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

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

LIVING  LEARNING  REGISTRATION  ORIENTATION

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

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

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

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

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

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

Find your **NEW STUDENT CHECKLIST**.

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

**PLAN, PLAN, PLAN!**

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

**USEFUL LINKS**

- **Start Here**
  - my.duke.edu/students
  - Personal info & important links

- **Navigate Campus**
  - calendar.duke.edu
  - University events calendar
  - studentaffairs.duke.edu
  - Student services, student groups, cultural centers
  - dukealist.duke.edu
  - Duke's Free Classifieds Marketplace

- **Stay Safe**
  - emergency.duke.edu
  - Campus emergency/extreme weather updates
  - studentaffairs.duke.edu/dukereach
  - Report concerns about student health and behavior

- **Study**
  - aces.duke.edu
  - Course registration, grades, accounts
  - sakai.duke.edu
  - Online course materials

- **Get Informed**
  - today.duke.edu/students
  - Your site for university student news and The Short List: Your weekly update of the top 5 events and deadlines

- **Social Media**
  - facebook.com/duketodaystudents
  - twitter.com/dukestudents
  - instagram.com/dukestudents

**AUGUST 2016**

- **8/23** New Student Orientation begins
- **8/24** Undergraduate Convocation at 11 am
- **8/24 - 8/26** Registration re-opens for Fall 2016 Classes
- **8/29** First day of Fall Semester classes

**SEPTEMBER 2016**

- **9/5** Labor Day; classes in session
- **9/9** Drop/add ends for Fall 2016 classes
- **9/30 - 10/2** Homecoming Weekend

**OCTOBER 2016**

- **10/2** Founders' Day
- **10/7** Fall break begins at 7 pm
- **10/12** Classes resume
- **10/27** Deadline: Part 2 of AlcoholEdu & Haven

**NOVEMBER 2016**

- **11/2** Registration begins for Spring 2017 classes
- **11/4 - 11/6** Parents & Family Weekend
- **11/16** Registration windows end for Spring 2017 classes; drop/add begins
- **11/22** Thanksgiving recess begins at 10:30 pm
- **11/28** Classes resume

**DECEMBER 2016**

- **12/9** Fall Semester classes end
- **12/10 - 12/13** Undergraduate reading period
- **12/14** Final exams begin
- **12/19** Final exams end at 10 pm
- **12/20** Winter break begins (residence halls close)
- **12/21** Deadline: Spring 2017 dining plan changes

**JANUARY 2017**

- **1/7** Residence halls open at noon for Spring Semester
- **1/8 - 1/10** 2017 Winter Forum
- **1/11** First day of Spring 2017 classes
- **1/16** Martin Luther King, Jr. holiday; no classes
- **1/25** Drop/add ends for Spring 2017 classes

**FEBRUARY 2017**

- **2/20** Registration begins for Summer 2017 classes

**MARCH 2017**

- **3/10** Spring recess begins at 7 pm
- **3/20** Classes resume

**APRIL 2017**

- **4/5** Registration begins for Fall 2017 classes
- **4/15** Registration windows end for Fall 2017 classes; drop/add begins
- **4/26** Undergraduate classes end for Spring 2017
- **4/27 - 4/30** Undergraduate reading period

**MAY 2017**

- **5/1** Deadline: Reapply for Financial Aid 2017-2018
- **5/1** Final exams begin
- **5/4** Final exams end at 10 pm
- **5/7** Residence halls close for summer on East Campus
- **5/14** Graduation exercises; conferring of degrees
Be sure to submit your **Final School Report Form**. We’re here if you need us.

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<td>Academic Advising Center/Trinity</td>
<td>advising.duke.edu 684-6217</td>
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<td>Academic Resource Center</td>
<td>arc.duke.edu 684-5917</td>
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<td>Bursar’s Office - Student Accounts</td>
<td>finance.duke.edu/bursar 684-3531</td>
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<td>Bursar’s Office - University Cashiering</td>
<td>finance.duke.edu/bursar 684-4773</td>
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<td>Career Center</td>
<td>studentaffairs.duke.edu/career 660-1050</td>
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<td>studentaffairs.duke.edu/caps 660-1000</td>
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<td>studentaffairs.duke.edu/dining 660-3900</td>
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<td>DukeCard Office</td>
<td>dukecard.duke.edu 684-5800</td>
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<td>police.duke.edu 684-2444</td>
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<td>dukestores.duke.edu/textbook.php 684-6793</td>
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<td>dukestores.duke.edu/cpustore 684-8956</td>
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<td>financialaid.duke.edu 684-6225</td>
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<td>Global Education for Undergraduates/Study Abroad</td>
<td>globaled.duke.edu 684-2174</td>
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<td>Housing, Dining and Residence Life</td>
<td>studentaffairs.duke.edu/hdrl 684-4304</td>
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<td>studentaffairs.duke.edu/ihouse 684-3585</td>
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<td>studentaffairs.duke.edu/new-students 684-3511</td>
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<td>registrar.duke.edu 684-2813</td>
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<td>oit.duke.edu 684-2200</td>
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<td>parking.duke.edu 684-7275</td>
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<td>Post Office</td>
<td>postoffice.duke.edu 382-4500</td>
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<td>pratt.duke.edu 660-5386</td>
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<td>access.duke.edu 668-1329</td>
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<td>studentaffairs.duke.edu/studenthealth 681-9355</td>
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<td>Undergraduate Education</td>
<td>undergraduate.dean.duke.edu 668-3420</td>
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</table>
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, 2016.

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, 2016. Please contact the Office of Undergraduate Admissions in writing if this date is problematic.

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.
Plan ahead. In the coming weeks, 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 key special arrangements you wish to make. Don’t wait. Begin your preparations now.

**Note important summer dates and deadlines.**

**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.**

**June**

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**Note to Parents:**

If you or your child have special needs that necessitate the Blue Book, please contact the Office of Student Affairs. If you need to make accommodations for your child, please contact the Office of Student Affairs. If you still need to complete all the information on- campus, please contact the Office of Student Affairs. If your son or daughter is traveling when you receive this Blue Book, please contact the Office of Student Affairs.

**Summer Transition Series 2016 (STS2016):**

- **Drop/Add Period:** September 9
- **Registration:** September 9
- **Orientation Begins:** September 10
- **Pre-Orientation:** September 10
- **First Board Meal:** September 11
- **Orientation:** September 11
- **First Year Registration Begins:** September 12
- **First Year Orientation:** September 14
- **International Orientation:** September 14
- **Registration:** September 14
- **International Orientation:** September 15
- **Registration:** September 15
- **International Orientation:** September 16
- **Registration:** September 16
- **International Orientation:** September 17
- **Registration:** September 17
- **International Orientation:** September 18
- **Registration:** September 18
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- **International Orientation:** September 25
- **Registration:** September 25
- **International Orientation:** September 26
- **Registration:** September 26
- **International Orientation:** September 27
- **Registration:** September 27
- **International Orientation:** September 28
- **Registration:** September 28
- **International Orientation:** September 29
- **Registration:** September 29
Who’s Who?

Residential Staff

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

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

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

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

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

Packing List?

We asked some members of the Class of 2019 for some packing tips! This list is not comprehensive—nor is anything required. Go to bit.ly/dukepack for a more detailed packing list and bit.ly/dontpack for a more detailed anti-packing list.

**DON’T FORGET TO PACK...**
- XL twin bed sheets
- Umbrella & rain boots
- Tupperware/plastic food containers
- Surge-protected power strips
- Hat & gloves
- Command strips to hang things on the wall
- Shower shoes & caddy
- Reusable water bottles & coffee mugs
- Super glue
- First-aid kit
- One dress outfit

**DON’T BRING...**
- A printer
- Halogen lamps
- Candies
- Knives & weapons
- Pets
- Landline phones
- Alcohol

East Campus Houses

**NEIGHBORHOOD ONE**

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

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

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

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

**NEIGHBORHOOD TWO**

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

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

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

**NEIGHBORHOOD THREE**

**Gilbert-Addoms** residence hall is home to approximately 190 first-year students. Opening in 1957, the building was named for Katherine Everett Gilbert and Ruth Margery Addoms, two former Professors at Duke.

**Southgate** residence hall is home to approximately 150 first-year students. Opening in 1921, the building was a gift from the citizens of Durham in memory of James H. Southgate, a civic leader and president of the YMCA of North Carolina.

**NEIGHBORHOOD FOUR**

**Bell Tower** residence hall is home to approximately 140 first-year students. Opening in 2005, the building is named for the bell tower located at the building’s northwest corner. This tower houses the 6,500-pound Trinity College Bell.

**Blackwell** residence hall is home to approximately 185 first-year students. Opening in 1994, the building is named for Blackwell Park in Durham.

**Randolph** residence Hall is home to approximately 180 first-year students. Opening in 1994, the hall is named for Randolph County, North Carolina, the original location of Trinity College.

Photos by Les Todd

East Campus Houses

[Image of East Campus Houses]

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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 differing 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/undergraduate-housing-rates.

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

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

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

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

DEADLINES MATTER
HDRL makes every effort to meet the preferences (roommate, room type, medical needs, etc.) for students returning all required materials by the Tuesday, May 31, 2016 deadline. We cannot guarantee that a student’s preferences will be met.

Medical/Disability Housing Information

SPECIAL HOUSING REQUEST PROCEDURES
HDRL works in conjunction with 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.
Housing Options on East Campus

THE FOCUS PROGRAM
Duke’s Focus Program for first-year students provides clusters of courses designed around an interdisciplinary theme with a residential component. Students participate in a shared housing experience with other Focus students that facilitates discussion and scholarly exploration while taking part in Duke’s rich East Campus living environment. Please note that as we make assignments, participation in the Focus program 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 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.

Community Involvement

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

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

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

TRINITY CAFE COFFEEHOUSE
Introduced during the Spring 2016 semester, after the renovation of the Marketplace and Trinity Cafe, Trinity Cafe Coffeehouse event series includes performers, athletic watch parties, and open mic nights.
The Basics to Help You Plan

ON CAMPUS:

SPECIAL DELIVERY
You will receive an email 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 mailboxess, 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 8:30 am to 5 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 for emergency response by the Duke University Police Department. In addition, the Bryan Center is staffed 24 hours a day.

