>
<td>Statistics</td>
<td>1 course (already included in BME 244L)</td>
</tr>
</tbody>
</table>

Prehealth courses are rigorous at Duke and you’ll want to plan your prehealth schedule carefully. Prehealth students begin this fall in chemistry and math, and then will add biology in the spring. AP, IPC, or PMC credit may be used for some requirements. See the Office of Health Professions Advising website for more details.

What you should do as a prehealth student this year:

1. Read the information on the prehealth website. Visit prehealth.duke.edu/prepare.
2. Enroll in math and chemistry courses this fall. Consult with a Pratt advisor about how these requirements can be incorporated into your engineering curriculum.
3. Attend the prehealth information session during Orientation Welcome Week.
4. Schedule an appointment with your prehealth advisor (assigned based on your residence hall) in September or October, when you are settled in your classes and are beginning to think about future plans. Use this appointment to review requirements and plan your future prehealth courses and experiences.
5. Sign up for prehealth email announcements. There is a link on the prehealth website.
6. Sign up for an AdviseStream account so that you can maintain records of your prehealth coursework, experiences, and reflections online.

LAW OR BUSINESS SCHOOL

There are no specifically required courses for students interested in law or business school. In general, you are encouraged to take courses that develop your skills and interests, and that prepare you to read, write, and communicate well. For more information, consult the following websites:

Prelaw Advising: advising.duke.edu/prelaw
Business School Advising: advising.duke.edu/prebusiness
Study Away

GLOBAL EDUCATION OFFICE FOR UNDERGRADUATES (GEO)
A third of Pratt students take the opportunity to see the world and will study away from Duke during their four years here. It may be in Spain, Africa, Australia, Latin America, or just about anywhere else in the world. Studying away from Duke includes opportunities in other countries, as well as programs in U.S. cities such as New York City or Los Angeles. Programs are offered in both semesters and in the summer. For more information about study away/study abroad, browse the GEO website, globaled.duke.edu. Click on “Photos and Postcards” to view the various locations around the world where Duke students study away.

If you already have a place in mind and will need knowledge of a foreign language, you may want to begin that foreign language in your first year. Pratt students do not have a foreign language requirement, but are encouraged to pursue one if that is an interest. Foreign language courses will satisfy the Pratt Social Science and Humanities requirement also. To explore opportunities broadly and discuss how study abroad might fit with your academic plans, meet with a Director of Academic Engagement (advising.duke.edu/dae). You should also see your Academic Dean for additional assistance with curriculum planning.

GEO partners closely with the Office of Financial Aid to ensure that all students can participate in its programs. Learn more at globaled.duke.edu.

Civic Engagement: Local, National, and Global
Duke has a wide variety of opportunities in which you can engage in service, learn about other people and cultures, and serve others. Some take place out of the classroom while others integrate coursework.

Meet with a Director of Academic Engagement for global and civic opportunities to discuss ways to incorporate such options into your academic plan. Find out more at advising.duke.edu/dae.

DUKEENGAGE
You may have heard about the DukeEngage program, which provides funding for Duke undergraduates who wish to pursue an intensive (minimum of eight weeks) civic engagement experience anywhere in the world. Duke undergraduates who have completed at least two semesters of coursework at Duke are eligible to participate. If you think you might be interested, check out the website, dukeengage.duke.edu, and attend an info session in the fall.

OPPORTUNITIES IN THE ARTS
If you are interested in music lessons (applied), ensembles (including symphony, chorale, jazz ensemble, opera workshop, and marching band) and other opportunities in music, visit music.duke.edu. Note that applied music and ensembles carry partial academic credit. You must contact the instructor for permission, which may be granted through an audition process once you arrive on campus. You should wait until you reach campus in August to audition and enroll. If you are adding “activity” classes (applied lessons and ensembles) that will take you over the 4.5 credit limit for your first semester, email your dean in August when you arrive on campus and ask for permission to overload.

Other options for artistic expression and study of the arts are outlined at arts.duke.edu. You can discuss how you might incorporate such opportunities into your academic plan by meeting with the director of academic engagement for the arts and humanities. After arriving on campus, make an appointment at advising.duke.edu/dae.
Resources

ACADEMIC RESOURCE CENTER (ARC)
Being a Duke student can be inspiring, rewarding, demanding—and sometimes stressful. There are challenging classes and many exciting opportunities in and outside of the classroom. The ARC offers resources that help maximize your capabilities as a student so you can get the most out of your experience at Duke. The ARC offers:

- **Learning Specialist Consultations**: As a Duke undergraduate student, you can meet with an ARC learning specialist to enhance your academic skills and to learn strategies tailored to how you learn. This includes time management, work-study balance, effective note-taking, problem solving, and other course-specific strategies.

- **Peer Tutoring**: One-on-one meetings and walk-in tutoring for select courses.

- **Group Learning**: Facilitated learning in small groups.

- **LD/ADHD Support**: Students with a diagnosed learning disability including Attention Deficit Disorder, can receive individualized academic support including academic and ADHD Coaching, time management support, tutoring, and compensatory learning strategies.

Get off to a good start! Contact the ARC to learn more about what they offer. The ARC is located in the Academic Advising Center on East Campus. They can be reached at 919-684-5917 or arc.duke.edu.

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**THE WRITING STUDIO**
The Writing Studio offers you an opportunity to meet with highly educated writing consultants to discuss your individual writing concerns. Discussing your work-in-progress with a writing consultant will help you develop the awareness and skills to improve as a writer. Consultants help at any stage of the writing process—from brainstorming and researching to drafting, revising, and fine-tuning a final draft. Undergraduates may schedule a maximum of one appointment a day and two appointments a week, depending on availability. Both face-to-face and real-time, online appointments are available. Check out the Writing Studio website (twp.duke.edu/twp-writing-studio) to schedule an appointment.

_Halloween Engineering Activity: First-year students installing sensors they programmed to light up when a hand enters the pumpkin._
DUKE UNIVERSITY LIBRARIES

The Duke University Libraries and the four professional school libraries form a premier research complex with over six million titles. On East Campus, Lilly Library serves as the gateway library for first-year students. On West Campus, the Perkins and Bostock libraries serve as the main collections for Trinity College, Pratt School of Engineering, and the Graduate School of Arts and Sciences. At all locations, you can find study spaces, computers, and people who can help to get your research started. The library website (library.duke.edu) links all of the libraries' combined resources, which include music, films, manuscripts, and over 1000 research databases. To find out more about Duke Libraries and the many services specific to first-year students, visit the first-year portal (library.duke.edu/services/firstyear). There you'll find out about the residence hall librarian program and the first-year library advisory board as well as basic tips for navigating the world of information at the Duke University Libraries.

Your Personal Librarian: Every first-year residence hall on East Campus is assigned a personal librarian who will be in touch with you before you arrive on campus and throughout your first year at Duke. Your personal librarian is there to save you time and help you succeed academically. Whenever you have a question, just ask your librarian. He or she will be happy to help.

Your Engineering Librarian: For information on the Engineering Librarian, visit guides.library.duke.edu/engr. To view the welcome page for New Science and Engineering Students, visit guides.library.duke.edu/sci-eng.
What is the Focus Program?
Focus consists of clusters of seminar courses designed around interdisciplinary themes. Groups of no more than 36 students, with seminar classes of up to 18 students, study with some of Duke’s most distinguished professors in Arts & Sciences, Medicine, and Engineering on topics such as the cognitive sciences, ethics and global citizenship, genomics, global health, international politics, contemporary and medieval cultures, and social ideals. There is also a residential component to Focus. 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.

