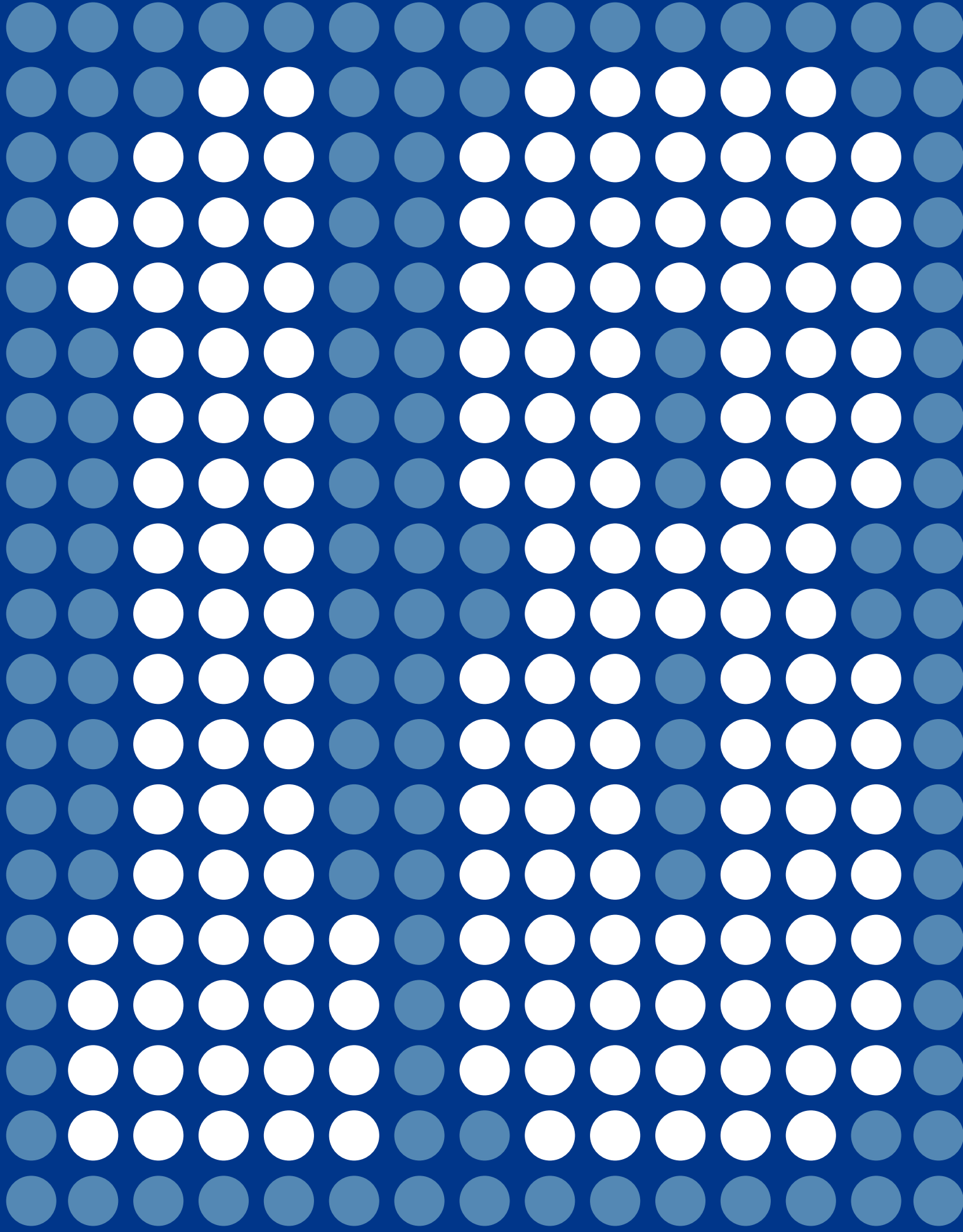


BLUE BOOK

DUKE UNIVERSITY



BLUE BOOK

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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 review and complete each section. We know you will find the Blue Book helpful 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.

MyDuke is the site to access your personal information and must-have Duke links. You'll find your **New Student Checklist** there to keep track of tasks and deadlines during the summer. You'll also find your Duke email, which you should check regularly, as it is the university's official means of communication.

STEP 1: Go to my.duke.edu.



STEP 2: Login with your **NetID** and **password**. If you need NetID help, call OIT at 919-684-2200 or send an email to help@oit.duke.edu.



STEP 3: Find **New Student Checklist** to track tasks and deadlines.



communication tools

Start Here

MY.DUKE.EDU/STUDENTS - Personal info & important links

Navigate Campus

CALENDAR.DUKE.EDU - University events calendar

STUDENTAFFAIRS.DUKE.EDU - Student services, student groups, cultural centers

DUKELIST.DUKE.EDU - Duke's Free Classifieds Marketplace

Stay Safe

EMERGENCY.DUKE.EDU - Campus emergency/extreme weather updates

STUDENTAFFAIRS.DUKE.EDU/DUKEREACH - Report concerns about student health and behavior

Study

ACES.DUKE.EDU - Course registration, grades, accounts

SAKAI.DUKE.EDU - Online course materials

Get Informed

TODAY.DUKE.EDU/STUDENTS - Your site for university student news and The Short List: Your weekly update of the top 5 events and deadlines

Social Media

FACEBOOK.COM/DUKETODAYSTUDENTS

TWITTER.COM/DUKESTUDENTS

INSTAGRAM.COM/DUKESTUDENTS

Important Dates

✓	DUE DATE	REQUIRED FOR ALL STUDENTS	SEE PAGE
<input type="radio"/>	May 30, 2014	Housing	Living, p.1
<input type="radio"/>	May 30, 2014	Dining Plan	Living, p.6
<input type="radio"/>	June 2, 2014	Academic Profile Opens	Registration
<input type="radio"/>	June 16, 2014	Bookbagging Opens	Registration
<input type="radio"/>	June 20, 2014	Class Directory Photo/Info	Back cover
<input type="radio"/>	June 30, 2014	Immunizations	Living, p.10
<input type="radio"/>	July 2, 2014	Final School Report Form	Introduction, p.7
<input type="radio"/>	July 8, 9, 10, 2014	Registration	Registration, p.1
<input type="radio"/>	July 15, 2014	DukeCard Photo	Living, p.18
<input type="radio"/>	August 1, 2014	Fall 2014 Tuition and Fees	Living, p.13
<input type="radio"/>	August 18, 2014	Part 1 of AlcoholEdu	Living, p.19
<input type="radio"/>	August 19, 2014	Move-in Day	Orientation, p.11
<input type="radio"/>	August 19, 2014	Orientation Begins	Orientation, p.11

✓	DUE DATE	OPTIONAL ACTIONS	SEE PAGE
<input type="radio"/>	May 30, 2014	Fall 2014 Focus Program Application (Rolling admission begins February 1, 2014)	Learning, p.11
<input type="radio"/>	June 6, 2014	Pre-Orientation Application	Orientation, p.1
<input type="radio"/>	July 31, 2014	Computer Orders through Blue Devil Delivery	Orientation, p.12
<input type="radio"/>	July 31, 2014	Textbook Orders through Blue Devil Delivery	Orientation, p.12
<input type="radio"/>	August 1, 2014	Changes to Fall 2014 dining plan	Living, p.6
<input type="radio"/>		Parking Permit (<i>optional</i>)	Living, p.4
<input type="radio"/>		FLEX Account (<i>optional</i>)	Living, p.18

- **NOTE TO LATE MATRICULANTS** – If you are admitted to Duke over the summer, you still need to complete all the information online as soon as possible. The personal and health insurance information is required of all students. If ACES registration has closed (after July 18), contact the Academic Advising Center at 919-684-6217 so that you can enroll in four 1.0 credit courses.
- **NOTE TO PARENTS** – 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. Both the Blue Book and the section “Registration Instructions” can be downloaded as PDFs from the MyDuke site, trinity.duke.edu/advising/first-year (Trinity), or pratt.duke.edu/first-year-plan (Pratt). If your son or daughter has access to a computer and the Internet, he or she can complete all the required tasks and registration while away from home. If this is not possible, contact the Office of the University Registrar at 919-684-2813 to make alternate arrangements.

NOTES:

A fold-out calendar outlining summer dates and deadlines is included in your Blue Book.

PlanningCalendar

5/30/14	Deadline: Apply for Fall 2014 Focus Program
5/30/14	Due date for Fall 2014 dining plan selection
5/30/14	Due date for housing application
6/2/14	Academic Profile opens for Fall 2014
6/6/14	Deadline: Register for Projects Search, WILD, BUILD, and Waves
6/15/14	Final Focus Program acceptance notice sent via email
6/16/14	Deadline: Complete Fall 2014 Academic Profile; Bookbagging Opens
6/18/14	Housing assignments available
6/30/14	Deadline: Immunization forms due to Student Health
7/2/14	Deadline: Final School Report form due to Undergrad Admissions
7/8/14 - 7/10/14	Registration windows open at noon (EDT) each day
7/4/14	Deadline: Registration for International Orientation
7/18/14	Registration ends temporarily for Fall 2014 classes
8/1/14	Due date for Fall bill payment
8/1/14	Deadline: Fall 2014 dining plan changes due
8/17/14 - 8/18/14	International Student and Parent Orientation
8/18/14	Deadline: Part 1 of AlcoholEdu due
8/19/14	Residence halls open for move-in
8/19/14 - 8/24/14	Orientation
8/20/14	Undergraduate convocation at 11:00 am
8/20/14	Registration re-opens for Fall 2014 Classes
8/20/14 - 8/22/14	Meet with advisor to discuss classes
8/25/14	First day of Fall Semester classes
9/1/14	Labor Day; Classes in session
9/5/14	Drop/add ends for Fall 2014 classes
10/4/14	Founders' Day Convocation
10/10/14	Fall break begins at 7:00 pm
10/15/14	Classes resume
10/21/14	Deadline: Part 2 of AlcoholEdu due

Calendar dates are color-coded according to topic area

Living at Duke
 Registration
 Learning at Duke
 Orientation

10/24/14 - 10/26/14	Parents' & Family Weekend	
11/5/14	Registration begins for Spring 2015 classes	
11/19/14	Registration windows end for Spring 2015 classes; drop/add begins	
11/25/14	Thanksgiving recess begins at 10:30 pm	
12/1/14	Classes resume	
12/5/14	Fall Semester classes end	
12/6/14 - 12/8/14	Undergraduate reading period	
12/9/14	Final exams begin	
12/14/14	Final exams end at 10:00 pm	
12/15/14	Winter break begins (residence halls close)	
12/15/14	Deadline: Spring 2015 dining plan changes due	
1/3/15	Residence halls open at noon for spring semester	
1/4/15 - 1/6/15	2015 Winter Forum	
1/7/15	First day of Spring 2015 classes	
1/19/15	Martin Luther King, Jr. holiday; no classes	
1/21/15	Drop/add ends for Spring 2015 classes	
2/16/15	Registration begins for Summer 2015 classes	
3/6/15	Spring recess begins at 7:00 pm	
3/16/15	Classes resume	
4/1/15	Registration begins for Fall 2015 classes	
4/10/15	Registration windows end for Fall 2015 classes; drop/add begins	
4/22/15	Undergraduate classes end for Spring 2015	
4/23/15 - 4/26/15	Undergraduate reading period	
4/27/15	Final exams begin	
4/29/15	Undergraduate reading period from 9 am - 2 pm	
5/1/15	Deadline: Reapply for Financial Aid 2015-2016	
5/2/15	Final exams end at 10:00 pm	
5/3/15	Residence halls close for summer on East Campus	
5/10/15	Graduation exercises; conferring of degrees	

Contacts

STUDENT SUPPORT SERVICES

(Area code for all numbers is 919)

Academic Advising Center/Trinity	advising.duke.edu	684-6217
Academic Resource Center	duke.edu/arc/	684-5917
Bursar's Office - Student Accounts	bursar.duke.edu/	684-3531
Bursar's Office - University Cashiering	bursar.duke.edu/	684-4773
Career Center	studentaffairs.duke.edu/career	660-1050
Counseling and Psychological Services (CAPS)	studentaffairs.duke.edu/caps	660-1000
Duke Dining	studentaffairs.duke.edu/dining	660-3900
DukeCard Office	dukecard.duke.edu/	684-5800
Duke Police	duke.edu/police/	684-2444
Duke Stores Administrative Office	dukestores.duke.edu	684-2065
Duke University Computer Store	dukestores.duke.edu/cpustore/	684-8956
Duke University Textbook Store	dukestores.duke.edu/textbook.php/	684-6793
Financial Aid Office	financialaid.duke.edu/	684-6225
Global Education for Undergraduates/Study Abroad	globaled.duke.edu	684-2174
International House	studentaffairs.duke.edu/ihouse	684-3585
New Student Programs (Orientation)	studentaffairs.duke.edu/new-students	684-3511
Office of the University Registrar	registrar.duke.edu/	684-2813
OIT (Office of Information Technology)	oit.duke.edu/	684-2200
Parent & Family Programs	studentaffairs.duke.edu/parents	684-6389
Parking & Transportation Services	parking.duke.edu/	684-7275
Post Office - East Campus	postoffice.duke.edu	684-3331
Pratt School of Engineering / Dean's Office	pratt.duke.edu/	660-5386
PreBusiness Advising	advising.duke.edu/prebusiness	684-6217
PreGraduate Advising	advising.duke.edu/pregraduate	684-2075
PreHealth Advising	prehealth.duke.edu	684-6217
PreLaw Advising	advising.duke.edu/prelaw	684-2865
Housing, Dining and Residence Life	studentaffairs.duke.edu/hdrl	684-4304
Student Affairs	studentaffairs.duke.edu/	684-3737
Student Disability Access Office	access.duke.edu/	668-1329
Student Health Center	studentaffairs.duke.edu/studenthealth	681-9355
Undergraduate Education	undergraduatedean.duke.edu/	668-3420

FINAL SCHOOL REPORT

TO THE STUDENT:

Please complete the information below and submit this form to your counselor. This form and a copy of your final transcript must be received by the Admissions Office before July 2, 2014.

Check one: ☐ Trinity College of Arts & Sciences ☐ Pratt School of Engineering

Check one: ☐ Early Decision ☐ Regular Decision

Name of candidate (Please print clearly): _____

Address: _____

E-mail address: _____

TO THE COLLEGE ADVISOR:

Please complete the information below and return this form along with a copy of the student's final transcript to the Office of Undergraduate Admissions by July 2, 2014. Please contact the Office of Undergraduate Admissions in writing if this date is problematic.

Name of secondary school: _____

Candidate was graduated on _____ month/day/year Candidate's final numerical rank is _____ in a class of _____ students.

Final Estimate and Recommendation

To the best of your knowledge, has there been any significant change in this student's scholastic ability, academic performance, or personal character or conduct since the beginning of the calendar year? ☐ Yes ☐ No If so, please discuss in the space below or on the back of this sheet.

The Admissions Office routinely reevaluates the application of every accepted student who received a grade of "C" or lower in his/her final semester. If this student received such a grade, please comment as well as you can on the reasons for this grade.

Please discuss any circumstances, incidents, etc. during the candidate's senior year that a) affected secondary school performance, b) may affect university-level performance, or c) should be taken into account in advising this student and in planning his/her schedule. (Feel free to continue on the back of this sheet.) And **thank you** for taking the time to fill out this form.

Date: _____ Signature of Principal or Counselor: _____

PLEASE ATTACH A COPY OF THE STUDENT'S FINAL TRANSCRIPT TO THIS REPORT.



16 weeks and counting! In the coming months, careful planning will ensure your transition to Duke is a smooth and enjoyable one. Use this scheduling guide to track important dates and deadlines, and to coordinate any special arrangements you wish to make. Don't wait to get started. Begin your preparations now.

IMPORTANT DATES AND DEADLINES ARE NOTED BELOW WITH THESE COLOR CODES:

Living at Duke Learning at Duke Registration Orientation Event

A LIST OF EVENTS AT DUKE CAN ALSO BE FOUND ONLINE AT THE FOLLOWING LINK:
calendar.duke.edu/



SummerTransition
Series2014
(STS2014)

- Providing online opportunities in real-time, for the incoming Class of 2018.
- INTERACT: Meet influential members of the Duke community.
 - COMMUNICATE: Talk directly with "experts" regarding topics that interest YOU.
 - CONNECT: Find all programs conveniently online, as easily as checking your email.
- See the inside back cover of your Blue Book for Summer Transition Series details.

may

S	M	T	W	T H	F	S
11	12	13	14	15	16	17
Primary Dining Plan change period for Fall 2014						
18	19	20	21	22	23	24
Primary Dining Plan change period for Fall 2014						
25	26	27 STS2014 Topic: Housing Assignments	28	29	30 Deadlines: Dining plan selection and Housing application due Focus Program applications due	31
Primary Dining Plan change period for Fall 2014						

june

S	M	T	W	T H	F	S
1	2 Academic Profile opens	3	4	5 STS2014 Topic: Undergraduate International Student Orientation	6 Deadline: Pre-orientation registration	7
Begin Academic Profile in ACES						
8	9 STS2014 Topic: Office of Information Technology (OIT)	10	11	12	13	14
Begin Academic Profile in ACES						
15 Focus Program acceptance email sent	16 Bookbagging opens	17	18 Housing assignments available via MyDuke	19	20 Deadline: Class Directory photo & info	21
Bookbag classes and Validate your schedule						
22 Fall bills available in ACES	23 STS2014 Topic: Pratt Advising (Pre-registration)	24 STS2014 Topic: Pre-Health Academic Advising	25	26	27	28
Bookbag classes and Validate your schedule						
29	30 Deadline: Immunization forms due	Bookbag classes and Validate your schedule				

	<p>1</p> <p>STS2014 Topic: Trinity Advising (Pre-registration)</p>	<p>2</p> <p>Deadline: Final School Report form due to Admissions</p>	<p>3</p>	<p>4</p> <p>Deadline: Intern'l Orient. Registration</p>	<p>5</p>
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Bookbag classes and **Validate** your schedule

STS2014
Topic: Financial
Aid@Duke

Secondary Dining Plan change period for Fall 2014

Enroll in Fall Classes

Deadline: DukeCard photo due
STS2014 Topic: Understanding Your Meal Plan

Drop/Add period

Secondary Dining Plan change period for Fall 2014

Secondary Dining Plan change period for Fall 2014

1	2
STS2014 Topic: Student-to-Student Panel Deadline: Fall bill payment due	

Arrival: PSearch Pre-orientation students	Arrival: PWILD Pre-orientation students	Arrival: PSearch orientation students	Arrival: PWILD orientation students	Arrival: PSearch orientation students	Arrival: PWILD orientation students	Arrival: PSearch orientation students	Arrival: PWILD orientation students
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Arrivals: PWaves, PBUILD, PChange Pre-orientation	International Student Move-in: *Only for International students attending International Orientation
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Activity	Days	Time	Location	Cost	Notes
Int'l Student Move-in*	Sept. 1	12:00-4:00	Student Union	Free	For international students only

