BLUE BOOK

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Hi.

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

Welcome to Duke.

The Blue Book outlines everything you need to do before you arrive at Duke in August. Go through it carefully and be sure to 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.
Start Here.

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

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

So, let’s get started.

**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.
# Important Dates

<table>
<thead>
<tr>
<th>REQUIRED FOR ALL STUDENTS</th>
<th>SECTION/PAGE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Application and Dining Plan Selection</td>
<td>Living, p.5</td>
<td>May 31, 2015</td>
</tr>
<tr>
<td>Academic Profile</td>
<td>Registration</td>
<td>June 15, 2015</td>
</tr>
<tr>
<td>Bookbagging Opens</td>
<td>Registration</td>
<td>June 15, 2015</td>
</tr>
<tr>
<td>Immunizations</td>
<td>Living, p.10</td>
<td>June 15, 2015</td>
</tr>
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<td>Class Directory Photo/Info</td>
<td>Back cover</td>
<td>June 30, 2015</td>
</tr>
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<td>Final School Report Form</td>
<td>Introduction, p.7</td>
<td>July 2, 2015</td>
</tr>
<tr>
<td>Registration</td>
<td>Registration, p.1</td>
<td>July 7 and 9, 2015</td>
</tr>
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<td>DukeCard Photo</td>
<td>Living, p.18</td>
<td>July 15, 2015</td>
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<td>Fall 2015 Tuition and Fees</td>
<td>Living, p.13</td>
<td>August 3, 2015</td>
</tr>
<tr>
<td>Move-in Day</td>
<td>Orientation, p.12</td>
<td>August 18, 2015</td>
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<td>Orientation Begins</td>
<td>Orientation, p.12</td>
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<th>OPTIONAL ACTIONS</th>
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<td>Fall 2015 Focus Program Application</td>
<td>Learning, p.11 (P); p.15 (T)</td>
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<td>Pre-Orientation Application</td>
<td>Orientation, p.1</td>
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<td>Computer Orders through Blue Devil Delivery</td>
<td>Orientation, p.13</td>
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<tr>
<td>Textbook Orders through Blue Devil Delivery</td>
<td>Orientation, p.13</td>
<td>July 31, 2015</td>
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<tr>
<td>Changes to Fall 2015 dining plan</td>
<td>Living, p.6</td>
<td>August 7, 2015</td>
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<td>Parking Permit (optional)</td>
<td>Fold-out Map and Calendar</td>
<td></td>
</tr>
<tr>
<td>FLEX Account (optional)</td>
<td>Living, p.18</td>
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</table>

**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 17), 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, advising.duke.edu/first (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:
In addition to the dates listed here, a fold-out calendar noting summer dates and deadlines is included in your Blue Book. You can tear it out and use it to track your progress.

### May
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/30/15</td>
<td><strong>Deadline:</strong> Apply for Fall 2015 Focus Program</td>
</tr>
<tr>
<td>5/31/15</td>
<td><strong>Deadline:</strong> Housing application and dining plan selection</td>
</tr>
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### June
<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>6/1/15</td>
<td>Academic Profile opens for Fall 2015</td>
</tr>
<tr>
<td>6/5/15</td>
<td><strong>Deadline:</strong> Register for Pre-orientation programs</td>
</tr>
<tr>
<td>6/15/15</td>
<td>Final Focus Program acceptance notice sent via email</td>
</tr>
<tr>
<td>6/15/15</td>
<td><strong>Deadline:</strong> Complete Fall 2015 Academic Profile</td>
</tr>
<tr>
<td>6/15/15</td>
<td>Bookbagging opens</td>
</tr>
<tr>
<td>6/15/15</td>
<td><strong>Deadline:</strong> Immunization forms to Student Health</td>
</tr>
<tr>
<td>6/17/15</td>
<td>Housing assignments available</td>
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### July
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>7/2/15</td>
<td><strong>Deadline:</strong> Final School Report form to Undergrad Admissions</td>
</tr>
<tr>
<td>7/3/15</td>
<td><strong>Deadline:</strong> Registration for International Orientation</td>
</tr>
<tr>
<td></td>
<td>Registration windows open at noon (EDT) each day</td>
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<tr>
<td></td>
<td>Registration ends temporarily for Fall 2015 classes</td>
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### August
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<tr>
<td>8/3/15</td>
<td>Due date for Fall bill payment</td>
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<tr>
<td>8/7/15</td>
<td><strong>Deadline:</strong> Fall 2015 dining plan changes</td>
</tr>
<tr>
<td>8/10/15</td>
<td><strong>Deadline:</strong> Part 1 of AlcoholEdu &amp; Haven</td>
</tr>
<tr>
<td>8/16/15 - 8/17/15</td>
<td>International Student and Parent Orientation</td>
</tr>
<tr>
<td>8/18/15</td>
<td>Residence halls open for move-in</td>
</tr>
<tr>
<td>8/18/15 - 8/23/15</td>
<td>Orientation</td>
</tr>
<tr>
<td>8/19/15</td>
<td>Undergraduate Convocation at 11 am</td>
</tr>
<tr>
<td>8/19/15</td>
<td>Registration re-opens for Fall 2015 Classes</td>
</tr>
<tr>
<td>8/19/15 - 8/21/15</td>
<td>Meet with advisor to discuss classes</td>
</tr>
<tr>
<td>8/24/15</td>
<td>First day of Fall Semester classes</td>
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### September
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>9/4/15</td>
<td>Drop/add ends for Fall 2015 classes</td>
</tr>
<tr>
<td>9/7/15</td>
<td>Labor Day; classes in session</td>
</tr>
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</table>

### October
<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>10/2/15</td>
<td>Founders’ Day Convocation</td>
</tr>
<tr>
<td>10/9/15</td>
<td>Fall break begins at 7 pm</td>
</tr>
<tr>
<td>10/14/15</td>
<td>Classes resume</td>
</tr>
<tr>
<td>10/22/15</td>
<td><strong>Deadline:</strong> Part 2 of AlcoholEdu &amp; Haven</td>
</tr>
<tr>
<td>10/30/15 - 11/1/15</td>
<td>Parents’ &amp; Family Weekend</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11/4/15</td>
<td>Registration begins for Spring 2016 classes</td>
</tr>
<tr>
<td>11/18/15</td>
<td>Registration windows end for Spring 2016 classes; drop/add begins</td>
</tr>
<tr>
<td>11/24/15</td>
<td>Thanksgiving recess begins at 10:30 pm</td>
</tr>
<tr>
<td>11/30/15</td>
<td>Classes resume</td>
</tr>
<tr>
<td>12/4/15</td>
<td>Fall Semester classes end</td>
</tr>
<tr>
<td>12/5/15 - 12/7/15</td>
<td>Undergraduate reading period</td>
</tr>
<tr>
<td>12/8/15</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>12/13/15</td>
<td>Final exams end at 10 pm</td>
</tr>
<tr>
<td>12/14/15</td>
<td>Winter break begins (residence halls close)</td>
</tr>
<tr>
<td>12/15/15</td>
<td><strong>Deadline:</strong> Spring 2016 dining plan changes</td>
</tr>
<tr>
<td>1/9/16</td>
<td>Residence halls open at noon for Spring Semester</td>
</tr>
<tr>
<td>1/10/16 - 1/12/16</td>
<td>2016 Winter Forum</td>
</tr>
<tr>
<td>1/13/16</td>
<td>First day of Spring 2016 classes</td>
</tr>
<tr>
<td>1/18/16</td>
<td>Martin Luther King, Jr. holiday; no classes</td>
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<tr>
<td>1/27/16</td>
<td>Drop/add ends for Spring 2016 classes</td>
</tr>
<tr>
<td>2/22/16</td>
<td>Registration begins for Summer 2016 classes</td>
</tr>
<tr>
<td>3/11/16</td>
<td>Spring recess begins at 7 pm</td>
</tr>
<tr>
<td>3/21/16</td>
<td>Classes resume</td>
</tr>
<tr>
<td>4/6/16</td>
<td>Registration begins for Fall 2016 classes</td>
</tr>
<tr>
<td>4/15/16</td>
<td>Registration windows end for Fall 2016 classes; drop/add begins</td>
</tr>
<tr>
<td>4/27/16</td>
<td>Undergraduate classes end for Spring 2016</td>
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<tr>
<td>4/28/16 - 5/1/16</td>
<td>Undergraduate reading period</td>
</tr>
<tr>
<td>5/1/16</td>
<td><strong>Deadline:</strong> Reapply for Financial Aid 2016-2017</td>
</tr>
<tr>
<td>5/2/16</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>5/4/16</td>
<td>Undergraduate reading period from 9 am to 2 pm</td>
</tr>
<tr>
<td>5/7/16</td>
<td>Final exams end at 10 pm</td>
</tr>
<tr>
<td>5/8/16</td>
<td>Residence halls close for summer on East Campus</td>
</tr>
<tr>
<td>5/15/16</td>
<td>Graduation exercises; conferring of degrees</td>
</tr>
</tbody>
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Calendar dates are color-coded according to topic area:
- Living at Duke
- Learning at Duke
- Registration
- Orientation
- Holiday/Campus Event
## Contacts