All first-year undergraduates, including those in Trinity College and Pratt School of Engineering, can apply. For course information, see focus.duke.edu.

THE APPLICATION PROCESS
The Focus Program selects students by online application only and accepts on average 32 students per cluster. Early-decision students apply to the Focus Program in February. Regular-admission incoming first-year students apply to the Focus Program during April and May. (Rolling admission begins February 1, 2017.)

The online application for Fall 2017 clusters opens on February 1, 2017. The final application deadline is May 25, 2017. All applicants will be notified of their placement status by June 15, 2017. (Applications received early will be notified within two weeks of submission.)

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 do not need to choose a discussion course because, if accepted to the cluster, you will be automatically enrolled in this course.

Students will be informed of the status of their application within two weeks of its submission. While early applications have the opportunity for early placement, places will remain available in all clusters for students who apply by May 25.
Application Instructions

Questions regarding your application should be referred to the Focus Program office by email: focus@duke.edu or by phone: 919-684-9370. Instructions for the online application can be found below and at focus.duke.edu/apply.

LOGGING IN

As part of the application process, you should have received a NetID (usually your initials followed by a number). You will start the application process by going to the application login page at apply.focus.duke.edu/apply.php.

From the white login screen with the Duke logo at the top, fill in the boxes with your NetID and password. There is a help link on that screen if you are unable to log in.

STARTING THE APPLICATION

Once you have successfully logged in, you will be taken to the first page of the application. Your 7-digit Student ID should show up in the first box. If you don’t know your Student ID, you can find it:

- In the “Confirmation of Enrollment at Duke” sent by the Office of Undergraduate Admissions,

- In the “Student Information” section at the top of the New Student Checklist in MyDuke, or

- On the top of your Student Homepage in DukeHub.

Please contact the Duke University Admissions Office at 919-684-3214 if you are unable to locate your 7-digit Student ID Number.

EMAIL

Please enter your preferred email address. You can use your Duke email address or another address. You will receive notices regarding the Focus Program and your application status at this address.

CLUSTER CHOICES

The link for the information and descriptions for the individual clusters is focus.duke.edu/clusters-courses. You must pick four separate clusters and complete all four essays.

Answer the rest of the questions as desired, indicating your t-shirt size and dietary preference/restrictions. If you have no dietary preferences, choose ‘none.’

If you choose ‘other’ you will need to fill in the Dietary Needs box. Then click Next->

CLASS CHOICE AND SHORT-ANSWER QUESTIONS

You will need to pick two different classes from within each cluster. Please provide a short answer to the question/s. You must answer all questions to continue your application. Essays are up to 400 words. If you wish to change your program choice, you will need to press the <-Prev button to get back to the first page.

FINAL STEP

Review your answers very carefully. If you need to make a change, use the <-Prev button to go back to the appropriate page. Once you are happy with your answers, click Submit, and you will be taken to a thank you page.

Only complete applications will be accepted.
What happens next?

If you are accepted, the Focus Program and the Office of the University Registrar will enroll you in your Focus courses, including two seminar courses 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 the Focus Program staff. All questions about your Focus courses should be directed to the program coordinator at 919-684-9371 or via 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 this book to register for your additional courses.

Focus courses count toward the 34 credits needed for graduation. Some Focus courses from approved departments and those with Areas of Knowledge codes of ALP, FL, CZ, or SS can be counted toward the social science and humanities requirement.

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 FOCUS 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 summer advisor by calling 919-660-5996 or sending an email to 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 room or request roommates for a double or triple room.

Weekly discussion seminars are scheduled over a meal with your cluster. The locations vary and the casual setting encourages you to get to know your faculty in a more informal way.

The Focus housing experience is available to first-year students. Visit Housing, Dining and Residence Life for more information about Duke’s first-year campus at studentaffairs.duke.edu/hdrl.
Welcome to Duke University from the staff at the Student Disability Access Office (SDAO)!
The SDAO is the office on campus that has been charged with 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. The SDAO uses a multifaceted team-based approach to determine eligibility for services and accommodations to qualified first-year students, sophomores, juniors, and seniors, as well as graduate and professional students.

Our goal is to provide and coordinate 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, Attention Deficit Hyperactivity Disorders, blindness/low vision, deafness/hard of hearing, learning disabilities, psychological disorders (including Autism Spectrum disorders), mobility, and chronic health as well as other medical conditions.

FAQs

Who 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 necessary accommodations is reviewed. Academic as well as non-academic accommodations, such as housing and transportation accommodations, may be provided through the 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: access.duke.edu/assistive_technology/index.php.

Where is the SDAO located?
Our offices are located in an accessible location at 402 Oregon Street, Suite 102. You may reach the SDAO by calling 919-668-1267 or by emailing 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.
This section contains detailed instructions to help you register for your first semester classes, and use DukeHub, Duke’s online student information web interface.
DukeMobile | The app that has it all

DukeMobile provides easy access to the most frequently used Duke sites and applications via your mobile device. You can quickly access the Duke Directory, DukeHub, campus maps, MyDuke, Events@Duke, bus locator, ePrint, Sakai, and more. Search for DukeMobile in your app store or type “m.duke.edu” in your mobile device’s browser.

mobile DukeHub

Duke offers a web-based mobile version of DukeHub that allows you limited functionality within DukeHub. You can view your schedule, search for classes, view financial aid data, see your account activity and pay your bill, update personal data, and book-bag and register for classes. As a new student to Duke, we strongly recommend that you do not register for classes using a mobile device due to your unfamiliarity with the registration process.

DIgITTOOLS

During Registration and as you progress with your education, these web-based tools can help you plan your classes, update your schedule, and keep track of requirements. Familiarize yourself with how they work. Your advisor may reference them during your initial advising sessions and subsequently during the academic year.

Schedule Builder

Schedule Builder is a web-based tool that helps you create alternative class schedules to see which might work best. Schedule Builder is fully integrated with DukeHub. For a user guide, go to bit.ly/dukeSBguide.

Bookbagging

The bookbag is a tool to help you plan your registration before your registration window opens. It resembles an online “shopping cart” feature. While doing a class search or when using Schedule Builder, you can place courses of interest in your bookbag. You can add different courses or multiple sections of a single course as you start to put together a fall schedule. When your registration window opens in DukeHub you’ll choose four courses from your bookbag and enroll.
This section guides you through the five steps required for successfully enrolling in fall classes.

The registration process begins on June 5 in DukeHub. First, students are strongly encouraged to 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 Bookbagging process, you will browse available fall classes in DukeHub, visit department websites, and check on your transfer credit. While reviewing class options for the fall, you will place a selection of interesting or required courses into your bookbag. You can use Schedule Builder to easily generate a class schedule that best fits your individual needs. We recommend you select 4.0 or 4.5 courses to enroll in for the fall and identify backup classes as alternatives should one of your preferred classes be closed when you go to enroll.