	Deadline: Part 1 of AlcoholEdu due	Residence halls open	Undergraduate Convocation 11am	1st Board meal: Breakfast		
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Activity	Percentage
Advisor meetings	33%
Writing	22%
Research	11%
Teaching	11%
Other	13%

International Orientation New Student Orientation

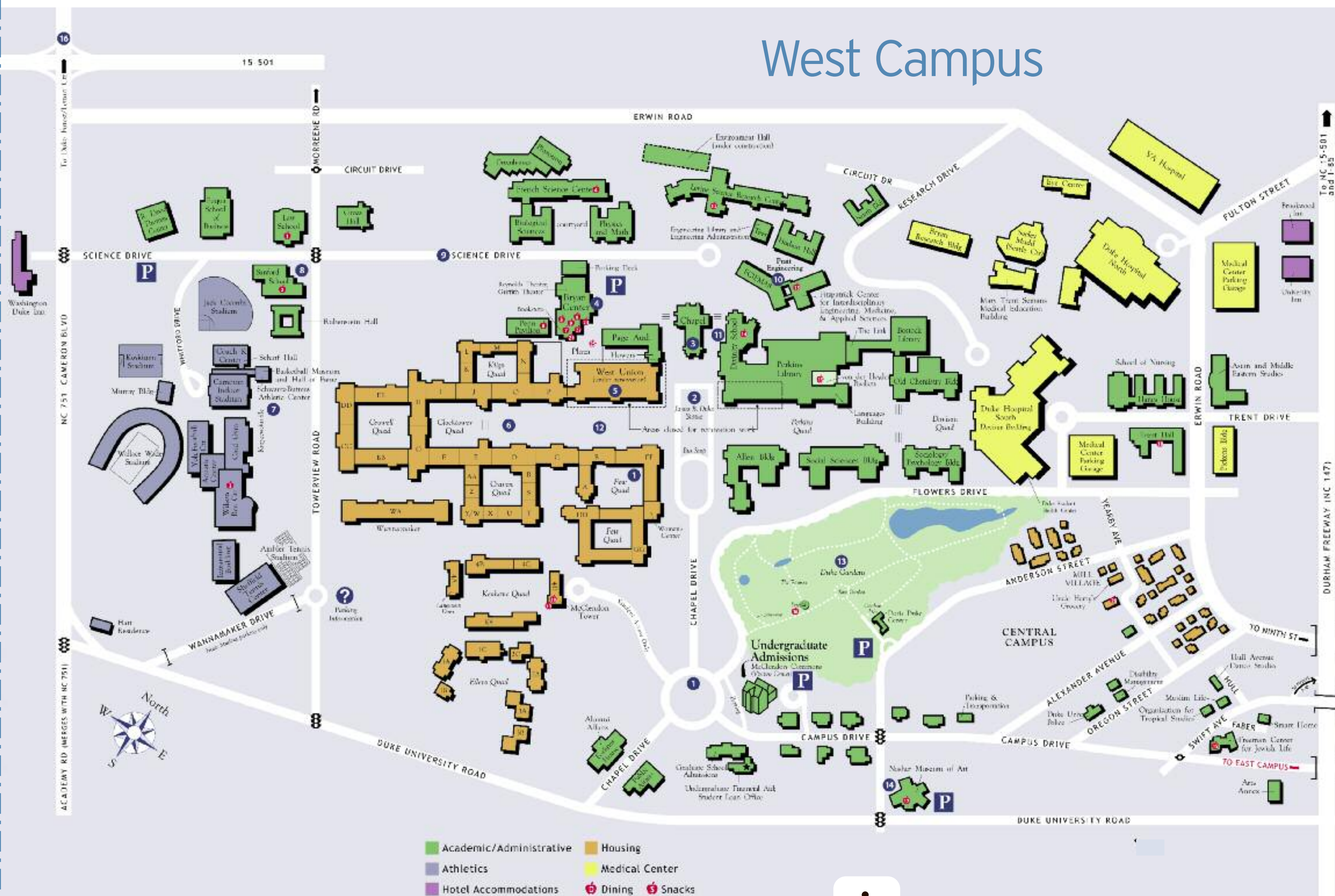
First day
of classes!

Registration/Drop/Add period through September 5

Registration/Drop/Add period through September 5

Gender	Percentage
Male	50%
Female	49%
Other	1%

West Campus



For campus accessibility maps, visit maps.duke.edu/



East Campus

WEST CAMPUS:

- 1 Few Quad
- 2 James B. Duke statue
- 3 Duke Chapel
- 4 Bryan University Center
- 5 West Union
- 6 Residential quads
- 7 Intramural and varsity athletic facilities
Cameron Indoor Stadium
Wallace Wade Football Stadium
Koskinen Stadium
Jack Coombs Baseball Stadium
- 8 Terry Sanford School of Public Policy
- 9 Research facilities
- 10 Pratt School of Engineering
- 11 Divinity School
- 12 West Campus Quad
- 13 Sarah P. Duke Gardens
- 14 Nasher Museum of Art

EAST CAMPUS:

- 16 Friedl Building
- 17 Residence halls
- 18 East Campus Union and Marketplace
- 19 Ark
- 20 Statue of Benjamin N. Duke
- 21 Baldwin Auditorium
- 22 Mary Duke Biddle Music Building
- 23 Brodie Recreation Center
- 24 Bell Tower Residence Hall, Trinity College bell
- 25 Lilly Library
- 26 Carr Building
- 27 West Duke Building
- 28 Statue of Washington Duke
- 29 East Duke Building
- 30 Sower statue



DUKE UNDER CONSTRUCTION

Heads up!

It's an exciting time to come to Duke. We are in the midst of some major renovations in the heart of campus, so you will see cranes, hard hats, and scaffolding. We're adding a premier dining facility, student activity rooms, and an atrium in the West Union to complement the new Penn Pavilion and the updated Bryan Student Center and Plaza. Watch the transformation take place in real time on the video cam on our Student Affairs site.

We're also restoring parts of Duke Chapel and making room in our stately Perkins Library for new, temperature-controlled stacks and collaborative study spaces.

We're sure you'll love the final product, so bear with us.
Your class is lucky - it will be one of the first to reap the benefits!

DINING OPTIONS:

- 1 **Law Café:** Hot, healthy home-made meals with vegetarian, vegan, and gluten free menu items.
- 2 **Saladelia Café @ Sanford:** Public-policy themed eatery serves sandwiches customized to order, fresh salads, gourmet soups, and specialty pastries.
- 3 **Quencher's:** Offers energizing smoothies, fresh-cut exotic fruit, energy bars, nutritional supplements, and trail mixes that complement your healthy lifestyle.
- 4 **Dolce Vita:** Full Service Coffee Bar serving mostly Organic Fare, Mightly Leaf Tea, sandwiches, salads, wraps, and pastries.
- 5 **McDonald's:** Offers a full menu for breakfast, lunch, and dinner including burgers, salads, and chicken.
- 6 **Loop Pizza Grill:** Features pizza, gourmet salads, fresh grilled fish, burgers, soups, desserts, and a "Life Menu" for health-conscious eaters.
- 7 **Au Bon Pain:** Open for breakfast, lunch, and dinner with breakfast served all day. Features sandwiches, soup, salads, bakery items, and coffee.
- 8 **Penn Pavilion:** Multiple venues offering Southwestern, Italian, Deli, Bistro, Comfort, Sushi, Indian, salads, soups, and Grab-n-Go fare.
- 9 **Red Mango (Bryan Center):** A recent addition to Duke Dining and the Bryan Center, Red Mango was voted "Best Smoothie/Frozen Yogurt" and "Top Healthy Options within the Quick Refreshments Chains" by Zagat!
- 10 **Bella Union:** Brews fresh coffee and offers fresh pastries, wraps, salads, and novelty snack foods.
- 11 **Pitchfork Provisions:** Offers 24 hours of cold and hot sandwiches, salads, and wings.
- 12 **Blue Express:** Offers a Mediterranean menu, including hot and cold sandwiches, hearty entrees, fresh salads, and desserts.
- 13 **Twinnie's:** This Irish pub offers hot-out-of-the-oven breakfast pastries, made-to-order sandwiches, and fresh entree salads in addition to classic blends of coffee and beer on tap.
- 14 **Divinity Café:** "Green" environmentally-friendly eatery serves hot breakfast and lunch with fresh, conventional, vegetarian, and Vegan options.
- 15 **Saladelia @ The Perk:** Offers fair trade, organic tea and locally roasted coffee with homemade desserts and pastries. Also serves healthy signature sandwiches, wraps, salads, and soups.
- 16 **Terrace Cafe:** Offers fresh-made sandwiches and salads, ice cream bars, gourmet baked treats, and hot and cold beverages.
- 17 **Nasher Museum Cafe:** This sit-down restaurant serves a variety of locally grown and organic dishes, as well as upscale desserts and cappuccino-style beverages.
- 18 **Grace's Cafe:** Features authentic Asian cuisine, as well as a selection of traditional American breakfast and lunch food.
- 19 **Freeman Center for Jewish Life:** Features a gourmet Kosher kitchen that serves dinner Monday through Thursday, with special meals for Friday Shabbat and Jewish holidays. Special options for vegetarians and those with dairy allergies.
- 20 **Trinity Cafe:** East Campus' very own coffee bar serves gourmet coffees, bubble tea, and fresh pastries. Light entrees, including salads, sandwiches, and sushi, are also available.
- 21 **Marketplace:** Features an all-you-care-to-eat breakfast, dinner, and weekend brunch and a-la-carte weekday lunch. Options include hot and cold breakfast items, made-to-order pasta, rotisserie meals, gourmet pizza, ethnic cuisine, a full grill menu, and a salad bar.
- 22 **JB's Gourmet Dogs and More:** Fresh baked local buns, great dogs, fresh made toppings, and creative hot dog combinations.
- 23 **Panda Express (Bryan Center):** From traditional Chinese favorites to fresh new taste creations, wok cooked and served fast.
- 24 **Joe Van Gogh (Bryan Center):** Offering fresh locally roasted organic fair trade coffee and local pastries.
- 25 **Greek Devil (BC Plaza):** Serving Grab-n-Go Greek cuisine.
- 26 **Food Factory at Devil's Bistro (Central Campus):** Lunch, dinner and late night sandwiches, salads, pizza, burgers, grab and go and dinner specials.

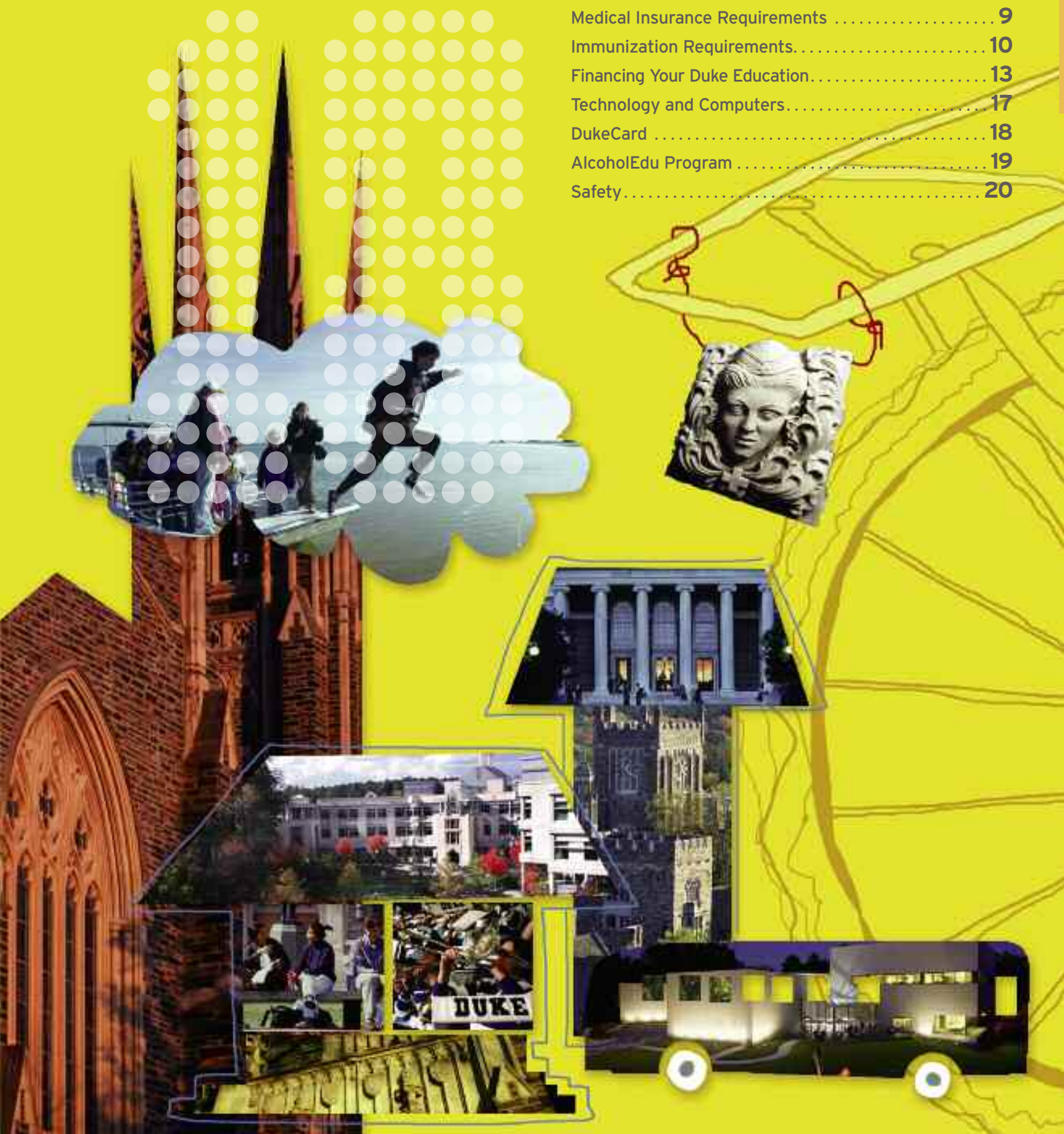
For more information, including restaurant hours of operation, please visit:

dining.duke.edu/venues-menus-hours

Living at Duke

This section contains all the information you will need to become a part of the Duke campus community including:

Housing Information.....	1
Housing and Dining Application Information.....	5
Dining Information	6
Medical Insurance Requirements	9
Immunization Requirements.....	10
Financing Your Duke Education.....	13
Technology and Computers.....	17
DukeCard	18
AlcoholEdu Program	19
Safety.....	20





Don't forget to pack...

We asked some members of the Class of 2017 what they found particularly useful to have brought to Duke. This list is not comprehensive—nor is anything required.

Of course, there are many college packing lists!

- ☐ Umbrella & rain boots
- ☐ Tupperware/plastic food containers
- ☐ Power strips and extension cords
- ☐ Hat & gloves
- ☐ Command strips for hanging things on the wall
- ☐ Shower shoes & caddy
- ☐ Reusable water bottles and coffee mugs
- ☐ Super glue
- ☐ First-aid kit
- ☐ One dress outfit

YOU@DUKE

As part of Duke's continuing commitment to student development, the Class of 2018 will be the focus of a new project about the undergraduate experience at Duke. This landmark project, which is funded by the Duke Endowment, is managed by a team of distinguished facul-

ty members and student affairs administrators and staff. We are asking you—as new students and parents—to share your experiences and unique perspective on college life and beyond. We ask that you complete the YOU@DUKE survey at www.youatduke.org before July 1st.

Housing

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

Room Assignments on East Campus:

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@studentaffairs.duke.edu). Gender-neutral housing is defined as students of the opposite gender sharing the same bedroom and bathroom.

Roommates must mutually request each other and must also both request gender-neutral housing.

SINGLE? DOUBLE? TRIPLE?

First-year students can 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.

Students who choose to live in a single room should note that single rooms may not be available 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. Students will vote at the beginning of each semester to have bathrooms locked or unlocked.

AC OR NON-AC?

Three residence halls on East Campus (about 1/3 of the bedspaces) are air conditioned. How do you live in Durham, NC without AC? For halls without AC, bring a fan and utilize the air-conditioned commons rooms. Temperatures may be warm for the first few weeks, but cool off by mid-September. Students are not able to preference living in an AC or non-AC building.

DEADLINES MATTER

HDRL makes every effort to meet the preferences (roommate, room type, medical needs, etc.) for students returning all required materials by the May 30, 2014 deadline. We cannot guarantee that a student's preferences will be met.

Who's Who?

RESIDENTIAL STAFF

RA

Resident Assistant; a student leader assigned to your floor; 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; serves as an academic advisor

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:
undergraduadedean.duke.edu/programs/faculty-in-residence/

HOUSING, DINING AND RESIDENCE LIFE

Dining: telephone: 919-660-3900 | email: dining@duke.edu | url: dining.duke.edu

Housing: telephone: 919-684-4304 | email: housing@studentaffairs.duke.edu | url: studentaffairs.duke.edu/hdrl



Questions about housing?
View our FAQ video at
studentaffairs.duke.edu/new-students/blue-book

MEDICAL / DISABILITY HOUSING INFORMATION

Special Housing Request Procedures

HDRL works in conjunction with Counseling and Psychological Services (CAPS), the Student Disability Access Office (SDAO), and Student Health 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 approved for an air-conditioned accommodation may be assigned to a centrally air-conditioned residence hall OR may have a window unit installed in a non- air-conditioned residence hall. Please note that both centrally air-conditioned rooms and window unit rooms do incur an additional housing fee.

Students who need special housing accommodations should follow the procedures outlined at studentaffairs.duke.edu/hdrl/apply-housing. Deadline for requests is June 5, 2014.

The Focus Program

Focus Program students share in all the excitement of the first year while also taking part in a close-knit intellectual and social community. Students in first-semester Focus Program clusters live in the same residence hall, but also share it with other first-year students, enabling them to form a companionable academic and social unit while encouraging interaction with all their first-year classmates. **Please note that as we make assignments, participation in the Focus program supercedes most other housing preferences.** For more information go to focus.duke.edu.

Living/Learning Communities on East Campus

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, and
- the abuse of prescription medications

Students who do not honor the contract will be relocated to a different community.