### STUDENT SUPPORT SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Academic Advising Center/Trinity</td>
<td>advising.duke.edu</td>
<td>684-6217</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>duke.edu/arc/</td>
<td>684-5917</td>
</tr>
<tr>
<td>Bursar's Office - Student Accounts</td>
<td>finance.duke.edu/bursar</td>
<td>684-3531</td>
</tr>
<tr>
<td>Bursar's Office - University Cashiering</td>
<td>finance.duke.edu/bursar</td>
<td>684-4773</td>
</tr>
<tr>
<td>Career Center</td>
<td>studentaffairs.duke.edu/career</td>
<td>660-1050</td>
</tr>
<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>studentaffairs.duke.edu/caps</td>
<td>660-1000</td>
</tr>
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<td>Duke Dining</td>
<td>studentaffairs.duke.edu/dining</td>
<td>660-3900</td>
</tr>
<tr>
<td>DukeCard Office</td>
<td>dukecard.duke.edu/</td>
<td>684-5800</td>
</tr>
<tr>
<td>Duke Police</td>
<td>duke.edu/police/</td>
<td>684-2444</td>
</tr>
<tr>
<td>Duke Stores Administrative Office</td>
<td>dukestores.duke.edu</td>
<td>684-2065</td>
</tr>
<tr>
<td>Duke Technology Center</td>
<td>dukestores.duke.edu/textbook.php/</td>
<td>684-6793</td>
</tr>
<tr>
<td>Duke University Computer Store</td>
<td>dukestores.duke.edu/cpustore/</td>
<td>684-8956</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>financialaid.duke.edu/</td>
<td>684-6225</td>
</tr>
<tr>
<td>Global Education for Undergraduates/Study Abroad</td>
<td>globaled.duke.edu</td>
<td>684-2174</td>
</tr>
<tr>
<td>Housing, Dining and Residence Life</td>
<td>studentaffairs.duke.edu/hdrl</td>
<td>684-4304</td>
</tr>
<tr>
<td>International House</td>
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<td>684-3585</td>
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<tr>
<td>New Student Programs (Orientation)</td>
<td>studentaffairs.duke.edu/new-students</td>
<td>684-3511</td>
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<tr>
<td>Office of the University Registrar</td>
<td>registrar.duke.edu/</td>
<td>684-2813</td>
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<tr>
<td>OIT (Office of Information Technology)</td>
<td>oit.duke.edu/</td>
<td>684-2200</td>
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<tr>
<td>Parent &amp; Family Programs</td>
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<td>681-2455</td>
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<td>684-7275</td>
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<td>382-4500</td>
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<td>Pratt School of Engineering/Dean's Office</td>
<td>pratt.duke.edu/</td>
<td>660-5386</td>
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<tr>
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<td>684-6217</td>
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<td>684-2075</td>
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<td>Student Affairs</td>
<td>studentaffairs.duke.edu/</td>
<td>684-3737</td>
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<td>Student Disability Access Office</td>
<td>access.duke.edu/</td>
<td>668-1329</td>
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<td>Student Health Center</td>
<td>studentaffairs.duke.edu/studenthealth</td>
<td>681-9355</td>
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<tr>
<td>Undergraduate Education</td>
<td>undergraduatedean.duke.edu/</td>
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Area code for all numbers: 919
**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, 2015.

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, 2015. 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 calendar to track important dates and deadlines, and to coordinate any special arrangements you wish to make. Don’t wait. Begin your preparations now.

### May

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
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#### Housing Application & Dining Plan Selection for Fall 2015

<table>
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#### Housing Application & Dining Plan Selection for Fall 2015

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#### Focus Program applications due

<table>
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#### Deadline: Dining plan selection and Housing application due

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#### Fall bills available in ACES

<table>
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### June

#### Important Dates/Deadlines Are Noted with These Color Codes:

- **Living at Duke**
- **Learning at Duke**
- **Registration**
- **Orientation**
- **Event**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
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<th>TH</th>
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#### Academic Profile in ACES

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- **STS 2015 Topic:** Office of Information Technology (OIT) 12 - 1 pm EST

#### Bookbag classes and Validate your schedule

<table>
<thead>
<tr>
<th>15</th>
<th>16</th>
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<th>18</th>
<th>19</th>
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</table>

- **STS 2015 Topic:** International Orientation 12 - 1 pm EST

#### Bookbag classes and Validate your schedule

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<th>22</th>
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<th>24</th>
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</tr>
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- **STS 2015 Topic:** Pratt Registration 12 - 1 pm EST

#### Bookbag classes and Validate your schedule

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- **STS 2015 Topic:** Trinity Registration 12 - 1 pm EST

- **STS 2015 Topic:** Pre-Health Advising 12 - 1 pm EST

- **STS 2015 Topic:** Pre-Health Advising 12 - 1 pm EST

- **STS 2015 Topic:** Pre-Health Advising 12 - 1 pm EST

See the inside back cover for details.
A list of events at Duke can also be found online at: calendar.duke.edu/

**july**

1. **2**
   - Deadline: Final School Report form due to Admissions

2. **3**
   - Deadline: Intern'l Orient. Registration

3. **4**
   - Drop/Add period

4. **5**
   - Enroll

5. **6**
   - STS2015
     - Topic: Financial Aid at Duke
     - 12 - 1 pm EST

6. **7**
   - Dining Plan change period for Fall 2015

7. **8**
   - Enroll

8. **9**
   - STS2015
     - Topic: Understanding Your Dining Plan
     - 12 - 1 pm EST

9. **10**
   - Deadline: DukeCard photo due

10. **11**
    - Dining Plan change period for Fall 2015

**August 2015**

1. **2**
   - Arrival: PSearch Pre-orientation students

2. **3**
   - Deadline: Fall bill payment due

3. **4**
   - Arrival: PWILDL Pre-orientation students

4. **5**

5. **6**
   - Deadline: Dining plan changes

6. **7**

7. **8**
   - International Student Move-in*

8. **9**
   - Arrivals: PWaves, PBUILD, PChange, & PArts
     - Pre-orientation students

9. **10**
   - Deadline: Part 1 of AlcoholEd & Haven due

10. **11**
    - Arrival: PSR Earch Pre-orientation students

11. **12**

12. **13**

13. **14**
    - International Student Move-in*

14. **15**

15. **16**

16. **17**

17. **18**
    - Undergraduate Convocation

18. **19**
    - 1st Board meal: Breakfast

19. **20**
    - Advisor meetings

20. **21**

21. **22**

22. **23**

23. **24**

24. **25**

25. **26**

26. **27**

27. **28**

28. **29**

29. **30/31**

30. **31**

- **First day of classes!**

- **International Student Move-in* Only for International students attending International Orientation**

**Registration and Drop/Add period through September 4**
**East Campus:**

**Dining Options:**

1. Cafe De Nove: Hot, healthy homemade meals with vegetarian, vegan, and gluten free menu items.
2. Saladelia Cafe & Sanford: Saladery serves salads, custom salad bar, fresh salads, gourmet soups, and specialty pastries.
3. Quonchar: Offers energizing smoothies, fresh cut exotic fruit, and local pastries.
4. Dolce Vita: Lifestyle. Complement your healthy meals, and trail mixes that accompany a variety of smoothies, fresh-cut exotic fruit, pastries.
5. McDonald's: Offers a full menu for breakfast, lunch, and dinner including burgers, salads, and chicken.
6. Loop Pizza Grill: Offers a full menu including 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 sandwich, 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. The Bryan Center Red Mango offers "Best Smoothie" Frozen Yogurt" and "Top Healthy Options within the Quick Refreshments Centers" by Zagat! Local pastries.
10. Bella Union: Brews fresh coffee and offers fresh pastries, wraps, salads, and novelty snack foods.
11. Cafe Edison: Offers 24 hours of hot and cold sandwiches, salads, and chicken.
12. Blue Express: Offers a Mediterranean menu including hot and cold salads, hearty entrees, fresh salads, and desserts.
13. Twelve's: This Irish pub offers hot-out-of-the-oven breakfast pastries, grilled-to-order sandwiches, and fresh entrees in addition to classic blends of coffee and beer on tap.
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, 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’ own coffee bar serves gourmet coffee, bubble tea, and fresh pastries. Light entrees, including salads, sandwiches, and soups, are also available.
21. Marketplace: Features an all-you-care-to-eat breakfast, dinner, and weekend brunch and a 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.

**West Campus:**

1. Few Quad
2. James B. Duke statue
3. Duke Chapel
4. Bryan University Center
5. West Union
6. Residential quad
7. Intramural and varsity athletic facilities
8. Cameron Indoor Stadium
9. Wallace Wade Football Stadium
10. Koskinen Stadium
11. Jack Coombs Baseball Stadium
12. Terry Sanford School of Public Policy
13. Research facilities
14. Pratts School of Engineering
15. Divinity School
16. West Campus Quad
17. Sarah P. Duke Gardens
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
25. Trinity College bell
26. Lilly Library
27. Carroll Building
28. West Duke Building
29. Statue of Washington Duke
30. Sower statue

**Getting Around Duke and Durham:**

Most students 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.

**CARS**

Enterprise CarShare offers 18 vehicles across campus, available by hour or day, 24/7. For $9/hour or $66/day, you can reserve a car to run errands, go shopping, perform community service, or take a road trip. Incoming students who sign up for Enterprise CarShare receive $35 in driving credits with a $15 membership during their first year (prono code: FRESHMAN15). One-way rentals are also available through the Enterprise Rent-A-Car office in Durham. enterprise.com/duke

**BUSES**

GoPass is a free bus pass that offers students unlimited rides on local and regional transit. Learn more here: parking.duke.edu/gopass. Duke and area buses can be tracked in real-time at triangletransit.com.

**VANS**

Duke Vans offers nighttime rides within a service boundary when Duke Transit is not in service. Riders with Duke Vans can be scheduled through the DukeMobile app.

**For more information on bus transportation, visit parking.duke.edu/bus.**

**PARKING PERMITS**

If after reading about your options for getting around Duke and Durham you still plan to bring a vehicle to campus, you will need to purchase a parking permit prior to arriving. The on-line permit period will open on June 10. You can access the on-line permit via the New Student Checklist in MyDuke at that time.