Registration will commence on July 11 or 13. You can continue to modify your schedule until 5 pm on July 21. Drop/add ends temporarily at that time, but it will resume in August after you meet with your academic advisor during orientation. If you need to make changes to your schedule, you will have two more weeks during the second drop/add period. Steps, tasks, and dates are outlined below:

**FIRST-YEAR REGISTRATION PROCESS IN DUKEHUB**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Task</th>
<th>Available on DukeHub starting</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1</td>
<td>Verify and provide personal information</td>
<td>June 5</td>
<td>August 28</td>
</tr>
<tr>
<td>STEP 2</td>
<td>Complete First-Year Questions</td>
<td>June 5</td>
<td>July 10</td>
</tr>
<tr>
<td>STEP 3</td>
<td>Bookbag possible classes</td>
<td>June 5</td>
<td>July 10</td>
</tr>
<tr>
<td>STEP 4</td>
<td>Validate your schedule</td>
<td>June 5</td>
<td>July 10</td>
</tr>
<tr>
<td>STEP 5</td>
<td>Enroll in your fall classes</td>
<td>July 11 or 13</td>
<td>July 21</td>
</tr>
<tr>
<td></td>
<td>First drop/add period</td>
<td>July 14</td>
<td>July 21</td>
</tr>
<tr>
<td></td>
<td>Second drop/add period</td>
<td>August 23</td>
<td>September 8</td>
</tr>
</tbody>
</table>

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). A summer advisor will help you.
STEP 1
Verify and Update Personal Information

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 Navigate to the Profile tab on your Student Homepage. Verify/update your personal information.
4 Use the edit button to make changes. Click the save button and then the close button when finished making changes.

You must verify all Profile information by the first day of fall Semester, August 28.

STEP 2
Complete First-Year Questions

Before you begin planning for your first courses, we would like you to answer some questions that will help you select your courses and inform your Faculty Advisor about your academic interests and goals.

Please limit your responses to the following questions to 250 words or fewer. Save each page when you are finished.
2.1 What are your current academic interests?
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 course of study; you may identify many new interests at Duke and pursue a course of study quite apart from what you are choosing here. If you are uncertain about your intended major, you may select “Undecided-Engineering.”

For more information:

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

2.2 What would you like to accomplish in your four years at Duke?
Your goals may range from establishing a sound foundation in engineering to exploring additional areas in the liberal arts. You might want to develop a better knowledge of the people and cultures of the world or be interested in service learning, arts performance, research, or entrepreneurship.

2.3 What are your strengths and challenges?
You may wish to mention expertise or an experience, such as summer research, living and studying abroad, or an athletic endeavor. You may discuss special skills such as foreign languages, photography, or music. Or, you may note strengths in areas such as writing, problem-solving, leadership, communication, or teaching.

Understanding your challenges is as important as understanding your strengths. For instance, you may feel confident about your analytical skills, but not about your writing abilities. Or, you may think that you are good at reading and writing, but worry about time management or study skills.

2.4 What are your hopes and dreams?
If you were to do with your life what your heart desired, what might you choose to do or become?

2.5 Have you studied foreign languages?
You can share any language background that you have here. Is English your native language? Have you formally studied a language other than English? Is there any other information you would like to share about your language experience?

Pratt students are NOT REQUIRED to satisfy a foreign language requirement. However, if you wish to continue in a foreign language or explore a new language, those courses can count toward your engineering degree requirements.

You are encouraged to take advantage of the rich array of languages available at Duke that you might not have had the opportunity to study in your high school. You may, of course, also continue studying a language you studied in high school, or a language you have been exposed to in your home or during an extended stay in a foreign country.

2.6 Although your interests and goals may change in the years ahead, which of the following best describes you at this point in your life?
- courses and/or a career in engineering
- undecided and keeping my options open
- courses and/or a career in the arts and humanities
Create a Bookbag

In this step, you will identify a range of classes to enroll in for the fall and place these classes in your bookbag. Your bookbag is like a shopping cart. It allows you to look for classes without worrying about time conflicts, class enrollment limits, course credit limits, or first-year registration rules. You can even add multiple sections of a course to your bookbag. A list of courses to bookbag as you begin the engineering curriculum is outlined below. This is followed by detailed instructions and screenshots on the bookbagging procedure.

Step 3 may require some time to complete as you will need to browse classes on DukeHub, check on prerequisites or placement, and explore websites on majors and programs. 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 and courses.

3.1 Courses to put in your bookbag

(a) Math and chemistry classes. All first-semester Pratt students should enroll in one chemistry course and one math course. You must register for all three components of chemistry—a lecture, a discussion, and a lab. To review the applicable placement guidelines for Chemistry and Math: chem.duke.edu/undergraduate/placement-guidelines, and math.duke.edu/courses/placement. If you are waiting for AP/IPC scores, then choose courses based on how you think you did.

Students planning on majoring in CE, ECE, EnvE, or ME will satisfy the chemistry requirement with AP credit for CHEM 20 or 21. Instead of chemistry, the following courses are recommended for those students:
- PHYSICS 151L or BIOLOGY 201L (CE, ECE, and EnvE)
- PHYSICS 151L or EGR 121L (ME)

Students planning on majoring in BME may satisfy their first chemistry requirement with CHEM 21 AP credit. BME students should take their second chemistry course—CHEM 201DL or CHEM 210DL.

If you need to, you can change your courses later during drop/add. Keep in mind that no more than three math, science, or laboratory courses should be taken during the first semester.

(b) EGR 103L (lecture and lab). EGR 103L Computational Methods in Engineering is a required course for all first-year Pratt students. This course introduces you to comput-
er methods and algorithms for analysis and solution of engineering problems. It should be taken in the Fall Semester and only under special circumstances can you take this course in the spring. You must register for both components—a lecture (103L) and a lab (103L9).

(c) Writing 101, if appropriate. WRITING 101 is the university writing course required of all first-year students in Trinity College and the Pratt School of Engineering. Each section of WRITING 101 has an enrollment limit of 12 students, so there are enough sections offered in the fall to accommodate half the students in the Class of 2021. The rest of the class will enroll in WRITING 101 in the spring. If you are in the group of students randomly selected to take WRITING 101 this fall, you will see an announcement on your Registration page in DukeHub stating that you have been selected to enroll in WRITING 101. Students in this group will be able to register for any open section of WRITING 101 when their enrollment window opens on July 11 or 13. Starting July 14, any first-year student can enroll in any open section of WRITING 101. Please note that you cannot waitlist for WRITING 101 sections.

If you are selected for WRITING 101 in the fall, we expect that you enroll in a WRITING 101 section. If you choose to disregard this policy and do not enroll in WRITING 101, you will not be able to enroll in WRITING 101 in the spring until all other first-year students have enrolled.

(d) Social Science/Humanities (ss/h) elective, if appropriate. If you are not enrolling in WRITING 101 in the Fall Semester, you should instead enroll in an ss/h elective. Select several possible classes for your bookbag since there are no specific ss/h courses that an engineer must take. You should take a course in a subject matter that is of interest to you.

The ss/h requirement is met by the completion of 5 courses. The following criteria must be present in the 5 courses:

- One course must be a social science course with an (SS) code.
- At least two courses must have two of the following Trinity codes—Arts, Literature, Performance (ALP), Civilization (CZ), or Foreign Language (FL).
- In order to complete depth in a subject matter, at least 2 courses must be selected from a single department (e.g., two HIST, two PSY, two ARTVIS). In addition, at least one of these two courses must be at the 200-level or higher.

Further restrictions on the ss/h requirement include:

- AP credit may not be used to satisfy the 200-level or higher depth requirement;
- Skill courses and Independent Studies may not be used to fulfill this requirement;
- Courses must be chosen from a Social Science and Humanities-approved department (see sidebar on this page);
- Some science and engineering courses with SS, CZ, FL, or ALP codes will not count toward this requirement. Consult a dean for particular courses in this category to confirm if it will count toward the ss/h requirement.

You can find the codes (ALP, CZ, FL, SS), if they exist, in the Class Attributes section of any course description on DukeHub. Some examples of courses that are included in each code are:

- **ALP:** Literature, Art & Art History, Theater Studies, Dance, English, Music
- **CZ:** Religion, History, Philosophy
- **FL:** Spanish, French, German, Chinese, Italian
- **SS:** Psychology, Sociology, Public Policy, Economics, Education, Cultural Anthropology

You can find a list of approved ss/h departments here:

pratt.duke.edu/undergrad/policies/3505
Preparing for Registration

Your primary goal right now is to search for and bookbag classes for the fall. Click on the Registration tab to search for classes in DukeHub.

code. For more information on the ss/h requirement, see pratt.duke.edu/undergrad/policies/3505.