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

Duke strongly supports recycling efforts and provides each student bedroom with a recycling container. Residence halls have single stream recycling. Duke Recycles maintains a list of specific items that should be recycled: sustainability. duke.edu/campus_initiatives/waste/dukerecycles.html.

IN YOUR ROOM:

FURNISHINGS
The differing architectural style of the residence halls on East Campus means that there really is no “typical” room. However, each room does have similar furnishings. When you move in, you will have:
• bed and mattress (mattress size is 36” x 80”; bring “extra-long” twin sheets)
• chest of drawers
• closet or wardrobe (about 10 cubic feet)
• student desk and desk chair
• bookcase

Some rooms are carpeted and some have wooden floors. Once assigned, you can access the HDRL website and find links to pictures of your building and some sample rooms.

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

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

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

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

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

Duke Campus Mail (DCM), which handles U.S. Postal Service mail headed to campus, delivers only to mailboxess, 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.

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

HOW HOUSES ARE ASSIGNED
Incoming first-year students are not asked to choose a specific residence hall. Instead, residents are randomly assigned to rooms and buildings on the first-year campus. The only exceptions are students enrolled in the Focus program, Cardea Fellows, or athletic teams who may be assigned to specific buildings that have a residency component 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 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 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.
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 Tuesday, May 31, 2016.

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

From my.duke.edu, click Housing, then click “Complete Your Housing Application.” You will be redirected to the HDRL website to review the application instructions. Once reviewed, click the link for the Dining Plan Selection and Housing Application. You will be redirected to the housing application landing page. Click “Class of 2020 Dining & Housing” and you will enter the housing application.

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

If you have a preferred roommate, follow the instructions to identify your preferred roommate. You will need your preferred roommate's Unique ID. Click “Next step” to continue. If you do not have a preferred roommate, click “Next step.”

Complete the Roommate Matching and Housing Preferences.

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

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

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

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

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

“I go to bed late (after 12 am).”
If you generally prefer to go to bed late (after midnight), select “yes.” If you tend to go to sleep earlier, select “no.” If your habits vary, select “no pref.”

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

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

“I prefer a triple room.”
If you wish to live in a triple room, select “yes.” If you do not want to live in a triple room, select “no.” If you have no preference, select “no pref.” The triple room rate is less than the double room rate, but you will have an additional roommate.
**DUKE COMMUNITY STANDARD**

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

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

**FINANCIAL AID**

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

**RENTER’S INSURANCE**

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

All Duke students should consider purchasing renter’s insurance to protect their personal property in the event that it is damaged, destroyed, or stolen. Even if a student is a dependent under his or her parent’s insurance, the student’s personal property may not be covered.

Talk with your parents. They should check their policy or contact their insurance agent to see what coverage you have and if renter’s insurance is right for you while away at school.

“I prefer a single gender floor.”

Single gender floors have all females or all males living on the floor. If you wish to live on a single gender floor, select “yes.” If you do not want to live on a single gender floor, select “no.” If you have no preference, select “no pref.”

“I prefer the Arts Community.”

If you wish to live in the Arts Community, select “yes.” If you do not want to live in the Arts Community, select “no.” If you have no preference, select “no pref.” Remember, selecting no preference means that you can be placed in the Arts Community.

“I prefer the Substance Free Community.”

If you wish to live in the Substance Free Community, select “yes.” If you do not want to live in the Substance Free, select “no.” If you have no preference, select “no pref.” Remember, selecting no preference means that you can be placed in the Substance Free Community.

“If yes to Substance Free, I agree to the Substance Free Terms.”

You can review the Substance Free Terms at:

studentaffairs.duke.edu/hdrl/housing-communities/east-campus/east-campus-livinglearning-communities#substance.

“I agree to the housing license and dining contract.”

You must agree to the housing license and dining contract to complete your application. If you select “no” or “no pref” your application will be considered incomplete and you will not be assigned until you agree by selecting “yes.”

“Do you prefer your room to be primarily: social, for study, or a little of both?”

Would you like to use your room as an exclusive study space, an exclusive social space, or a little bit of both?

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

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 on page 8) for a la carte meal purchases. The First-Year Dining Program is designed to enhance the undergraduate experience. Centered around the Marketplace, the main East Campus dining facility, the First-Year Dining Program provides a wide range of choices and fosters a sense of community through dining together.

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

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<table>
<thead>
<tr>
<th>Dining Plan</th>
<th>Total Cost per Semester*</th>
<th>Food Points Value per Semester</th>
<th>Weekly Average Food Points Value</th>
<th>Daily Average Food Points Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan H</td>
<td>$3,415</td>
<td>$445</td>
<td>$28.58</td>
<td>$4.08</td>
</tr>
<tr>
<td>Plan I</td>
<td>$3,489</td>
<td>$514</td>
<td>$33.0</td>
<td>$4.7</td>
</tr>
</tbody>
</table>

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

- You get a total of 12 board plan meals each week at the Marketplace (five for breakfast; seven for dinner or weekend brunch).
- You receive one breakfast daily, Monday through Friday. A breakfast equivalency of $4.40 may be used for breakfast at The Skillet (West Union) until 10:15 am, or for lunch at the Marketplace until 2:30 pm for those who miss breakfast. Breakfast in the Marketplace or its equivalency must be used each day; they do not carry over to the next day.

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

DEADLINE!
The deadline for completing your application is Tuesday, May 31, 2016.

FINANCIAL AID
**FINANCIAL AID**

**BOARD PLAN**

<table>
<thead>
<tr>
<th>Service Periods</th>
<th>Last Meal before Break</th>
<th>First Meal after Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Orientation</td>
<td>First Board Meal - Thursday, August 25, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Fall Break</strong></td>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Friday, October 7, 2016</td>
<td>Tuesday, October 11, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Thanksgiving Break</strong></td>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>Tuesday, November 22, 2016</td>
<td>Sunday, November 27, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Break</strong></td>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Monday, December 19, 2016</td>
<td>Tuesday, January 10, 2017</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Friday, March 10, 2017</td>
<td>Sunday, March 19, 2017</td>
<td></td>
</tr>
<tr>
<td><strong>End of Academic Year</strong></td>
<td>Breakfast (not Brunch)</td>
<td></td>
</tr>
<tr>
<td>Saturday, May 6, 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Marketplace is closed during the breaks listed in this chart. There are no board meals served during these break dates. Students staying on campus may use Food Points instead. It’s wise to keep that in mind when calculating your Food Points account, but money can be added to the Food Points account throughout the semester.
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: go to Student Health website for further directions, https://studentaffairs.duke.edu/studenthealth/forms-policies. The medical dining modification form link can be found on the Duke Dining home page. Serious medical needs requiring meal plan accommodation will be referred to the Student Disability Access Office (SDAO) for possible ADA certification and accommodation.
• 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 seven days a week. 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 three on-campus convenience stores. In addition to the 35 on-campus dining locations, you can also use Food Points for food purchases at any of the following Duke University Stores locations:
• East Campus Store
• The Lobby Shop
• Uncle Harry’s – a full-service grocery store on Central Campus
• On-campus vending machines

THE NEW WEST UNION
Opening Fall 2016
Located in the heart of campus center, West Union is the place to gather, dine, learn, and experience what makes the Duke community and campus great. This newly renovated building is the perfect location to relax before class, meet friends for lunch, check out live music in the evening, settle in for an all-night study session, or just hang out until whatever happens next. With 13 unique dining venues offering a wide selection of traditional meals and world flavors, you’ll find tastes you already love and discover new favorites. Beyond food, you can check out exciting performances, take a cooking class, or drive cultural change at an organization event. At West Union, spend time with friends, meet new people, and create relationships that last a lifetime.

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

QUESTIONS ABOUT HOW THE DINING PLANS WORK?
View our video at: studentaffairs.duke.edu/new-students/blue-book
See the Duke Dining website via studentaffairs.duke.edu/dining for our FAQ video.
Immunizations & Health History

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

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

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

Instructions

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

MANDATORY STEPS 1-4:

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

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

STEP 3: Click on the Immunizations item in the New Student Checklist or go to studentaffairs.duke.edu/studenthealth to access the “Student Health Gateway.” Click the “Forms” tab and complete the following online forms:

- Duke University HIPAA Agreement and Consent to Treat
- Health History Form
- Immunizations Page in EMF Forms

STEP 4: Mail, fax, or email (email is the preferred method) the completed Immunization Requirements Form and TB Screening Questionnaire to:

Duke University Student Health Center
Attention: Immunization Department
DUMC Box 2899, Durham, NC 27710
Fax: 1-919-681-7386
Email: immunizationrecords@studentaffairs.duke.edu

Please submit with your Immunization Records.

IMPORTANT!

If you are under the age of 18, you will need your parent or legal guardian to sign consent for treatment. You can find this document at: studentaffairs.duke.edu/studenthealth/forms-policies

If you need any assistance, please contact the Immunizations Office at DSHE_Immunizations@mc.duke.edu.

QUESTIONS ABOUT COMPLETING THESE FORMS?

View our instructional video via studentaffairs.duke.edu/new-students/blue-book
Duke University Mandatory Immunization Requirements Form for Undergraduates

Last Name: ___________________________________________ First Name: ________________________________________ Middle Initial: ______

Duke Unique ID: __________________________ Date of Birth: ______/_____/______ Sex: ______

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 which became available in the U.S. June 2005. Titers are NOT accepted in lieu of vaccine.

DTaP/ DTP/ DT/ Td  #1 __/____/____, #2 __/____/____, #3 __/____/____  Tdap booster REQUIRED __/____/____

MMR (Measles, Mumps, and 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 (LAB 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 11-15 years of age. Vaccine doses administered at less than the minimum intervals are not valid and must be repeated.