**Under Construction**

It’s an exciting time to come to Duke. We are making major renovations, so you will see cranes, hard hats, and scaffolding. On West Campus, for instance, we are turning the West Union into a hub with cool dining spaces, student activity rooms, and an atrium. We’re repairing our iconic Duke Chapel and completing months of library improvements. By the time you arrive on campus in the fall, we’ll have updated the Marketplace on East for your dining enjoyment. Watch these changes and more on the Student Affairs videos at sites.duke.edu/construction. We’re sure you’ll love the final product, so bear with us.
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 & Haven Courses ............................... 19
- Safety ................................................................. 20
**DukeMobile** provides easy access to the most frequently used Duke sites and applications via your mobile device. You can quickly access the Duke Directory, ACES, campus maps, MyDuke, Events@Duke, bus locator, ePrint, Sakai and more. Search for DukeMobile in the iTunes or Google Play stores or type “m.duke.edu” in your mobile device’s browser.
Welcome to your new home! The Housing, Dining and Residence Life (HDRL) staff welcomes you to Duke. You’ll find that living on campus allows you to enjoy the total Duke experience. So, let’s get started.

Room Assignments

ALL FIRST-YEAR STUDENTS LIVE ON EAST CAMPUS

In general, room assignments are randomly generated. Buildings and bedrooms differ slightly in their configuration.

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

Students who are interested in gender-neutral housing can request this housing option by contacting Housing Assignments (housing@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 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 ON EAST
Beginning Fall 2015, we anticipate that all residence halls on East Campus will have air conditioning. Types of AC include: central air, window units, and portable “penguin” units.

DEADLINES MATTER
HDRL makes every effort to meet the preferences (roommate, room type, medical needs, etc.) for students returning all required materials by the Sunday, May 31, 2015 deadline. We cannot guarantee that a student’s preferences will be met.

In general, room assignments are randomly generated. Buildings and bedrooms differ slightly in their configuration.

Who’s Who?

RESIDENTIAL STAFF

RA
Resident Assistant; a student leader assigned to your floor; fosters community in your house; helps you acclimate to Duke and Durham; plans activities; mediates conflicts; points you in the right direction.

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

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

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

Faculty in Residence website: undergraduate.dean.duke.edu/programs/faculty-in-residence/
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 Friday, May 15, 2015.

Living/Learning Communities on East Campus

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.

SUBSTANCE FREE COMMUNITY

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

Substance Free differs from other first-year communities because residents sign a contract pledging to refrain from:

- the use of alcohol
- being under the influence of alcohol, illegal drugs, and tobacco
- the abuse of prescription medications

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

ARTS LIVING/LEARNING COMMUNITY

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

Arts Community residents have the opportunity to participate in events geared toward the arts such as receiving free or discounted tickets to performances, being an audience for peer performances, or watching concerts right in the 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 ongoing leadership development.

DEVILS AFTER DARK

The Late Night Programming Committee and the House Councils organize a variety of events every evening on the weekends. All events are free and open to any first-year student. Past events have included:

- buses to the mall
- trips to the ice skating rink and trampoline venue
- movie nights and comedy shows
- free tickets to on-campus events
- laser tag on the main quad

Questions about housing?
View our FAQ video at studentaffairs.duke.edu/new-students/blue-book
The Basics to Help You Plan

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, house, street address, box number, and zip code in your address, like this:

Your first and last name
Your dorm room #, your building
Your building’s street address
Duke Box #XXXXX
Durham, NC 27708

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 am. If the USPS website shows that a package is “delivered” later than 10:30 am, 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.

The Bryan Center mail counter hours are 8 am to 4:30 pm Monday through Friday; closed weekends and university holidays. The Bryan Center mail counter provides incoming mail services only; if you want to purchase stamps or send any outgoing mail or packages, those services are available one floor above the mail counter in the Bryan Center in the Duke Stores Technology Center.

For information, visit: 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 ping pong 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.

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

TRASH/RECYCLING
Most buildings have a designated room for trash and recycling. Alspaugh, Blackwell, Pegram, and Randolph have several trash and recycling nooks.

Duke strongly supports recycling efforts and provides each student bedroom with a recycling container. 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:

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

- Bed and mattress (mattress size is 36” x 80”; bring “extra-long” twin sheets)
- Chest of drawers
- Closet or wardrobe (about 10 cubic feet)
- Student desk and desk chair
- Bookcase
- Window 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, with the consent of all residents of that room.

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

CLEANING SUPPLIES
Cleaning supplies are available for student use. Duke University does not clean individual bedrooms during the academic year. Students are expected to keep their rooms orderly and sanitary.

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

PHONE SERVICE
Student bedrooms are not equipped with individual phone lines. Students should plan to bring a cell/smart phone to use as their primary phone number. Residence halls are equipped with signal boosters to enhance the quality of phone reception.
Roommates

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

HOW HOUSES ARE ASSIGNED

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

HOW ROOMMATES ARE ASSIGNED

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

RANDOMLY ASSIGNED ROOMMATES

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

CHOOSING A ROOMMATE

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

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

LAYING THE GROUNDWORK

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

Discuss what you hope for in a roommate relationship.

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

ROOMMATE BILL OF RIGHTS

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

- live in an environment free of harassment and/or intimidation
- live in a clean space
- study in your room without unreasonable distraction
- sleep in your room without unreasonable disruption
- have access to your room
- expect that guests will visit during mutually-established hours
- expect that your roommate(s) will respect your personal belongings
- have a degree of personal privacy

ROOMMATE TIP

COMMUNICATE BEFORE ARRIVING!

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

Epworth Residence Hall
Completing your housing and dining application
You will be directed through MyDuke and the HDRL website to the housing and dining application. It is important that YOU (not your parents, not your older sibling, not your significant other) complete the application. The deadline for completing your application is Sunday, May 31, 2015.

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 2019 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 2019 Dining & Housing” and then select “2015 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 12 am).”
If you generally prefer to go to bed late (after midnight), select “yes.” If you tend to go to sleep earlier, select “no.” If your habits vary, select “no pref.”

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

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.

DATES AND DEADLINES

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 31, 2015</td>
<td>DEADLINE: Housing and dining application</td>
</tr>
<tr>
<td>June 17, 2015</td>
<td>Expect roommate assignments via MyDuke</td>
</tr>
<tr>
<td>July 6, 2015</td>
<td>Changes to Dining Plan allowed now through August 7</td>
</tr>
<tr>
<td>August 20, 2015</td>
<td>1st BOARD MEAL: Breakfast</td>
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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.

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

The First-Year Dining Program
First-year students are required to have a Dining Plan that includes 12 pre-paid, all-you-care-to-eat meals each week (board plan) plus Food Points (see sidebar) 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.

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.

DEADLINE!
The deadline for completing your application is Sunday, MAY 31, 2015.

2 First-Year Dining Plans
More than 25 Unique Campus Eateries
More than 15 Merchants-on-Points restaurants
Picking the Right Dining Plan

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

<table>
<thead>
<tr>
<th>Dining Plan</th>
<th>Total Cost per Semester*</th>
<th>Food Points Value per Semester</th>
<th>Weekly Average Food Points Value</th>
<th>Daily Average Food Points Value</th>
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<tbody>
<tr>
<td>Plan H</td>
<td>$3,342</td>
<td>$432</td>
<td>$27.74</td>
<td>$3.96</td>
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<tr>
<td>Plan I</td>
<td>$3,414</td>
<td>$499</td>
<td>$32.05</td>
<td>$4.58</td>
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* Total cost per semester includes a $75 Dining Contract Fee and a 7.5% NC sales surcharge; the surcharge is credited to the student’s DukeCard and surcharge is paid when meals are purchased. Weekly and daily averages above do not include applicable NC sales surcharge.

- You get a total of 12 board plan meals each week at the Marketplace (five for breakfast; seven for dinner or weekend brunch).
- You receive one breakfast daily, Monday through Friday. A breakfast equivalency of $4.25 may be used for breakfast at Penn Pavilion until 10:15 am, or for lunch at the Marketplace until 2:30 pm for those who miss breakfast. Breakfast in the Marketplace or its equivalency must be used each day; they do not carry over to the next day.
- 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 $8.25 may be used at Trinity Café after 9 pm.
- You will receive a monthly statement of all dining plan transactions. For more detailed information regarding the Board Plan visit: studentaffairs.duke.edu/dining.

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

Questions about how the Dining Plans work?

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

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.

WHEN AND WHERE?

THE MARKETPLACE ON EAST CAMPUS:

**Breakfast:** 7:30 am to 11:00 am
  - Monday through Friday

**Lunch:** 12:00 pm to 2:30 pm
  - Monday through Friday

**Dinner:** 5 pm to 9 pm
  - Monday through Thursday

FREEMAN CENTER FOR JEWISH LIFE:

**Dinner:** 5 pm to 8 pm
  - Monday through Thursday
Your financial aid award will not change based on your choice of dining plan. Your financial aid award is determined using Dining Plan H.

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 of Outreach, Duke Student Health/Wellness Center, Phone: 919-681-3070, Fax: 919-684-1161, 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 am to as late as 3 am. 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

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. Enroll or waive via ACES student self-service.

CAN I WAIVE?
Students may petition to waive the SMIP if the following criteria are met:
• The student does not hold a F1 or J1 visa
• The 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.

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

CAN FINANCIAL AID COVER MY INSURANCE COST?
If you are currently receiving need-based financial aid, you may be eligible to have the cost of the Duke Student Medical Insurance Plan covered by grant assistance. In order to receive this grant assistance, you must submit your insurance information in ACES. To initiate this process, you will first need to contact the Student Health Insurance Manager by emailing insurance@studentaffairs.duke.edu.

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 need to enroll in the SMIP. You will automatically be credited additional funds to cover the cost of insurance after you have submitted your information in ACES. Remember, you must complete both steps in order to receive aid to cover your health insurance cost.

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 Kelan Beacham at kelan.beacham@duke.edu or 919-684-1481 with any questions or to find out more about how this works.

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.

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

FinAid

Student Health Services: email: insurance@studentaffairs.duke.edu | url: studentaffairs.duke.edu/studenthealth

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

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

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

Instructions:

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

MANDATORY STEPS 1-4:

STEP 1: Have a doctor’s office, clinic, or health department complete the Mandatory Immunization Requirements Form.