(e) Pratt students participating in the Focus Program. Pratt students participating in the Focus Program will have a unique schedule consisting of two Focus courses and two non-Focus courses. Possible non-Focus courses for a Focus student are: EGR 103L, Math 111L or 122L or 212, Chem 101DL or 110DL, or 201DL. Consult pratt.duke.edu/undergrad/students/first-year for advising on Focus courses.

(g) Other considerations. If you have AP, IPC, or PMC credit, it will be listed on your Academics page on DukeHub under the Student Test Credit box. Other requirements may be taken or other curriculum interests may be pursued (including the Focus Program or the initiation of a second major or minor). For more information on AP, IPC, and PMC, see the Learning at Duke section (p. 3-5). You can also find more information about AP and IPC at pratt.duke.edu/undergrad/policies/3483; and more information about PMC at pratt.duke.edu/undergrad/policies/3659.

If you are considering a career in a health profession, you will need to work in specific courses such as biology and organic chemistry courses. You should also consult the Office of Health Professions Advising, prehealth.duke.edu for more information.

3.2 Preparing for Registration

Your primary goal right now is to search for and bookbag classes for the fall. Click on the Registration tab to search for classes in DukeHub.
3.3 Search for classes using “Class Search”

You have several ways to find classes and add them to your bookbag. The first way is to use Class Search. DukeHub lists all courses taught at Duke, including courses in professional schools that prohibit registration by first-years. Only add classes from undergraduate departments. For a list of undergraduate departments, programs, and their abbreviations, see the back of the Learning at Duke tab. You can also limit your view to undergraduate courses in the Advanced Search (section 3.4) and Schedule Builder (section 3.6).

1. In Class Search, the term should read “2017 Fall Term.”

2. Click on a letter to list available subjects.

3. Click on an arrow to see available courses in that subject.

4. Click on the course name to see class details (these are explained in section 3.5).

5. Click on “Add to Bookbag” if you like the course. A confirmation message will appear at the top of the Class Search page letting you know the course was successfully added.
3.4 Search for classes using “Advanced Search”

The Advanced Search function is another way to search for and bookbag classes. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 3.6). 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)

After you click on “Add to Bookbag,” a confirmation message will appear at the top of the Class Search page letting you know the course was added to your bookbag. If you select a class needing a related class component (i.e., a laboratory, discussion group, and/or permission number), an additional page will be displayed. Click the “Next” button to add the class to your bookbag. 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 3.7.
This Advanced Search function allows you to search for courses on the basis of:

- subject (e.g., chemistry)
- time and day of week taught
- seminar status
- service-learning courses
- courses that are open
- instructor
- curriculum codes (Areas of Knowledge)

1. The term should read **2017 Fall Term** in Advanced Search.
2. Check the box that says “Show Open Classes Only.”
3. Select your preferred meeting pattern and course attributes.
4. Click the “Search” button.

### 3.5 Check on Class Details

In the screenshot in section 3.3 (item 4), we mentioned that you could click on the course title to see class details. On the next page 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.
1 The green circle indicates this course is open.
2 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.)
3 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.
4 This is a graded course (scale of A, B, C, D, F). Many partial-credit courses are only taught satisfactory/unsatisfactory.
5 “Instructor Consent Required” means that you must contact the instructor of the course 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 3.8 for details.
6 Class attributes indicate which social science/humanities requirements are being satisfied (ALP, CZ, SS, and FL). Note that other class attributes are not used in Pratt.
7 Enforced class prerequisites would be listed here (see section 3.8).
8 The maximum enrollment for this course is 15 students. No students have enrolled and 15 seats are available.
9 The maximum number of students who may be waitlisted for this course is 15; see section 5.4 for advice on waitlisting.
10 Prerequisite coursework or previous experience needed for a class will be noted here; this may be an unenforced prerequisite so you can bookbag and enroll without the prerequisite appearing on your Duke record; see section 3.8 for details.
11 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.

3.6 Create a schedule with Schedule Builder

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

SCHEDULE BUILDER
Schedule Builder does not enroll you in classes. It simply allows you to identify classes of interest and shows you all possible combinations of schedules.
bit.ly/dukeSBguide
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 bookbag rather than having to add each class manually through Class Search or Advanced 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. 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.

For help with Schedule Builder, check out bit.ly/dukeSBGuide or email the Office of the University Registrar at registrar@duke.edu.

3.7 Permission numbers and how to use them

If a course requires a permission number, you will see a “Yes” in a column labeled “Permission Required.” This means that you will need to contact the instructor of the course and ask for a permission number. Often instructors use this to be sure students have some specific background, experience, or interest. You can bookbag a course requiring permission, but the system will not allow you to enroll until you have entered the permission number. For more information on permission numbers, see page 2 in the Learning section.

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 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 then 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. Click on the “Add” in the Permission Number column in your Bookbag. An Enrollment Preferences Page will appear.
2. Type the permission number in the box labeled “Permission Nbr.”
3. Click on “Next” to return to your bookbag. If the number has been processed correctly, you will see the “Yes” change to “Added” in the Permission-Required column. The change option will allow you to edit a permission number in the event that the number has expired.
3.8 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 appear on the Class Detail page (see item #7 in the screen shot in section 3.5) and a “Yes” appearing in the column that says Prereqs Exist (see the screen shot in section 3.7), then this course has an enforced prerequisite. This means that you can bookbag the course, 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 appear on your Academics page. 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 bookbag and enroll in the course—and the system will not check your Academics page to see if the prerequisite is there. 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 your Academics page in DukeHub 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)? Test results such as international baccalaureate scores are usually sent from your school to the Office of the Registrar at Duke by postal mail. 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.

3.9 How to drop courses from your Bookbag

In summary, you can add courses to your bookbag by utilizing class search (3.3), advanced class search (3.4), and importing classes from Schedule Builder (3.6).

To drop courses from your bookbag, click on the trash can icon next to the course name. Once you’ve put together a schedule with Schedule Builder (and bookbagged a variety of classes, including WRITING 101 if eligible, and seminars), move on to Step 4 to validate that schedule.

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 on the Academics page in DukeHub under the Student Test Credit window.

Self-reported scores can be found if you select the All Test Scores box in the Student Test Credit window. A new window (Reported Test Scores) will appear and the APSLF Test ID indicates self-reported scores.
**STEP 4**

**Validate Your Schedule**

Select four courses in your bookbag that you want to enroll in when your registration window opens on July 11 or 13 and then use the validate tool to check for time conflicts, prerequisites, and other errors. You should also view your prospective schedule graphically to see if you like the arrangement of classes during the week.

The system will allow validation up to 5 credits, although you will only be able to enroll in a maximum of 4.5 credits during your first semester. Before your registration window opens, check if spaces are available in your preferred classes as you cannot waitlist classes during the initial registration period.

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 other error. You can update your bookbag by adding and deleting classes as necessary, and re-validating.

HAVING TECHNICAL PROBLEMS?