#1 __/____/____, #2 __/____/____, #3 __/____/____ OR (two-dose schedule 11-15 years of age) #1 __/____/____, #2 __/____/____

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

Meningitis (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. #1 __/____/____  Booster dose __/____/____

(not required) Bexsero #1 __/____/____, #2 __/____/____ OR Trumenba# 1 __/____/____, #2 __/____/____, #3 __/____/____

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 __/____/____

Ixaro #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, fax or email completed forms to: Duke University Student Health Center, Attention: Immunization Department, DUMC Box 2899, Durham, NC 27710 OR Fax to 1.919.681.7386 Email to 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.
Duke University Mandatory Tuberculosis Screening Questionnaire for Undergraduates

Last Name: __________________________ First Name: __________________________ Middle Initial: ________

Duke Unique ID: __________________________ Date of Birth: _______/_____/______ Sex: __________

TB testing must be completed in the U.S. Within the 12 months preceding the 1st day of classes. **ALL Students:** You must complete Sections A and B and submit form along with the mandatory immunization requirements form. **International Students:** Section C will be completed at Duke Student Health Services once you arrive.

**SECTION A:** Tuberculosis (TB) Exposure Risk

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

2. Were you born in, or have you lived, worked, or traveled to one or more of the following countries listed in the box below for >1 month? If yes, Where? __________________________ How long? _______ / ______________ / __________

   - Afghanistan, Albania, Algeria, Angola, Argentina, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Cameroon, Chad, China, Colombia, Comoros, Congo, Cote D’Ivoire, Democratic Republic of the Congo, Djibouti, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, Gambia, Ghana, Guatemala, Guam, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, Hungary, India, Indonesia, Iran (Islamic Republic of), Iraq, Japan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyzstan, Lao People’s Democratic Republic, Latvia, Lesotho, Liberia, Libya, Lithuania, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia (Federated States of), Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Niue, Pakistan, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Rwanda, Saint Vincent and the Grenadines, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Tajikistan, Taiwan, Tanzania, Thailand, Timor-Leste, Togo, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela (Bolivarian Republic of), Vietnam, Yemen, Zambia, Zimbabwe.

3. Have you ever had a positive Tuberculin Skin Test (TST/PPD) or positive TB blood test (IGRA)? **YES** ☐ **NO** ☐
   a) If you have a positive Tuberculin Skin Test or positive TB blood test, have you had a chest x-ray in the past 12 months? **YES** ☐ **NO** ☐
   b) Have you had treatment for latent TB? **YES** ☐ **NO** ☐ If yes, please list start date _______/_____/______ end date _______/_____/______

**SECTION B:** Bacille Calmette-Guerin History: Have you ever received the BCG vaccine? **YES** ☐ **NO** ☐

   If yes, TB blood test IGRA is the preferred method of testing.

   **Student Signature:** __________________________ Date _______/_____/______

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

   **QFT-G Date: ____/____/____ OR T-Spot Date: ____/____/____ (MUST ATTACH FULL LAB REPORT)**

   **Date of Chest x-ray (CXR): ____/____/____ (MUST ATTACH RADIOLOGY REPORT)**

   **Provider Name (print): ______________________________________ Title: __________________ Phone #: __________________**

   **Provider Signature: ______________________________________ Date: ____/____/____**

   **Address/Official Stamp Here: __________________________**

Mail, fax or Email to: Duke Student Health Services, Attention: Immunization Department, DUMC Box 2899, Durham, NC 27710

Fax to 1.919.681.7386 Email to immunizationrecords@studentaffairs.duke.edu
ALL STUDENTS ARE REQUIRED TO MAINTAIN ADEQUATE MEDICAL INSURANCE DURING THEIR ENROLLMENT AT DUKE UNIVERSITY. You must complete either the enrollment or waiver process within the open enrollment period. Failure to do so will result in a delay in coverage or a charge for insurance you do not need.

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

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

OPEN ENROLLMENT/WAIVER PERIOD
Open enrollment will begin in early June and end in mid-September. You will receive an email via your Duke.edu email account with the specific date. Enroll or waive via 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 (SMIP) covered by grant assistance. Please refer to the financial aid website at financialaid.duke.edu/current-undergraduates/common-questions#insurance for additional information and instructions.

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

2016/2017 TUITION & FEES

PER TERM

TUITION (Trinity College and Pratt Engineering) $24,787.50

REQUIRED FEES

- Undergraduate First Time Registration * 100.00
- Student Activity Fee 129.50
- Student Services Fee 193.00
- Recreation Fee 136.50
- Health Fee 386.00
- Insurance * (15/16; 16/17 rate not yet finalized - see page 13) 2,400.00
- Mail Box Rental 29.00
- Engineering Government Dues (Pratt students only) 29.00
- Parking Permit * (15/16 rate; 16/17 rate not yet finalized) 354.00

* assessed Fall term only

HOUSING (SEE PAGE 1)

- Single – no A/C 4,545.00
- Single – A/C 5,473.00
- Double – no A/C 3,446.00
- Double – A/C 4,143.00
- Triple – no A/C 3,067.00
- Triple – A/C 3,694.00
- Residential Programming Fee 50.00

DINING (SEE PAGE 7)

- First-Year Board (required for all first-year students) ** 2,685.00
- Plan H ** 445.00
- Plan I ** 514.00
- Dining Fee 50.00

** 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 27.

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. To ensure prompt posting of check payments to your student account, include a copy of your bill. Checks should be payable in US dollars to “Duke University” and include your name and student ID. Your check should be drawn on a US financial institution (such as Bank of America), or a US branch of your financial institution (ex: Miami branch of Barclay’s Bank PLC).

OUTSIDE SCHOLARSHIP CHECKS should be sent to:

Duke University Cashiering
Box 90759
Durham, NC 27708-0759

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

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

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

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

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

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

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

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

Financial assistance may come in a variety of forms, including grants, scholarships, loans, work-study, and outside aid. The section below outlines the most common financial aid topics and offers helpful hints next to relevant sections. 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 beginning 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 interested in work-study and don't already have a financial aid award, simply complete the Free Application for Federal Student Aid at fafsa.ed.gov. The Financial Aid Office will automatically receive your FAFSA and provide you with a work-study award. You will be notified when the award is complete, and you will need to accept it on your ACES account. All students can find on-campus jobs posted on dukelist.duke.edu. For more information about work-study funding, check out financialaid.duke.edu.

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

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

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

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

Getting Started with Technology

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

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

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

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

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

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

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

LABS & INNOVATION: In addition to traditional computer labs, OIT manages several physical and virtual labs to foster creativity and innovation on campus. The Multimedia Project Studio (MPS) provides audio/visual studios and hands-on support for graphic and media projects. The Innovation Studio offers no-cost 3D printing and other design & fabrication technologies.

To learn more, visit oit.duke.edu.
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.

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

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

Accounts

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

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

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

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

PROBLEM RESOLUTION
If you believe your account was improperly charged, take a copy of your sales receipt or account statement to the location where the transaction occurred. For other account issues, contact the DukeCard Office at 919-684-5800.
AlcoholEdu & Haven

Mandatory Online Alcohol Education and Sexual Activity Courses

As a member of the Class of 2020, you are required to complete AlcoholEdu and Haven for College, two online, science-based courses, before you arrive on campus. AlcoholEdu provides detailed information about alcohol and its effects on the body and mind. Haven discusses decisions regarding sexual activity and sexual assault. Whether you plan to drink or engage in sexual activity or not, the goals of the courses are to help you make well-informed decisions about alcohol, sexual choices, and address the behavior of your peers.

The AlcoholEdu and Haven courses each have a Part 1 and Part 2. The courses will take 1-1.5 hours to complete and you will need to have Part 1 of each course completed by August 15, 2016. Approximately eight weeks after completing the exams to Part 1 of AlcoholEdu and Haven, you will be notified to complete Part 2 of each by October 27, 2016. You will not satisfy the university requirement to complete AlcoholEdu and Haven until you have completed the exam at the end of Part 2 for both courses. In mid-July you will receive detailed instructions via email and a reminder on MyDuke about beginning the courses.

F.A.Q.

Can I start working on AlcoholEdu/Haven now? Thanks for your eagerness; however the courses are not available until late July. You will receive an email with detailed instructions on July 16. This will give you approximately three weeks to complete Part 1 of AlcoholEdu and Haven. You will also be able to access log-on information at studentaffairs.duke.edu/new-students.

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

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

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

DATES AND DEADLINES

July 16
Receive email with instructions for beginning AlcoholEdu and Haven courses.

August 15
DEADLINE: Part I of the online courses must be completed and passed.

October 27
DEADLINE: Part 2.

TECHNICAL SUPPORT

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

All other questions alcoholedu@studentaffairs.duke.edu or go to studentaffairs.duke.edu/new-students/blue-book and click on student services for instructions.
SAFETY PRECAUTIONS
Duke encourages you to be alert and aware of your surroundings at all times—whether at work, in class, at home, or at a party. Students are reminded to lock their doors, not to walk alone at night, and to avoid unfamiliar, dimly lit areas. You’re also urged to avoid risky behavior, such as excessive drinking, which may lead to negative consequences.

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

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

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. 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 students’ mobile devices.

• **Web:** Emergency information will be posted on main Duke websites and emergency.duke.edu.

• **Phone:** Messages will be on 919-684-INFO (4636). Add this number to your phone.

• **Direct Contact:** HDRL staff may post emergency notices and safety information in residence halls, if circumstances allow.

STAYING CONNECTED
The Duke LiveSafe Mobile app offers simple, two-way communication between students and Duke Police. Students can report tips by text, photo, or video using a smartphone about anything from an accident and safety hazard to suspicious activity and assaults. The app also features GPS technology to allow friends and family to SafeWalk students virtually to a destination and quick access to emergency calls to Duke Police or 9-1-1. The LiveSafe app is free and available through Apple and Android app stores.

Dealing with a Personal Issue? If you or a friend is struggling with personal issues or behaviors, you can access a variety of resources through DukeReach at studentaffairs.duke.edu/dukereach or call the Dean of Students Office at 919-668-3853. To learn more about safety and police services, please visit police.duke.edu.
This section provides important information on academic requirements and policies. Please read this section carefully before registering for classes.