STEP 2: Complete the Mandatory Tuberculosis Screening Questionnaire on the back of the Immunization Requirements form (Duke performs targeted TB testing).

STEP 3: Click on the Immunizations item in the New Student Checklist or go to studentaffairs.duke.edu/studenthealth to access the “Student Health Gateway.” Click the “Forms” tab and complete the following online forms:
- Duke University HIPAA Agreement and Consent to Treat
- Health History Form
- Immunizations Page in EMF Forms
- TB Screening Page in EMF Forms

STEP 4: Mail, fax, or email the completed Immunization Requirements Form and TB Screening Questionnaire to:
Duke University Student Health Center
Attention: Immunization Department
DUMC Box 2899, Durham, NC 27710
Fax: 1-919-681-7386; Email: immunizationrecords@studentaffairs.duke.edu

Questions about completing these forms? View our instructional video via studentaffairs.duke.edu/new-students/blue-book

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 IS DUE JUNE 15 AND MUST BE COMPLETED AND SIGNED BY A DOCTOR’S OFFICE, CLINIC, OR HEALTH DEPARTMENT

KEEP A COPY FOR YOUR RECORDS Information must be in English and in MM/DD/YYYY format

Tetanus/diphtheria toxoid (DT/DTaP/DTP/Td) 2 doses and a Tdap Booster REQUIRED: 3 total doses are required, one dose must be given within the past 10 years. Td is a different vaccine, and does not substitute for Tdap. Tdap has two contraindications. The contraindications are (1) anaphylactic reaction to a prior dose of the vaccine or any of its components and (2) encephalopathy within 7 days of a previous dose of DTaP or DTP; Td booster will be accepted in place of Tdap only if the pertussis component is medically contraindicated (explanation from provider must be attached). Titters are NOT accepted in lieu of vaccine. Tdap became available in the U.S. June 2005.

DTaP/ DTP/ DT/ Td _______ / _______ , _______, _______, _______ Tdap booster REQUIRED (Boostrix or Adacel) _______ / _______

MMR (Measles, Mumps, Rubella) 2 doses REQUIRED: Both doses must be 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 _______ / _______

Hepatitis B 3 doses REQUIRED: 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 _______ / _______

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

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

Meningococcal Vaccine dose GIVEN ON OR AFTER AGE 16 _______ / _______

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

Recommended (not required): Varicella Vaccine #1 _______ / _______ , #2 _______ / _______ OR Chickenpox Illness _______ / _______

Gardasil #1 _______ / _______ , #2 _______ / _______ , #3 _______ / _______ OR Cervarix #1 _______ / _______ , #2 _______ / _______ , #3 _______ / _______

Travel Vaccines (not required): Hepatitis A #1 _______ / _______ , #2 _______ / _______ Yellow Fever _______ / _______

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

IXIARO #1 _______ / _______ , #2 _______ / _______ Typhoid (IM) _______ / _______ Typhoid (Oral) _______ / _______

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

Provider Name (print): ___________________________ Title: __________________ Office Phone #: ___________________________

Provider Signature: ___________________________ Date: ________ / ________ / ________

Address/Official Stamp Here:

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

Tear out this sheet and make a separate copy of each side for individual use.
Living at Duke

Duke University Mandatory Tuberculosis Screening Questionnaire for Undergraduates

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ___________________________

Duke Unique ID: ___________________________ Date of Birth: __ / __ / __________ Sex: ___________________________

All new students are required to complete Sections A and B and submit this mandatory screening questionnaire along with the completed immunization requirements form. If you fail to submit this questionnaire TB testing will automatically be REQUIRED! Further testing is required for all students who answered “yes” to one or more of the following questions in Section A. If further testing is required Section C must be completed by your United States Healthcare Provider. ***International Students you must complete Sections A and B and submit form along with the mandatory immunization requirements form. Section C will be completed at Duke Student Health Center once you arrive.

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? __________________________

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 ☐

Student Signature X ___________________________ Date: ___________________________

SECTION C: 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 UNITED STATES 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 REPORT)

Date of Chest x-ray: __ / __ / ___ Result: __________ (MUST ATTACH RADIOLOGY REPORT)

Provider Name (print): ___________________________ Title: ___________________________ Office Phone #: ___________________________

Provider Signature: ___________________________ Date: __ / __ / ___

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

OR Email: immunizationrecords@studentaffairs.duke.edu

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.

2015/2016 TUITION & FEES

Tuition (Trinity College and Pratt Engineering) $23,825.00

REQUIRED FEES

- Undergraduate First Time Registration * 100.00
- Student Activity Fee 125.50
- Student Services Fee 164.00
- Recreation Fee 130.00
- Health Fee 376.00
- Insurance * (14/15; 15/16 rate not yet finalized - see page 9) 2,100.00
- Mail Box Rental 28.00
- Engineering Government Dues (Pratt students only) 28.00
- Parking Permit * (14/15 rate; 15/16 rate not yet finalized) 321.00

* assessed Fall term only

HOUSING (SEE PAGE 1)

- Single – no A/C 4,391.00
- Single – A/C 5,288.00
- Double – no A/C 3,329.00
- Double – A/C 4,003.00
- Triple – no A/C 2,963.00
- Triple – A/C 3,569.00

Residential Programming Fee 49.50

DINING (SEE PAGE 6)

- First-Year Board (required for all first-year students) ** 2,607.00
- Plan H ** 432.00
- Plan I ** 499.00
- Dining Fee 75.00

** NC sales surcharge (7.5%) applies

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

Your student account contains all charges from the University as well as payments made to cover those charges. Charges include tuition, fees, on-campus housing, and meal plan. They may also include Duke "FLEX" account charges (see DukeCard), additional Food Points (see Dining), and other discretionary charges. Payments to your student account include all University grants, loans, outside scholarships, and all payments made on your behalf by family members and others. Bills are prepared on a regular basis and are made available to you electronically on 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 the first business day in August; Spring charges are due on the first business day in January). 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 28.

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. To pay by e-check from a US bank account, visit ACES or finance.duke.edu/bursar/ (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).

**OUTSIDE SCHOLARSHIP CHECKS** should be sent to:
Duke University Cashiering
114 South Buchanan Boulevard
Room B-103
Box 90759
Durham, NC 27708-0759

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

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

**STUDENT LOANS:** All first-year students are eligible for up to $5,500 in Federal Direct Stafford Loans. Students receiving financial aid may already have a portion of this eligibility included in their financial aid award. Applications for student loans can be submitted at any time during the academic year. Proceeds from all approved loans are posted directly to your student account to cover any outstanding charges. Any funding posted in excess of your outstanding charges may result in a refund (see Refunds from Financial Aid and Loans on the next page).

**PARENT LOANS (PLUS):** Federal Direct Parent “PLUS” Loans are available to all parents who are US citizens or permanent residents
and who meet acceptable credit requirements. Parents may use these loans to cover educational expenses not already covered by financial aid or outside scholarships. Applications for the PLUS can be submitted at any time during the academic year. Proceeds from all approved loans are posted directly to the student account to cover any outstanding charges. Any funding posted in excess of the outstanding charges may result in a refund to the borrower.

RESTRICTIONS ON PAST DUE ACCOUNTS
Your bill is due before the start of each term. If your bill becomes past due, a late payment penalty charge (not to exceed 1.25% of the past due balance) will be assessed on subsequent bills. Past due balances may also prevent you from registering for classes or receiving certification of academic credits, transcripts, or your diploma, and may ultimately result in your withdrawal from the University. If your account remains outstanding after your departure from Duke, it may be referred to a collection agency and reported to a credit bureau.

TUITION WITHDRAWAL ADJUSTMENTS
If you withdraw from or are withdrawn by the University, a percentage adjustment to your tuition will occur depending on your withdrawal date. No adjustment for mandatory fees is made after classes begin. If withdrawal occurs, the amount of tuition refunded is:

- Before classes begin: 100%
- During 1st or 2nd week of classes: 80%
- During 3rd, 4th, or 5th week of classes: 60%
- During 6th week of classes: 20%
- After 6th week of classes: 0%

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

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

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

Getting Started with Technology
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/newtoduke, for details on:

- **Choosing a computer:** Computers tailored specifically to the Duke environment are available through the Duke Computer Care Coverage Program. 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 Microsoft Office and anti-virus software, while you are a student. You may view a list of available software for download under Computing & Printing at oit.duke.edu.

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

- **NetID and network access:** Your Duke NetID is the electronic key to online Duke resources including email, ACES (for registration and grades), Sakai (for course information), MyDuke, Duke Box cloud storage, and more. Your NetID will be emailed to you before you arrive on campus, with instructions for activating and setting up a secure password.

- **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 Duke-Mobile app to emergency DukeAlert notifications, the OIT site offers the most up-to-date information about computing on campus: oit.duke.edu.

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

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.

Accounts

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

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

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

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

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.
MANDATORY Online Alcohol Education and Sexual Activity Courses
As a member of the Class of 2019, we expect you to complete AlcoholEdu and Haven for College, two online, science-based courses, before you arrive on campus. AlcoholEdu provides detailed information about alcohol and its effects on the body and mind. Haven discusses decisions regarding sexual activity and sexual assault. Whether you plan to drink or engage in sexual activity or not, the goals of the courses are to help you make well-informed decisions about alcohol, sexual choices, and address the behavior of your peers.

The AlcoholEdu and Haven courses each have a Part 1 and Part 2. The courses will take 1-1.5 hours to complete and you will need to have Part 1 of each course completed by August 10, 2015. Approximately eight weeks after completing the exams to Part 1 of AlcoholEdu and Haven, you will be notified to complete Part 2 of each by October 22, 2015. You will not meet the university mandate to complete AlcoholEdu and Haven until you have completed the exam at the end of Part 2 for both courses. In mid-July you will receive detailed instructions via email and a reminder on MyDuke about beginning the courses.

F.A.Q.