PERFORMING ARTS LIVING/LEARNING COMMUNITY

Interested in music, drama, or art? The Performing Arts Community (PAC) 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.

PAC 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 commons room. Participation in these events is always optional.

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

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 on-going 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

ON CAMPUS:

SPECIAL DELIVERY

You will receive an e-mail with your official campus address in early July, and your mailbox in the Bryan Center will be active in your name beginning Aug. 15.

You should always include your room and dorm, street address, box number, and zip code in your address, like this:

Chris Bluedevil
Rm 302 Higgins Dorm
123 Main Quad Street
Duke Box 93714
Durham, NC 27708-3714

Duke Campus Mail (DCM), which handles U.S. Postal Service mail headed to campus, delivers only to mailboxes, not to street addresses. A box number is required for sorting and delivery. Mail arriving without a box number will be delayed as we attempt to identify proper delivery information. Private carriers, like DHL, FedEx, and UPS, deliver only to street addresses—not box numbers. With the full address, your mail and packages will get to you no matter which carrier the sender uses.

DCM picks mail up from the US Postal Service Monday through Friday at 10:30 a.m. If the USPS website shows that a package is “delivered” later than 10:30 a.m., that means only that it's waiting for DCM to pick it up and process the following work day. DCM will notify you via email when a package is actually available in your mailbox.

Need more information? Go to postoffice.duke.edu.

IN THE RESIDENCE HALLS:

AMENITIES

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

- Main commons 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 foosball tables (these will differ 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.

IPTV

IPTV (DIRECTV) on the Duke network is provided in selected residence hall commons rooms. Connecting televisions in bedrooms to the commons room TV network or otherwise tampering with the IPTV is prohibited.

TRASH / RECYCLING

Each building has a designated room for trash and recycling with the exception of Blackwell and Randolph, which have several trash and recycling nooks.

Duke strongly supports recycling efforts and provides each student bedroom with a recycling container. Students should separate paper, plastics, most metals, and cardboard. Duke Recycles maintains a list of specific items that should be recycled: sustainability.duke.edu/campus_initiatives/waste/dukerecycles.html.

IN YOUR ROOM:

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-sized sheets)
- Chest of drawers
- Closet or wardrobe (about 10 cubic feet)
- Student desk and desk chair
- Bookcase
- Window treatment (mini-blinds)

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 by residents, 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 or suite bathrooms during the academic year. Students are expected to keep their rooms orderly and sanitary.

NETWORKING

Wireless network access is available in and around all residence hall rooms and commons 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 number. Residence Halls are equipped with signal boosters to enhance the quality of phone reception.

HOUSING, DINING AND RESIDENCE LIFE

Dining: telephone: 919-660-3900 | email: dining@duke.edu | url: dining.duke.edu

Housing: telephone: 919-684-4304 | email: housing@studentaffairs.duke.edu | url: studentaffairs.duke.edu/hdrl

fyi

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

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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.

fyi

Learn more about your parking and transportation options at parking.duke.edu.

Roommates

Duke and Housing, Dining and 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 be exposed to different cultures and lifestyles.

ASSIGNING ROOMMATES

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

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 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.

A WORD ABOUT CHOOSING A ROOMMATE

While we do allow students to choose a roommate, please consider the following:

- Being friends is not the same as living together well.
- Social media profiles provide only a glimpse of a person—don't base a roommate decision a profile.
- Similar habits are more important than similar interests. You both may love the same music, but if you prefer to study with music on and your future roommate prefers the room to be quiet, you may not be compatible roommates.

Getting Around Duke and Durham

Most students at Duke leave their cars at home. That's because Duke makes getting around easy by offering convenient options that help us become a more sustainable campus.

Enterprise CarShare, a car-sharing service, is on campus and available 24/7. For as little as \$8 an hour or \$66 per day, you can reserve a sedan, SUV, van, or electric vehicle to run errands, go shopping, perform community service, or take a road trip. Incoming students who sign-up for Enterprise CarShare receive a \$35 driving credit with a \$15 membership their first year (promo code: FRESHMAN15). One-way rentals are also available on campus through the Enterprise Rent-A-Car office in Durham. enterprisecarshare.com/duke

Biking is growing in popularity on Duke's campus. Bike lanes and paths make it easy to get places fast. Our online map details over 140 unique rack locations around Duke. Bike shops are within walking distance of campus. Learn more about bike commuting at Duke by visiting parking.duke.edu/bike.

GoPass is a free public bus pass that allows all students to ride local and regional transit for free (parking.duke.edu/gopass). Duke transit and public buses can also be tracked in real time on your computer or mobile phone (duke.transloc.com). Ride the free Bull City Connector to get downtown (bullcityconnector.org).

How to complete your dining and housing application

You will be directed through MyDuke and the HDRL website to the dining and housing 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 May 30, 2014.**

Once you are logged into the application, please follow these steps to select your Dining Plan. Information about dining plans can be found on pages 6-8.:

- Click “Class of 2018 Dining & Housing” and then “Dining Plan Preference.”
- From the dropdown menu, select either “Meal Plan H” or “Meal Plan I” and then click on “Continue.”
- Click OK when you see the message “Data processing . . .” and wait for the confirmation message. When you click “OK” you should see a message that says “Your Room/Plan Preferences have been saved.”

In order to complete your Housing Application, click on “Housing Application” below the “Class of 2018 Dining & Housing” and then select “2014 First Year Assignments.” We ask only a few questions, but your answers will allow us to match you with your roommate. You will answer “yes”, “no,” or “no pref” to these lifestyle statements:

“I smoke.”

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 is a smoker.”

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

“I prefer noise (music/tv) while studying.”

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

“I go to bed late (after 12am).”

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

“I wake up early (before 8am).”

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

DATES AND DEADLINES

May 30, 2014	DEADLINE: Dining and housing application due.
June 18, 2014	FROM DUKE: Expect roommate assignments via MyDuke.
July 8, 2014	CHANGE PERIOD: Changes to Dining Plan allowed now through August 1.
August 21, 2014	1st BOARD MEAL: Breakfast.

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RENTER'S INSURANCE

The 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.

FinAid

Duke University grants are adjusted to reflect the cost of your room.

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.



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.



HOUSING, DINING AND RESIDENCE LIFE

Dining: telephone: 919-660-3900 | email: dining@duke.edu | url: dining.duke.edu

Housing: telephone: 919-684-4304 | email: housing@studentaffairs.duke.edu | url: studentaffairs.duke.edu/hdrl

Dining

EAT. LEARN. LIVE.



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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.

2
First-Year
Dining Plans

More than
25 Unique
Campus Eateries

More than **15**
Merchants-on-Points
restaurants

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) 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.



The deadline for completing your application is **MAY 30, 2014**.

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 dining.duke.edu.

Dining Plan	Total Cost per Semester*	Food Points Value per Semester	Weekly Average Food Points Value	Daily Average Food Points Value
Plan H	\$3,246	\$419	\$26.91	\$3.84
Plan I	\$3,316	\$484	\$31.08	\$4.44

* Total cost per semester includes \$75 Dining contract fee and 7.5% NC sales tax surcharge; the tax surcharge is credited to the student's DukeCard and sales tax is paid when meals are purchased. Weekly and daily averages above do not include applicable NC sales tax.

- 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 may be used for breakfast at Penn Pavilion until 10:15am, or for lunch at the Marketplace until 2:30pm 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.
- Lunch using Food Points is at the location of your choosing on East or West Campus.
- All seven dinner and brunch meals must be used each week; they do not carry over to the next week. Brunches are available Saturday and Sunday only.
- You receive four complimentary guest meals each semester at the Marketplace.
- You may use your board plan dinner at the Marketplace or the Freeman Center for Jewish Life, which specializes in kosher, vegetarian, and vegan selections. Dinners are available Monday through Thursday at the Freeman Center and seven days a week at the Marketplace. If a dinner is missed, a dinner equivalency of \$8 may be used at Trinity Café after 9pm.
- You will receive a monthly statement of all dining plan transactions. For more detailed information regarding the Board Plan please visit: dining.duke.edu.

THE MARKETPLACE

From ethnic specialties and vegan entrees to low-fat desserts and down-home Southern cooking, the Marketplace provides a wide variety of exciting and nutritious food options including gluten-friendly selections.

- Durham Market** - All the comforts of great home cooking with made-from-scratch entrees
- Nu Degrees** - Our grill featuring 100% fresh ground chuck burgers and more
- Pi** - Hand-tossed pizza and calzones with our house-prepared signature sauce
- Pacific Rim** - A celebration of Southwest Asian cuisine prepared to order
- Earth's Fare** - Creative vegan and vegetarian cuisine
- Cucina** - Made-to-order deli sandwiches at lunch and chef-prepared pasta selections at dinner
- Salad Bar** - Fresh variety of wholesome goodness

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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 DukeCard Verification Code (DVC) to complete the food transaction.



Questions about how the Dining Plans work?

View our video at studentaffairs.duke.edu/new-students/blue-book

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THE MARKETPLACE ON EAST CAMPUS:

Breakfast: 7:30am to 11:00am

Monday through Friday

Lunch: 12:00pm to 2:30pm

Monday through Friday

Dinner: 5pm to 9pm

Monday through Sunday.

Brunch: 10am to 2pm

Saturday and Sunday.

FREEMAN CENTER FOR JEWISH LIFE:

Dinner: 5pm to 8pm

Monday through Thursday.

HOUSING, DINING AND RESIDENCE LIFE

Dining: telephone: 919-660-3900 | email: dining@duke.edu | url: dining.duke.edu

Housing: telephone: 919-684-4304 | email: housing@studentaffairs.duke.edu | url: studentaffairs.duke.edu/hdrl

FinAid

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

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Please visit the Duke Dining website via dining.duke.edu for our FAQ video.

BOARD PLAN

Service Periods	Last Meal before Break	First Meal after Break
First-Year Orientation	First Board Meal - Thursday, August 21, 2014 Breakfast	
Fall Break	Friday, October 10, 2014 Breakfast	Tuesday, October 14, 2014 Dinner
Thanksgiving Break	Tuesday, November 25, 2014 Dinner	Sunday, November 30, 2014 Dinner
Winter Break	Sunday, December 14, 2014 Breakfast (not Brunch)	Tuesday, January 6, 2015 Dinner
Spring Break	Friday, March 6, 2015 Breakfast	Sunday, March 15, 2015 Dinner
End of Academic Year	Saturday, May 2, 2015 Breakfast (not Brunch)	

The Marketplace is closed during the breaks listed in this chart. There are no board meals served on 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.

FOOD ALLERGY RESOURCES

At Duke Dining Services we take your health and nutrition needs seriously, and hope to partner with you to make your dining experience at Duke 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 needs accommodations 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 information please visit the Duke Dining Website at: studentaffairs.duke.edu/dining.
- For meal plan modifications:
Contact Jean Hanson, RN, MPH
Associate Director, Clinical Support and Outreach Duke Student Health. Phone: (919) 681-3070, Fax: (919) 681-2874, jean.hanson@duke.edu. The medical dining accommodation form link can be found on the Duke Dining home page.
- For an individual nutrition consultation or for help navigating dining options on campus please contact: Duke Student Health Nutrition Services at (919) 681-9355.
- If you would like a more comprehensive analysis of dining options on campus please contact Duke Student Health Dietitian Toni Ann Apadula RD, LDN, CEDRD at (919) 613-1218 or by email via toni.apadula@duke.edu.

MERCHANTS-ON-POINTS & FOOD TRUCKS

The Merchants-on-Points program allows you to use Food Points on your DukeCard to order from local off-campus restaurants that deliver to Duke 7 days a week, from as early as 10 a.m. to as late as 3 a.m. Food trucks are also available on campus. Please visit our website for locations and times.

CONCESSIONS & VENDING

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 3 on-campus convenience stores. In addition to the more than 25 dining establishments on campus, 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

Medical Insurance

SHOW TO YOUR PARENTS OR GUARDIAN.

Overview

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.

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 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 Claims administrator is based in the United States and has a U.S. telephone number and address for submission of claims and the insurance policy has not been issued outside the U.S.
- The policy is not a traveling policy
- The plan provides both emergency and non-emergency health care and mental health benefits in the Durham, NC area
- The plan has participating hospitals, physicians, pharmacies, and mental health providers in the Durham, NC area to include Duke Medicine
- The plan provides inpatient and outpatient mental health care (with at least 30 visits per year) and chemical dependency benefits are comparable to the coverage provided by the Duke SMIP

- The plan provides coverage for prescription medication
- The lifetime benefit is at least \$500,000 or more

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.

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 covered by grant assistance. In order to receive this grant assistance, you must confirm that you do not have adequate coverage under another health care plan. To initiate this process, you will first need to contact the Student Health Insurance Manager at 919-684-1481 and explain your need for coverage.

Additionally, all new students will need to complete the online health insurance form (sometimes referred to as a "waiver"), regardless of current health care coverage. If you have health insurance through a parent or other provider, this form will exempt you from needing to purchase insurance through Duke. If you do not currently have health insurance and are a need-based aid recipient, you will automatically be credited additional funds to cover the cost of insurance after you have contacted the Student Health Insurance Manager and completed the online form. **Remember, you must complete both steps in order to receive aid to cover your health insurance cost.**



INTERNATIONAL STUDENTS:

If you are an international student holding a F1 or J1 Visa, participation in the Duke SMIP is mandatory. Follow directions to enroll. Please note that traveling 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.



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.

FinAid

If you receive Duke University grant aid and you are required to purchase Duke insurance, your grant aid will be increased to cover the cost. Please contact Anna Kenyon at anna.kenyon@duke.edu or 919-684-1481 with any questions or to find out more about how this works.



INSURANCE INFORMATION:

studentaffairs.duke.edu/studenthealth/health-insurance

Immunizations & Health History

MANDATORY: 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.

Do Not Wait! 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.



Questions about completing these forms? View our instructional video via

studentaffairs.duke.edu/new-students/blue-book

BASIC 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.

THE FOLLOWING 4 STEPS ARE MANDATORY:

- 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:** Log into the SHS portal. Go to studentaffairs.duke.edu/studenthealth and click the red box with a heart entitled "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
 - TB Screening Page in EMF Forms
- STEP 4:** Mail or fax 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



IMPORTANT! You **MUST** enter the information online before you fax or mail your completed forms to avoid delays processing your information. Keep a copy of all forms and correspondence for your records and bring them with you. This will help resolve any problems that may arise.

Duke University Mandatory Immunization Requirements Form for Undergraduates

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Duke Unique ID: _____ **Date of Birth:** ____/____/____ **Sex:** _____

ENROLLMENT STATUS: ☒ Undergraduate

FORM MUST BE COMPLETED AND SIGNED BY A DOCTOR'S OFFICE, CLINIC, OR HEALTH DEPARTMENT

Information must be in English and in MM/DD/YYYY format

REQUIRED: 3 doses of Tetanus/diphtheria toxoid (DT, DTaP, DTP, or Td) and a booster dose of tetanus/diphtheria/pertussis vaccine if a tetanus/diphtheria toxoid or tetanus/diphtheria/pertussis vaccine has not been administered within the past 10 years. Tdap became available in the U.S. June 2005. **Please note:** Td is a different vaccine, and does not substitute for Tdap. Tdap can be administered regardless of interval since the last tetanus or diphtheria toxoid-containing vaccine.

DTaP, DTP, or DT #1 ____/____/____, #2 ____/____/____, #3 ____/____/____, #4 ____/____/____, #5 ____/____/____

Td Booster ____/____/____ **OR** **Tdap Booster (Boostrix or Adacel)** ____/____/____

REQUIRED: 2 doses of MMR (Measles, Mumps, Rubella) given at least 28 days apart and after 12 months of age. If given as single antigen vaccine, you must have 2 Measles, 2 Mumps and 1 Rubella OR positive MMR IgG antibody titer (laboratory report must be attached). Vaccine doses administered at less than the minimum interval or earlier than the minimum age are not valid and must be repeated.

MMR #1 ____/____/____ **MMR #2** ____/____/____ **OR** list single antigen vaccines below:

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

REQUIRED: 3 doses of Hepatitis B given as a series, with 4 weeks between the first and second doses, 8 weeks between the second and third doses and at least 16 weeks between the first and third doses. Optional two-dose schedule of Recombivax HB® only for vaccination of adolescents aged 11-15 years. Vaccine doses administered at less than the minimum intervals are not valid and must be repeated.

#1 ____/____/____, #2 ____/____/____, #3 ____/____/____ **OR** (two-dose schedule aged 11-15 years) #1 ____/____/____, #2 ____/____/____

REQUIRED: Meningococcal (Menactra, Menveo, Menomune, MPSV4, MCV4) **Booster dose** must be given to first-year college students if the previous dose was given before the age of 16. If initial dose given age ≥16 yrs, no booster dose is required.

Meningococcal #1 ____/____/____ **Booster Meningococcal** ____/____/____

REQUIRED FOR STUDENTS UNDER AGE 18: 3 doses of Polio #1 ____/____/____, #2 ____/____/____, #3 ____/____/____

RECOMMENDED:

Varicella Vaccine (VAR) #1 ____/____/____, #2 ____/____/____ **OR** Chickenpox Disease ____/____/____

Gardasil #1 ____/____/____, #2 ____/____/____, #3 ____/____/____ **OR** Cervarix #1 ____/____/____, #2 ____/____/____, #3 ____/____/____

RECOMMENDED FOR TRAVEL:

Rabies #1 ____/____/____, #2 ____/____/____, #3 ____/____/____, #4 ____/____/____

Hepatitis A #1 ____/____/____, #2 ____/____/____ **OR** Twinrix #1 ____/____/____, #2 ____/____/____, #3 ____/____/____

Yellow Fever ____/____/____ Typhoid (IM) ____/____/____ Typhoid (Oral) ____/____/____ IXIARO#1 ____/____/____, #2 ____/____/____

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 must appear on this form or it will not be accepted. Mail OR fax to: Duke University Student Health Center, Attention: Immunization Department, DUMC Box 2899, Durham, NC 27710 OR Fax to 1.919.681.7386

Provider Name (print): _____ **Office Phone #:** _____

Provider Signature: _____ **Date:** _____

Address/Official Stamp Here:

IMPORTANT! KEEP A COPY OF THIS PAGE AND ALL LAB REPORTS FOR YOUR RECORDS.

Cut out this sheet and make a separate copy of each side for individual use.