For technical problems, please contact the OIT Help Desk at 919-684-2200 or oit.duke.edu/help

You can also access DukeHub at:

dukehub.duke.edu
5.1 Check your proposed schedule
- You should have four 1.0 credit courses.
- You should have one math course, one chemistry course*, and EGR 103L. (See page 4 if you have AP credit for chemistry.)
- Your fourth course should be WRITING 101 or a Social Science/Humanities elective.
- Check to see if there are prerequisites for your courses.
- Check Math and Chemistry departmental websites if you have concerns about course level or placement.
- 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 bookbag graphically. You may find having some courses on MWF and others on Tu/Th 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 bookbag and when you use the class search tools in DukeHub. Keep in mind room assignments are subject to change. You can find the physical location of classes by going to maps.duke.edu or referring to the map in the front section of this Blue Book. East/West buses run every few minutes throughout the day. For more information about bus schedules, visit parking.duke.edu/buses_vans/bus_sched/index.php

* See page 4 if you have AP credit for chemistry.
STEP 5
Register for Classes

In this step, you will go to Enrollment Book Bag in the Registration section of DukeHub, enroll in your fall courses, and then adjust your schedule (if necessary) during the drop/add period. The “Go to Enroll” and “Finish Enrolling” buttons will appear before your enrollment window opens but they are 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 noon Eastern Daylight Time (EDT) on the day of your assigned window (July 11 or 13) and will remain open until 5 pm on July 21. Your window date is indicated on your DukeHub Registration 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 box for the 4 or 4.5 courses you wish to enroll in for the Fall in your Bookbag.

2. View the Enrl/Cap and 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 “Go to Enroll page” button.

5. Click the “Finish Enrolling” button to complete registration. (If you don’t want to enroll, click on Cancel.)

6. View the Results Screen to see the outcome of your enrollment.

AM I ENROLLED?

You are NOT enrolled in any classes until you click the “Finish Enrolling” 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.
1. Your Student Homepage will display your weekly schedule and your class schedule. The Registration tab will also show your enrolled courses, as well as another list of your courses and the full names of your instructors.

2. 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.

3. Your Bookbag. You need to scroll to the bottom of the page. This is where you would drop a course you are currently enrolled in (see next section).
5.2 How to drop a class you are enrolled in

1. Navigate to the Enrollment Book Bag link in the Registration section of DukeHub.
2. Click in the box next to the course you want to drop in your class schedule.
3. Click on the “Drop Selected Classes” button. A new screen will appear asking you to confirm your selection.

Click on the “Finish Dropping” button. DukeHub will then confirm the success of your drop request. Then, click on “Bookbag/Schedule” to review your new schedule.

5.3 Need to add a class?
If you wish to add a class to your schedule, use Class Search or Schedule Builder. As you search for a new class, you can click on the class detail to see detailed information on this class, see if a permission number is required, and review prerequisites and other enrollment information. If you wish to enroll, click on the “Next” button and the class will be added to your bookbag. Then follow the regular registration instructions.

5.4 Waitlisting
During this summer enrollment, you are not allowed to waitlist for a course. This will ensure that you arrive at Duke enrolled in four 1.0 credit courses.

However, when drop/add begins in August and in all subsequent semesters, you will be able to join a waitlist if a 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
When do I register for classes? There are two enrollment windows. The first opens Tuesday, July 11 at noon EDT and the second opens Thursday, July 13 at noon EDT. You will be assigned to one of these windows and on that day you can log in to DukeHub and register for classes. Your enrollment window is noted on your Registration tab. Note that the date of your registration window is the START date of registration. You may register any time after that date until July 21. Be advised, however, that some classes will fill up quickly. It is best that you register as soon as your window opens.

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 at the top of your Student Homepage 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 Bookbag 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 919-684-2813, or 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 two drop/add periods. The first starts the day your enrollment window opens and continues until July 21 at 5 pm EDT. The second period opens on August 23 and ends on September 8. During the second period, you will need to meet with a Pratt advisor during Orientation to reopen registration.

Can I change my Focus courses? Contact the Focus Program Office at 919-684-9370 or 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 Bookbag are full when my registration window opens? Look for other sections or classes with seats available and move them into your Bookbag. Schedule Builder (section 3.6) 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 just the sections you put in your Bookbag are full. Use Schedule Builder.
(section 3.6) or the Advanced Search tool (section 3.4) to search for open seats and add open sections to your Bookbag. If all the sections are full or incompatible with your schedule, contact a Pratt advisor for assistance.

**When can I access my financial aid information?** DukeHub gives you access to your Financial Aid, Bursar’s Account, and various services (such as requesting a transcript). For more information about this, there is a help document at sisoffice.duke.edu/DukeHub/howto.html.

**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.

**I need verification of enrollment for insurance or another purpose. How do I get that?** Students can request enrollment verification through DukeHub under the Forms & Requests tab. Requests are processed within 3 business days. For more information regarding enrollment requests, go to registrar.duke.edu. Navigate to Student Records > 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 bookbag the course, but you cannot enroll until the prerequisite course(s) appear in your Duke Academics page. If you are still waiting for AP, IPC, or pre-matriculation courses, then postpone enrolling until later. If a course only notes a prerequisite in the syllabus or course description, then this is an unenforced prerequisite. You can bookbag and enroll. Just be sure that your background is sufficient for the course. See section 3.8 for more details.

**Can I register for a course that requires a permission number?** You can place courses that require permission numbers in your bookbag, but the system will not enroll you until you enter a valid permission number. Permission numbers come from instructors. See section 3.7 for more details.

**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 July 21, 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 July 21 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, consult with the appropriate department during the summer, contact the Pratt Undergraduate Education Office and talk with a summer advisor, or you can register as you think best and then evaluate your placement with your academic advisor and/or with your course instructor when you arrive on campus. Science, math, and foreign language departments often review placement during the summer, so they may also contact you if there are concerns.

**I have taken the required AP test for an enforced prerequisite, but when I try to register I get an error. What is wrong?** It might be that the Office of the University Registrar has not yet received your scores from AP Services. AP Services sends test scores to Duke over the summer, usually in the first week of July. Once test scores are received, the test credit must be converted to a Duke equivalent course. Official AP scores will have AP under the Test ID and self reported scores which do not count for prerequisite requirements will have the APSLF Test ID. If you think that your AP scores should already be at Duke, check your Academics page or contact the Office of the University Registrar (registrar@duke.edu) to inquire if they have received them or AP Services to inquire if they have been sent.

**How does the queue work?** When the enrollment windows open, DukeHub will establish a queue to ensure that enrollment requests are processed in the order received. While waiting for the results of your transaction, you cannot alter your Bookbag or submit other requests to the queue as your place in the queue will be jeopardized. However, you can cancel your request. Doing so will mean that you start over in the queue.
Your first days at Duke will be spent participating in an all-class orientation program. Details for this program and other optional pre-orientation experiences can be found in this section.

Pre-Orientation .................................................. 1
Project BUILD .................................................. 3
Project Waves .................................................... 4
Project Search ................................................... 5
Project Change ................................................... 6
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Summer Reading/Move-in .................................... 11
Avoid the Back-to-School Rush!

Blue Devil Delivery

What is Blue Devil Delivery?
Blue Devil Delivery was created by Duke University Stores as a way to ease the confusion first-year students and their families experienced upon arrival at Duke University. This program provides you with the convenience of having textbooks, laptops, linens, and more ready for pick-up on East Campus during first-year student move-in.

PROGRAM BENEFITS

Convenience.
Pre-ordered products will be ready for pick-up on East Campus.

Cost Savings.
Receive the best prices on everything from textbooks to laptops to linens.