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

(P) Pratt (T) Trinity
TRINITY COLLEGE

MAJORS AND MINORS
- African and African American Studies (AAAS)
- Art History (ARTHIST)
- Asian and Middle Eastern Studies (AMES)
- Biology (BIOLOGY)
- Biophysics - no minor
- Brazilian & Global Portuguese - no minor
- Chemistry (CHEM)
- Classical Studies (CLST)
- Classical Civilization
- Classical Languages
- Computer Science (COMPSCI)
- Cultural Anthropology (CULANTH)
- Dance (DANCE)
- Earth and Ocean Sciences (EOS)
- Economics (ECON)
- English (ENGLISH)
- Environmental Sciences 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)
- 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 (SOCIOL)
- Statistical Science (STA) - no minor

UNIQUE MINORS
- 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)

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

PRATT SCHOOL OF ENGINEERING

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

UNIQUE MINORS
- Energy Engineering

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
- url: 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
- fax: 919-684-4500
- email: registrar@duke.edu
- url: registrar.duke.edu

Office of Information Technology
- (computer help!)
- phone: 919-684-2200
- email: help@oit.duke.edu
- url: oit.duke.edu
Trinity College of Arts and Sciences

Academics

This section provides you with a framework for understanding academicics in Trinity College. You will find information about our liberal arts and sciences curriculum, academic requirements, and how to determine your placement in particular subjects. This information will help you plan a schedule of fall classes. Detailed instructions for class registration are in the next section, “Registration.”

This section of the Blue Book is only a first step. You should use it together with the advising website and call the Academic Advising Center with any questions this summer. When you arrive at Duke in August, you will meet with your academic advisor during Orientation Welcome Week to talk about your plans in more depth and review your fall courses. You will also have time to explore all of Duke’s many curricular and co-curricular academic opportunities, and to engage with other academic mentors.

ACADEMIC ADVISING CENTER
Website: advising.duke.edu
Phone: 919-684-6217
Email: advising@duke.edu
Location: East Campus, behind Brown Residence Hall
Hours: Monday-Friday, 8 am to 5 pm, Eastern Daylight Time

CURRICULUM QUESTIONS?
The Academic Advising Center is open all summer to answer your questions about curriculum requirements, selecting fall classes, and registering. Advisors can also speak with you about your current educational goals and aspirations. Just call or email.

BLUE BOOK ONLINE
If you would like another copy of the Blue Book, or if you would like to see the Pratt School of Engineering Blue Book, you can find these online via my.duke.edu.
Advising | advising.duke.edu

The Academic Advising Center oversees academic advising for all Trinity students until they join a major during their sophomore year. You will work with a collaborative network of advising resources: your academic advisor, your academic dean, directors of academic engagement, and peer advisors. Together, these individuals can help you discover and understand the multiple curricular and co-curricular opportunities at Duke. Your assigned academic advisor is the only person in your advising network that you are required to meet with. However, you can benefit from the other advising resources available to you by arranging to meet with other members of your advising network; you are encouraged to do so.

SUMMER ADVISING
This summer, you will register for courses before arriving at Duke. We invite you to contact the AAC to discuss academic requirements and how to choose four courses for your fall schedule as well as any other questions you have. An experienced academic advisor will be available to answer your questions. Don’t be hesitant to contact the AAC with questions!

AT ORIENTATION
The schedule you choose this summer isn’t final. In August, you will be matched with an academic advisor and you will meet with her/him twice during Orientation Welcome Week. On Wednesday, Aug. 24 at 2 pm, you will attend a group meeting with your advisor and her/his other first-year advisees. During this meeting, you will review policies and expectations and set up a time to meet individually with your advisor. At the individual meeting, you will discuss the specifics of your fall course schedule and your other interests. This is a chance to begin discussing the goals you have for your Duke education and what you hope to get out of your time at Duke. The group and individual meetings with your advisor are required. Once you meet with your advisor, you can make changes to your fall schedule if you would like.

WHO’S WHO IN ADVISING

Academic Advisor: Faculty or academic professional who works with you during your first two years on courses, requirements, registration, and eventually declaring a major. You will be assigned an academic advisor in August and your advisor’s name will be on your Student Homepage on ACES.

Academic Dean: You will have the same academic dean for your entire Duke career. Your dean oversees your progress to graduation, helps you understand Duke’s academic policies, provides assistance during difficult academic and/or personal times, and can serve as an important member of your advising network. Your dean’s name will be on your Student Homepage on ACES on or about August 1.

Director of Academic Engagement (DAE): A specialist in the curricular, co-curricular, and research opportunities you can explore: Global and Civic Engagement; Arts and Humanities; and Natural and Quantitative Sciences.

Peer Advisor: A specially trained upperclass student who can give you tips, advice, and a student’s view. Each residence hall has an assigned peer advisor who is ready to assist you.

advising.duke.edu/dean
advising.duke.edu/dae
advising.duke.edu/peer

YOUR ADVISING NETWORK
In addition to the AAC’s advisors, DAEs, and peer advisors, and your academic dean (described at left), your advising network will grow to include an advisor in your major and other mentors on campus. Many students establish important connections with faculty in their very first semester and come to rely on these faculty as advisors and mentors. In fact, connecting with faculty and developing these kinds of relationships should be an important goal for your first year. Your assigned academic advisor, as well as the peer advisors, can speak with you about how to approach faculty should you have questions. Specialized advising is also available for students planning on pursuing graduate education in the health, business, or law fields. Find out more about your network and finding your academic path through Duke at advising.duke.edu. Students who take the initiative to ask questions and seek advice will find an extremely rich and receptive group of individuals who are eager to assist them. Come prepared to take this initiative!
EXPLORE!

For this fall, we ask you to enroll in four courses that interest you or that pique your curiosity. Use your first year to explore courses and areas of study. You don’t need to worry about getting started on a major; students are not even able to declare a major until they complete their first year. You also don’t need to worry about fulfilling curriculum requirements as you will have plenty of time to do so.

GRADUATION REQUIREMENTS

34 CREDITS
You may earn up to 2 of these credits through AP exams, IPC, or PMC (see pages 9-11).

1 MAJOR

General Education Requirements:
- 2 courses in EACH OF 5 Areas of Knowledge
- 2 courses in EACH OF 5 Modes of Inquiry
- 1-3 courses in a foreign language, the sixth Mode of Inquiry
- Writing 101 in your first year
- 1 seminar in your first year
- 2 Small Group Learning Experiences after your first year

Goals of a Liberal Education | advising.duke.edu/first-year

Trinity’s undergraduate liberal arts curriculum encourages breadth and depth while balancing structure with choice. It is built upon the cornerstones of research and writing, designed to develop the ability to:
- make meaning of complex information
- evaluate and discern among competing claims
- collaborate as well as compete
- engage difference
- apply knowledge in the service of society

The curriculum has multiple components, which you will compete over the next four years: general education requirements, major requirements, and sufficient electives to reach the 34-credit requirement.

General education requirements consist of five Areas of Knowledge and six Modes of Inquiry. You must complete two courses in each of the five Areas of Knowledge: (1) Arts, Literature, and Performance; (2) Civilizations; (3) Natural Sciences; (4) Quantitative Studies; and (5) Social Sciences. You must complete two courses in five of the six Modes of Inquiry: (1) Cross-Cultural Inquiry; (2) Ethical Inquiry; (3) Science, Technology, and Society; (4) Writing; and (5) Research. Depending on your placement, you must complete from one to three courses in a Foreign Language, the sixth Mode of Inquiry.

In your first year, you will complete a seminar, which allows you to engage in an intensive academic experience with a Duke faculty member and a small group of students. Before you graduate, you will complete two additional small-group learning experiences such as seminars, tutorials, independent studies, or work on an undergraduate thesis.

To graduate, you also need a major. During your first three semesters, you are encouraged to explore many of the fields of study at Duke and seek the guidance of faculty and your academic advisor as you discover new interests. By March of your sophomore year you will choose an undergraduate major. Each major has specific academic requirements as well as opportunities such as research that you will want to pursue. While you need only one major to graduate, you may want to add a second major, a minor, or a certificate program to your course of study in areas that are of strong interest to you. While the great majority of students discover fulfilling courses of study among these options, a small number of students devise their own academic program (called Program II).

This list of academic requirements can seem overwhelming, but fulfilling them is not as difficult as it first appears. A single course might count for one Area of Knowledge and up to three Modes of Inquiry as well as fulfill major, minor, or certificate requirements. For example, the course PHIL 104S fulfills the first-year seminar requirement, one Area of Knowledge (CZ), and two Modes of Inquiry (EI, W). It also applies toward the philosophy major. Many of your general education requirements will be fulfilled by courses you choose out of interest and for your major. Your advisor will help you understand how you can fulfill requirements with courses that truly address your interests. Don’t worry about needing to hurry to meet these requirements. Virtually any class you take in your first year is likely to satisfy multiple curriculum requirements and you have all four years to complete them.
Course Basics

CREDITS
Most academic courses carry 1.0 credit. A 1.0-credit course typically meets for 2.5 hours each week, sometimes with an additional, required laboratory or discussion/recitation session. A few language departments offer intensive courses that count for 2.0 credits and require the workload of two classes. Partial-credit courses (0.25 and 0.5 credit) include music lessons, physical education, dance, and student-led courses called house courses. You need a total of 34 credits to graduate. Generally, up to 2 AP or other pre-matriculation credits can count toward your 34 credit requirement.

COURSE LOAD
The minimum course load is four 1.0-credit courses and the maximum load is 5.5 credits each semester. In your first semester, however, ACES limits your enrollment to 4.5 credits.

You can request permission to enroll in more than 4.5 credits this fall by emailing your academic dean in August after you meet with your academic advisor during Orientation Welcome Week. Tell your dean which course(s) you would like to add and why; requests to add partial-credit courses (e.g., music lesson, band, or physical education class) are generally approved. Taking an additional full-credit class in your first semester, however, is rarely permitted.

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; depending on your prior experience and interests, they may also be good choices.