Duke University Mandatory Tuberculosis Screening Questionnaire for Undergraduates

Last Name: _____ First Name: _____ Middle Initial: _____

Duke Unique ID: _____ Date of Birth: ____/____/____ Sex: _____

ENROLLMENT STATUS: ☒ Undergraduate

SECTION A: Tuberculosis (TB) Exposure Risk

- 1.) Were you born in, or have you lived, worked or traveled to one of the following countries listed in the boxes below for > 1 month? YES ☐ NO ☐
- If yes, Where? _____ How long? _____
- (If you do not list the country and length in the space provided, TB testing will be automatically REQUIRED)**
- 2.) Do any of the following conditions or do any of the following 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 TB? YES ☐ NO ☐
- c) Have you ever lived, worked or volunteered in any homeless shelter, prison/jail or healthcare facility? YES ☐ NO ☐
- 3.) Have you ever had a positive Tuberculin Skin Test (TST/PPD) OR positive TB blood test (IGRA)? YES ☐ NO ☐

SECTION B: Bacille Calmette-Guérin History

1. Have you ever received the BCG vaccine? If yes, a TB blood test IGRA is the preferred method of testing, *if required*. YES ☐ NO ☐

If you answered YES to any of the questions in **Section A**, Duke University requires that you receive TB testing within the 12 months preceding the first day of classes. SEE SECTION C

Student Signature X _____ Date: _____

Afghanistan Algeria Angola Argentina Armenia Azerbaijan Bahrain Bangladesh Belarus Belize Benin Bhutan Bolivia Bosnia and Herzegovina Botswana Brazil Brunei Darussalam Bulgaria Burkina Faso Burundi Cabo Verde Cambodia Cameroon Central African Republic Chad China 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 Gabon Gambia Georgia Ghana Guatemala Guam Guinea Guinea-Bissau Guyana Haiti Honduras India Indonesia Iran (Islamic Republic of) Iraq Japan 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 Morocco Mozambique Myanmar Namibia Nauru Nepal Nicaragua Niger Nigeria Niue Pakistan Palau South Sudan Panama Papua New Guinea Paraguay Peru Philippines Poland Portugal Qatar Republic of Korea Republic of Moldova Romania Russian Federation Rwanda	Saint Vincent and the Grenadines Sao Tome and Principe Senegal Serbia Seychelles Sierra Leone Singapore Solomon Islands Somalia South Africa Sri Lanka Sudan Suriname Swaziland Tajikistan Taiwan Thailand Timor-Leste Togo Trinidad and Tobago Tunisia Turkey Turkmenistan Tuvalu Uganda Ukraine United Republic of Tanzania Uruguay Uzbekistan Vanuatu Venezuela (Bolivarian Republic of) Viet Nam Yemen Zambia Zimbabwe
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SECTION C: If the answer is yes to any of the questions in SECTION A, tuberculosis testing is **REQUIRED**. **THIS SECTION MUST BE COMPLETED AND SIGNED by a doctor's office, clinic or health department. ALL TESTING (CXR/TST/IGRA) MUST BE COMPLETED IN THE U.S. WITHIN THE 12 MONTHS PRECEDING THE FIRST DAY OF CLASSES!** For students who have received the BCG vaccine, an IGRA, either QuantiFERON TB Gold (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 TST or IGRA with no signs of active disease on chest x-ray should receive recommendation to be treated for latent TB.

Tuberculin Skin Test Date placed: _____ Date read: _____ # of mm induration (recorded as actual millimeters) _____ mm OR

QFT-G Date: _____ Result: _____ OR T-Spot Date: _____ Result: _____ (MUST ATTACH IGRA LAB REPOT)

Date of Chest X-ray: _____ Result: _____ (MUST ATTACH RADIOLOGY REPORT)

Provider Name (print): _____ Office Phone #: _____

Provider Signature: _____ Date: _____

Mail OR fax to: Duke University Student Health Center, Attention: Immunization Department, DUMC Box 2899, Durham, NC 27710 OR Fax to 1.919.681.7386

IMPORTANT! KEEP A COPY OF THIS PAGE AND ALL LAB/CHEST X-RAY REPORTS FOR YOUR RECORDS.

Financing

Your Education

The **Bursar's Office** maintains your student account, prepares your bills, processes your payments, and is available to answer your student account questions.

2014/2015 TUITION & FEES

PER TERM

Tuition (Trinity College and Pratt Engineering)

\$22,900.00

REQUIRED FEES

Undergraduate First Time Registration *	100.00
Student Activity Fee	123.25
Student Services Fee	136.00
Recreation Fee	120.00
Health Fee	342.00
Insurance * (13/14; 14/15 rate not yet finalized - see page 9)	1,895.00
Post Office Box Rental	26.00
Engineering Government Dues (Pratt students only)	28.00
Parking Permit * (13/14 rate; 14/15 rate not yet finalized)	291.00

*assessed Fall term only

HOUSING (SEE PAGE 1)

Single – no A/C	4,305.00
Single – A/C	5,184.00
Double – no A/C	3,263.00
Double – A/C	3,924.00
Triple – no A/C	2,905.00
Triple – A/C	3,499.00
Residential Programming Fee	49.00

DINING (SEE PAGE 6)

First Year Board (required for all first year students)**	2,531.00
Plan H**	419.00
Plan I**	484.00
Dining Fee	75.00

** NC sales tax (7.5%) applies

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

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Personal Finance@Duke offers workshops throughout the school year on budgeting, saving, and credit to help you manage your finances. You can also find tips for saving money on campus and in Durham at personalfinance.duke.edu.



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 ACES. 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 August 1; Spring charges are due on January 2). You may also view your up-to-date student account history on ACES. 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 ACES 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 ACES. Your Fall Semester bill will be available in ACES on June 22.

Paying Your Bill

There are 7 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. Your payment will post to your student account the next business day. To pay by e-check from a US bank account, visit ACES or bursar.duke.edu (click the DukePay icon).

CHECK payments should be sent to the address listed on your bill (only payments should be sent to this address – other correspondence will not be processed). 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).

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.

OUTSIDE SCHOLARSHIP CHECKS should be sent to:

Duke University Cashiering
114 South Buchanan Boulevard
Room B-103
Box 90759
Durham, NC 27708-0759

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 afford.com/duke 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 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.

Financial Assistance

Financial assistance may come in a variety of forms, including grants, scholarships, loans, work-study, and outside aid. The section below contains information regarding the most common financial aid topics, and helpful hints are also included next to relevant sections throughout this guide. For specific questions or concerns regarding your financial aid, please visit our website or contact us.

REFUNDS FROM FINANCIAL AID AND LOANS

If your financial aid grants and loans are more than your charges, you may receive a refund of the difference to pay for other things such as books, travel, and personal expenses. Refunds are issued on the first day of class and are made by direct deposit to your bank account (to any US financial institution where you have a checking account). Please complete a direct deposit authorization form, available at bursar.duke.edu, to ensure your refund reaches you. Please note: work-study is not posted as a payment on your student account.

WORK STUDY

All students receiving financial aid have a work-study expectation as part of their initial financial aid award. Unlike grants and loans, however, your work-study funding is not posted to your Duke student account. Instead, just like any other job, you get a paycheck that goes directly to you for the wages you’ve earned.

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

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FINANCIAL AID OFFICE:

URL: financialaid.duke.edu

Email: finaid@duke.edu

Telephone: 919-684-6225

(M-F, 8:30 AM to 5:00 PM)

Facsimile: 919-660-9811

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HOUSING: Each year, your financial aid award is determined using your exact housing charges. Should your housing charges change throughout the academic year, your cost of attendance and financial aid award will be adjusted to reflect your actual housing charges. Thus, if you receive need-based financial aid, there is no financial benefit to changing your housing option. Since your expected family contribution neither increases nor decreases based on your choice of dorm or room type, feel free to choose the housing option that best suits your needs.

DINING: Your financial aid award will not change based on your choice of dining plan. Your financial aid award is determined using Dining Plan H plus about \$430 a semester for meals outside your dining plan.

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 ACES 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 via your ACES account. 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 to 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.

Still intend to apply for aid?

If you intend to apply for aid and have not already done so, go to financialaid.duke.edu.

IS THERE ANYTHING ELSE I NEED TO DO?

If you're uncertain whether or not your financial aid and loan applications are complete, the place to look is your To-Do List on ACES: aces.duke.edu. Financial aid application tasks, loan entrance counseling requirements, and loan master promissory note requirements are all posted there for your reference. If your To-Do List is complete, you're all set!

Technology & Computers

Getting Started with Technology at Duke

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 soon as you arrive. OIT staff will be available throughout Orientation Week and beyond to help you connect to Duke's network and online resources. Check out OIT's New to Duke page, oit.duke.edu/newtodukey, for details on:

- **Choosing a computer:** Computers tailored specifically to the Duke environment are available through the Duke Computer Advantage program (DCA). If you want to bring a computer from home, OIT provides a list of recommended computer specifications.
- **Software:** Duke provides many software packages for free or at a discount, including free anti-virus software for students. OIT is committed to helping students protect their computers and information from viruses and spyware. We also offer a free copy of Microsoft Office for use while you are a student.
- **NetID and network access:** Your Duke NetID is the electronic key to online Duke resources, including email, digital file storage, ACES (for registration and grades), Sakai (for course information), MyDuke, your Duke-issued Web space, and more. Your NetID will be emailed to you before you arrive on campus, with instructions for activating and setting up a secure password.
- **Email:** Your Duke email account is an important piece of your digital life at Duke, and you will receive important university communications there. You can access your Duke email account using any email client, from most mobile devices, or via the web.
- **Printing:** Duke offers free and low-cost laser printing (subject to a free printing allocation) at dozens of locations throughout the campus. Once the ePrint client is installed, you can print a document from your computer, then swipe your DukeCard at any ePrint station to retrieve it.
- **Additional resources:** From the DukeMobile app to emergency DukeALERT notifications, the OIT site offers the most up-to-date information about computing on campus: oit.duke.edu.

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Need Tech Help? Contact OIT.

By phone:
919-684-2200

By email:
help@oit.duke.edu

Online:
oit.duke.edu/help

FinAid

You can borrow funds to purchase a new computer once during your time at Duke.

Learn more at oit.duke.edu/newtodukey.

DukeCard

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GET YOUR FIRST DUKECARD:

**SUBMIT YOUR PHOTO ONLINE AND
SAVE TIME DURING MOVE-IN!**

We're now accepting photos online for your first DukeCard. Upload your photo by **July 15, 2014**.

Visit dukecard.duke.edu/myfirstdukecard for photo specs and information.

USE YOUR DUKECARD FOR:

- Meal Plan
- Duke Stores
- Copying
- Laundry
- Vending
- ePrint
- Athletic Events
- Residence Hall Access
- Parking Access
- Recreation Center
- Library Check-out
- And More...

FinAid

If you receive a Duke grant, we do not increase that grant to cover additional food points or FLEX charges.

!

REPLACING YOUR DUKECARD

The DukeCard Office is open **8 a.m. to 6 p.m., M-F**. When the DukeCard Office is closed, go to The Link service desk in Perkins Library. Search for "hours" on oit.duke.edu for more information.

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All of your DukeCard account balances are available by logging into MyDuke.

Your DukeCard is a vital part of your life at Duke University. 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.

PARKING GATES

If you've paid for parking on campus, you'll use your parking permit for access to your

assigned gated lot. Your DukeCard can be used for access to other gated lots on evenings and weekends. Check parking.duke.edu for information about parking on campus.

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, notify the DukeCard office at (919) 684-5800 or visit the DukeCard site immediately 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 all set up and ready to use. With the pre-paid credits in this 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.

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.

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.

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.

AlcoholEdu

for College

MANDATORY ONLINE ALCOHOL EDUCATION COURSE

As a member of the Class of 2018, we expect you to complete AlcoholEdu for College, an online, science-based course, before you arrive on campus. AlcoholEdu provides detailed information about alcohol and its effects on the body and mind. Whether you drink or not, the goals of the course are to help you make well-informed decisions about alcohol and address the drinking behavior of your peers.

AlcoholEdu has two required sections. In late July you will receive detailed instructions via email and a reminder on MyDuke about beginning the course. Part 1 will take approximately 1.5 hours to complete and you will need to have it completed by August 18, 2014. Approximately eight weeks after completing the exam to Part 1, you will be notified to complete Part 2 by October 21, 2014. You will not meet the university mandate to complete AlcoholEdu until you have completed the exam at the end of Part 2.

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TECHNICAL SUPPORT WITH THE COURSE:

"Help" button in top right corner of screen or call 866-384-9062

ALL OTHER QUESTIONS:

alcoholedu@studentaffairs.duke.edu
or go to
studentaffairs.duke.edu/new-students/blue-book
and click on student services
for instructions.

F.A.Q.

Q: Can I start working on AlcoholEdu now?

A: Thanks for your eagerness; however the course is not available until mid-July. You will receive an email with detailed instructions at that time. This will give you approximately a month to complete Part 1, the main part of the course. You will also be able to access log-on information at studentaffairs.duke.edu/new-students/blue-book.

Q: I don't drink. Do I have to complete the course?

A: Yes. The course addresses how to address the drinking behavior of others and how to handle situations involving alcohol at Duke and elsewhere.

Q: Can my parents take the course?

A: Your parents may not take your course, but we have another one that they may complete. Your parents can access information about their course on studentaffairs.duke.edu/new-students/blue-book.



ALCOHOLEDU DATES AND DEADLINES

July 15: Receive email with instructions for beginning AlcoholEdu course.

August 18: Part I of the online course must be completed and passed.

October 21: Deadline for Part 2.



Safety

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EMERGENCY:

9-1-1

Non-emergency:

(919) 684-2444

Report suspicious activity or concerns to the Duke University Police Department.



Duke University is a safe place for students to learn, grow, and enjoy their college experience. Security is a shared responsibility, and students are valuable 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.

Duke offers a variety of safety resources and services, including van rides that operate at certain hours and within a boundary, more than 140 outdoor emergency phones that dial directly to Duke police emergency dispatchers, education in crime prevention, and more.

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

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. Please report any suspicious activity, stalking, assaults, harassment, or other concerning behavior immediately to **Duke police: (919) 684-2444 or 9-1-1**. 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.

SEEKING HELP

If you or a friend is struggling with personal issues or behaviors, Duke has resources to help. You can access a variety of services online 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 and to watch our safety videos, please visit duke.edu/police.

HOW WILL YOU 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 duke.edu/police.

HOW WILL YOU BE NOTIFIED IN A CAMPUS EMERGENCY?

In the event of a campus emergency, 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 message to you. Update your contact information in ACES (my.duke.edu/students), 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 mobile devices of students.
- **Web:** Emergency information will be posted on emergency.duke.edu.
- **Phone:** Messages will be on (919) 684-INFO (4636). Add this number to your phone.
- **Direct Contact:** Residence Life staff will post emergency notices and safety information in residence halls, if circumstances allow.

Learning

at Duke

This section provides important information on academic requirements and policies. Please read this carefully before registering for classes.

MAJORS AND MINORS

African and African American Studies (AAAS)

Art, Art History & Visual Studies

Art History (ARTHIST)

Visual and Media Studies (VMS)

Visual Arts (ARTVIS)

Asian and Middle Eastern Studies (AMES)

Biology (BIOLOGY)

Biomedical Engineering (BME)

Biophysics - no minor

Chemistry (CHEM)

Civil Engineering (CE)

Classical Studies (CLST)

Classical Civilization

Classical Languages

Computer Science (COMPSCI)

Cultural Anthropology (CULANTH)

Dance (DANCE)

Earth and Ocean Sciences (EOS)

Economics (ECON)

Electrical and Computer Engineering (ECE)

English (ENGLISH)

Environmental Engineering (EnvE)

Environmental Sciences and Policy (ENVIRON)

Evolutionary Anthropology (EVANTH)

German (GERMAN)

Global Health (GLHLTH) - co-major

History (HISTORY)

Interdepartmental Major

- split among two departments

International Comparative Studies (ICS)

- no minor

Linguistics (LINGUIST)

Literature (LIT)

Global Cultural Studies

Mathematics (MATH)

Mechanical Engineering (ME)

Medieval and Renaissance Studies (MEDREN)

Music (MUSIC)

Neuroscience (NEUORSCI)

Philosophy (PHIL)

Physics (PHYSICS)

Political Science (POLISCI)

Program II - alternative major

Psychology (PSY)

Public Policy Studies (PUBPOL)

Religious Studies (RELIGION)

Romance Studies (ROMST)

French Studies (FRENCH)

Italian Studies (ITALIAN)

Spanish and Latin American Studies (SPANISH)

Slavic and Eurasian Studies (SES)

Russian (RUSSIAN)

Sociology (SOCIOL)

Statistical Science (STA)

Theater Studies (THEATRST)

Women's Studies (WOMENST)

UNIQUE MINORS

(Most majors have a minor; these programs are minors without a matching major)

Canadian Studies (CANADIAN)

Classical Archaeology

Computational Biology and Bioinformatics

Creative Writing (ENGLISH)

Education (EDUC)

Energy Engineering

Finance (FINANCE)

Greek (GREEK)

Latin (LATIN)

Photography

Polish (SES)

Russian Culture and Language (RUSSIAN)

Russian Literature in Translation (RUSSIAN)

Turkish Language and Culture (TURKISH)

CERTIFICATES

Aerospace Engineering

Architectural Engineering

Arts of the Moving Image (AMI)

Child Policy Research (CHILDPOL)

Documentary Studies (DOCST)

Early Childhood Education Studies

East Asian Studies

Energy and the Environment

Genome Sciences and Policy (GENOME)

Human Development (HUMANDEV)

Information Science and Information Studies (ISIS)

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)

South Asian Studies

Study of Ethics (ETHICS)

Majors/Minors and Certificate 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 Academic Advising

phone: 919-660-5386

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

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 registering for classes. Here, you will find information on courses, curriculum, placement, and requirements. This information is sufficient to help you prepare a schedule of classes for Fall Semester. Keep in mind there are differences in Pratt and Trinity requirements. Accordingly, this Blue Book contains Pratt-specific policies and procedures.

Once you arrive at Duke in August, you will want 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 then. 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 4-year academic plan. There will be plenty of time for that after you arrive on campus and experience college life!

Finally, be sure you check your Duke email account regularly over the summer and once you are on campus.

fyi

Faculty advisors, deans, faculty, and staff use Duke email as an official means of communicating information. Students are responsible for reading and responding in a timely manner.

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, 8:30am-5pm, EDT

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

fyi

COURSE NUMBERING SYSTEM

0-199

Introductory level undergraduate courses

200-399

Mid-level undergraduate courses

400-499

Advanced undergraduate courses, senior seminars, capstone courses, honors thesis

500-699

Graduate courses open to advanced undergraduates

700-999

Graduate courses only for graduate students, not open to undergraduates

fyi

House courses do not count toward the 34 credits needed to graduate.

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. 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 numbered under 199 are introductory courses and very suitable for first-year students. Courses numbered 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 on ACES 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 normally meets for three or four hours of classroom instruction 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).