Q: Can I start working on AlcoholEdu/Haven now?
A: Thanks for your eagerness; however the courses are not available until July 20. You will receive an email with detailed instructions on July 18. This will give you approximately three weeks to complete Part 1 of AlcoholEdu and Haven. You will also be able to access log-on information at studentaffairs.duke.edu/new-students.

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: I am not sexually active. Do I have to complete the course?
A: Yes. The course addresses issues about sexual activity and safety that can impact you whether you choose to engage in the activity or not.

Q: Can my parents take the course?
A: Your parents may not take either of your courses, but we do have AlcoholEdu for Parents that they may complete. Your parents can access information about their course on studentaffairs.duke.edu/new-students.

DATES AND DEADLINES

July 18
Receive email with instructions for beginning AlcoholEdu and Haven courses.

August 10
DEADLINE: Part I of the online courses must be completed and passed.

October 22
DEADLINE: for Part 2.
Safety

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

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—which at work, in class, at home, or at a party. Students are reminded to lock their doors, not to walk alone at night and to avoid unfamiliar, dimly lit areas. You’re also urged to avoid risky behavior, such as excessive drinking, which may lead to negative consequences.

The majority of reported campus incidents involve property thefts that can be avoided with simple steps like locking doors or vehicles and not leaving personal property and electronic devices unattended or in plain view.

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

HOW WILL I 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: HDRL staff may post emergency notices and safety information in residence halls, if circumstances allow.

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

SEEKING HELP
For situations that are not life threatening, send a text message to Duke Police using the “Emergency” icon on the DukeMobile app available for free through Apple and Android app stores. Or, text 67283 and use keyword HELPME. 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.

WHAT’S THIS?
It’s the top of one of the more than 140 outdoor emergency phones located around campus. These phones dial directly into Duke Police emergency dispatchers.
Learning at Duke

This section provides important information on academic requirements and policies. Please read this carefully before registering for classes.
TRINITY COLLEGE MAJORS AND MINORS

African and African American Studies (AAAS)
Art, Art History & Visual Studies
Art History (ARTHIST)
Visual and Media Studies (VMS)
Visual Arts (ARTSVIS)
Asian and Middle Eastern Studies (AMES)
Biology (BIOLOGY)
Biophysics - no minor
Chemistry (CHEM)

Classical Studies (CLST)
Classical Civilization
Classical Languages

Computer Science (COMPSCI)
Cultural Anthropology (CULANTH)
Dance (DANCE)
Earth and Ocean Sciences (EOS)
Economics (ECON)
English (ENGLISH)

Environmental Sciences 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)

Medieval and Renaissance Studies (MEDREN)

Music (MUSIC)
Neuroscience (NEUROSCI)

Philosophy (PHIL)
Physics (PHYSICS)
Political Science (POLSCI)
Program II - alternative major
Psychology (PSY)
Public Policy Studies (PUBPOL)
Religious Studies (RELIGION)

Romance Studies (ROMST)
- Brazilian & Global Portuguese Studies (PORTUGUE)
- French Studies (FRENCH)
- Italian Studies (ITALIAN)
- Spanish and Latin American Studies (SPANISH)

Slavic and Eurasian Studies (SES)
- Russian (RUSSIAN)

Sociology (SOCIO)

Statistical Science (STA)

Theater Studies (THEATRST)

Women's Studies (WOMENST)

PRATT SCHOOL OF ENGINEERING MAJORS

Biomedical Engineering (BME)
Civil Engineering (CE)

Electrical and Computer Engineering (ECE) (minor available)

Environmental Engineering (EnvE)

Mechanical Engineering (ME)

TRINITY COLLEGE UNIQUE MINORS

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

Classical Archaeology
Computational Biology and Bioinformatics
Creative Writing (ENGLISH)

Education (EDUC)

Finance (FINANCE)

Greek (GREEK)

Latin (LATIN)

Medical Sociology
Photography

Polish (SES)

Russian Culture and Language (RUSSIAN)

Russian Literature in Translation (RUSSIAN)

Turkish Language and Culture (TURKISH)

PRATT SCHOOL OF ENGINEERING UNIQUE MINORS

Energy Engineering

TRINITY COLLEGE CERTIFICATES

Arts of the Moving Image (AMI)
Child Policy Research (CHILDPOL)

Decision Sciences (DECISION)

Documentary Studies (DO CST)

Early Childhood Education Studies

East Asian Studies

Genome Sciences and Policy (GENOME)

Human Development (HUMANDEV)

Information Science and Information Studies (ISIS)

Jewish Studies (JEWHST)

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)

PRATT SCHOOL OF ENGINEERING CERTIFICATES

Aerospace Engineering

Architectural Engineering

Energy and the Environment

Majors/Minors and Certificates Websites:

trinity.duke.edu/undergraduate/majors-minors

trinity.duke.edu/undergraduate/certificates

pratt.duke.edu/undergrad/degree-programs

contacts

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

Pratt Academic Advising
phone: 919-660-5996
email: pratt-advising@duke.edu
url: pratt.duke.edu/undergrad/students/first-year

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

Office of Information Technology (computer help!)
phone: 919-684-2200
email: help@oit.duke.edu
url: oit.duke.edu
This section, along with the Registration instructions in the next section, provides you with a framework for understanding Pratt academics and registering for classes. In this section 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 be able to explore all of Duke’s many curricular and co-curricular academic opportunities. You will also have time to meet with your Faculty Advisor and other academic mentors 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. Your Duke email is how we will communicate information that you are responsible for.

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

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

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 are numbered from 1 to 499. Courses numbered 199 or less are introductory courses, which are great for first-year students. Courses between 200 and 399 are open to all undergraduates and they may or may not be suitable for you. Check the course description and instructor’s synopsis 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 typically meets for three or four hours each week. Engineering courses, as well as courses in the natural sciences, math, and computer science may also include a required laboratory (for no additional credit). A few language departments offer intensive courses that count for 2.0 credits. Partial credit courses include music lessons, physical education, dance, and house courses (usually .25 or .5 credits). You need a total of 34 courses to graduate.

CROSS-LISTED COURSES
Occasionally a course will be sponsored or cross-listed in two or more departments. For example, the course “Biological Bases of Behavior” is listed as both PSY 106 and NEU-ROSCI 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. There is more on permission numbers in Registration section 4.7.

PREREQUISITES
To enroll in some courses, the instructor will require you to have AP credit, credit for a Duke course, or some other substantial background before enrolling. This information is noted in the course description or synopsis on ACES. 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 prerequisites in Registration section 4.8.
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 graduation requirements, 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, in addition to 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 and IPC, visit the link:

pratt.duke.edu/undergrad/policies/3483

AP CREDIT

AP scores that were included with your admissions application are not sufficient. You must request your scores to 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, usually in the first week of July. To see if your AP credits have arrived at Duke and have been added to your record, go to your 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 104804
Duke University
Durham, NC 27701
tel: 919-684-2813
fax: 919-684-4500
email with questions: registrar@duke.edu
time: registrar.duke.edu
# AP Course Equivalent & Placement Eligibility

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

*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.

*CHEMISTRY: In Pratt School of Engineering, CHEM 20 will not satisfy the Biomedical Engineering chemistry requirement. Biomedical Engineering students are required to take CHEM 110DL and CHEM 201DL, or CHEM 110DL and CHEM 201DL.

*MATHMATICIANS. 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.htm](http://www.math.duke.edu/first_year/placement.htm) for more discussion on placement.

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

PHYSCS in the Pratt School of Engineering: At least ONE Physics course must be taken post-matriculation to satisfy the Physics requirement in the Engineering curriculum. Students receiving 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)
International standardized examination scores are considered in the same way that AP scores are considered. IPC placement can be awarded only in those subject areas for which Duke accepts an AP exam offered domestically (see the table on the previous page). If you completed one of the exams below, the required score for Duke credit is listed.

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

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. For questions or concerns, contact the Registrar’s Office (registrar@duke.edu). If you have questions about the use of IPC for placement into Duke courses, contact an academic dean in Pratt.

PRE-MATRICULATION CREDIT (PMC)
If you have studied at another college or university, you may be eligible to receive Pre-Matriculation Credit. Such work must not be part of the high school program nor high school graduation requirements. A complete list of criteria that must be met for Pre-Matriculation Credit can be found at pratt.duke.edu/undergrad/policies/3659.

You will need to have a transcript sent directly to Dean Lupita McMillian 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.

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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.

During orientation week, you will meet with a faculty advisor in a group setting. Please consult your Orientation schedule for this designated time.

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

Contact any of the E-Team for tips, advice, 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 Academic Advising Center offer specialized advising in many of the academic opportunities you’ll want to explore, particularly global and civic engagement opportunities. You may already have heard of study abroad (through the Global Education Office) and DukeEngage, but there is a wealth of other opportunities at Duke, such as service-learning courses, the Hart Leadership Program, DukeImmerse, Bass Connections, and so on. The list grows every year. Once you are settled into classes, visit advising.duke.edu/dae 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.
Looking ahead to ...

A CAREER IN HEALTH OR MEDICINE

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

Here are the courses we currently recommend for premed students:

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

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

What you should do as a prehealth student this year:

1. Read the information on the prehealth website. Visit [prehealth.duke.edu/prepare](http://prehealth.duke.edu/prepare)

2. Enroll in math and chemistry courses this fall. Consult with a Pratt advisor about how these requirements can be incorporated into your engineering curriculum.

3. Attend the prehealth information session on Friday morning or afternoon of Orientation Welcome Week (August 21). This is important, as we will have a detailed discussion of requirements and planning.

4. Schedule an appointment with your prehealth advisor (assigned based on your residence hall) in September or October, when you are settled in your classes and are beginning to think about future plans. Use this appointment to review requirements and plan your future prehealth courses and experiences.

5. Sign up for prehealth email announcements. There is a link on the prehealth website.

6. Sign up for an AdviseStream account so that you can maintain records of your prehealth coursework, experiences, and reflections online.

PREHEALTH QUESTIONS?