PRODUCTS AND SERVICES OFFERED

• Laptop computers—specifically chosen and configured to seamlessly integrate into the Duke environment including Apple, Dell and Lenovo laptops with special educational discount pricing
• On-campus hardware and software support
• Extended warranties with Duke Computer Care Coverage
• Textbooks—selected by the faculty teaching your classes
• Linens—the most affordable way to outfit your dorm room
• Laundry and dry-cleaning service—door-to-door service with 48-hour turnaround
• Microfridges—microwave, freezer, and refrigerator all-in-one

Blue Devil Delivery has been helping students ease into living at Duke for over 20 years. Let us solve some of the logistical hurdles so you can enjoy these first couple of days at Duke University. We are here to help; contact us if you have questions.

We welcome you to Duke University and look forward to serving you.

Orders can be placed safely and securely online at dukestores.duke.edu/bluedevildelivery
Nearly 300 students will begin their Duke experience by participating in one of five pre-orientation programs: Project Arts, Project BUILD, Project Change, Project Search, and Project Waves. Combining experiential education with teambuilding and leadership activities, each program introduces students to Duke in unique environments through interaction with classmates, current students, faculty, and staff.

If you are interested in participating in one of these programs, please be sure to register soon, as space is limited. If you have any additional questions, please visit the website listed or contact a member of the pre-orientation staff.

Pre-orientation registration will begin on May 1, 2017. The registration deadline for pre-orientation is June 5, 2017. Registration can be completed online by visiting studentaffairs.duke.edu/new-students. Online registration does not confirm your spot in a program. Confirmation will be given after the registration deadline has passed. Please do not purchase a nonrefundable airline ticket until you receive confirmation of your enrollment.

Pre-orientation requires a deposit of $75 paid via credit card during registration. This deposit is refundable only until July 17, 2017 should your plans change and prevent you from attending pre-orientation. Deposits must be made at the time of registration for all students. The deposit does not qualify for financial aid. If you are not accepted into a program, your full deposit will be refunded to your credit card. If you are unable to make a credit card payment for your deposit during registration, please contact the New Student Programs office immediately to make alternate arrangements.

Full payment for pre-orientation programs will be added to your August Bursar bill. Details for payment will be included in the confirmation materials sent in June.

Arrival at Duke

Please note the arrival dates and times for pre-orientation:

**Project Search:** August 6, 2017 between 10:30 am-3 pm

**Project Waves:** August 14, 2017 between 8 am-12 pm

**Project BUILD:** August 14, 2017 between 8 am-3 pm

**Project Change:** August 14, 2017 between 10 am-2 pm

**Project Arts:** August 14, 2017 between 10 am-4 pm

Participants in pre-orientation should plan to bring only the items they will need during the program. Participants should make arrangements for the rest of their belongings to arrive (via shipment or with a family member) at campus on move-in day (August 22, 2017).

Additional details about arrival information, specific arrival times, and suggested packing items for each program will be included in the confirmation notification.
Project Waves is an amazing week-long opportunity inviting first-year students to soak up the sun and enjoy the last week of summer on the Outer Banks of North Carolina. The voyage is led by current Duke students who participated in the program and wish to cultivate an incredible experience and help ease the transition to life at Duke. Activities include surfing, sailing, kayaking, camping, and forming long-lasting friendships with their new classmates and experienced upperclass students.

KAYAKING & CAMPING ON THE BEACH!
For half of your stay, you and your crewmates will go island-hopping in kayaks along the coast of North Carolina, camping on a different beach each night. From your kayak, you will have the chance to catch a glimpse of sea turtles, dolphins, bald eagles, and the wild horses. Working together to reach your day’s destination, you and your crewmates will forge lasting friendships.

SURFING & SAILING AT THE DUKE MARINE LAB!
The other half of your experience will be based at Duke University’s Marine Laboratory in coastal Beaufort, NC. By day, you and your new buddies will surf the waves of the Atlantic Beach and sail around neighboring small islands. By night, you will compete against other crews in an array of team challenges, explore the nocturnal ecosystems of nearby islands, and get to know your classmates better.

ALL SKILL LEVELS WELCOME!
No experience is necessary—our knowledgeable and enthusiastic staff will teach you the basics or help you hone existing skills. As you reminisce with your new friends, preparing to say your final goodbyes, it will hit you: this is not the end; this is only the beginning of your Duke experience.

• Try your hand at surfing! The gentler waves of the Atlantic on the Outer Banks provide the perfect setting to learn how to “shred the gnar!” and try your hand at surfing.
• Hoist that sail! Whether you’re a seasoned sailor or just a curious landlubber, we’ll have you flying across the water in no time.
• Explore the Outer Banks! The islands you pass in your kayak aren’t just scenic, they will also be your home for three nights as you camp out under the stars on their beaches.
• Meet some Dukies! Everyone on the trip, from your fellow participants and friendly crew leaders to the helpful Marine Lab staff, is part of your new Duke family.
Project Search

Designed as a gateway into undergraduate research at Duke, pSearch offers incoming first-years with little or no research experience an introduction to the discoveries of this high-powered research university as well as an exploration of all Duke and Durham have to offer.

Are you interested in conducting research in your time at Duke? Project Search is a pre-orientation program designed to jump-start your next four years at one of the nation’s top research universities. During the two weeks of pSearch, you will work side-by-side with Duke professors and learn about the cutting-edge research happening at Duke. While living in West Campus dorms, you will also become acquainted with both Duke and Durham before most other students even arrive! Regardless of your areas of interest—history, global health, medicine, economics, law, engineering, English, or even undecided—you can find your niche with Project Search. If you want an insider’s view of research, Duke, and Durham before orientation week, pSearch is the program for you!

CHOOSE A TRACK
pSearch offers two tracks to best suit your interests. In the science track, students will learn valuable laboratory techniques used in biological research through the completion of a metagenomics project. In the humanities track, students will learn how to conceive, develop, and produce their own original scholarship. Previous students in this track have conducted research on Cambodian migration and food, advertisement of prescription drugs, and the NYC theater system—you will investigate whatever interests you!

MEET FACULTY
Throughout the program, prominent faculty members will join us over lunch for informal discussions about their work and how to get involved in research at Duke. You will be learning about some of the most exciting discoveries as well as meeting faculty who will play an integral role in your time at Duke.

EXPLORE DURHAM
During the program, you will dine out at local eateries such as Bull City Burger, the Parlour, and Monuts. We will also highlight important and historic Durham locations, such as Brightleaf Square and American Tobacco Campus, and spend a morning at the Durham Farmer’s Market!

pSearch not only gave me the skill set to navigate talking to professors about their research, but also introduced me to Duke and Durham. I’ve also met great friends with whom I am tighter than a polypeptide!”
- Brenda Onyango, pSearch Sciences Participant, Class of 2016

Not only did I get to explore Durham, interact with faculty and upperclassmen and meet some of my fellow freshmen, I was able to spend some time adjusting to “college life” before being dropped into O-week and classes.”
- Jessica Tanner, pSearch Humanities Participant, Class of 2017
I learned about Durham, worked within the community and with my peers, and came away with an experience that has completely shaped my time in college for the better. I cannot imagine starting off my Duke experience better than I did with Project Change."

- Michael Chiang
Past pChange Participant

**Project Change**

**LEAD CHANGE. BE CHANGED.**

Jump-start your college career by attending a pre-orientation program on ethical leadership and social change offered by the Kenan Institute for Ethics.

Spend eight intense days taking risks, making mistakes, and meeting challenges in the heart of Durham with a select group of students, faculty, staff, and community leaders. You will join a diverse team of twenty incoming first-year students and be given the adventure of a lifetime—to change the lives of complete strangers in creative and dramatic ways.

In this immersive leadership experience, you will live, learn, and work in Durham, competing with a team of your peers to find ways to solve critical problems in your new community. Have fun, meet friends, and get to know the city where you will be spending the next four years.