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 ACES will only enroll you during registration if you have received a permission number from the instructor and have entered it into ACES. Enrolling in any class during the second week of a semester also requires a permission number. Instructors may sometimes issue a permission number to override an enrollment limit or reserve seating capacity. 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 will be noted in the course description or synopsis on ACES. If you meet the listed prerequisite, feel free to enroll. If you do not meet the prerequisite, you can bookbag these courses, but ACES will only enroll you during registration if your prerequisite credit is displayed in your academic history. There is more information about this in Registration section 3.8.

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), and Pre-Matriculation courses (PMC). Each of these is handled a little differently and each is explained below in detail.

All AP, IPC, and PMC credits that you are awarded will be listed on your Academic History on ACES and on your Duke transcript. These credits can fulfill prerequisites or place you out of lower level courses, depending on the major and program. For Pratt students there is no set limit on the number that can count toward the 34 credits for graduation, with the exception that only 2 AP credits may be used to satisfy the Pratt social sciences/humanities (ss/h) requirement and the few exceptions noted on the AP table (p. 4).

AP, IPC, and PMC credit is reviewed and awarded by the Office of the University Registrar. Be sure to have your official information (scores, grades, transcript, etc.) sent to them for review. For more information on AP, IPC, and PMC, visit the link:

pratt.duke.edu/undergrad/policies/3483

AP CREDIT

AP scores that were included with your admissions application are not sufficient. Scores must be transmitted directly to the University Registrar's Office by AP Services.

The table on the next page outlines the AP exams that Duke recognizes, the credit we will award you for each score, and the placement guidelines if you wish to take more courses in a subject. 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, probably 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 Academic History on ACES. Your 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 90754

Duke University

Durham, NC 27708-0754

tel: 919-684-2813

fax: 919-684-4500

email with questions: registrar@duke.edu

url: registrar.duke.edu

AP Course Equivalent & Placement Eligibility

AP Exam:	Score:	Duke Credit:	Eligible to take:
Art History	5	ARTHIST 20	100-399 level course
Art: Studio-Drawing Portfolio	5	ARTSVIS 21	100-199 level course
Art: General Portfolio	5	ARTSVIS 21	100-199 level course
Biology	4/5	BIOLOGY 20	BIOLOGY 201L or 202L
Chemistry	4	CHEM 20 ^a	CHEM 101DL or 110DL
Chemistry	5	CHEM 21	CHEM 110DL or 201DL
Chinese	4/5	CHINESE 203	CHINESE 204 or 300 level course depending on placement score
Computer Science A	4/5	COMPSCI 101	COMPSCI 201
Economics (Macro)	4/5	ECON 21	ECON 101; ECON 201D if you have credit for both ECON 21 and 22
Economics (Micro)	4/5	ECON 22	ECON 101; ECON 201D if you have credit for both ECON 21 and 22
English (Comp/Lit)	4/5	ENGLISH 20	Any course
English (Lang/Comp)	4/5	ENGLISH 22	Any course
Environmental Science	4/5	ENVIRON 20	ENVIRON 201
French Language	5	FRENCH 204	300 level course
French Literature	4/5	FRENCH 204	300 level course
German Lang & Lit	4	GERMAN 29	GERMAN 204 or 305S
German Lang & Lit	5	GERMAN 29	GERMAN 305S or above
U.S. History	4/5	HISTORY 23, 24	Any course
European History/World cultures	4/5	HISTORY 25, 26	Any course
World History	4/5	HISTORY 21	Any course
Italian	4	ITALIAN 204	ITALIAN 301
Italian	5	ITALIAN 204	300 level course
Japanese	4/5	JAPANESE 203	JAPANESE 204 or 305 depending on placement score
Latin: Literature/Vergil	4	LATIN 25	LATIN 204
Latin: Literature/Vergil	5	LATIN 25	300 level course
Math: Calculus AB	5	MATH 21	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	3	MATH 21	MATH 122L (Fall) or 112L (Spring)
Math: Calculus BC	4/5	MATH 21, 22	MATH 212 ^b
Music	4/5	MUSIC 161-1	Any course except MUSIC 161 or 161-1
Physics C Mech.	4/5	PHYSICS 25 ^c	Consult department
Physics C, E & M	4/5	PHYSICS 26 ^c	Consult department
Physics B	4/5	No credit	Consult department
Political Science (Gov't and Politics: U.S.)	4/5	POLSCI 20	100-199 level course
Political Science (Gov't and Politics: Comparative)	4/5	POLSCI 21	100-199 level course
Psychology	4	PSY 101	Any course; you can enroll in PSY 101 as a repeat, but will lose your AP credit
Psychology	5	PSY 101	Any course except PSY 101
Spanish Language	5	SPANISH 204	300 level course
Spanish Literature	4/5	SPANISH 204	300 level course
Statistics	5	STA 30*	STA 101 or 102

^{*}Applies only to students in Trinity College. No credit is awarded for engineering students and will not count toward the Bachelor of Science in Engineering degree.

^aCHEMISTRY. 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.

^bMATHEMATICS. Students who are sure they will major in Economics may take MATH 202 instead of MATH 212. This does not apply to Pratt School of Engineering students, who must take MATH 212. (Continued in next column....)

See www.math.duke.edu/first_year/placement.html for more discussion on placement.

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

^cPHYSICS in the Pratt School of Engineering: At least ONE Physics course must be taken at Duke to satisfy the Physics requirement in the Engineering curriculum. Students receiving the AP credits for PHY 25 and 26, must: a) take a Duke Physics course at or above PHY 153L; b) decline the AP credit for PHY 26 and take PHY 152L; or c) decline both AP credits and take PHY 151L and 152L.

INTERNATIONAL PLACEMENT CREDIT (IPC)

Duke also recognizes international standardized examinations. These are considered in the same way that AP scores are considered. Duke credits can be awarded only in those subject areas for which there is an AP exam offered domestically (see the table on the previous page). If you completed one of the exams below, the required score for credit is listed.

EXAMINATION	SCORE
International Baccalaureate	6 or 7 on the Higher Level
Hong Kong, or Singapore A-level (GCE)	A or B
Cambridge Pre-U	M3 or higher
Caribbean Advanced Proficiency Exam (CAPE)	1 or 2
French Baccalaureate	14 or higher
Swiss Maturite	4 or 5
German Abitur	10 or higher
All India/Delhi Senior School Certificate Exam (Class 12)	84 or higher
Indian School Certificate Exam (12th year)	84 or higher
Higher Secondary Certificate Exam (India, 12th year)	84 or higher
Israeli Matriculation Certificate (Sunits only)	75 or higher

Have the scores of your examinations 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. **If you have difficulty with this, contact the Registrar's Office to ask for clarification or further instructions.** 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 can be found at pratt.duke.edu/undergrad/policies/3659.

You will need to have a transcript sent directly to Dean Connie Simmons 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 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 academic dean in the Dean's Office for Pratt Undergraduates. 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. 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.

ACADEMIC DEAN

Your Academic Dean (who is listed on your Student Center page in ACES) will keep you informed about course enrollment, academic deadlines, and other important issues every semester. Your Dean also oversees your progress toward graduation, helps with academic problems, course withdrawals, absences, and graduation issues.

Should you have a difficult experience that impacts your ability to complete classes, your Dean can discuss the situation with you, evaluate your circumstances, and help you make decisions about next steps. Your Academic Dean is well-connected across campus and can make referrals to appropriate resources that can be helpful to you in your situation.

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 until you declare a major.

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 ACES Student Center page.

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

You will meet your Faculty Advisor during Orientation week. Please consult your Orientation schedule for advising times to meet your Faculty Advisor.

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 your personally-assigned E-Teamer to your new Duke email address over the summer.

Contact any of the E-Team for tips, advice, and a student's view on similar academic interests, specific course questions, how to use ACES, and/or anything else related to being an engineering student at Duke. Individual E-Team profiles and contact information can be found at pratt.duke.edu/undergrad/students/advising/e-team.

DIRECTORS OF ACADEMIC ENGAGEMENT (DAEs)

The Directors of Academic Engagement in the Global Advising Office can help you incorporate global and civic opportunities into your four-year plan at Duke. You may already have heard of Study Abroad (the Global Education Office) and DukeEngage, but there are a wealth of other opportunities at Duke, such as service-learning courses, Hart Leadership Program, Duke Immerse, Bass Connections, and so on. The list grows every year. Once you are settled into classes, visit the Global Advising website to make an appointment. The DAEs will guide you as you explore the options before you, reflect on the experiences behind you, and integrate all of your classes, activities, and experiences into your Duke education.

Planning for a Career in Health or Medicine

If you are planning on applying to health professions schools, there is an extensive set of required courses you must complete. Please note that these vary by health profession area (e.g., premedical, preveterinary, prephysical therapy), and by individual schools. They also change occasionally, so you'll need to keep an eye on the most up-to-date information. Here are the minimal courses required by many schools:

English	2 courses (one will be WRITING 101)
General/Inorganic Chemistry	2 courses with lab
Organic Chemistry	2 courses with lab
Biology	2 courses with lab
Physics	2 courses with lab
Math	One to two courses, calculus and/or statistics

In addition, we strongly recommend a semester of biochemistry, a third course in biology, and courses in psychology and sociology. Prehealth courses are rigorous at Duke, and you'll want to plan your prehealth schedule carefully. The Duke Office of Health Professions Advising website (prehealth.duke.edu/preparing) lists more information on required coursework and the many ways to sequence these courses.

Once you arrive on campus, attend the health professions information session during Orientation Week. This is very important, as there will be a detailed discussion of requirements and planning. During the fall when you are settled in your classes and beginning to think about future plans, schedule an appointment with your prehealth advisor. This is when you plan your future prehealth courses.

Finally, you may sign up for prehealth email announcements once you arrive on campus. There is a link on the prehealth.duke.edu/advising-services/resources/hpa-listservs/ website.

A graphic consisting of a blue triangle pointing upwards and a green rectangle to its right. The letters "fyi" are written in white lowercase font on the green background.

For more information about prehealth, see:

prehealth.duke.edu

Planning for Law, Business, or Graduate School

There are no specifically required courses for students interested in law, business, or graduate 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, see the websites:

Prelaw Advising:	advising.duke.edu/prelaw
Graduate Business School Advising:	advising.duke.edu/prebusiness
Pregraduate School Advising:	advising.duke.edu/pregraduate

Planning for Study Away: Global Education Office for Undergraduates

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, China, Africa, or Australia or just about anywhere else in the world. It could also be exploring the arts or finance in New York City, film and culture in LA, or marine biology at the Duke Marine Laboratory. Some students will spend a fall or spring away, or they may also study abroad in the summer.

For more information about study away/study abroad, browse through the Global Education website globaled.duke.edu, and click on the media tab for student postcards and stories. If you already have a place in mind and will need knowledge of a foreign language, you may want to begin that foreign language this fall. Once you are settled in classes, stop by the Global Education Office in Smith Warehouse and look at materials in person and schedule an appointment with an advisor. You should also see your Academic Dean for additional assistance with curriculum planning. Visit pratt.duke.edu/undergrad/policies/3533 for more information.

Planning for Civic Engagement Opportunities: 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 to discuss civic engagement opportunities that you could incorporate into your academic plan. Explore the undergraduate Global Advising website at globaladvising.duke.edu and read student profiles at globaladvising.duke.edu/pointers/profiles.

Planning for 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, you may want to check out the website, dukeengage.duke.edu, and attend info sessions in the fall.

Opportunities in Music

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.

Academic Resource Center (ARC)

Being a Duke student can be inspiring, rewarding, demanding—and sometimes stressful. There are challenging classes, and so many exciting opportunities in and outside of the classroom. The ARC has several programs to help take the guesswork out of college learning and to help you live and learn in a healthy way. These programs include:

- **Academic Skills Instructional Program (ASIP):** A personalized consultation on enhancing academic skills and strategies, tailored to the courses you are in. This includes time-management and balancing study, work, and extra-curricular activities. They also address successful strategies (e.g., how to take notes, how to talk with a professor, how to best study for an exam).
- **Peer Tutoring:** One-on-one meetings for selected, introductory classes.
- **Group Learning:** Special assistance for students in math and science.
- **Program for Students with Disabilities:** Holistic support for students with diagnosed learning disabilities and/or Attention Deficit Disorder. Any student requesting services can be given an individualized academic support plan, which might include compensatory learning skills, time management support, ADHD peer group meetings, testing modifications, and tutoring.

Get off to a good start! If you are interested in any of the ARC programs, contact the office in July after registration or when you arrive on campus in August. The ARC is located in the Academic Advising Center on East Campus. They can be reached at (919) 684-5917 or duke.edu/arc.

The Writing Studio

The Writing Studio offers you an opportunity to meet with trained writing tutors to discuss your individual writing concerns. Tutors can help at any stage of the writing process—from brainstorming to drafting, revising, and polishing a final product. Both face-to-face and E-Tutor appointments are available. Tutors are also specially trained to work with ESL (English as a Second Language) students. Check out the Writing Studio website (twp.duke.edu/writing-studio) for plentiful resources on writing and to access the online appointment calendar to schedule an appointment. The Writing Studio can also be reached by calling (919) 688-0901.

Duke University Libraries

Duke University has ten libraries. On West Campus, the Perkins and Bostock Libraries form the University's main library complex. On East Campus, Lilly Library serves as the gateway library for Duke's first-year students. Here you can find study spaces, computers, and a world of information to get your studies started, including an extensive collection of films and DVDs. The library website (library.duke.edu) is the gateway to all of the libraries' combined resources and your first stop for doing research at Duke. Whenever you need help finding information, you can IM a librarian by clicking "Ask Us Now" on any page of the website and get an answer, day or night.

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.

Take a virtual tour of quiet places to study at the Lilly Library:

library.duke.edu/lilly/about/study-spaces

Lilly Library Reference Desk:

919-660-5995

Find quiet places to study at the Perkins and Bostock Libraries on West Campus:

library.duke.edu/using/places-to-study

Perkins Library Reference Desk:

919-660-5880

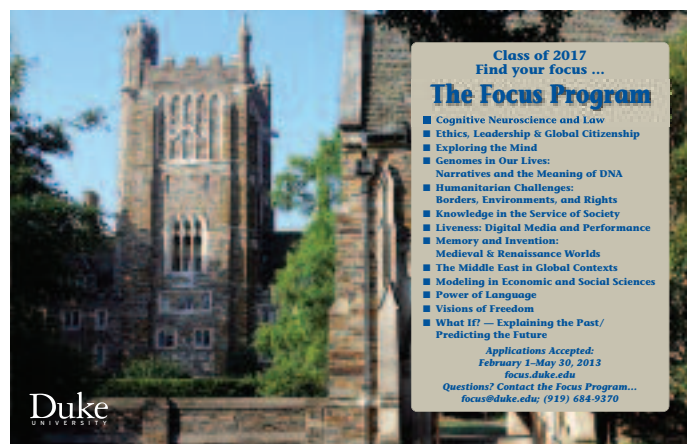
FocusProgram

Duke University's Unique Learning Community for First-year Students

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, 2014.)

The online application for Fall 2014 clusters opens on February 1, 2014. The final application deadline is May 30, 2014. All applicants will be notified of their placement status by June 15, 2014. (Applications received early will be notified within 2 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 30.



FOCUS MENTORING PROGRAM

The Focus Mentoring Program has a wonderful group of former Focus students who are eager to share their experiences and impressions with new students interested in the program and who serve as mentors for future Focus students.

If you would like to be connected to a Focus Mentor, please let us know at: focus@duke.edu.

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 also be found at apply.focus.duke.edu/apply.php.

INSTRUCTIONS FOR FOCUS PROGRAM ONLINE APPLICATION

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 4th paragraph of 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 your personal information page in ACES.

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.

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' then 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.

What happens next?

If you are accepted, the Focus Program and the Office of the University Registrar will enroll you into your Focus courses, including two seminar courses and the interdisciplinary discussion course. These courses will be visible in your ACES schedule. You cannot drop or add the Focus courses through ACES. 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 **919-684-9370**, 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 (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. Pratt Engineering students must have AP credit in either math or chemistry to participate in the Focus Program. Engineering students may apply to participate in any of the Focus clusters. 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 (studentaffairs.duke.edu/hdrl).

fyi

Focus Program Offices are in the Academic Advising Center on Duke's East Campus, behind the Marketplace.

FOCUS PROGRAM DATES AND DEADLINES

February 1: Rolling admission begins

May 30: Final application deadline

June 15: Acceptance notice sent via email

!

disABILITYAccess

For First-Year Students



For campus accessibility maps, visit
maps.duke.edu

Welcome to Duke University from the staff at the Student Disability Access Office (SDAO)! The SDAO helps students focus and capitalize on individual abilities rather than being defined by an individual disability. Duke 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.

FAQs

Who is a student with a disability?

Generally, a student with a disability is one who has an impairment or condition that substantially limits one or more major life activities.

What types of accommodations are available?

All accommodations and services are individualized and based on the student's impairment and limitations. Current documentation from the student's diagnostician (usually within the last three calendar years) is reviewed. If necessary, the SDAO will consult with expert consultants, who specialize in the individual's impairment or condition, to determine the most reasonable accommodation. Academic, as well as non-academic support services are provided through the SDAO. We also provide assistive technology such as assistive listening devices, books in alternative format, CCTV's, etc.

Where is the SDAO located?

Our offices are located in an accessible location at 402 Oregon Street, Suite 102. You may reach the SDAO Director 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 at least six weeks prior to the beginning of classes. Our request form, documentation guidelines, and other useful information can be found at our website at: access.duke.edu.

fyi

We'd love for you to stop by 402 Oregon Street, Suite 102 for a visit and to pick up a FREE plastic SDAO tumbler!



Failure to submit your request form and documentation **at least six weeks prior to the beginning of classes** may result in a delay in the receipt of approved accommodations.



Registration

This section contains detailed instructions about how to register for your first semester, including instructions for using ACES, Duke's online student information web interface.



mobile ACES

Duke offers a web-based mobile version of ACES that allows students limited functionality within ACES. You have the capability to view your schedule, search for classes, view financial aid data, see your account activity and pay your bill, update personal data, and bookbag and register for classes. When you access ACES via a mobile device, the mobile version of ACES will appear by default.



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. Please take the time to explore the comprehensive features that the full ACES site offers by using a desktop or laptop computer. While this section of the Blue Book will walk you through registration in ACES, it does not cover all of the tools ACES has for you. As you become a seasoned user of ACES, you may consider using the mobile application for registration in upcoming semesters.