PREREQUISITES
To enroll in some courses, the instructor will require you to demonstrate sufficient background, documented by a defined or prescribed score on an AP or other test recognized by Duke, earned credit for a Duke course, or some other substantial experience. This information is noted in the course description or enrollment information panel on ACES. Read more about prerequisites in Registration section 4.9.

PERMISSION NUMBERS
For some classes, you will need to ask the instructor for a permission number to enroll. Permission numbers are given out by instructors for a variety of reasons: (1) Some instructors want to approve each student to be sure s/he has sufficient background. For these classes, you will see a note on the course detail page on ACES (see Registration section 4.6). (2) Enrolling in any class during the second week of a semester also requires a permission number. (3) Rarely, an instructor will issue a permission number to override an enrollment limit. Registration section 4.8 explains how to use permission numbers during enrollment.

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 a single course, with one instructor, but you can enroll in it as PSY 106 or NEUROSCI 101. It’s the same class, and the listed department shouldn’t be a concern. Nonetheless, if you enroll in NEUROSCI 101 and later want to have it listed on your transcript as PSY 106, you can ask the Registrar’s office to change it. They will do so after the drop/add period has ended.
Choosing Your Courses | advising.duke.edu/course-selection

You’ll choose four 1.0-credit courses for the fall. You have two requirements in your first year—WRITING 101 and a seminar—so one of your four courses will be one of these two requirements.

You’ll choose your other three courses based solely on your interests. For example, you might choose a language that you studied prior to Duke or choose a new language. If you are interested in the sciences, you’ll need to learn which courses are recommended in the first year. (For placement info, visit advising.duke.edu/placement.) The humanities and social sciences offer an array of topical and survey classes from which to choose. Any of these choices will provide you with the opportunity to explore prospective majors.

One challenge many incoming students have is deciding on four courses when there are so many to choose from. Having so many options can seem overwhelming, but we also hope you will find it to be exciting.

WRITING 101
WRITING 101 is the university writing course required of all first-year students. This course helps you develop strategies for generating, supporting, and sharing your ideas within a community of scholars. The classes are small (12 or fewer students), allowing for class discussion and careful consideration of student writing. Although there are many WRITING 101 sections and topics offered each semester, all teach the same fundamental writing skills and foster the same communication in class.

Because these are small classes, it is not possible for all first-year students to take WRITING 101 in the fall. Consequently, half of the Class of 2020 will be randomly assigned by the Office of the University Registrar to enroll in WRITING 101 in the fall; the other half will take the course in the spring. If you are assigned to enroll in the fall, you will see “Eligible to Enroll in WRITING 101” in the Notifications section of your ACES student account. This will be posted at or before the start of bookbagging. If you do not see this notification, then you cannot enroll in a WRITING 101 class during the two registration days (windows) on July 12 and 14, but you can enroll on July 15 when the drop/add period begins, if there are still seats open.

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

A SEMINAR
You must also complete a 1.0-credit seminar in your first-year. Seminars are offered in an array of topics across the curriculum. They are restricted to 18 or fewer students to emphasize communication with fellow students and the professor. Class participation is part of the learning process. It is in a seminar that many students develop some of their first meaningful intellectual relationships with faculty. This seminar requirement can only be satisfied with a 1.0-credit course, not with .25- or .5-credit courses.

You can choose an 89S seminar, which is specifically for first-year students, or a seminar at the 100, 200, or 300-level that allows all undergraduates for which you have the background.

First-year seminars provide small, discussion-based courses intended to excite your intellectual curiosity and interest, develop your academic skills, and help integrate you into the community of scholars that is Duke University. They are offered in a wide variety of academic disciplines within the humanities, social sciences, and natural sciences. Many have an interdisciplinary focus, while others engage you in intriguing topics within a single academic field of study. For a listing of Fall 89S seminars, see trinity.duke.edu/undergraduate/first-year-seminars.

To identify seminars, look for an “S” following the course number, e.g., ENGLISH 89S. You can also do a course search specifically for seminars. We’ll tell you more about this in the Registration section. If you have any questions about whether a course you are considering is a seminar, contact the Academic Advising Center.

RESOURCES
Frequently asked questions for new students
advising.duke.edu/faq

Trinity policies and procedures
trinity.duke.edu/undergraduate/academic-policies

Thompson Writing Program
twp.duke.edu/undergraduate

LEVELS OF SEMINARS
89S seminars
Open only to first-year students.

100 level seminars
Open to all students, but very appropriate for you. These are generally introductory courses.

200-399 level seminars
Open to all students, but may be advanced. These may or may not be appropriate for you. Check the course description for any recommended prerequisites and see if your background matches the course content.

SCHEDULING YOUR SEMINAR
If you are required to enroll in WRITING 101 in the fall, we recommend that you take your seminar in the spring, and vice versa. This is because many seminars require considerable writing and students often find that two writing-intensive classes in their first semester is difficult to manage. Note that the Focus program fulfills the seminar requirement; if you are enrolled in Focus in the fall, you’ll be assigned to take WRITING 101 in the spring.
FOREIGN LANGUAGE COURSES

All Trinity students are required to study a language other than English at Duke. This is true regardless of your previous language study or whether English is your first language. For many languages, Duke provides opportunities to continue study through literature courses or other courses.

Languages taught at Duke include:

Asian and Middle Eastern Studies: Arabic, Chinese, Hebrew, Hindi, Japanese, Korean, Persian, Sanskrit, Tibetan, and K’iche’ Maya

Classical Studies:

Greek, Latin

Germanic Languages and Literature:

German

Romance Languages and Literature:

Creole, French, Italian, Portuguese, Spanish

Slavic and Eurasian Studies:

Polish, Romanian, Russian, Turkish

You are required to complete three semesters of one language or one semester at an advanced level (300-level), whichever comes first. Foreign language courses are usually numbered as follows: The two courses at the introductory level are numbered 101 and 102, and the two intermediate-level courses are 203 and 204. There are a variety of courses at the advanced (300) level. For example, fulfilling the language requirement in Spanish would consist of one of these sequences:

SPANISH 101, 102, 203
SPANISH 102, 203, 204
SPANISH 203, 204, 300-level
SPANISH 204, 300-level
SPANISH 300-level

If you are an international student whose primary language is not English, you may take an advanced (300-level or higher) course in your native language if it is taught here or you may wish to begin a new language. Again, the language requirement is not waived for any student.

Some departments offer accelerated 2.0-credit language courses. It is also possible to take language courses while on study abroad in the country in which the language is spoken. All courses that count toward the language requirement will have an FL code noted on the course detail page in ACES. If you do not see the FL code listed, the class may be taught wholly or partially in English and therefore the class won’t count towards the foreign language requirement even if it is taught in a language department.

Whether or not to enroll in a language course this fall is a personal decision. It might be a good choice if you are planning to study or travel abroad, if a language is a possible focus of your Duke education, or if you just want to continue a language you have studied prior to Duke. On the other hand, you might postpone your language to the spring semester or even later if you are unsure of your placement or if you are not certain which language to take and want more time to decide.

SCIENCE AND MATH COURSES

If you enjoy studying science and math, if you are considering one of these as a major, or if you are thinking of applying to medical school or to another health-professions school, then you should consider beginning math and/or science coursework this fall. Many of the courses in these areas are sequenced and your choice of course will depend on whether you have placed out of a Duke course via an Advanced Placement or international placement exam or with pre-matriculation credit. If you are considering a health-related career, see the later section on Planning for a Career in Health and Medicine. It is not uncommon for students to find that the difficulty level of Duke math and science classes far exceeds what they experienced in high school and we do not encourage students to take more than two such classes in their first semester. Feel free to contact the Academic Advising Center to discuss any questions/concerns you have about being ready for these classes. You can also discuss this with your academic advisor when you arrive on campus.
Areas of Study

Trinity College offers more than 50 majors, 50 minors, and 20 certificate programs. If you are thinking about majoring in a particular field, taking an introductory course is a good way to begin exploring your interest in that field. You can also browse the list of departments on the inside of the Learning at Duke tab and explore their websites for ideas on what subjects might interest you. Note that ACES also lists graduate and professional school courses, so consider only the undergraduate subjects listed in this book.

A major typically consists of 10-12 courses, but may require more. A minor is five courses. A certificate is similar to a minor, but differs by being explicitly interdisciplinary, i.e., involving courses in several different departments. Six courses are usually required for a certificate. Duke now offers several experiential certificates, e.g., Innovation and Entrepreneurship, which require a combination of course work and related co-curricular experiences. Some students will choose to do an interdepartmental major (seven courses each in two majors), and others will devise their own program (Program II). You have until the middle of your fourth semester to declare a major, so you have time to check out courses and test your interests during your first year.

You may be surprised to see how courses in one department are widely applicable to many areas of study. For example, if you are interested in the following areas, you might look for courses in these departments:

<table>
<thead>
<tr>
<th>Art, Music, Film</th>
<th>ARTHIST, ARTSVIS, CLST, DOCST, DANCE, MUSIC, THEATRST, VMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>CULANTH, ENGLISH, ECON, HISTORY, PHIL, PSY, SOCIOI, PUBPOL</td>
</tr>
<tr>
<td>Environment</td>
<td>ENVIRON, EOS, PUBPOL</td>
</tr>
<tr>
<td>Ethics</td>
<td>EDUC, PHIL, POLSCI, PSY, PUBPOL, SOCIOI, RELIGION</td>
</tr>
<tr>
<td>Government, Politics</td>
<td>ENGLISH, HISTORY, LIT, PHIL, POLSCI, PUBPOL, SOCIOI, WOMENST</td>
</tr>
<tr>
<td>Health, Medicine</td>
<td>BIOLOGY, CHEM, EVANTH, GLHLTH, PSY, NEUROSCI</td>
</tr>
<tr>
<td>History</td>
<td>ARTHIST, CULANTH, DOCST, HISTORY, POLSCI, SOCIOI</td>
</tr>
<tr>
<td>Math, Computers</td>
<td>COMPSCI, MATH, PHYSICS, STA, ISS</td>
</tr>
<tr>
<td>People, Cultures</td>
<td>AAAS, AMES, CLST, CULANTH, EDUC, ENGLISH, HISTORY, ICS,</td>
</tr>
<tr>
<td></td>
<td>LATAMER, LINGUIST, MEDREN, POLSCI, PUBPOL, SOCIOI, RELIGION, SXL, WOMST</td>
</tr>
<tr>
<td>Psychology</td>
<td>BIOLOGY, EDUC, PSY, NEUROSCI</td>
</tr>
<tr>
<td>Writing, Journalism</td>
<td>ENGLISH, LIT, PUBPOL, THEATRST and courses with a “W”</td>
</tr>
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<td></td>
<td>(Writing) code</td>
</tr>
</tbody>
</table>
How do you know if a course is right for you?