For more information about prehealth, see:

[prehealth.duke.edu](http://prehealth.duke.edu)
Law or Business School
There are no specifically required courses for students interested in law or business school. In general, you are encouraged to take courses that develop your skills and interests, and that prepare you to read, write, and communicate well. For more information, consult the following websites:

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

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

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

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

Civic Engagement 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 for global and civic opportunities to discuss ways to incorporate such options into your academic plan. Find out more at advising.duke.edu/dae.

DUKEENGAGE
You may have heard about the DukeEngage program, which provides funding for Duke undergraduates who wish to pursue an intensive (minimum of eight weeks) civic engagement experience anywhere in the world. Duke undergraduates who have completed at least two semesters of coursework at Duke are eligible to participate. If you think you might be interested, check out the website, dukeengage.duke.edu, and attend info sessions in the fall.
OPPORTUNITIES IN THE ARTS
If you are interested in music lessons (applied), ensembles (including symphony, chorale, jazz ensemble, opera workshop, and marching band) and other opportunities in music, visit music.duke.edu. Note that applied music and ensembles carry partial academic credit. You must contact the instructor for permission, which may be granted through an audition process once you arrive on campus. You should wait until you reach campus in August to audition and enroll. If you are adding “activity” classes (applied lessons and ensembles) that will take you over the 4.5 credit limit for your first semester, email your dean in August when you arrive on campus and ask for permission to overload.

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

Resources
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 select introductory classes, as well as drop-in tutoring.

• Group Learning: Special assistance for students in math and science.

• Program for Students with Disabilities: Support for students with diagnosed learning disabilities including Attention Deficit Disorder. Services may include an individualized academic support plan such as compensatory learning, 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.

LIBRARIES
The Duke University Libraries and the 4 professional school libraries form a premier research complex with over 6 million titles. On East Campus, Lilly Library serves as the gateway library for first-year students. On West Campus, the Perkins and Bostock libraries serve as the main collections for Trinity College, Pratt School of Engineering and the Graduate School of Arts and Sciences. At all locations, you can find study spaces, computers, and people who can help to get your research started. The library website (library.duke.edu) links all of the libraries’ combined resources, which include music, films, manuscripts, and over 1000 research databases. To find out more about Duke Libraries and our many services specific to first-year students, visit our first-year portal (library.duke.edu/services/firstyear). There you’ll find out about our residence hall librarian program, and our first-year library advisory board as well as basic tips about navigating the world of information at the Duke University Libraries.

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

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

ENGINEERING LIBRARIAN:
Melanie A. Sturgeon
919-660-5815
melanie.sturgeon@duke.edu
guides.library.duke.edu/engr
Focus Program

Duke’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, 2015.)

The online application for Fall 2015 clusters opens on February 1, 2015. The final application deadline is May 30, 2015. All applicants will be notified of their placement status by June 15, 2015. (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.

2015 CLUSTERS
- Cognitive Neuroscience and Law
- Ethics, Leadership & Global Citizenship
- Genome Science: Epigenetics, Environmental Genomics, and Ethics
- Global Health and International Development
- Humanitarian Challenges: Global Innovations and Initiatives
- Knowledge in the Service of Society
- Lawyers, Scientists and Merchants in Medieval and Renaissance Europe
- Power of Language
- The American Experience
- Visions of Freedom
- What If? Explaining the Past/Predicting the Future

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.

FOCUS PROGRAM OFFICE?
Focus Program Offices are currently in the Academic Advising Center on Duke’s East Campus, behind the Marketplace. By August, Focus will be moved to their new offices in the East Duke Building.

FOCUS PROGRAM DATES AND DEADLINES

February 1
Rolling admission begins

May 30
Final application deadline

June 15
Acceptance notice sent via email
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.
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 you 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 class search or when using Schedule Builder, 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
Schedule Builder is a web-based tool that helps you create class schedules with ease. Schedule Builder is fully integrated with ACES and allows you to see a variety of schedule options in a matter of minutes.

GO TO: ACES > Registration > Bookbag to locate the Schedule Builder tool.
This section will introduce you to the process of registration and guide you through each of the six steps that are required for successfully enrolling in fall classes.

The registration process begins on June 1 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, 4, and 5 on June 15. 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 using Schedule Builder (See section 4.6) to see what works and what doesn’t.

After you register for classes on July 7 or 9, you can continue to modify your schedule during the first drop/add period, which ends at 5 pm on July 17. Registration will then close for the summer. It will reopen when you arrive on campus in August and meet with a faculty advisor. If you need to make changes to your schedule, you will have two more weeks during the second drop/add period.

First-Year Registration Process in ACES

<table>
<thead>
<tr>
<th>Steps</th>
<th>Task</th>
<th>Available on ACES starting</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1</td>
<td>Verify and provide personal information</td>
<td>June 1</td>
<td>June 15</td>
</tr>
<tr>
<td>STEP 2</td>
<td>Reflect on your academic goals</td>
<td>June 1</td>
<td>June 15</td>
</tr>
<tr>
<td>STEP 3</td>
<td>Affirm Community Standard</td>
<td>June 15</td>
<td>July 6</td>
</tr>
<tr>
<td>STEP 4</td>
<td>Bookbag possible classes</td>
<td>June 15</td>
<td>July 6</td>
</tr>
<tr>
<td>STEP 5</td>
<td>Validate your schedule</td>
<td>June 15</td>
<td>July 6</td>
</tr>
<tr>
<td>STEP 6</td>
<td>Enroll in your Fall classes</td>
<td>July 7 or 9</td>
<td>July 17</td>
</tr>
<tr>
<td></td>
<td>First drop/add period</td>
<td>July 10</td>
<td>July 17</td>
</tr>
<tr>
<td></td>
<td>Second drop/add period</td>
<td>August 19</td>
<td>September 4</td>
</tr>
</tbody>
</table>

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.
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 Page]

   **Address Information**
   
   **Addresses**
   
   View, add, change or delete an address.
   
   If you are also a Duke employee, you must also change your address with Corporate Payroll.

   **Address Type** | **Address**
   --- | ---
   **Home** | 1234 Sycamore Ave., Sycamore, OH 12345
   **Mail** | 1234 Sycamore Ave., Sycamore, OH 12345

   ![Add a New Address]

You will need to verify/update your personal information.

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” and you can proceed to Step 2.

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.

NETID?
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.
Step 2
Reflect on your Academic Goals
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, a button will appear giving you access to Step 2.

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

2.1 What are your current academic interests?

Below is a list of programs of study that are available to you as an engineering undergraduate at Duke. Please indicate at least 3 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-Undecided.”

FOR MORE INFORMATION, SEE

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>FOR MORE INFORMATION, SEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical (BME)</td>
<td>bme.duke.edu/undergrad/curriculum</td>
</tr>
<tr>
<td>Civil (CE)</td>
<td>cee.duke.edu/undergrad/bse-ce-degree-planning</td>
</tr>
<tr>
<td>Electrical &amp; Computer (ECE)</td>
<td>ece.duke.edu/undergrad/bse-degree-planning</td>
</tr>
<tr>
<td>Environmental (EnVE)</td>
<td>cee.duke.edu/undergrad/bse-env-degree-planning</td>
</tr>
<tr>
<td>Mechanical (ME)</td>
<td>mems.duke.edu/undergrad/bse-degree-planning</td>
</tr>
<tr>
<td>Undecided</td>
<td>pratt.duke.edu/undergrad/students/first-year</td>
</tr>
</tbody>
</table>

2.2 What would you like to accomplish in your four years at Duke?

Your goals may range from establishing a sound foundation in engineering to exploring additional areas in the liberal arts. You might want to develop a better knowledge of the people and cultures of the world or be interested in service learning, arts performance, research, or entrepreneurship.

2.3 What are your strengths and challenges?

You may wish to mention expertise or an experience, such as summer research 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 challenges is as important as understanding your strengths. For instance, you may feel confident about your analytical skills, but not about your writing abilities. Or, you may think that you are good at reading and writing, but worry about time management or study skills.

2.4 What are your hopes and dreams?

If you were to do with your life what your heart desired, what might you choose to do or become?

2.5 Have you studied foreign languages?

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 in Step 3.

Step 3
Affirm Community Standard

Log in to MyDuke or aces.duke.edu to affirm the Community Standard. 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 in Step 4. For more information, see integrity.duke.edu/ugrad/.
**Step 4**

Create A Bookbag

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 4 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.

4.1 Courses to put in your bookbag

(a) Math and chemistry classes. All first-semester Pratt students should enroll in one chemistry course and one math course. You must register for all three components of chemistry—a lecture, a discussion, and a lab. 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. Instead of chemistry, the following courses are recommended for those students:
   • CE 160L (both CE and EnvE)
   • BIO 201L (ECE)
   • EGR 121L (ME)

   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. For more information about placement in chemistry or math:
   chem.duke.edu/undergraduate/placement-guidelines
   math.duke.edu/first_year/placement.html

(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 (103L) and a lab (103L9).

(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 2019. 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 7 or 9. Starting July 10, 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;
- Some science and engineering courses with SS, CZ, FL, or ALP codes will not count toward this requirement. Consult a dean for particular courses in this category to confirm it will count toward ss/h 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 an FL code. For information on the social science/humanities requirement, see: pratt.duke.edu/undergrad/policies/3505#humanities.

(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, and not for students who are certain about their major.

(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 (spring) or CEE160 (fall)
- **Electrical and Computer Engineering:** ECE 110L
- **Environmental Engineering:** CEE160 (fall) or BIO201L (fall or spring)
- **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.

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**COURSE CODES**
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.
(b) Other considerations.
If you have AP, IPC, or PMC credit, it will be listed on your “Academic History” on ACES. Upper level technical requirements may be taken, or other curriculum interests may be pursued (including the Focus Program, or the initiation of a second major or minor). For more information on AP, IPC, and PMC, see the Learning at Duke section (p. 3-5). You can also find more information about AP and IPC at pratt.duke.edu/undergrad/policies/3438; and more information about PMC at pratt.duke.edu/undergrad/policies/3659.