As you read through this section, you will see mobile application icons next to certain sections. This icon indicates functionality within the mobile application so that you can easily become familiar with what the mobile device has to offer. For more information, see: oit.duke.edu/voicevideoweb/web/mobile.php

"Bookbagging"

The bookbag is a tool to help you plan your registration before your registration window opens. The bookbag is similar to the "shopping cart" feature found on many online shopping sites. While doing a course search, you can place courses of interest in your bookbag. You can add a selection of different courses or multiple sections of a single course in your bookbag as you start to put together a fall schedule. When your registration window opens in ACES, you'll choose four courses from your bookbag and enroll.

Schedule Builder

This year, Duke launched Schedule Builder, a web-based tool that helps students create class schedules with ease. Schedule Builder is fully integrated with ACES and allows students to see a variety of schedule options in a matter of minutes.

GO TO: [ACES](#) > [Registration](#) > [Bookbag](#) to locate the Schedule Builder tool.

PRATT SCHOOL OF ENGINEERING Registration

This section will introduce you to the process of registration and guide you through each of the five steps that are required for successfully enrolling in fall classes.

The registration process begins on June 2 when you will be able to access steps 1 and 2. See the table below for each step and the dates when you should work on them. You can begin steps 3 and 4 on June 16. You will browse through available fall classes on ACES, look at departments and programs, and check placement. You will then place a selection of required courses into your bookbag. You can put together multiple possible schedules to see what works and what doesn't.

After you register for classes on July 8, 9, or 10, you can continue to modify your schedule during the first drop/add period which ends at 5 pm on July 18. Registration will then close for the summer. It will reopen when you arrive on campus in August and meet with your faculty advisor. If you need to make changes to your schedule, you will have two more weeks during the drop/add period.

First-Year Registration Process in ACES

Steps	Task	Available on ACES starting	Complete by
STEP 1	Verify and provide personal information	June 2	June 16
STEP 2	Reflect on your academic goals	June 2	June 16
STEP 3	Bookbag possible classes	June 16	July 7
STEP 4	Validate your schedule	June 16	July 7
STEP 5	Enroll in your Fall classes	July 8, 9, or 10	July 18
	First drop/add period	July 11	July 18
	Second drop/add period	August 20	September 5

Note that you must complete each step before going on to the next step. 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 Office of the Dean for Pratt Undergraduates (pratt-advising@duke.edu). A summer advisor will help you.

AVAILABLE ON ACES **JUNE 2.**
 COMPLETE BY **JUNE 16.**

fyi

If you did not receive the NetID activation email, please contact the OIT Help Desk at help@oit.duke.edu or via the phone at 919-684-2200.

!

Important note for international students: You must have an address type of "International" with corresponding address listed to comply with homeland security requirements and to move forward with the verification process.

Step 1

Verify and Provide Personal Information

1.1 Log in to MyDuke: You can also access ACES at aces.duke.edu

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

1. **GO TO:** my.duke.edu/students
2. Enter your NetID and password.
3. On the MyDuke Checklist, click on the Academic Profile item. You will be taken to the Student Verification of Data page, which begins like this:

Student Verification of Data

Welcome to Duke! Please review the important student record information listed below. Click the edit button in each section to make any necessary updates. When you finish any edits and have verified a section is correct, click the corresponding "click to verify" button. After all information has been verified, you will be able to click a link to review and agree to uphold the Duke Community Standard.

At any time during verification, you can save your work and complete the request at a later time. Once the verification process is complete, all of the Student Center functions will be reactivated for your use.

If you have any questions, please contact the Office of the University Registrar at the following e-mail address: registrar@duke.edu. Medical Students: contact Medical School Registrar's Office at the following e-mail address: medreg@mc.duke.edu. Thank you!

SAVE AND CONTINUE LATER

Address Information

click to verify **Address Policy** **add/edit address**

Address Type	Effective Date	Status	Address
Mail	09/14/2015	Active	21 Blue Dawn Los Angeles, CA 92677-4239
Home	09/12/2015	Active	21 Blue Hanson Durham, NC 27701

You will need to verify/update your:

- permanent home address
- preferred first name
- phone number(s)
- emergency contact(s)
- relationship information - parent(s)/guardian(s)

Use the "edit" button to make changes. When finished or if no changes are necessary, press the "Click to Verify" button to continue. This information is important and required, so check these items carefully. If you wish, you may also add your religious preference in this section; this is optional.

When you have finished, each section will collapse and be marked "Verified."

SAVE AND CONTINUE LATER

Address Information (Verified)

Name Information (Verified)

Phone Number Information (Verified)

Emergency Contact Information (Verified)

Relationship Information (Verified)

You can provide required information in steps 1 and 2 in any order, but you must complete both steps 1 and 2 before you can go on to step 3. You can also return to steps 1 and 2 to make changes if you need to. If you edit any part of step 1, be sure to click the "Click to Verify" button again.

Step 2

Reflect on your Academic Goals

AVAILABLE ON ACES **JUNE 2.**
COMPLETE BY **JUNE 16.**

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. After completing Step 1, continue with the prompts in the Checklist.

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

2.1 What are your current academic interests?

Below is a list of programs of study that are available to you as an engineering undergraduate at Duke. Please indicate at least 4, and up to 5, 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 not certain of your intended major, you may select "Engineering-Uncecided."

MAJORS

Biomedical (BME)

Civil (CE)

Electrical & Computer (ECE)

Environmental (EnvE)

Mechanical (ME)

Undecided

FOR MORE INFORMATION, SEE

bme.duke.edu/undergrad/curriculum

cee.duke.edu/undergrad/study-tracks

ece.duke.edu/degree-planning

cee.duke.edu/undergrad/bse-enve-degree-planning

mems.duke.edu/degree+planning

pratt.duke.edu/undergrad/students/first-year

fyi

Remember there is a 20 minute time-out interval on ACES. If you leave ACES unattended for more than 20 minutes, you will be automatically timed out and your work will not be saved. If you would like to log out and continue at another time, that is fine. Just re-enter this section by returning to MyDuke, then Academic Profile, and then to "click here" on the main page.

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, or research.

2.3 What are your strengths and weaknesses?

You may wish to mention expertise or an experience, such as summer research in a biology laboratory, 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 weaknesses 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?

Explain your language background.

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, 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 (e.g., music, English, art, art history, drama)
- ☐ courses and/or a career in the quantitative or natural sciences (e.g., math, biology, chemistry)
- ☐ courses and/or a career in the social sciences (e.g., public policy, political science, psychology, or sociology)
- ☐ a career in education
- ☐ a career in business and/or finance
- ☐ a career in law
- ☐ a career in a health profession (e.g., medicine, dentistry, veterinary medicine, etc.)
- ☐ other

2.7 Confirm Academic Goals

Once you have answered all of the questions, ACES will display a summary of your Academic Goals. Review this page carefully. If you want to make some changes, you may do so. Once you save your summary page, however, you will be unable to update your Step 2 responses. You must save this page in order to Affirm Community Standard and proceed to Step 3, Create a Bookbag.

AFFIRM COMMUNITY STANDARD

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

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

Policies, rules, and regulations of Duke University define the specific conduct for which you will be held accountable. Read the standard carefully and select the “I Agree” button to access your bookbag. For more information, see integrity.duke.edu/ugrad/.



Step 3

Create A Bookbag

AVAILABLE ON ACES **JUNE 16.**
COMPLETE BY **JULY 7.**

In this step, you will identify a range of courses that you will take this fall and you will place these courses 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. It also allows you to select multiple sections of a course. The following is a list of courses to bookbag as you begin the engineering curriculum. This is followed by detailed instructions and webshots on the bookbagging procedure.

Step 3 may require some time to complete, as you will need to browse courses on ACES, 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 if you need to.

Be sure to read the Learning at Duke section before beginning here. It has important information on pre-college credit, courses, curriculum, and first-year requirements.

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 recitation, and a lab. Check each website below to review the applicable placement guidelines and check on AP, IPC, or PMC credit if you have taken college-level coursework previously. If you are waiting for AP 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. Additionally, for CE, EnvE, ECE, and ME students with AP credit for chemistry, the following courses are recommended: CE 160L (both CE and EnvE), BIO 201L, and EGR 121L, respectively. BME students with CHEM 21 AP credit 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.

chem.duke.edu/undergraduate/placement-guidelines
math.duke.edu/first_year/placement.html

Chemistry
Mathematics

(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 computer 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 and a lab.

(c) WRITING 101, if appropriate.

WRITING 101 is Duke's introduction to an academic writing course. All students in Trinity College and the Pratt School of Engineering are required to take this course during their first year at Duke. 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 2018. 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 Student Center page in ACES stating that you are "eligible 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 8, 9, or 10. Starting July 11, any first-year student can enroll in any open section of WRITING 101. Please note that you cannot waitlist for WRITING 101 sections.

(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 a social science/humanities elective. Select several possible classes for your bookbag.

The social sciences/humanities requirement is met by the completion of five courses selected from at least three of the following four Areas of Knowledge: Arts, Literature and Performance (ALP), Civilizations (CZ), Foreign Languages (FL), and Social Sciences (SS). At least one course must be classified SS. Also, in order to provide depth in a subject matter, at least two of the five courses must be selected from a single department, and at least one of those courses must be an upper-level course, 200-level, or higher. Further restrictions include:

- AP credit may not be used to satisfy the depth requirement;
- Skill courses may not be used to fulfill this requirement;
- Courses must be chosen from Humanities and Social Science departments;
- Science and engineering courses with SS, CZ, FL, or ALP codes will not count toward this requirement.

Humanities courses are identified by the curriculum codes ALP, FL, and/or CZ. Courses that typically hold the ALP code include Literature, Art & Art History, Theater Studies, Dance, English, and Music. Foreign Languages have the FL code, and courses in Philosophy, Religion, and History typically have the CZ code.

The same Areas of Knowledge codes pertain to AP subjects as well. For example, AP credit in English has an ALP code, AP credit in History has a CZ code, AP credit in Economics has an SS code, and AP credit in Spanish has a FL code. For information on the social science/humanities requirement, see: pratt.duke.edu/undergrad/policies/3505.

fyi

Areas of Knowledge codes are noted under "Class Attributes" in a course description. You can also specifically look for classes with the ALP, FL, CZ, and SS codes by using the advanced search function on ACES.

(e) EGR 90L (0.5 credit).

EGR 90L Introduction to Engineering is recommended for first-year students who are unsure of which major they intend on pursuing. This class provides you with an overview of the field of engineering, the four majors, and the numerous research and student project opportunities available in Pratt. EGR 90L is not a required class.

(f) First year schedule.

The first year is largely common to all engineers, with seven of the eight first-year courses being completely transferable between the five engineering majors. The eighth course may be the department specific course in your potential engineering major or a course in other areas. The general layout for the first year is:

Fall: MATH 111L, CHEM 101DL, EGR 103L, WRITING 101, or a Social Science/Humanities elective; EGR 90L (optional)

Spring: MATH 112L, PHYSICS 151L, department-specific course, WRITING 101, or a Social Science/Humanities elective

The first-year department-specific course taken in the spring should be selected according to your intended major, if known:

Undecided: one of the classes listed below

Biomedical Engineering: BIO 201L

Civil Engineering: EGR 120L

Electrical and Computer Engineering: ECE 110L

Environmental Engineering: Natural Science Elective

Mechanical Engineering: EGR 121L

(g) 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. You must have advanced placement credit in math and/or chemistry. Possible non-Focus courses for a Focus student are: EGR 103L, MATH 111L or 122L or 212, CHEM 101DL or 110DL, or 201DL. WRITING 101 should be taken in the spring.

(h) Other considerations.

If you have AP, IPC, or PMC credit for one or more of the courses above, substitutions of

upper level technical requirements may be made or other curriculum interests may be pursued (including the Focus Program, or initiation of a second major or minor). AP Scores will be listed on your “Academic History” on ACES. For more information on AP, IPC, PMC, see the Learning at Duke section (p.3-5) and/or via pratt.duke.edu/undergrad/policies/3483.

For more information about departmental curriculum, see pratt.duke.edu/undergrad/degree-programs/bse. If you are considering a career in a health profession, you will need to work in 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

GO TO: MyDuke > ACES > Student Center > Registration

When you log into ACES you will see the Student Center page below. Your primary goal right now is to search for and bookbag classes for the fall. To search for classes, click on the registration tab.

If you are selected to enroll in WRITING 101, a message will appear here.

When bookbagging opens

Your registration window

3.3 Search for classes using “Class search”

You have two ways to search for classes and place them in your bookbag. In the first (class search), you can browse through departments alphabetically to see all of the courses that are offered in a semester. When you find a course you like, click on the link that says “Add to Bookbag.”



GO TO: MyDuke > ACES > Student Center > Registration **1** > Class Search **2**

- 3** The term should be “2014 Fall Term.”
- 4** Click on a letter to list available subjects.
- 5** Click on an arrow to see available courses in that subject.
- 6** Click on the course name to see course details (these are explained in section 3.5).

(See screenshot on next page)

Be sure the term is set to Fall 2014

Click on the course title to see class details (section 3.5)

7 Click on “Add to Bookbag” if you like the course.

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, permission number, and/or recitation group), an additional page will be displayed. Click the “Next” button to add the class to your bookbag. Please note, if the course does not have one of these requirements this screen will not appear.

If a course requires a permission number (or consent of the instructor) see section 3.7.

fyi

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)

3.4 Search for classes using “Advanced Search”

A second way to search for classes and place them in your bookbag is to use the advanced search function. This will allow you to look for courses using a variety of search criteria including:

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

GO TO: MyDuke > ACES > Student Center >

1 Registration >

2 Advanced Search

3 The term should read 2014 Fall Term.

4 Check the box that says "Show Open Classes Only."

5 Select characteristics of the classes you are looking for.

6 Click the "Search" button.

3.5 Check on Class Details

In the screen shot in section 3.3 (item #6), we mentioned that you could click on the course title to see course details. Below is an example of the class details you would see, e.g., if the course is open or closed, restrictions in enrollment, if this is a 1.0 credit course or a partial credit course, pre-requisites, etc. Always read course details carefully.

1. Status of Course
2. Number of Units (Credits)
3. Indicates an Undergraduate Class
4. Grading Method
5. Instructor Consent Required
6. Class Attributes
7. Enforced Prerequisites
8. Maximum Enrollment Allowed
9. Maximum Enrollment Allowed on Waitlist
10. Prerequisite(s) Information
11. Synopsis of Course

SEE NEXT PAGE FOR DETAILED LEGEND.

- 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 Academic History 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 How to add and drop courses from your bookbag

GO TO: MyDuke > ACES > Student Center > Registration > Bookbag

The screen shot below shows you what a bookbag looks like. To add a course to your bookbag, use the class search (section 3.3) or advanced search function (section 3.4). When you find a course you are interested in, click on "Add to Bookbag."

To delete a course from your bookbag, click on the trash can icon next to the course name. (See the red circle)

Registration

Book Bag/Enroll in Classes

Add classes to your Book Bag. Select book bagged classes to View in Graphic Schedule. Select book bagged classes to Validate (validation checks for conflicts of checked classes). Select book bagged classes in which you wish to enroll.

Select the Go To Enroll button to finish your enrollment. You will not be able to finish your enrollment until your window opens.

2012 Fall Term | Undergraduate | Duke University

Click the trash can to remove the course from the bookbag.

2012 Fall Term Book Bag:

Select	Delete	Class	Description	Days/Times	Room	Instr
<input type="checkbox"/>		AAAS 899-01 (4522)	FIRST-YEAR SEMINAR (TOP)	W 4:40PM - 7:10PM	TBA	S. Ho
<input type="checkbox"/>		AAAS 102-01 (2940)	INTRO AFR/AFR-AMER ST	TuTh 3:05PM - 4:20PM	TBA	S. Ho

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 ACES 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.



To enter a required permission number:

GO TO: MyDuke > ACES > Student Center page

- 1 Click on Registration and on **2** Bookbag.
- 3 Click on the “Add” in the Permission Number column. An Enrollment Preferences Page will appear.
- 4 Type the permission number in the box labeled “Permission Nbr.”
- 5 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.

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 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.

Course	Description	Days/Times	Prereq	Instructor	Enroll	Enrollment Info	Course	Permission	Enrollment
ARTSVIS 290-02	TOPICS IN VISUAL ARTS	TU, TH, 3:00PM - 4:00PM	TBA	Dr. V. Hall	Full	Full	ARTSVIS 290-02	Yes	3

ARTSVIS 290-02 Lecture ☒ Open

Session: Regular Academic Session

Career: Undergraduate

Enrollment Information

- Instructor Consent Required to enroll in this class
- (ALP) Arts, Literature & Performance

Wait List ☒ Wait list if class is full

Permission Nbr

Grading: Graded

Units: 1.00

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.

**OFFICE OF THE
UNIVERSITY REGISTRAR**
 Box 90754
 Duke University
 Durham NC 27708-0754
tel: 919-684-2813
fax: 919-684-4500
email: registrar@duke.edu
url: registrar.duke.edu

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 ACES will not allow you to enroll until the prerequisite course is listed on your Academic History on ACES. For example, enrolling in ECON 201D requires previous credit in economics and math. Check to see if these appear on your Academic History. 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 ACES will not check your Academic History 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. When they are processed, any credit that you should receive will be added to your Academic History before you actually begin to 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 Academic History on ACES. 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.

An example of what an Academic History can look like is at left.

Are you done with bookbagging?

Once you feel confident about your bookbag and have selected a variety of courses (discussed on pages 5-6 of this section), move on to Step 4 to put together a tentative schedule.

AP, IPC, PMC credits appear here.

Fall schedule

Student Center

My Academics

Registration

Future Plans

Personal Info

Enrollment

Courses

my class schedule

my advisors

grades

test scores

exam schedule

academic history

search transfer credit

Academic History

Program History

Undergraduate - Undergraduate Engineering

Program Status

Active in Program

Major

No Major Declared

Admit Term

2012 Fall Term

Exp. Graduation Term

2016 Spring Term

Course History

Undergraduate

2012 Fall Term

Transfer and Test Credits

Source Institution	Enrolled Course	Description	Official Grade	Units Transferred
Advanced Placement	BIOLOGY 20	GENERAL BIOLOGY	AP	1.000
Advanced Placement	CHEM 21	GENERAL CHEMISTRY CREDIT	AP	1.000
Advanced Placement	MATH 21	INTRODUCTORY CALCULUS I	AP	1.000
Advanced Placement	MATH 22	INTRODUCTORY CALCULUS II	AP	1.000

See the appropriate bulletin for the year you matriculated at Duke for the number of credits applicable to your degree.