Selecting classes for the first time at Duke is, admittedly, challenging. Regardless of which high school you attended, it likely offered fewer options. At Duke, you have great freedom to choose courses and explore new subjects. As you evaluate each course, remember several strategies:

- Call 919-684-6217 or email (advising@duke.edu) the AAC throughout the summer with questions about the course. Because so many courses are offered at Duke, it is not possible for any individual to have specific information about all of them or even most of them. However, the AAC can suggest ideas to help you learn more about classes you are considering.

- Read the course description on ACES; sometimes there will be a synopsis with more details. Note any special restrictions or prerequisites.

- Look at the other courses offered by the department. Is there an introductory course below the 200 level that might be taken first?

- If the course is directed toward juniors and seniors or requires special knowledge of the field or previous coursework that you don’t have, put that course off to a later time.

- If there are no restrictions and you are interested in the topic and think your background is sufficient, feel free to enroll.

- Some music classes (symphony, chorale, jazz ensemble, opera workshop, marching band, or lessons) require auditions. You'll need to wait to enroll in these until you arrive on campus.

- When you arrive on campus in August, you will meet with your academic advisor during orientation. That’s a good time to review your class choices and make any necessary changes.

- On the first day of class, reevaluate. See if it is what you expected and confirm that your placement is correct. Look at the syllabus, the amount of reading and writing required, and what the textbook or reading material is like. Talk with your instructor if you have any questions about the class.

- You will also be able to confer with AAC Peer Advisors, RAs in your residence hall, faculty, directors of undergraduate studies, and others on campus.

If any of your courses turns out not to be a good match, you can change it.

Remember that drop/add extends two weeks into the Fall Semester. Students often sit in on classes they are not registered for during the first week to see if it would be a better choice for them than one of their current classes. This can be a great way to find a class you will really enjoy.
If You Have Completed College-Level Work
Before Enrolling at Duke | advising.duke.edu/placement

AP, IPC, AND PMC
To determine your placement for many classes at Duke—particularly science, math, economics, and language classes—Duke considers coursework and examinations completed prior to matriculation.

There are three types of pre-college work that we recognize:
• Advanced Placement exams (AP)
• International Placement Credit exams (IPC)
• Pre-matriculation courses (PMC)

Each of these is handled a little differently, and each is explained in detail below. If Duke has received the appropriate documentation, all course equivalents for your Duke-recognized AP, IPC, or PMC scores or coursework will be listed on your Academics page in ACES and on your Duke transcript. Depending on the academic department, these Duke course equivalents can fulfill prerequisites or place you out of lower-level courses. However, pre-college work such as AP, IPC, and PMC cannot be used to fulfill Area of Knowledge, Mode of Inquiry, seminar, or Small Group Learning Experience requirements.

In addition, if you earned two or more AP, IPC, or PMC placements, two will count toward the 34 credits required to graduate. You don't need to choose which credits to use. The Office of the University Registrar will simply change the 34 credits that you need to graduate to 32 credits. ALL of your AP scores can be used for placements purposes (you're not limited to two), so send all of your AP scores to the Duke Registrar. NOTE: If you plan to graduate in fewer than eight semesters, it is possible that more than two will count. This is an issue to discuss with your dean.

AP, IPC, and PMC placements are reviewed and awarded by Office of the University Registrar. Be sure to have your official information (scores, grades, transcript, etc.) sent to them for review.

AP EXAMS
The table on the following page lists the AP exams Duke recognizes, scores required for corresponding Duke course equivalents, and placement guidelines. If you have asked AP Services/College Board to report your scores to Duke, they will be received and evaluated by the Office of the University Registrar, probably in the first week of July. To see if your AP scores have arrived at Duke and have been added to your record, check your Academics page in ACES. If you do not see them, chances are that Duke has not received your official score report from the College Board and you will need to make sure it gets sent. Scores must be transmitted directly from AP Services/College Board to the Office of the University Registrar. AP scores you included with your admissions application are not sufficient.

To send your AP scores to Duke, visit APscore.org and use Duke’s CEEB code of 5156.

OFFICE OF THE UNIVERSITY REGISTRAR
Box 104804
Duke University
Durham, NC 27701
Phone: 919-684-2813
Fax: 919-684-4500
Url: registrar.duke.edu
Email questions to: registrar@duke.edu
Office Location:
Bevan Building
Suite 1200
1121 West Main St.

CHECK EMAIL REGULARLY!
Academic advisors, deans, faculty, and staff use Duke email as an official means of communicating with students, and students are responsible for information conveyed via email. Get into the habit of checking your Duke email regularly.
**AP Course Equivalent & Placement Eligibility**

<table>
<thead>
<tr>
<th>AP EXAM:</th>
<th>SCORE:</th>
<th>DUKE EQUIV:</th>
<th>ELIGIBLE TO TAKE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>5</td>
<td>ARTHIST 20</td>
<td>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 2a</td>
<td>CHEM 110DL (Fall Only) or 101DL (Fall, Spring, or Summer)</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</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</td>
<td>4</td>
<td>LATIN 25</td>
<td>LATIN 204</td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>5</td>
<td>LATIN 25</td>
<td>300 level course</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>5</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>4</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>5</td>
<td>MATH 21, 22</td>
<td>MATH 221, 212, or 202b</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</td>
<td>4/5</td>
<td>POLSCI 20</td>
<td>100-199 level course</td>
</tr>
<tr>
<td>(Gov’t and Politics: U.S.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>4/5</td>
<td>POLSCI 21</td>
<td>100-199 level course</td>
</tr>
<tr>
<td>(Gov’t and Politics: Comparative)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>4</td>
<td>PSY 101</td>
<td>Any course; If you enroll in PSY 101 as a repeat, you will lose your AP credit</td>
</tr>
<tr>
<td>Psychology</td>
<td>5</td>
<td>PSY 101</td>
<td>Any course except PSY 101</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>5</td>
<td>SPANISH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>4/5</td>
<td>SPANISH 204</td>
<td>300 level course</td>
</tr>
<tr>
<td>Statistics</td>
<td>5</td>
<td>STA 30*</td>
<td>STA 101 or 102</td>
</tr>
</tbody>
</table>

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

*CHEMISTRY. In Pratt School of Engineering, CHEM 20 will not satisfy the Biomedical Engineering chemistry requirement. Biomedical Engineering students are required to take CHEM 110DL and CHEM 210DL, or CHEM 110DL and CHEM 201DL.

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

*PHYSICS in Trinity College: Prospective Physics and Biophysics majors are strongly encouraged to take at least PHYSICS 162 independent of their AP course credit, as well as the half-credit lab courses PHYSICS 161L and 162L.

*PHYSICS in the Pratt School of Engineering: At least ONE Physics course must be taken at Duke to satisfy the Physics requirement in the Engineering curriculum. Students receiving the AP credits for PHY 25 and 26, must: a) take a Duke Physics course at or above PHY 153L; b) decline the AP credit for PHY 26 and take PHY 152L; or c) decline both AP credits and take PHY 151L and 152L.
INTERNATIONAL PLACEMENT CREDIT (IPC)
Duke University also recognizes various international standardized examinations and grants a limited amount of elective credit and placement in advanced courses for students whose performance in these examinations meets certain standards established by the University. These credits can be awarded only in those subject areas for which there is an AP exam offered domestically. Credits awarded for international Placement (IP) exams are counted as electives in the same way as AP credits are awarded. Scores of all examinations must be directed to the attention of the Office of the University Registrar. Only original documents, not copies, are accepted. Scores needed for International Placement exams are listed below. Because of the number of exams please see Harry Nelson, Office of the University Registrar, for additional information.

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

Have the scores of your examinations sent directly to the Office of the University Registrar or bring your official certificates with you and present them to the Registrar’s office when you arrive. For questions or concerns, contact registrar@duke.edu. If you have questions about the use of IPC for placement into Duke courses, contact the Academic Advising Center this summer.

PRE-MATRICULATION CREDIT (PMC)
The third type of pre-Duke coursework we recognize is coursework taken at another college or university, but note that these courses must meet specific conditions. You may receive credit if the courses:
• were taken on the college campus
• were taken with degree candidates of that college
• were taught by a regular member of the college faculty
• were part of the regular curriculum of the college
• were taken after commencement of your junior year of high school
• were not taken on a study abroad program completed prior to matriculation at Duke
• were not pre-calculus or English composition courses
• were not used to meet high school diploma requirements
• yielded a grade of B- or better

All nine of these criteria must be met. In order to verify these criteria, you must send the Office of the University Registrar the following:
(1) a college transcript
(2) course description
(3) a confirmation form from the college, and
(4) a confirmation form from your high school

The Registrar’s office will evaluate your request and consult with the faculty director of undergraduate studies in the relevant Duke academic department. If approved, your PMC placement will be recorded in your Academics page in ACES.