**Here’s what you can expect:**

**The Framework** - You will immerse yourself in the lives of others—forget cell phones, laptops, and TVs. Every day will bring new, unexpected experiences—some challenging, some exhausting, all exhilarating. You will be expected to think critically and creatively about how leaders emerge from everyday experiences to build and sustain inclusive communities that value diversity and promote social justice. You will participate in large group activities, formal and informal discussions, and small group meetings all led by community members, faculty, staff, and other students that will enrich the team-building challenges and intensive work days.

**The Challenge** - Three teams of seven students will partner with local organizations to meet a “service challenge.” Your group will—in collaboration with its host organization—design and implement a project to meet a core need of the served population. You will be expected to practice leadership within your team, within Project Change, and within your new community to create the greatest impact.

**The Insider’s Guide** - You will experience a bit of the South’s living history by engaging with the people that make Durham a rich and colorful city. For every challenge that you face, rewards will come in the form of trips to locals-only hot spots and the best dive dinners in Durham.

**Are you up for the challenge?**
Space is limited. Participation is determined through a competitive application process.
Choosing Project Arts was the best decision I've made in college; it helped me get immediately involved in the arts community.”  
- Jaxson Floberg, Class of 2020

The crew leaders were awesome and incredible. I felt like they trumped all other Pre-O crew leaders by far.”  
- Michelle Lou, Class of 2018

I met some of my best friends during PArts. It’s the perfect program for getting settled in and getting excited about Duke.”  
- Evan Cater, Class of 2019

Project Arts

Project Arts is a week-long arts experience created to introduce first-year students to Durham while facilitating the growth of each student’s artistic endeavors in and around Duke. First-year students will start their time at Duke with an introduction to the local arts venues, restaurants, and culture in the city of Durham. During Project Arts, first-year students will have the opportunity to create lasting friendships with the upper-class students who lead this program, as well as other new students who share a passion for art. Together, students will have the chance to get to know the Duke and Durham arts community.

In this week, you will create an arts project within your preferred arts field, which will be composed of personal reflections of Durham and your transition to life at Duke. At the end of this week, your friends and family will be invited to attend the Project Arts Showcase, where your work will be presented/perform ed.

Along with your week-long project, you and your fellow first-years will:

- Participate in arts workshops at Duke’s Arts Annex.
- Watch a movie at the historic Full Frame Theater, housed in the old Power Plant.
- Escape to the natural sanctuary of the Eno River State Park for activities such as hiking and swimming.
- Enjoy Durham specialties such as Monut donuts and Carolina barbecue, and watch a Durham Bulls game.
- Attend Third Friday, a celebration of young artists, museums, and food trucks in the heart of Durham.

You will be housed on Duke’s campus. This will give you the opportunity to explore Duke, both East and West Campus, as you familiarize yourselves with academic buildings, on-campus restaurants, and the perfect study spots. You will also have the opportunity to tour campus performance and production spaces specific to your arts field.

Project Arts is run and designed by upperclassmen for first-year students who are passionate about creating art and further pursuing art at some level at Duke. Our staffers work with all skill levels; only eager “pArt”icipation is required.

Duke and Durham are well-known for the plethora of things there are to do, as well as to eat. As part of this pre-orientation program, you will be treated to some of the best adventures and eateries, all before you officially move into your new home.

ARTS OF PArts

The artistic disciplines encompassed by this program include:

- Music
- Theater
- Photography and Film
- Dance
- Creative Writing
- Visual Art
Project BUILD
BUILDING UNDERGRADUATE INVOLVEMENT IN THE LIFE OF DURHAM

Before the school year even begins, Project BUILD offers first-year students the opportunity to explore Duke and Durham, create lasting friendships, and become a part of one of the most tight-knit communities on campus. Project BUILD is a community service-based pre-orientation program in which 80 first-year students and 37 upperclass students bond through volunteer work and fun activities around Durham for eight days.

JOIN OUR COMMUNITY!
BUILD will undoubtedly be one of the most unforgettable and fun weeks of your Duke experience... just ask the upperclass students who cannot wait to come back each year! BUILDers begin forming strong relationships in one short week and eagerly plan reunions throughout the year. When the program ends, you’ll find yourself joining not just the Class of 2021, but also a dedicated, strong community of older friends and mentors who cannot wait to share all of their Duke experiences with you.

DO GOOD THINGS WITH GREAT PEOPLE!
By working with local and national service organizations all over the city, you will experience a meaningful introduction to Durham and all it has to offer. As a BUILDer, you’ll contribute to an incredible 4,000 hours of service performed during the week and engage in one of the largest service initiatives at Duke. Project BUILD will give you a unique foundation to get involved in lasting service commitments in the Duke and Durham communities.

Having such an expansive, close community has been invaluable for me. Such a strong foundation of friends gives BUILDers a home away from home at Duke.”
- Brian Buhr, 2017 Director

“BUILD was an incredible experience. It’s the perfect combination of community service and fun! It not only helped me create lasting friendships but also introduced me to amazing mentors.”
- Class of 2020 BUILDer
The Duke Summer Reading program is designed to give you the opportunity to share a common experience with other members of the Class of 2021. The assigned reading for this year is *The Prince of Los Cocuyos* by Richard Blanco. A copy of the book will be mailed to you this summer (it is included in this packet for international students), and you will be expected to read it before you arrive to campus.

**EAST CAMPUS MOVE-IN**
**TUESDAY, AUGUST 22**
Your move-in time will be determined by your housing assignment, which you will be notified of in June. Move-in occurs in multiple shifts to help ease the traffic congestion on East Campus. At your assigned move-in time, please proceed directly to your East Campus residence hall where First-Year Advisory Counselors (FACs) will greet you and help you move in. Please pay special attention to the map and directions available online when you receive your housing assignment including which East Campus entrance you should use on move-in day to ensure the most hassle-free traffic route to your residence hall.

Here are a few other helpful tips for what to do on move-in day:

- **Pick up your Blue Devil Delivery order** (textbooks, computers, linens) at Lilly Library. The Duke University Stores Blue Devil Delivery catalog will be mailed to you in mid-May.
- **Sign up for a local bank account** Local bank representatives, including individuals from the Duke Credit Union, will be available on East Campus.

**ORIENTATION WELCOME WEEK**
Orientation Welcome Week is a critical component to easing your transition to Duke, and is, therefore, MANDATORY for all students. Coupled with programming in the summer, into the semester, and the Blue Book, Orientation Week will ensure you are ready to excel at Duke. Highlights include academic advising, convocation, Night at the Nasher, and our night at Durham Performing Arts Center (DPAC).

**PARENTS’ ORIENTATION**
Special events for parents will be held on Tuesday, August 22, 2017 and Wednesday, August 23, 2017 to help answer any questions they have. The activities for parents will conclude Wednesday evening, so travel plans should be made accordingly.

For more information and a detailed schedule, visit studentaffairs.duke.edu/parents/first-year-parents.

**MEALS?**
Have questions about how your meal plan will work during orientation? We’ve provided a reference guide on page 7 in the Living at Duke section of this Blue Book.

**PARENTS’ ORIENTATION**
August 22-23
studentaffairs.duke.edu/parents/first-year-parents

**QUESTIONS?**
Call 919-684-3511 or email studentorientation@duke.edu
International House is very excited to welcome you to Duke University and to the International Orientation on Sunday, August 20 and Monday, August 21. We hope Duke and International House will be a place for you to connect, learn, and grow.