Course Credits

Course - Section	Course Title	Instructor(s)	Official Grade	Units	Grading Basis
CHEM 201L - 002	ORGANIC CHEMISTRY	Wang Q	-	1.00	GRD
CHEM 201L - 402	ORGANIC CHEMISTRY LAB	Casper A	-	0.50	LB
SGR 103L - 002	COMP METH IN ENGINEERING (LIC)	Simmons R, Gustafson M, Morgan R	-	1.00	GRD
SGR 103L - 02	COMP METH IN ENGINEERING (LAB)	Gustafson M	-	0.50	LB
MATH 212 - 02	MULTIVARIABLE CALCULUS	Gaubachas I	-	1.00	GRD
PSY 101 - 002	INTRODUCTORY PSYCHOLOGY	Vieth A	-	1.00	GRD

2013 Spring Term

Course Credits

Course - Section	Course Title	Instructor(s)	Official Grade	Units	Grading Basis
BIOLOGY 201L - 001	MOLECULAR BIOLOGY	Wray B, Hill A	-	1.00	GRD
MATH 216 - 02	LINEAR ALGEBRA & DIFF EQUATION	Gray C	-	1.00	GRD
MATH 216D - 05	LINEAR ALG AND DIFF EQN (DIS)	Casey M	-	0.50	LB
PHYS201 - 02	LATIN DANCE	Daffron R	-	0.50	GRD
PHYSICS 151L - 002	INTRODUCTORY MECHANICS	Behringer	-	1.00	GRD
PHYSICS 151L - 02	INTRODUCTORY MECHANICS	Behringer R, McKenzie K, Leadbetter D	-	0.50	LB
PHYSICS 151L - 11	INTRODUCTORY MECHANICS (DIS)	Behringer R, Cox K	-	0.50	LB
WRITING 101 - 11	ACADEMIC WRITING TOPIC: THE DIGITAL HUMANITIES	Chenik A	-	1.00	GRD

Step 4

Validate Your Schedule

In this step, select four courses in your bookbag that you want to enroll in when your registration window opens on July 8, 9, or 10 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. Be sure to check that there are still spaces available in the classes that you wish to enroll just before your registration window opens as you cannot waitlist classes during the initial registration period.



AVAILABLE ON ACES JUNE 16.
COMPLETE BY JULY 7.

GO TO: MyDuke > ACES > Student Center

- 1 Click on Registration and then on 2 Bookbag.
- 3 Check the "Select" boxes of the four courses you wish to enroll in.
- 4 Click on view graphic schedule to see your prospective weekly schedule.
- 5 Click on the validate button.

Student Center | My Bookbag | **Registration** | Future Plans | Request Info | Financial Aid | Resources

request summer/winter enrollment | advanced search | class search | **book bag** | enrollment dates

Registration

Book Bag/Enroll in Classes

Add classes to your Book Bag. Select book bagged classes to View in Graphic Schedule. Select book bagged classes to Validate (validation checks for conflicts of checked classes). Select book bagged classes in which you wish to enroll.

Select the Go To Enroll button to finish your enrollment. You will not be able to finish your enrollment until your window opens.

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2012 Fall Term Book Bag																
Select	Delete	Class	Description	Days/Time	Room	Instructor	Class Listing	Textbook Info	Course Eval	Prereq Exist?	Prerequisites Required?	Prerequisites Number	Units	Enrl. Exp	Status	
<input checked="" type="checkbox"/>		CHEM 101DL-118 (1910)	CORE CONCEPTS IN CHEMISTRY	M 8:45AM - 9:35AM	TBA	C. Roy		Not Listed	Course Eval		No*	Add	1.00	0/25		
<input type="checkbox"/>		CHEM 101DL-001 (1900)		W 8:00AM - 9:45AM	Grass Chem 10T	C. Roy		Not Listed			No*			14/275		
<input type="checkbox"/>		ENR 101L-001 (4596)	COMP METH IN ENGINEERING (LEC)	MF 10:05AM - 11:20AM	TBA	R. Simmons		Not Listed	Course Eval	Yes	No*	Add	1.00	0/120		
<input type="checkbox"/>		ENR 101L-01 (4597)	COMP METH IN ENGINEERING (LAB)	Tu 8:30AM - 11:20AM	CIEMAS 8209	M. Gustafson		Not Listed	Course Eval	Yes	No*	Add		0/32		
<input checked="" type="checkbox"/>		ENR 205-01 (4552)	ENGR SYSTEMS OPTIM AND ECON	Tu 8:30AM - 9:45AM	TBA	J. Peirce		Not Listed	Course Eval	Yes	No*	Add	1.00	0/30		
<input checked="" type="checkbox"/>		MATH 112L-01L (3450)	LABORATORY CALCULUS II	Th 12:00PM - 3:20PM	TBA	D. Staff		Not Listed	Course Eval	Yes	No*	Add	1.00	0/25		
<input type="checkbox"/>		MATH 112L-01 (3399)		W 10:00AM - 11:10AM	TBA	D. Staff		Not Listed		Yes	No*			0/25		
<input type="checkbox"/>		MATH 112L-02L (3450)	LABORATORY CALCULUS II	Th 3:20PM - 6:05PM	TBA	D. Staff		Not Listed	Course Eval	Yes	No*	Add	1.00	1/25		
<input type="checkbox"/>		MATH 112L-02 (3451)		W 12:00PM - 12:50PM	TBA	D. Staff		Not Listed		Yes	No*			1/25		
<input checked="" type="checkbox"/>		WRITING 103-10 (4632)	ACADEMIC WRITING	Tu 1:25PM - 2:40PM	Art Bldg 116	A. Charis		Not Listed	Course Eval	Yes	No*	Add	1.00	0/12		

For selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

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.

Registration

Book Bag/Enroll in Classes

View the following status report for enrollment confirmations and errors:

<div> <div> ✔ OK to Add </div> <div> ✖ Potential Problem </div> </div>		
Description	Message	Status
WRITING 101	OK to Add.	✔
CHEM 1010L	OK to Add.	✔
CHEM 10119	OK to Add.	✔
MATH 111L	OK to Add.	✔
EGR 103L	OK to Add.	✔

Book Bag

4.1 Check your proposed schedule

- You should have four 1.0 credit courses. (If you enroll in the optional EGR 90L course, you will be enrolled for 4.5 credits.)
- You should have a math course, a chemistry course, and EGR 103L.
- Your fourth course should be WRITING 101 or a Social Science/Humanities elective.
- Check to see if there are prerequisites for your courses.
- Check departmental websites if you have concerns about course level or placement.
- If you are choosing math or science courses with laboratories, you should not choose more than three of these for your first semester.
- View your bookbag graphically. You may find having some courses on MWF and others on TuTh gives you a more balanced schedule.
- Consider the time required (at least 20 minutes) to travel between East and West Campus, where most classes are held. The room number and building of your courses are displayed in your bookbag and when you use the class search tools on ACES. 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.
- If you are a student participating in Focus, you should have 2 non-Focus courses that you selected, and 2.5 Focus courses that were already selected for you.

Are you done with Step 4?

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

Step 5

Register for Classes

In this step, you will go to ACES Registration, 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, you will get a message that says: You do not have a valid enrollment appointment at this time.

ACES registration will open at 12 noon Eastern Daylight Time on the day of your assigned window (July 8, 9, or 10) and will remain open until 5 pm on July 18. Your window date is indicated on your ACES Student Center 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

GO TO: MyDuke > ACES > Student Center page

- 1 Click on Registration and then on 2 Bookbag.
- 3 Check the box for the 4 or 4.5 courses you wish to enroll in, if you haven't already done this.
- 4 Click the “validate” button to be sure the courses are still open and available. If not, add or delete as necessary. 5 Click on the “go to enroll page” button.

**AVAILABLE 12 NOON EDT
ON YOUR REGISTRATION WINDOW
(JULY 8, 9, or 10)**

OPEN UNTIL 5 PM JULY 18



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

You can also access ACES at:
registrar.duke.edu

Registration

Book Bag/Enroll in Classes

Add classes to your Book Bag. Select book bagged classes to View in Graphic Schedule. Select book bagged classes to Validate (validation checks for conflicts of checked classes). Select book bagged classes in which you wish to enroll.

Select the Go To Enroll button to finish your enrollment. You will not be able to finish your enrollment until your window opens.

Select	Book Bag	Class	Description	Days/Times	Units	Instructor	Academic Info	Course Fee	Prerequisites	Prerequisites Satisfied	Prerequisites Number	Units	Unit Cost	Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CHES 2110-001 (4402)	CORE CONCEPTS IN CHEMISTRY	F 11:00AM - 12:30PM	3.00	C. Ray	No information available at this time	COURSE Fee	No	Yes	Add	1.00	0.22	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CHES 2110-002 (4403)	CORE CONCEPTS IN CHEMISTRY	W 11:45AM - 1:15PM	3.00	S. MacNeil, C. Ray	No information available at this time	COURSE Fee	No	Yes	Add	1.00	0.22	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CHES 2110-003 (4404)	CORE CONCEPTS IN CHEMISTRY	M 1:30PM - 4:30PM	3.00	L. Hyman	No information available at this time	COURSE Fee	No	Yes	Add	1.00	0.22	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ENG 2110-001 (1200)	CORE WITH IN ENGINEERING	M 10:00AM - 11:30AM	3.00	R. Goffman, S. Morgan, S. Thompson	No information available at this time	COURSE Fee	Yes	Yes	Change	1.00	0.120	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATH 2110-001 (4700)	LABORATORY	Tu 12:00PM - 1:30PM	1.00	C. Shull	No information available at this time	COURSE Fee	No	Yes	Add	1.00	1.00	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATH 2110-002 (4701)	LABORATORY	W 12:00PM - 1:30PM	1.00	C. Shull	No information available at this time	COURSE Fee	No	Yes	Add	1.00	1.00	Green
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PHYS 2110-001 (1200)	PHYSICS	Tu 12:00PM - 1:30PM	1.00	S. E. Baum	No information available at this time	COURSE Fee	Yes	Yes	Add	1.00	0.12	Green

For selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

Bookbag 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2013 Fall Term | Undergraduate | Duke University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
CHEM 101DL-82R (4492)	CORE CONCEPTS IN CHEMISTRY (Recitation)	F 1:40PM - 2:30PM	TBA	C. Roy	1.00	Open
CHEM 101DL-002 (4482)	CORE CONCEPTS IN CHEMISTRY (Lecture)	MW 11:45AM - 1:00PM	Cross Hall 107	R. MacPhail, C. Roy		Open
CHEM 101L9-111 (4494)	CORE CONCEPTS IN CHEMISTRY (Laboratory)	M 1:25PM - 4:25PM	French Science 1265	L. Hyman		Open
ENR 103L-001 (7099)	COMP METH IN ENGINEERING (LEC) (Lecture)	MF 10:05AM - 11:20AM	TBA	M. Gustafson, E. Morgan, R. Simmons	1.00	Open
MATH 111L-01L (4753)	LABORATORY CALCULUS I (Laboratory)	Tu 12:45PM - 2:30PM	TBA	D. Staff	1.00	Open
MATH 111L-01 (4752)	LABORATORY CALCULUS I (Lecture)	HWF 9:45AM - 9:55AM	TBA	D. Staff		Open
WRITING 101-R2 (2268)	ACADEMIC WRITING (Lecture)	TuTh 4:40PM - 5:55PM	Art Bldg 116	N. Elbaum	1.00	Open

6 CANCEL PREVIOUS **FINISH ENROLLING**

Bookbag 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2013 Fall Term | Undergraduate | Duke University

Success: enrolled Error: unable to add class

Class	Message	Status
CHEM 101DL	Success: This class has been added to your schedule.	✓
CHEM 101L9	Success: This class has been added to your schedule.	✓
ENR 103L	Success: This class has been added to your schedule.	✓
MATH 111L	Success: This class has been added to your schedule.	✓
WRITING 101	Success: This class has been added to your schedule.	✓

7 BOOK BAG / SCHEDULE

- 6 Click the “finish enrolling” button to complete registration. (If you don’t want to enroll, click on Cancel.)
- 7 View the results screen shot to see the outcome of your enrollment. You can click on the Bookbag/Schedule to view your schedule graphically.

NOTE: 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. So be patient until you receive confirmation of your enrollment.

fyi

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. So be patient until you receive confirmation of your enrollment.

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

1. **Your Student Center Page** will list your enrolled courses. If you click on the graphic view, you will see a weekly schematic as well as another list of your courses and the full names of your instructors.

2. **Your Academic History** (go to ACES > Student Center > My Academics > Academic History) 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** (ACES > Student Center Page > Registration > 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

Go to the Registration tab on your Student Center page and select Bookbag. The courses you are enrolled in will be listed at the bottom of the page. You may need to scroll down to see them.

- 1 Click in the box next to the course you want to drop.
- 2 Click on the “Drop Selected Classes” button. A new screen will appear asking you to confirm your selection.

Click on the “Finish Dropping” button. ACES will then confirm the success of your drop request.

Click on “Bookbag/Schedule” to review your new schedule.

Class Schedule

This is your current class schedule. To drop a class from your schedule, select the class and then select the drop button under your schedule.

[view textbooks for my courses](#)

✓ Enrolled
✗ Dropped
⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Textbook Info	Course Eval	Units	Enrl/Cap	Status
<input checked="" type="checkbox"/>	CHEM 1010L-828 [4422]	CORE CONCEPTS IN CHEMISTRY (Recitation)	F 1:40PM - 2:20PM	TBA	C. Roy	No information available at this time	Course Eval		1/25	✓
<input checked="" type="checkbox"/>	CHEM 1010L-002 [4462]	CORE CONCEPTS IN CHEMISTRY (Lecture)	MW 11:45AM - 1:00PM	Gross Hall 107	R. MacPhail, C. Roy	No information available at this time	Course Eval	1.00	18/275	✓
<input checked="" type="checkbox"/>	CHEM 1010L-111 [4424]	CORE CONCEPTS IN CHEMISTRY (Laboratory)	M 1:25PM - 4:25PM	French Science 1265	L. Hyman	No information available at this time			1/14	✓
<input checked="" type="checkbox"/>	ENR 103L-001 [7098]	COMP METH IN ENGINEERING (LEC) (Lecture)	MF 10:05AM - 11:20AM	TBA	M. Gustafson, E. Morgan, R. Simmons	No information available at this time	Course Eval	1.00	1/120	✓
<input checked="" type="checkbox"/>	MATH 111L-01 [4732]	LABORATORY CALCULUS I (Laboratory)	Tu 12:45PM - 2:30PM	TBA	D. Staff	No information available at this time	Course Eval		2/80	✓
<input checked="" type="checkbox"/>	MATH 111L-01 [4752]	LABORATORY CALCULUS I (Lecture)	MWF 8:45AM - 9:35AM	TBA	D. Staff	No information available at this time	Course Eval	1.00	2/80	✓
<input checked="" type="checkbox"/>	WRITING 101-82 [5068]	ACADEMIC WRITING (Lecture)	TuTh 4:40PM - 5:55PM	Art Bldg 116	N. Silbaum	No information available at this time	Course Eval	1.00	1/12	✓

drop selected classes

5.3 Need to add a class?

If you wish to add a class to your schedule, go back to your Student Center page, select the “Registration” tab and search for a class. 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 and ACES will then enroll the student who is in the #1 position on the course waitlist.

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

Now you're done!

Once you have enrolled in your classes, you may return to ACES registration and modify your schedule if you need to during the summer drop/add period that ends at 5 pm on July 18. After this date, ACES registration for first-year students will close for several weeks to allow advisors and departments to review enrollments and placements. You will still be able to see your schedule, but you cannot make any changes. When you arrive on campus in August, you will meet with your faculty advisor and review your course enrollments, ask questions, and confer on course placement. Your faculty advisor will then re-open ACES registration for you. Registration will remain open until September 5.

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

Congratulations! We look forward to meeting you during Orientation!

fyi

Need verification of enrollment for insurance or other purposes?

Request this through ACES by clicking:

Services > Enrollment Verification

Frequently Asked Questions

When do I register for classes?

There are three enrollment windows. The first opens Tuesday, July 8 at 12:00 noon EDT. The second opens Wednesday, July 9 at 12:00 noon EDT. The third window opens Thursday, July 10 at 12:00 noon EDT. You will be assigned to one of these windows and on that day you can log in to ACES and register for classes. Your enrollment window is noted on ACES and you will find it on the New Student Checklist on MyDuke. Note that the date of your registration window is the START date of registration. You may register any time after that date until July 18. 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. Windows change with each registration period, so that if you register first this summer, you will register last in November (for Spring registration). If you register last this summer, you will register in the middle registration window in the fall and if you register in the middle window this summer, you will register first in the fall. This means that before graduation, you will register twice in the first, second, and third registration windows.

What do I do 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. Then you can find computer access while you are traveling and register from there, or 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 in August if you need to.

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 18 at 5:00 pm EDT. The second period opens on August 20 and continues to September 5. During the second period, you will need to meet with your faculty advisor during your Orientation meeting 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. For your non-Focus courses, you can drop/add through the normal procedures.

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. Now is the time to utilize the Advanced Search tool (see section 3.4). Be sure to select the "Return only Classes with Space Available" option. If you have questions, contact the Dean's Office for Pratt Undergraduates (pratt-advising@duke.edu, 919-660-5996) and talk with a summer advisor.

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 the Advanced Search tool (see section 3.4). Select "Writing" in the subject field, and select the "Return only Classes with Space Available" option. If there are seats available in any WRITING 101 sections, the search tool will find them. Add any that interest you to your Bookbag. If all the sections are full or incompatible with your schedule, postpone WRITING 101 to the spring and select a social science or humanities course for the fall.

When can I access my financial aid information?

Your Student Center Page also 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 sissoffice.duke.edu/students/howto.html.



**OFFICE OF THE
UNIVERSITY REGISTRAR**
email: registrar@duke.edu
phone: 919-684-2813

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. Be patient and it will almost certainly 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 ACES by clicking **Services > Enrollment Verification**. All requests will be processed the next business day. 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 enrollment information panel on ACES), then you can bookbag the course, but you cannot enroll until the prerequisite course(s) appear in your Duke Academic History. If you are still waiting for AP scores or for credit for international placement or prematriculation courses, then postpone enrolling until later. If a course only notes a prerequisite in the syllabus or course description, then this is an un-enforced 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 ACES 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 scores are here, you will see your AP credits on your Academic History on ACES (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 18, and you determine that your placement is not correct, use the drop/add procedure on ACES to change your enrollment. If you receive your scores after July 18 and ACES Registration has closed, wait until you come to campus and you can change your schedule then. If you are confused and unsure about placement, you can consult with the appropriate department during the summer, contact the Office of the Dean for Pratt Undergraduates 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.