More details and the forms can be found at:
registrar.duke.edu/transfer-credit/prematriculation-credit

WHERE CAN I VERIFY MY CREDITS?
AP, IPC, and PMC credits will all be listed on your Academics page in ACES.
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>Subject</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<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>Organic chemistry</td>
<td>CHEM 201L and 202L</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>BIOCHEM 301</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOLOGY 201L and 202L and a physiology course</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYSICS 141L and 142L</td>
</tr>
<tr>
<td>Math</td>
<td>MATH 105L-106L or MATH 11L or MATH 21 (AP credit)</td>
</tr>
<tr>
<td>Statistics</td>
<td>1 course</td>
</tr>
<tr>
<td>Psychology</td>
<td>1 course</td>
</tr>
<tr>
<td>Sociology</td>
<td>1 course</td>
</tr>
</tbody>
</table>

Prehealth courses are rigorous and you’ll want to plan your prehealth schedule carefully. Many prehealth students will begin this fall in chemistry and/or math (if necessary), and then will add biology in the spring or in the fall of the sophomore year. AP, IPC, or PMC credit may be used for some requirements. However, some students find they are not ready to be successful in these very challenging classes as they adjust to college and delay chemistry and/or math until the spring. If you have questions or concerns about this, contact the Academic Advising Center and/or speak with your advisor when you arrive at Duke. See the Office of Health Professions Advising website for more details and for sample schedules.

What you should do as a prehealth student this year:

1. Read the information on the prehealth website. Visit: prehealth.duke.edu/

2. Determine placement in math and chemistry. There is information at advising.duke.edu/placement.

3. Consider enrolling in math and/or chemistry courses this fall. If you are unsure of your prehealth plans, you can put these courses off to a later time if you wish. Although getting started early on prehealth requirements is generally recommended, not starting with chemistry and/or math classes in your first semester will not prevent you from completing the prehealth requirements. Thus, if you’d like to take a semester to get comfortable at Duke before starting on the prehealth path, you can certainly do that.

4. Attend the prehealth information session during Orientation Welcome Week. This is important as we will have a detailed discussion of requirements and planning.

5. Schedule an appointment with your prehealth advisor (assigned based on your dorm) 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. This is important! You can find your dorm’s prehealth advisor at prehealth.duke.edu/advisor.

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

7. Sign up for an AdviseStream account so that you can maintain records of your prehealth coursework, experiences, and reflections online. There is a link to AdviseStream on the prehealth website.
Beyond the Traditional Classroom | advising.duke.edu/dae

Duke offers a wonderful variety of experiential, academic, and co-curricular opportunities to engage in cross-cultural, civic, and global inquiry. There are opportunities to study across disciplines and to drill deep into a chosen field with the guidance of a faculty expert. Some of your options are listed below, and you can get assistance in sorting through all the opportunities by meeting with a director of academic engagement (DAE).

STUDY AWAY (GLOBAL EDUCATION)
About half of Trinity students take the opportunity to study away from Duke during their four years. The Global Education Office (GEO) offers opportunities on six continents. Studying away from Duke includes opportunities in other countries as well as programs in U.S. cities such as New York City and Los Angeles. Programs are offered in both semesters and in the summer. 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.

If you are planning to study away and require proficiency in a foreign language, you may want to begin that foreign language this fall. To explore opportunities broadly and discuss how study abroad might fit with your academic plans, meet with a Director of Academic Engagement who focuses on global and civic opportunities. These DAEs are located in the Academic Advising Center. When you find a study away program that interests you and have specific questions or if you want to compare among a selected set of programs, schedule time to discuss your plans with a GEO representative.

RESEARCH
Research is a scholarly investigation with a faculty mentor or with a team of faculty. There are a wide variety of ways to be involved. You can enroll in a course with an R (research) curriculum code, volunteer in a research lab or for another research project, get involved with Duke Humanities Labs, or get involved with Bass Connections. Many research opportunities are associated with work-study jobs, which is a terrific way to complement work and research. DAEs in the Academic Advising Center have extensive knowledge about many of these opportunities (especially Bass Connections) or visit the Office of Undergraduate Research Support website at undergraduateresearch.duke.edu for information on research at Duke, funding opportunities, and how to begin. You can also speak with the Director of Undergraduate Studies in any department about research opportunities in that department.

INTERDISCIPLINARY STUDIES, ENGAGEMENT, EXPERIENCE, AND SERVICE
You may choose to combine coursework and out-of-the-classroom experiences for an in-depth look into one issue or to see applications in real life. Some interdisciplinary programs combine service, experience, and coursework. Vertically integrated programs offer a team approach, where you join a group of other students and faculty in study of a specific issue. Some programs are listed below. You’ll learn more about these and others when you come to campus. A DAE can help you navigate all the choices.

<table>
<thead>
<tr>
<th>Bass Connections (interdisciplinary educational pathways)</th>
<th>bassconnections.duke.edu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service Center (opportunities and more)</td>
<td>csc.civic.duke.edu</td>
</tr>
<tr>
<td>DukeEngage (eight weeks of civic engagement in the summer)</td>
<td>dukeengage.duke.edu</td>
</tr>
<tr>
<td>DukeImmerse (one semester, 4.0 credits, one topic)</td>
<td>sites.duke.edu/dukeimmerse</td>
</tr>
<tr>
<td>Global Health Student Research Training Program (fieldwork training)</td>
<td>globalhealth.duke.edu/education-and-training/undergraduate/student-research-training-program</td>
</tr>
<tr>
<td>Hart Leadership Program (programs on leadership)</td>
<td>hart.sanford.duke.edu</td>
</tr>
<tr>
<td>Humanities Laboratories (focus on a social challenge)</td>
<td>fhi.duke.edu/labs</td>
</tr>
<tr>
<td>Partnership for Service (student-led service groups)</td>
<td>dps.dukegroups.duke.edu</td>
</tr>
<tr>
<td>Service-Learning Classes (community service through courses)</td>
<td>servicelearning.duke.edu/courses</td>
</tr>
<tr>
<td>Winter Forum (two-day conference on major global issue)</td>
<td>undergraduatedean.duke.edu/programs/winter-forum</td>
</tr>
</tbody>
</table>
Resources  |  advising.duke.edu/partners

ACADEMIC RESOURCE CENTER
Located on the second floor of the Academic Advising Center, the Academic Resource Center is home to a variety of resources that help students succeed academically, including peer tutoring. ARC programs offer individualized support as well as opportunities to learn in groups.

- **ASIP:** The Academic Skills Instructional Program provides consultation on enhancing academic skills, tailored to the courses in which you are enrolled. Examples include time management, note-taking, and study strategies.

- **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.

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 online (E-Tutor) appointments are available. There are also tutors who are 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 or sign up for workshops.

DUKE UNIVERSITY LIBRARIES AND YOUR RESIDENCE HALL LIBRARIAN
The Duke University Libraries and the four professional school libraries form a premier research complex with over six million titles. On East Campus, Lilly Library serves as the gateway library for first-year students. On West Campus, the Perkins and Bostock libraries serve as the main collections for Trinity College, Pratt School of Engineering, and the Graduate School of Arts and Sciences. At all locations, you can find study spaces, computers, and people who can help to get your research started. The library website (library.duke.edu) links all of the libraries’ combined resources, which include music, films, manuscripts, and over 1000 research databases. To find out more about Duke Libraries and the many services specific to first-year students, visit their first-year portal (library.duke.edu/services/first-year). There you’ll find out about the residence hall librarian program and the first-year library advisory board as well as basic tips for navigating the world of information at the Duke University Libraries.
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, 2016.)

The online application for Fall 2016 clusters opens on February 1, 2016. The final application deadline is May 25, 2016. All applicants will be notified of their placement status by June 15, 2016. (Applications received early will be notified within two weeks of submission.)

The application process is simple. In the online application, you will select four (4) clusters (including course preferences) and answer a one-to-two question essay about your interest in the clusters. The Focus Program makes every effort to accommodate applicant preferences. You do not need to choose a discussion course because, if accepted to the cluster, you will be automatically enrolled in this course.

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

2016 CLUSTERS
- Cognitive Neuroscience and Law
- Cross-Cultural and Cosmopolitan Medieval and Renaissance Worlds
- Ethics, Leadership & Global Citizenship
- Genetics and Genomics: Epigenetics, Environment, Evolution, and Ethics
- Global Health: Problems and Paradigms
- Humanitarian Challenges: Global Innovations and Initiatives
- Knowledge in the Service of Society
- Modeling in Economic and Social Sciences
- The Middle East & Islam in Global Contexts
- 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 below and at focus.duke.edu/apply.

LOGGING IN

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

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

STARTING THE APPLICATION

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

- In the “Confirmation of Enrollment at Duke” sent by the Office of Undergraduate Admissions,
- In the “Student Information” section at the top of the New Student Checklist in MyDuke, or
- On 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 https://focus.duke.edu/clusters-courses. You must pick four separate clusters and complete all four essays.

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

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

CLASS CHOICE AND SHORT-ANSWER QUESTIONS

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

FINAL STEP

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

Only complete applications will be accepted.
What happens next?

If you are accepted, the Focus Program and the Office of the University Registrar will enroll you in your Focus courses, including two seminar courses and the interdisciplinary discussion course. These courses will be visible in your 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 919-684-9371 or via focus@duke.edu.

You will choose additional courses, taken outside the Focus Program, to complete your schedule. Enrollment for these courses will happen within the usual registration windows designated by the Office of the University Registrar. Please follow the instructions in this book to register for your additional courses.

Keep in mind that all Focus courses count toward the 34 credits needed for graduation; they may also count toward curriculum requirements and for requirements for a major, minor, or certificate program.

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.

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.

FOCUS PROGRAM OFFICES

Focus Program Offices are in the East Duke Building Suite 204C on Duke’s East Campus.

FOCUS PROGRAM DATES AND DEADLINES

- February 1: Rolling admission begins
- May 25: 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 is the office on campus that has been charged with and is committed to providing educational opportunities for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. The SDAO uses a multifaceted team-based approach to determine eligibility for services and accommodations to qualified first-year students, sophomores, juniors, and seniors as well as graduate and professional students.

Our goal is to provide and coordinate accommodations that enable students with disabilities to have equal access to all Duke University programs and activities. Services and accommodations are provided to students with a variety of disabilities including, but not limited to, Attention Deficit Hyperactivity Disorders, blindness/low vision, deafness/hard of hearing, learning disabilities, mobility and chronic health, psychological disorders (including Autism Spectrum disorders), and other impairments.