For 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.

4.2 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.

4.3 Search for classes using “Class search”
You have several ways to find courses and add them to your bookbag. The first way is Class Search. ACES lists all courses taught at Duke, including courses in professional schools that first-year students are ineligible for, so be sure you only add courses from undergraduate departments. For a list of undergraduate departments, programs, and their abbreviations, see the back of the Learning at Duke tab. You can also limit your view to undergraduate courses in the Advanced Search (section 4.4) and Schedule Builder (section 4.6).

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

3 The term should be “2015 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 4.5).

(See screenshot on next page)
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, and/or permission number), an additional page will be displayed. Click the “Next” button to add the class to your bookbag. Please note, if the 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 4.7.

ADVANCED SEARCH

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)

4.4 Search for classes using “Advanced Search”

Another way to search for classes and bookbag them is the advanced search function. This lets you narrow down your choices using a variety of search criteria. These criteria include:

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

In the screen shot in section 4.3 (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, prerequisites, etc. Always read course details carefully.

- Status of Course
- Number of Units (Credits)
- Indicates an Undergraduate Class
- Grading Method
- Instructor Consent Required
- Class Attributes
- Enforced Prerequisites
- Maximum Enrollment Allowed
- Maximum Enrollment Allowed on Waitlist
- Prerequisite(s) Information
- Synopsis of Course

SEE NEXT PAGE FOR DETAILED LEGEND.
4.6 Create a schedule with Schedule Builder

**GO TO:** MyDuke > ACES > Student Center > Registration 1 > Bookbag 2 > Launch Schedule Builder 3

Schedule Builder is Duke’s tool to help you quickly and easily generate class schedules. Schedule Builder will open in a new window, allowing you to keep your ACES session active.

**SCHEDULE BUILDER**

Schedule Builder does not enroll you in courses, it simply allows you to identify courses of interest and shows you all possible combinations of schedules.

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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 4.7 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 4.8 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 4.8).

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 6.4 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 4.8 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.
With Schedule Builder, you can add any classes you may be interested in, as well as any times you know you can’t have a class (for a job, sports practice, etc). Schedule Builder will generate every possible combination of classes and breaks that you have selected, allowing you to choose the schedule that works best for you. The schedule can be imported to your ACES bookbag rather than having to add each class manually through Class Search or Advanced Search.

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

For help with Schedule Builder, check out tinyurl.com/DukeSBGuide or email the Office of the University Registrar at registrar@duke.edu.

### 4.7 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 Bookbag.
2. Click on the “Add” in the Permission Number column. An Enrollment Preferences Page will appear.
3. Type the permission number in the box labeled “Permission Nbr.”
4. 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.
Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. For example, this might be AP or IPC credit in math, economics, or biology. Some course prerequisites are enforced and others are not.

Enforced prerequisites: If you see an Enrollment Requirement appear on the Class Detail page (see item #7 in the screen shot in section 4.5) and a “Yes” appearing in the column that says Prereqs Exist (see the screen shot in section 4.7), 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 pre-
requisite, 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 right.

Once you’ve put together a schedule with Schedule Builder (and bookbagged a variety of classes, including WRITING 101 if eligible, and seminars), move on to Step 5 to validate that schedule.

4.9 How to drop courses from your Bookbag

In summary, you can add courses to your bookbag by utilizing class search (4.3), advanced class search (4.4), and importing classes from Schedule Builder (4.6).

To drop courses from your bookbag, click on the trash can icon next to the course name.

**Step 5**

**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 7 or 9 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.
GO TO: MyDuke > ACES > Student Center

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

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.
5.1 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 one math course, one 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 labs, you should not enroll in 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. For more information about bus schedules, visit parking.duke.edu/buses_vans/bus_sched/index.php
- 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 5?
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 6
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 noon Eastern Daylight Time on the day of your assigned window (July 7 or 9) and will remain open until 5 pm on July 17. 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.

6.1 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.

6. Click the “finish enrolling” button to complete registration. (If you don’t want to enroll, click on Cancel.)

ACADEMIC ADVISING: Office of the Dean for Pratt Undergraduates: 919-660-5996
email: pratt-advising@duke.edu | url: pratt.duke.edu/undergrad/students/first-year | hours: Monday-Friday, 8:30 am to 5 pm, EDT

AM I ENROLLED?

You are NOT enrolled in any classes until you click the “Finish Enrolling” button. After doing so, do not be alarmed if you see a processing message with various warnings. This is a reminder that any of these actions will cancel your enrollment request and you will have to start over in the enrollment queue. So be patient until you receive confirmation of your enrollment.
After registering, you can view your fall schedule in four places:

1. **Your Student Center Page** will list your enrolled courses prior to the beginning of the term. Once the term begins, it will only show classes scheduled for that week. 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. **My Class Schedule** (ACES > Student Center > My Academics > My Class Schedule) will show your schedule for the entire term.

3. **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.

4. **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).

### 6.2 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.
6.3 Need to add a class?

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

6.4 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. ACES will then enroll the student who is in the #1 position on the course waitlist as long as there are no conflicts with the enrollment.

There are three important cautions with waitlists:

1. If you are enrolled in another course that has a time-conflict with the course you want, then if a seat opens, 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 4.7).
When do I register for classes? There are two enrollment windows. The first opens Tuesday, July 7 at noon EDT and the second opens Thursday, July 9 at 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 17. Be advised, however, that some classes will fill up quickly. It is best that you register as soon as your window opens.

How was my registration window determined? Registration windows are assigned based on the last two digits of your Duke Student ID, not your Unique ID. Your Student ID can be found at the top of your Student Center page in ACES. Windows change with each registration period, so that if you register first this summer, you will register last in November (for Spring registration).

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. 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 17 at 5 pm EDT. The second period opens on August 19 and continues to September 4. 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. Schedule Builder (section 4.6) is an excellent tool to help you choose alternate classes that will fit with your existing schedule. Under ‘Course Status’ make sure you select ‘Open’. 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 Schedule Builder (section 4.6) or the Advanced Search tool (section 4.4) to search for open seats. 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.

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 17. 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 a faculty advisor and you will also have the opportunity to review your course schedule, ask questions, and confer on course placement with engineering advisors who will be available during orientation. Your ACES registration will reopen and remain open until September 4.

Once you complete step 6 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!

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 17. 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 a faculty advisor and you will also have the opportunity to review your course schedule, ask questions, and confer on course placement with engineering advisors who will be available during orientation. Your ACES registration will reopen and remain open until September 4.

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Congratulations! We look forward to meeting you during Orientation!

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 17. 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 a faculty advisor and you will also have the opportunity to review your course schedule, ask questions, and confer on course placement with engineering advisors who will be available during orientation. Your ACES registration will reopen and remain open until September 4.

Once you complete step 6 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!
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 sisoffice.duke.edu/students/howto.html.

Why are some classes already full? This is because sophomores, juniors, and seniors registered for their fall classes in April. If a class that interests you is already full, chances are it is typically not available for first-semester students. It will 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 4.8 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 4.7 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 4.8). If your AP scores are not received before registration, then choose courses 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 17, 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 17 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.

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. While waiting for the results of your transaction, you cannot alter your Bookbag or submit other requests to the queue or your place in the queue will be jeopardized. However, you can cancel your request. Doing so will mean that you start over in the queue.
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
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Project Search ........................................................... 6
Project Change .......................................................... 7
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First Big Week 2015

classes start. the welcome continues.

studentaffairs.duke.edu/ucae/
Nearly 280 students will begin their Duke experience by participating in one of six pre-orientation programs: Project BUILD, Project Change, Project Search, Project Waves, and Project WILD and our newly launched program, Project Arts. 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 5, 2015. 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 17, 2015 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.
Arrival at Duke

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

- **Project Search** – August 2, 2015 between 10:30 am - 3:00 pm
- **Project WILD** – August 4, 2015 between 10:00 am - 2:00 pm
- **Project Waves** – August 10, 2015 between 8:00 am - 12:00 pm
- **Project BUILD** – August 10, 2015 between 8:00 am - 3:00 pm
- **Project Change** – August 10, 2015 between 10:00 am - 2:00 pm
- **Project Arts** – August 10, 2015 between 10 am and 4 pm

Participants in pre-orientation should plan to bring only the items they will need during the program. Participants should make arrangements for the rest of their belongings to arrive (via shipment or with a family member) at campus on move-in day (August 18, 2015).

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 5: REGISTRATION DEADLINE** for ALL pre-orientation programs.

Final payment for pre-orientation will be added to your August Bursar bill.
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 over 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:
web.duke.edu/pwild/

"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
Doing BUILD was the best decision I could have made as an incoming student because I made incredible, lasting friends who have helped ease me into life at Duke. -2014 first-year

I still cannot comprehend how one short week has been able to have such a significant impact on my entire Duke experience, but I will be forever grateful that I took a leap of faith and came to Duke early to participate in pBUILD.

-CHRISTINA OLIVER, 2015 DIRECTOR

Project BUILD
Building Undergraduate Involvement in the Life of Durham

Before the school year even begins, Project BUILD offers first-year students the opportunity to get to know Duke and Durham, create lasting friendships, and become a part of one of the most tight-knit communities on campus. Project BUILD is a community service-based pre-orientation program in which 80 first-year students and 48 upperclass students bond through volunteer work and fun activities around Durham for eight days.

JOIN OUR COMMUNITY!
BUILD will undoubtedly be one of the most unforgettable and fun weeks of your Duke experience...just ask the upperclass students who cannot wait to come back each year! BUILDers begin forming strong relationships in one short week and eagerly plan reunions throughout the year. When the program ends, you’ll find yourself joining not just the Class of 2019, but also a dedicated, strong 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. Most days we spend volunteering throughout Durham, but others we spend hanging out on Jordan Lake or exploring Duke’s campus. Nights always begin with food from a local eatery and continue into activities like bowling, karaoke, and costume rollerskating, but always end with bonding among each “crew.” Many activities are BUILD traditions, but we like to keep BUILDers on their toes by adding new surprises each year!