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

I have taken the required AP test for an enforced prerequisite, but when I try to register for the class 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. If you think that your AP scores should already be at Duke, check your Academic History on ACES to see if your AP credits have been posted, or contact the Office of the University Registrar (registrar@duke.edu) to see if they have received them, or AP Services to see if they have been sent.

How does the queue work?

When the enrollment windows open, ACES will establish a queue to ensure that enrollment requests are processed in the order received. Your enrollment request may be enrolling in all of your selected Bookbag courses, enrolling in a single class, or dropping a single class. While waiting for the results of your transaction, you cannot alter your Bookbag or submit other requests to the queue. However, you can cancel your request. Doing so will mean that you start over in the queue.

The background features a collage of images with green circular and spiral overlays. The top left shows a person rappelling down a tree. The top right shows two students working together, one holding a pen and the other looking at a laptop. The bottom right shows a group of students in life jackets on a boat. On the left side, there are two vertical columns of white dots.

Orientation

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, including:

Pre-Orientation	1
Project WILD	3
Project BUILD	4
Project Waves	5
Project Search	6
Project Change	7
International Orientation	8
Summer Reading/East Campus Move-in	11
Blue Devil Delivery	12

Get ready for Orientation Week!

Here's what you have to look forward to in August...



INTELLECTUAL ENGAGEMENT

Duke infuses the schedule with discussions to spark your intellectual curiosity. We begin to introduce you to faculty and staff who will support your academic exploration inside and outside the classroom.

BUILDING COMMUNITY

Throughout Welcome Week, you will meet lots of fellow Class of 2018 students, as well as other current Duke students, by participating in traditions and exploring Duke and Durham.



STUDENT WELLNESS

We connect you to resources and communities of support as you navigate and acclimate to Duke. We also provide time and space to pause and reflect on the experience and find ways to be your best self.



Project Change Director: Christian Ferney, christian.ferney@duke.edu**Project Search Director:** Molly Linabarger, pssearch.duke@gmail.com**Project BUILD Director:** Lauren Haley, lauren.haley@duke.edu**Project Waves Directors:** Sydney Howland and Connor Moone, pwaves2014@gmail.com**Project WILD Directors:** Aisha Golaub, asg19@duke.edu
Duncan Dodson, dbd4@duke.edu

Pre-Orientation

Nearly 280 students will begin their Duke experience by participating in one of five pre-orientation programs: **Project BUILD**, **Project Change**, **Project Search**, **Project Waves**, and **Project WILD**. 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 and typically fills up very quickly. If you have any additional questions, please visit the website listed or contact a member of the pre-orientation staff.

REGISTRATION

The registration deadline for pre-orientation is June 6, 2014. 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.**

DEPOSIT AND PAYMENT

Pre-orientation requires a deposit of \$75 paid via credit card during registration. This deposit is refundable only until July 14, 2014 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 due to space limitations, 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 late June.

FINANCIAL AID

Students who receive need-based financial aid from Duke may be eligible for assistance to attend pre-orientation programs. Please make note of this request on the online registration form. We will notify you of the status of your request in July. While we will make every effort to accommodate each request, please understand that we have limited funds for this purpose.

PRE-ORIENTATION CONTACTS:

telephone: 919-684-3511 | **email:** orientation@studentaffairs.duke.edu | **url:** studentaffairs.duke.edu/new-students

Arrival at Duke

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

Project Search - August 3, 2014 between 10:30am-3:00pm

Project WILD - August 5, 2014 between 10:00am-2:00pm

Project Waves - August 11, 2014 between 8:00am-12:00pm

Project BUILD - August 11, 2014 between 8:00am-3:00pm

Project Change - August 11, 2014 between 10:00am-2:00pm

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 19, 2014).

Additional details about arrival information and suggested packing items for each program will be included in the confirmation notification.



PRE-ORIENTATION DATES AND DEADLINES

June 6: REGISTRATION DEADLINE for ALL pre-orientation programs.

Final payment for pre-orientation will be added to your August Bursar bill.



Going on PWILD was the best decision I made before coming to Duke. PWILD gave me an opportunity to build friendships and establish a support system among my peers before transitioning to college, something that made all the difference in the world my first semester.

-CAITLIN MCGOUGH, PWILD PARTICIPANT, CLASS OF 2016

Project WILD

Wilderness Initiatives for Learning at Duke

There is no better way to start your transition to college than with Project WILD, Duke's oldest pre-orientation program. On the trip, you will spend two weeks backpacking and exploring North Carolina's beautiful mountains. Watch the sunrise from the top of Pilot Mountain, take a shower in the waterfalls at Otter Creek, play games under the stars at the top of Devil's Courthouse, and pick buckets of blueberries at Shining Rock Gap, all while building friendships that will last a lifetime. PWILD has been the foundation for self-exploration, lifelong friendships, and adventure for 40 years at Duke.

BECOME PART OF THE PWILD COMMUNITY!

Just because your trip ends when orientation begins doesn't mean your connection to PWILD is over. PWILD is one of Duke's most active organizations. You can take the experiential education house course, become a staff member, go on the spring break trip, or lead a group of Durham High School students in the fall, in addition to maintaining all your great new friendships over your four years at Duke.



"Project WILD has given me the most genuine friendships and profound sense of belonging that I have ever experienced. Having two weeks to bond with my future classmates, and to truly connect with who I was, proved a perfect way to head into my first semester of college. But the true value I derive from PWILD comes from the way that it has continued to impact me long after my time in Pisgah. This community has been my constant guide as I navigate my college experience and given me a place I can truly call my home here at Duke."

-ELIZABETH HOWELL, PWILD STAFF, CLASS OF 2014



TRIP BREAKDOWN

2 days on Duke's Campus.
1 day on Duke's low ropes course.
10 days backpacking.
1 day rock climbing.

WHY PWILD?

HAVE AN ADVENTURE!

Explore the many trails of beautiful Pisgah National Forest.

LEARN TO ROCK CLIMB!

Spend a day scaling Pisgah's Cedar Rock under the direction of our trained staff.

MAKE NEW FRIENDS!

Get a jump start and meet your classmates two weeks early.

GET CONNECTED!

Learn all about your new home from PWILD's staff—a diverse cross-section of Duke's student body.

CHALLENGE YOURSELF!

PWILD will have you doing things you've never done before.

ALL EXPERIENCE LEVELS WELCOME!

PWILD is for everyone; whether you have climbed Mt. Everest or never slept outside in your life.



For more information, visit:
duke.edu/web/pwild

PRE-ORIENTATION CONTACTS:

telephone: 919-684-3511 | email: orientation@studentaffairs.duke.edu | url: studentaffairs.duke.edu/new-students



”

BUILD was the best decision I could have made after coming to Duke. The friendships you make and memories you share during that one week are priceless and forever.

-2013 BUILD FRESHMAN



”

BUILD introduced me to Duke and its people and exceeded my expectations in every way. I would not trade my BUILD experience for anything.

-2013 BUILD FRESHMAN



Project BUILD

Building Undergraduate Involvement in the Life of Durham

Project BUILD is an amazing week-long opportunity for incoming first-year students to become familiar with Duke, explore and serve Durham, 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 48 upperclass students bond through volunteer work and fun activities around Durham for eight days.

BUILD COMMUNITY

Build will undoubtedly be one of the most unforgettable and fun weeks of your Duke experience...just ask the upperclass students who can't wait to come back each year! BUILDers form some of the strongest relationships and eagerly plan reunions throughout the year. When the program ends, you'll find yourself joining not just the Class of 2018, but also a dedicated, strong BUILD community of older friends and mentors who cannot wait to share all the best of their Duke experiences with you.

GET TO KNOW DUKE AND DURHAM

Build is packed with activities that allow you to get acquainted with your new city and campus! You have the advantage of living on campus and getting to know Duke before the rest of your classmates. We get food from local eateries, have our famous costume-themed roller skating night, and spend a day on the lake. We may even have a few surprises up our sleeve!

SERVE DURHAM

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.





Project Waves is the best thing I could have done as an incoming freshman- this program is incredible. Because of PWaves, I entered my first year of college with confidence in myself, relationships with upperclassmen, and amazing and lasting friendships. Don't miss out!

-MADDIE DEAN, PAST PARTICIPANT AND STAFF MEMBER

Project Waves

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 past participants who want to relive their favorite week of the year with the incoming Dukies. 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 Sunfish 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 catch your first wave.
- **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 3 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.



MEET PWAVES—Duke's pre-orientation program that takes you to North Carolina's beautiful coast.

PRE-ORIENTATION CONTACTS:

telephone: 919-684-3511 | email: orientation@studentaffairs.duke.edu | url: studentaffairs.duke.edu/new-students



Search for your place at Duke!
Explore, create, and delve into the
exciting research Duke has to offer.

”

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
PARTICIPANT, CLASS OF 2016**



pSearch was the opportunity of a lifetime. I met friends who would shape my entire Duke experience, and it opened my eyes to all the research possibilities that Duke has to offer.

**-BOBBY LAM, PSEARCH
PARTICIPANT, CLASS OF 2013**

Project Search

Designed as a gateway into undergraduate research at Duke, pSearch offers incoming first-years an introduction to the discoveries of this high-powered research university and a basic skill set to jump-start their own research experience.

Are you curious about the world around you, or the world that existed hundreds—or even millions—of years ago? Have you ever wondered how historians find first-hand accounts to bring the past to life, or how bird song can help us learn about human language? Do you want to get a jump-start on an undergraduate research career before the rest of your classmates step foot on campus? Whether you are interested in exploring research in the humanities and social sciences (history, art, literature, music,



economics, law, politics, and more), the sciences, or the intersection between the two, pSearch is the pre-orientation program for you! The program gives students a jump-start to join faculty in their research or even start their own research projects. If you are interested in the sciences or the humanities and have **LIMITED TO NO PREVIOUS RESEARCH EXPERIENCE**, apply to pSearch today!

RESEARCH

pSearch gives its participants the toolkit necessary to start research projects. Students in the humanities will learn how to conceive, develop, and produce their very own original scholarship and students in the sciences will learn valuable laboratory techniques used in biological research. You will be working directly with Duke professors as you learn skills that will facilitate your experience in research projects and within courses.

MEETING 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 here.

ACTIVITIES

Outside of the lab we will explore the many offerings of Durham from local eateries, to sporting events, concerts, and more. As well as highlighting important Durham locations, such as Southpoint Mall, American Tobacco Campus, and Durham Central Park, students will become comfortable on Duke's campus all before the rest of their classmates arrive.



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 other 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 diners in Durham.

Are you up for the challenge?

Space is limited. Participation is determined through a competitive application process.



fyi

The program is supplemented by grants and other resources, so participants pay only the cost of the deposit for registration. The Kenan Institute for Ethics covers all other costs including ground transportation in Durham, housing, meals, and supplies.

kenan.ethics.duke.edu/students/project-change/

studentaffairs.duke.edu/new-students/pre-orientation-programs/project-change



“

My closest friends and connections to Durham can be directly traced to Project Change. The program's thought-provoking, hands-on approach to social change is an incredibly engaging start to your Duke experience!

—EMILY MCGINTY, PAST PCHANGE PARTICIPANT, CLASS OF 2013

?

Want to learn more?

Visit:

kenan.ethics.duke.edu/education/project-change

International

O R I E N T A T I O N

fyi

Topics covered for students and parents:

- Campus life at Duke
- Academic and cultural adjustment
- Safety
- Healthcare and health insurance
- Special support services and programs

”

Meeting with the talented and diverse international student body is one of the most humbling, enjoyable experiences I've had so far. I particularly like the tailor-made programs organized by International House, as they were helpful in my transition to American school life. Have lots of fun exploring Duke and making it your home for the next four years.

-DAYOU ZHUO, CLASS OF 2017, CHINA



International House is very excited to welcome you to Duke University and to the International Orientation on Sunday, August 17th and Monday, August 18th. 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

AT THE INTERNATIONAL ORIENTATION, YOU WILL:

- 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
- Get a head start and move in early before the Orientation Week begins
- Become familiar with the Duke campus

International Orientation begins with Early Move-in on Friday, August 15th, that is five days prior to New Student Orientation Week for all new undergraduate students.



International House Orientation Peers (IHOPs) 2014 from left to right:
first row: Rinchen Dolma, Brianna Cadalzo, Natalia Arenas Gallo
second row: Meghan Scanlon, Seohee Cho, Laxmi Rajak, Xinyi Lu, Aulo Morini
third row: Manish Nair, Stefanie Engert, Jiayu Yang, Zarina Bentum, Daniel Graber
fourth row: Siyang Wang, Ralph Cheng, Uzoma Ayogu, Sonora Williams



International Orientation was an amazing prelude to the life at Duke. You will make friends with students around the world, and become familiar with the gorgeous campus. From the IHOPS you will not only get helpful information that makes your transition to Duke smoother, but also learn about cool stuff including rules for Cameron Crazies. Attending International Orientation is the first step to starting your great adventure at Duke! **-HENRY HAO YAN, CLASS OF 2017, CHINA**



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 15th or Saturday, August 16th. 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 19 (same as the rest of the first-year students).

What about 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. Mark the dates below!

- **Sunday, August 17 and Monday, August 18, 2014:** Orientation for International Parents and Families

To register or to find out more about International Orientation for Parents and Families, go to: studentaffairs.duke.edu/ihouse/

Are there any programs my family and I can attend together?

Yes, you and your family are invited to attend the WELCOME Dinner on Monday, August 18 at 6pm in the Brodie Recreation Center on East Campus. This will include a special welcome from Duke University President Brodhead to all incoming international students, families, and scholars.

Who is my IHOP?

This year we have a team of 20 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 is usually nerve-racking. It is common to feel overwhelmed, uneasy, or have concerns about your college life. We hear from students who have attended our orientation that the International Orientation helped them not only thrive at Duke, but also to 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. The 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, where you can get the tastiest food, and how to meet and develop friendships.
- Move in before the rest of the undergraduate students and get settled into your residence hall.



I formed a bond with other international students that allowed me to already have a group of friends once orientation for all new undergraduates started and that was very special for me because my mates from International Orientation are some of my closest friends at Duke now.

**-UZOMA AYOGU, CLASS OF 2017
JOHANNESBURG, SOUTH AFRICA**





Please remember that registration is required by July 4, 2014! If you have any questions or concerns, please contact International House at ihouse@duke.edu or telephone: 919-684-3585.



Arriving at Duke for the first time after traveling half a

continent was overwhelming. It was comforting to have an immediate support system and a chance to meet other students going through similar experiences during International Orientation. The knowledge and friends I made during orientation were irreplaceable (even 3 years later).

**-ADRIANA GUZMAN HOLST,
CLASS OF 2014**

**PANAMA, COSTA RICA, VENEZUELA
FORMER IHOP FOR 3 YEARS**



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.

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 should be completed by Friday, July 4, 2014. To register go to: studentaffairs.duke.edu/ihouse/intl-undergraduate-students.

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

What does International look like at Duke?

International students represent approximately 12% of the undergraduate student body. There are 85 plus nations presently studying at Duke. The top six countries represented are:

China
South Korea
Canada
Singapore
India & United Kingdom

(AS OF NOVEMBER 2013)

Curious if there are other students at Duke from your home country? Please check out: www.visaservices.duke.edu/Statistics.html



INTERNATIONAL HOUSE DATES AND DEADLINES

- July 4:** **REGISTRATION DEADLINE:** For both International Orientation and International Parents Orientation
- August 15-16:** International Orientation Early Move-In
- August 17-18:** International Orientation and International Orientation for Parents and Families
- August 18:** International Welcome Dinner with President Brodhead
- August 19:** New Student Orientation begins for all undergraduate students

New Student Programs

Summer Reading

The **Duke Summer Reading program** is designed to give you the opportunity to share a common experience with other members of the Class of 2018. The assigned reading for this year is *Americanah* by Chimamanda Ngozi Adichie. 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 19

Your move-in time will be determined by your housing assignment, which you will be notified of in July. 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)** – Lilly Library & Carr Building. The Duke University Stores Blue Devil Delivery catalog will be mailed to you no later than June 1, 2014.
- **Sign up for a local bank account** – Local bank representatives 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. Welcome Week begins immediately after you move in on Tuesday. Some highlights of the week include convocation and academic advising sessions, a fun affair at the Nasher Museum of Art, and a visit from Dr. Maya Angelou.

PARENTS' ORIENTATION

Special events for parents will be held on Tuesday and Wednesday 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.



Have questions about how your meal plan will work during orientation? We've provided a reference guide on page 6 in the Living at Duke section of this Blue Book.

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PARENTS' ORIENTATION

studentaffairs.duke.edu/parents/first-year-parents

QUESTIONS?

Call 919-684-3511 or email orientation@studentaffairs.duke.edu



NEW STUDENT PROGRAMS DATES AND DEADLINES

August 19: East Campus Move-in!
Orientation begins.

Blue Devil Delivery

AVOID THE BACK-TO-SCHOOL RUSH

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

- **Laptops** – specifically chosen and configured to seamlessly integrate into the Duke environment
 - **Selection of** Apple, Dell, Lenovo and HP laptops with special first-year student pricing
 - **On-campus hardware and software support**
 - **Extended warranties and Duke Computer Care Coverage**
- **Textbooks** – selected by the faculty teaching your classes
- **Campus Packs** – provide you with various items to get you started with your college career
- **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 almost 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.

2014 Blue Devil Delivery catalog

Don't forget to check your mail for the **2014 Blue Devil Delivery catalog**, scheduled to arrive in mid-May. This catalog will provide you with more extensive information on the products and services offered to first-year students.

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Lilly Library is the pick-up location for textbook and computer orders placed through the Blue Devil Delivery program.

Orders can be placed safely and securely online at dukestores.duke.edu/bluedevildelivery

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Live chat!

Summer Transition Series 2014

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 2018:

- **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:

Tuesday, May 27	Housing Assignments
Thursday, June 5	Undergraduate International Student Orientation
Monday, June 9	Office of Information Technology (OIT)
Monday, June 23	Pratt Advising (Pre-Registration)
Tuesday, June 24	Pre-Health Academic Advising
Tuesday, July 1	Trinity Advising (Pre-Registration)
Wednesday, July 9	Financial Aid @ Duke
Wednesday, July 16	Understanding Your Meal Plan
Friday, August 1	Student-to-Student Panel

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.

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.

Class Photo Book

Don't Forget... Submit Your Photo for the First-Year Directory!

Each year the Duke Alumni Association publishes, as a gift for members of the incoming class, a hard-copy pictorial directory of all first-year students. Please submit a picture by June 20 to <http://2018.dukedirectory.com>.

All books will be distributed at the Forever Duke Block Party on the first day of classes. If your parents would like to order an additional copy, they can do so via the online form.

Welcome to the Duke family!