Who should attend?
You should attend International Orientation if any of the following pertains to you:

- You live outside the US
- You were born outside the US, but now live in the US and feel connected to the international community
- You have lived outside the US for a portion of your life
- You consider yourself a global nomad/third culture kid

What should I expect at International Orientation?

- Get to know other first-year students, upperclass international and domestic students, and the I-House staff
- Build a sense of community among all the new international students
- Become familiar with the Duke campus
- Get a head start and move in early before the Orientation Week begins

International Orientation begins with Early Move-in on Friday, August 18, that is five days prior to New Student Orientation Week for all new undergraduate students.

As you consider your pre-orientation options, International House wants you to consider the following:

What happens to my move-in date?
The students who register and attend the International Orientation will be allowed to move into their residence halls early, either on Friday, August 18 or Saturday, August 19. We encourage you to move in on Friday so that you have enough time to rest, get over jet lag, and be ready for the orientation.

If you are not attending our International Orientation, your move-in date will be Tuesday, August 22 (same as the rest of the first-year students).

What about my family members who are accompanying me?
There will be activities and information organized for your parent(s) or family members who are accompanying you to Duke. Please tell your family about it and mark the dates below!

- **Sunday, August 20 and Monday, August 21, 2017:** International Orientation for Parents and Families
  To register or to find out more about International Orientation for Parents and Families, go to: studentaffairs.duke.edu/ihouse/intl-undergraduate-students/international-familyparents-orientation

Are there any programs my family and I can attend together?
Yes, you and your family are invited to attend the Welcome Reception on Monday, August 21 at the Nasher Museum of Art.
Who is my IHOP?
This year we have a team of 17 upperclass student leaders called International House Orientation Peers (IHOP). They are a unique group of students who can offer their suggestions on how to make your Duke experience as enriching and rewarding as possible. You will be assigned an IHOP and he/she will correspond with you through email during June and July. To learn more about your IHOP and the rest of the team, please check out their biographies:

studentaffairs.duke.edu/ihouse/intl-undergraduate-students/meet-your-ihops

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 attended our orientation that International Orientation helped them not only thrive at Duke, but also connect with people who ended up becoming their close friends.

Usually, once the semester starts, it is hard to find other international students who share similar experiences as yourself. International Orientation is an opportunity for you to:

• Make connections with other first-year international students before you are thrown into the bigger crowd of all the new students.
• Be welcomed and supported by the IHOP team who can share their past experiences as new students.
• Learn more about academic and cultural adjustments, U.S. American culture, residence life, and how to initiate and develop friendships.
• Move in before the rest of the undergraduate students and get settled into your residence hall.

How do I register for International Orientation?
We hope you will join us for the International Orientation as well as other pre-orientation activities. Please remember that registration is required and must be completed by Friday, June 30, 2017. To register go to: studentaffairs.duke.edu/ihouse/intl-undergraduate-students/international-undergraduate-orientation.

If you have any questions or concerns, please contact International House at esra.mason@duke.edu or telephone: 919-684-3585.

What does International look like at Duke?
International students represent approximately 14% of the undergraduate student body. There are students from more than 80 nations presently studying at Duke. After the United States, these are the top five countries with the greatest undergraduate representation:

1. China
2. South Korea
3. Canada
4. Singapore
5. India

Curious if there are other students at Duke from your home country?
Please check out: visaservices.duke.edu/about/statistics.php

Congratulations on making it here and get ready for the most diverse and eventful experience of your lives: the Duke experience!
International Orientation was a great time for me. It was a fun 2 days filled with activities that really helped me bond with other international students.
While a lot of your friends here at Duke will be Americans some of your most meaningful relationships will be with international students, undergoing the same experience as you. International Orientation is a great chance to get to know them as well as this new place.”
- Rohan Agarwal, Kolkata, India
Class of 2020

AIRPORT PICKUP?
If you are traveling alone and this is your first time to the US, please make sure to request the AIRPORT PICKUP option when completing the online registration for International Orientation. If you are traveling with others, please see the link for transportation options available from the Raleigh-Durham International Airport (RDU):

studentaffairs.duke.edu/ihouse/intl-undergraduate-students

INTERNATIONAL HOUSE:
DATES & DEADLINES

June 30: Registration deadline for both International Orientation and International Orientation for Parents and Families
August 18-19: International Orientation Early Move-In
August 20-21: International Orientation & International Orientation for Parents and Families
August 21: International Welcome Reception
August 22: New Student Orientation begins for all undergraduate students

Curious if there are other students at Duke from your home country?
Please check out: visaservices.duke.edu/about/statistics.php

Orientation | 9
Unsure of which classes to register for? Want to chat with administrators and students about orientation programs? Join us online for opportunities to engage in real time to answer your pressing questions. Make your transition easy with help from New Student Programs!

Our Summer Transition Series will help the Class of 2021:

• **INTERACT**: Meet influential members of the Duke community.
• **COMMUNICATE**: Talk directly with “experts” regarding topics that interest YOU.
• **CONNECT**: Watch all sessions conveniently online. It’s as easy as checking your email.

### SUMMER TRANSITION SERIES SCHEDULE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, May 24</strong></td>
<td>Campus Resources: Housing, Dining, Financial Aid, Office of Information Technology &amp; IT Security: 4-5 pm EDT</td>
</tr>
<tr>
<td><strong>Wednesday, June 7</strong></td>
<td>International Student Orientation: 10-11 am EDT</td>
</tr>
<tr>
<td><strong>Tuesday, June 20</strong></td>
<td>Trinity Registration/Advising: 4-5 pm EDT</td>
</tr>
<tr>
<td><strong>Wednesday, June 21</strong></td>
<td>Pratt Registration/Advising: 4-5 pm EDT</td>
</tr>
<tr>
<td><strong>Thursday, June 22</strong></td>
<td>Pre-Health Advising: 4-5 pm EDT</td>
</tr>
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Details for participating in the live events will be sent to all students via their Duke email 48 hours prior to start. If you can’t participate during the scheduled times, you will find a recording of the presentation at studentaffairs.duke.edu/new-students the following day. While you wait for these webinars, check out our STS “Top 5” video series at: studentaffairs.duke.edu/new-students/summer-transition-series.

All programs are hosted over the Internet and software requirements are minimal to participate. If you check email and are able to view a YouTube video, your system is compatible. Stay tuned to your Duke email and social media for a series of pre-recorded videos with helpful tips about these topics.

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**DON’T FORGET!**

Submit Your Photo for the First-Year Directory!

Each year the Duke Alumni Association publishes a hard-copy pictorial directory of all first-year students as a gift for members of the incoming class. Please submit a picture by June 16 to dukefreshmendirectory.com. If your parents would like to order an additional copy, they can do so via the online form.

*Welcome to the Duke family!*
WHAT'S TO COME

30 Days to Duke

Orientation Week
August 22-27, 2017
After move in, it's time to start getting acquainted with life at Duke. Orientation will be the place where you'll get to start making friends, learn more about Duke, and get connected to campus!

First Big Week
August 28 - September 4, 2017
First Big Week is an exciting Duke tradition that welcomes undergraduate students back to campus with community-focused activities, events and performances.

Get Mobile
Download Duke Guides in your app store for access to:
- Orientation Week Schedule
- First Big Week Schedule
- Additional Blue Book Resources
- & More!
WHAT'S TO COME
2021

30 Days to Duke
Each day leading up to move in, the 30 Days to Duke Crew will release fun and informative multimedia content via email and Facebook to help your Duke transition.

Orientation Week
August 22-27, 2017
After move in, it's time to start getting acquainted with life at Duke. Orientation will be the place where you'll get to start making friends, learn more about Duke, and get connected to campus!

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