DO GOOD THINGS WITH GREAT PEOPLE!
By working with local and national service organizations all over the city, you will experience a meaningful introduction to Durham and all it has to offer. As a BUILDer, you’ll contribute to an incredible 4,000 hours of service performed during the week and engage in one of the largest service initiatives at Duke. Project BUILD will give you a unique foundation to get involved in lasting service commitments in the Duke and Durham communities.
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 current Duke students who participated in the program and wish to cultivate an incredible experience and help ease the transition to life at Duke. Activities include surfing, sailing, kayaking, camping, and forming long lasting friendships with their new classmates and experienced upperclass students.

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

SURFING & SAILING AT THE DUKE MARINE LAB!
The other half of your experience will be based at Duke University’s Marine Laboratory in coastal Beaufort, NC. By day, you and your new buddies will surf the waves of the Atlantic Beach and sail 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.

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

"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"
pSearch not only gave me the skill set to navigate talking to professors about their research, but also introduced me to Duke and Durham. I’ve also met great friends with whom I am tighter than a polypeptide!

- BRENDA ONYANGO, PSEARCH SCIENCES PARTICIPANT, CLASS OF 2016

Not only did I get to explore Durham, interact with faculty and upperclassmen and meet some of my fellow freshman, I was able to spend some time adjusting to “college life” before being dropped into O-week and classes.

- JESSICA TANNER, PSEARCH HUMANITIES PARTICIPANT, CLASS OF 2017

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 as well as an exploration of all Duke and Durham have to offer.

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

CHOOSE A TRACK

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

MEET FACULTY

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

EXPLORE DURHAM

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

I learned about Durham, worked within the community and with my peers, and came away with an experience that has completely shaped my time in college for the better. I cannot imagine starting off my Duke experience better than I did with Project Change.

-BRIAN LUO, PAST PCHANGE PARTICIPANT

COST?
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.
dukeethics.org/pchange

WANT TO LEARN MORE?
kenan.ethics.duke.edu/education/project-change
Pre-Orientation Contacts:

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

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**Project Arts**

*Creating Art for Social Change*

Project Arts is a week-long opportunity for incoming first-year students to explore how art and activism come together to inspire social change. Students will learn about creative possibilities in and out of Duke’s classrooms, meet remarkable artists, visit a sampling of the growing number of innovative spaces for art located in Durham, collaborate on projects in various media, and create lasting friendships with other incoming first-year and upper-class students.

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**2015 Project Arts Theme: Classism**

This inaugural summer for Project Arts will focus on issues related to classism. Each group will use its medium of art to communicate, inspire, and educate the Duke and Durham community. Groups will create a final project that concludes with a special Project Arts showcase!

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**Five Ways to Impact Change**

Project Arts places applicants into one of five groups, based on preference, to focus on different media in collaboration with fellow students and faculty mentors. The five project groups are: visual arts, creative writing, dance, music, and theater.

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**Duke-Durham Arts Community**

Participants will work closely with Duke faculty and local artists in hands-on workshops focused on their “assigned” medium. This is an interdisciplinary experience that brings together leading artists from the Duke and Durham arts community, some of which include the Center for Documentary Studies, American Dance Foundation, Full Frame Film Festival, Nasher Museum, Durham Performance Arts Center, Happymess Art Studio, Man Bites Dog Theater, Supergraphic, Pork Fried Art, KidEthnic, and so many more!

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**DID YOU KNOW?**

- **The Nasher Museum** is one of the most highly regarded museums in the world with exhibitions on Miró, Rauschenberg, and El Greco—and a collection of the best contemporary art of our time. Exclusive student parties hosted by Nasher MUSE. Also, the Café is on food points!
- **Duke’s Arts Annex** welcomes hundreds of visitors each day for painting, screen printing, photography, pottery, dance, and more!
- **Every Third Friday** of the month, the Durham community comes together to visit the city’s hottest art spots, such as Happymess, Golden Belt, The Carrack Modern Art, Spectre Arts, and Liberty Arts.
- **You’re an Artstigator!** The #artstigators are the Crazies for the Arts at Duke. We’ll artstigate fun pop-ups events and workshops throughout the year. We’ll also help you navigate your interests in the Arts in and out of the classroom, including finding internships and job opportunities!
International Orientation

International House is very excited to welcome you to Duke University and to the International Orientation on Sunday, August 16 and Monday, August 17. We hope Duke and International House will be a place for you to connect, learn, and grow.

WHO SHOULD ATTEND?
You should attend International Orientation if any of the following pertains to you:
• You live outside the US
• You were born outside the US, but now live in the US and feel connected to the international community
• You have lived outside the US for a portion of your life
• You consider yourself a global nomad/third culture kid

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

International Orientation begins with Early Move-in on Friday, August 14, that is five days prior to New Student Orientation Week for all new undergraduate students.

International House Orientation Peers (IHOPs) 2015 from left to right:
Front Row: Rinchen Dolma, Risa Pieters
Second Row: Chelsea Liu, Sakshi Khanna, Mathilde Ooi, Yiou Wang
Third Row: Chin Jie Lim, Jihane Bettahi, Rubens Martins, Bezarra Farias, Manish Nair, Shihab Malik, Xinyu Li, Tim Overeem, Edeline Loh, Rahul Sharma, Jingyan Shang, Brooke Beason

The best part of being an IHOP for me was that I had a really diverse group—11 countries were represented. I really enjoyed learning more about their countries through group discussions. Our conversation included topics ranging from food to education and transportation systems in those countries. It’s amazing that we have an opportunity to live in a mini world here at Duke. We don’t always realize it but this is a great asset.

-LAXMI RAJAK, ’15, BHAKTAPUR, NEPAL
AIRPORT PICKUP?
If you are traveling alone and this is your first time to the US, please make sure to request the AIRPORT PICKUP option when completing the online registration for International Orientation. If you are traveling with others, please see the link for transportation options available from the Raleigh-Durham International Airport (RDU):
studentaffairs.duke.edu/ihouse/intl-undergraduate-students

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 14 or Saturday, August 15. 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 18 (same as the rest of the first-year students).

PLEASE TELL YOUR FAMILY AND MARK THE DATES BELOW!
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 16 and Monday, August 17, 2015: International Orientation for Parents and Families

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

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 challenging. It is common to feel overwhelmed, uneasy, or have concerns about your college life. We hear from students who have attended our orientation that 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. International Orientation is an opportunity for you to:

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

For me, International Orientation was a great time to settle down, adjust to the hustle and prepare for a new phase in life studying abroad. It was exceptionally wonderful to meet other international students who share the same excites and doubts, meet an awesome bunch of IHOPs, and get to know the various resources on campus through well-planned events. And to be honest, who doesn’t want to arrive on campus earlier to appreciate everything Duke has to offer before other students have the chance?

—JINGYANG (JENNY) SHANG, ’18, CHINA
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

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

I consider International Orientation to be one of the most influential events of my Duke experience. It was where I met most of my closest friends, and a comfortable space that helped me to adapt to life in college. It was also a great opportunity to bond with faculty and upper-classmen, enriching my understanding of this incredibly diverse community, and providing me with advice that would be useful throughout my career.

-AULO MORINI, ’16, CALI, COLOMBIA, FORMER IHOP FOR 2 YEARS

DATES & DEADLINES!

July 3, 2015
Registration deadline. If you have any questions or concerns, please contact International House at ihouse@duke.edu or telephone: 919-684-3585.

August 14-15
International Orientation
Early Move-In

August 16-17
International Orientation & International Orientation for Parents and Families

August 17
International Welcome Dinner with President Brodhead

August 18
New Student Orientation begins for all undergraduate students
New Student Programs

The Duke Common Experience:
The Duke Summer Reading program is designed to give you the opportunity to share a common experience with other members of the Class of 2019. The assigned reading for this year is *Fun Home* by Alison Bechdel. 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 18**
Your move-in time will be determined by your housing assignment, which you will be notified of in June. Move-in occurs in multiple shifts to help ease the traffic congestion on East Campus. At your assigned move-in time, please proceed directly to your East Campus residence hall where First-Year Advisory Counselors (FACs) will greet you and help you move in. Please pay special attention to the map and directions available online when you receive your housing assignment including which East Campus entrance you should use on move-in day to ensure the most hassle-free traffic route to your residence hall.

Here are a few other helpful tips for what to do on move-in day:
- **Pick up your Blue Devil Delivery order (textbooks, computers, linens)** – Lilly Library & Carr Building. The Duke University Stores Blue Devil Delivery catalog will be mailed to you in mid-May.
- **Sign up for a local bank account** – Local bank representatives will be available on East Campus.

**MEALS?**
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.

**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.

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

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

**PARENTS’ ORIENTATION**
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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 and Lenovo laptops with special first-year student pricing
• On-campus hardware and software support
• Extended warranties with 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 over 20 years. Let us solve some of the logistical hurdles so you can enjoy these first couple of days at Duke University. We are here to help; contact us if you have questions. We welcome you to Duke University and look forward to serving you.

2015 BLUE DEVIL DELIVERY CATALOG
Don’t forget to check your mail for the 2015 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.

PICKUP LOCATION?
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
Don’t forget to pack...

We asked some members of the Class of 2018 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
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 30 to dukefreshmendirectory.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!

Our Summer Transition Series will help the Class of 2019:

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

**SUMMER TRANSITION SERIES SCHEDULE:**

<table>
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<tr>
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<th>Topic</th>
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<tbody>
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<td>Wednesday, May 27</td>
<td>Housing Assignments</td>
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<tr>
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Details for participating in the live events will be sent to all students via their Duke email 48 hours prior to start. If you can’t participate during the scheduled times, you will find a recording of the presentation at studentaffairs.duke.edu/newstudents 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.

**Live chat!**
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