FAQs

Who is a student with a disability?
A student with a disability is one who has an impairment or condition that substantially limits or restricts 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 medical provider showing the student’s functional limitations as well as recommendation for necessary accommodations 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(s). Academic, as well as non-academic, accommodations are provided through the SDAO. We also provide a variety of assistive technologies such as assistive listening devices and books in alternative formats to students qualifying for services.

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 as soon as possible or upon matriculation. Our online request form, documentation guidelines, and other useful information can be found on our website: access.duke.edu.
This section contains detailed instructions to help you register for your first semester classes, and use ACES, Duke’s online student information web interface.
DukeMobile

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.

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. As you become a seasoned user of ACES, you may consider using the mobile application for registration in upcoming semesters. For more information, see: oit.duke.edu/voicevideoweb/web/mobile.php

DIGITOOLS

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

Schedule Builder

Schedule Builder is a web-based tool that helps you create 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.

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.
TRINITY COLLEGE OF ARTS AND SCIENCES

Registration

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

The registration process begins on June 6, when the Registration tab in ACES appears. The first step is to confirm the personal information we have on record for you here at Duke. The next step is to reflect on your academic experiences and plans. These two steps should be completed prior to completing the commitment to the Community Standard in step 3.

During steps 4 and 5 you will browse available Fall classes on ACES, visit department and program websites, and check on your transfer credit and any AP or other prematriculation credits. While reviewing class options for the Fall, you will place a selection of interesting or required courses into your bookbag. You can use Schedule Builder to easily generate a class schedule that best fits your individual needs. We recommend you select 4.0 or 4.5 courses to enroll in for the Fall and identify backup classes as alternatives should one of your preferred classes be closed when you go to enroll.

Step 6 will commence with registration on July 12 or 14. You can continue to modify your schedule until 5PM on July 22. Drop/add ends temporarily at that time, but it will resume in August after you meet with your academic advisor during orientation. If you need to make changes to your schedule, you will have two more weeks during the second drop/add period. Steps, tasks, and dates are outlined below:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Task</th>
<th>Available on ACES starting</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
<td>Verify and provide personal information</td>
<td>June 6</td>
<td>July 11</td>
</tr>
<tr>
<td><strong>STEP 2</strong></td>
<td>Reflect on your academic goals</td>
<td>June 6</td>
<td>July 11</td>
</tr>
<tr>
<td><strong>STEP 3</strong></td>
<td>Affirm Community Standard</td>
<td>June 6</td>
<td>July 11</td>
</tr>
<tr>
<td><strong>STEP 4</strong></td>
<td>Bookbag possible classes</td>
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<tr>
<td><strong>STEP 5</strong></td>
<td>Validate your schedule</td>
<td>June 6</td>
<td>July 11</td>
</tr>
<tr>
<td><strong>STEP 6</strong></td>
<td>Enroll in your Fall classes</td>
<td>July 12 or 14</td>
<td>July 22</td>
</tr>
<tr>
<td></td>
<td>First drop/add period</td>
<td>July 15</td>
<td>July 22</td>
</tr>
<tr>
<td></td>
<td>Second drop/add period</td>
<td>August 24</td>
<td>September 9</td>
</tr>
</tbody>
</table>

Need Advice?

The Academic Advising Center is open all summer to advise you about curriculum requirements, selecting fall classes, or registering. Contact information is listed at the top of this page.

WHAT IS THAT?

Bookbagging

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

Registration Window

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

Drop/Add

The period of time following registration when you can drop and add classes as you wish, changing and rearranging your schedule.
**STEP 1**
Verify and Provide Personal Information

1. **LOG IN TO**: aces.duke.edu

2. **Enter your NetID and password.** You will be taken to the Student Verification of Data page, shown below.

3. **Verify/update your personal information.**

4. **Use the edit button to make changes.** When finished, or if no changes are necessary, press the “click to verify” button in each section in order to continue. Each section will collapse and be marked “Verified.”

You must verify all sections to see the “click to complete your academic profile button,” which allows you to move to Step 2.

**STEP 2**
Reflect on Your Academic Goals

In your Academic Profile, we ask you to reflect on your academic goals. Your academic advisor will read the responses to these first-year questions. We don’t ask you to write to impress—we just want to know what you’re thinking so we can connect you best to what Duke has to offer. Answering these questions in a thoughtful way will help your advisor begin to get to know you and what is important to you.

2.1 **What are the questions you are currently most interested in exploring at Duke and what leads you to be interested in these questions?**

2.2 **What are your most important academic strengths and what do you feel less confident about?**
2.3 What personal qualities do you regard as important strengths and what qualities would you like to develop while at Duke?

2.3 How do you hope to change as a result of your time at Duke? What do you hope does not change? Please describe at least one academic quality and one personal quality.

2.4 What language(s) other than English would you like to study?

2.5 What are your interests and possible future plans? Although your interests and goals are likely to change in the years ahead, at this point in your life which of the following appeal to you?

- 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, sociology)
- courses and/or a career in engineering
- a career in education
- a career in business and/or finance
- a career in law
- a career in a health profession
- other

2.6 What else would you like your academic advisor to know about you? You'll meet with your advisor on the second day of Orientation Week.

Once you have saved your Academic Profile it will be marked complete and you can complete step 3, affirmation of the Community Standard.

---

HELPFUL HINTS
Please limit your responses to 250 words or less. Save each page when you are finished. Remember that if you don't perform any action on ACES for 20 minutes you will be logged out and will lose any unsaved work. You may find it helpful to write your responses in a text editor and paste them into ACES when you are finished.

FOREIGN LANGUAGES
For more information, see: trinity.duke.edu/languages

STEP 3
Affirm Community Standard
Policies, rules, and regulations of Duke University define the specific conduct for which you will be held accountable. Reflect on this expectation and your promise to uphold Duke's standards. Read the Community Standard below and select the “I agree” button to gain access to your bookbag.

---

What is this?
For more information, see: integrity.duke.edu
STEP 4
Bookbag Possible Classes

4.1 Identify courses you might like to take this fall

(a) WRITING 101 classes  | If you are in the group selected to enroll in WRITING 101 this fall, you will see the notation “Eligible to enroll in WRITING 101” on your Notifications page in ACES. This means you must enroll in a WRITING 101 section on the day of your registration window (July 12 or 14). Place a variety of WRITING 101 sections in your bookbag. If these sections become full when you go to register, look for other WRITING 101 sections that are open. All sections teach the same fundamental skills in writing. Students who do not enroll in the fall if required will not be able to register for Writing 101 in the spring until all other students have already registered for it.

If you do not see “Eligible to enroll in WRITING 101” on your Student Homepage then plan to enroll next spring. However, please note: Beginning on July 15 and continuing through the drop/add periods, anyone can enroll in a WRITING 101 section that is still open regardless of whether she or he was selected to enroll in the fall.

See page 5 in the Learning at Duke section for more information on WRITING 101.

(b) Seminar classes  | If you are not in the group selected to enroll in WRITING 101, then you should enroll in a seminar instead. Find several seminars that you might be interested in and place them in your bookbag. Remember that you can choose 89S seminars, which are specifically for first-year students, or seminars at the 100-399 level, which may be appropriate for you depending on your interest and background. To find seminars, look for courses with an “S” after the course number (e.g., 89S), or use the advanced class search option, which is explained in section 4.4. See page 5 in the Learning at Duke section for more information on the first-year seminar requirement.
4.2 Preparing for registration

Your primary goal now is to search for and bookbag classes. Click on the Registration link to search for classes in ACES.

4.3 Search for classes using “class search”

1. In Class Search, the term should read “2016 Fall Term.” Every term you will have to use the “set term as default” button in order to access classes for the correct term.

2. Click on a letter to list available subjects.

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

4. Click on the course name to see course details (these are explained in section 4.6).

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

See screen shot on following page.

Class search is a way to find classes and add them to your Bookbag. ACES lists all courses taught at Duke, including graduate and professional school courses that prohibit registration by first-year students. Only add courses from undergraduate departments. For a list of undergraduate departments and programs and their abbreviations, see the back of the Learning at Duke tab. You can also limit your view to undergraduate courses in advanced search (section 4.4) and Schedule Builder (section 4.5).
DISCUSSION & LABS

1. Some courses include one large lecture class along with smaller discussion sections. You enroll in a discussion section and that also enrolls you in the associated lecture; i.e., you cannot enroll directly in the lecture.
   An example is ECON 201D. Enroll in ECON 201D-06D Disc and ACES automatically enrolls you in ECON 201D-001 Lecture. There may appear to be seats available in the lecture portion of the class, but unless you choose a discussion section with available seats you cannot enroll in the class.

2. Some classes are taught with an optional discussion group. An example is EVANTH 101, where you can enroll in EVANTH 101 or 101D.

3. Some science and math courses may include a lecture AND a discussion section AND a lab. Courses with multiple components allow you greater flexibility in scheduling your classes. For example:
   MATH 105L: Enroll in a single lecture/lab combination.
   CHEM 101: Enroll in discussion and lecture (CHEM 101DL) and separately in the lab (CHEM 101L9). Be sure you are enrolled in all 3 components of the course as you cannot enroll in only the lecture and discussion portions, but not the lab.
   PHYSICS 141: Enroll separately in the lecture (PHYSICS 141L) and discussion (PHYSICS 141D) and lab (PHYSICS 141L9). Be sure to enroll in all 3 course components.

How do you know?
1. On the class search page: See if there is a listing in the “Required Sections” column.
2. On the class detail page: Review “Class Components” to see if a course has a linked lecture/lab; you enroll in both at the same time. Or, look under “Class Attributes” to see if a course has an associated laboratory and/or discussion; you may enroll in these separately.

4.4 Search for classes using “advanced search”

The Advanced Search function is another way to search for and bookbag classes. You are able to narrow down your choices using a variety of search criteria, similar to Schedule Builder (section 4.5). These criteria include:
- subject (e.g., Biology)
- time and day of week taught
- course attributes:
  - Curriculum-Areas of Knowledge (values = ALP, CZ, NS, QS, SS)
  - Curriculum-Modes of Inquiry (values = CCI, EI, FL, R, STS, W)
  - Interest Area (value = Service Learning Course)
  - Seminar/Lab/Topics (value = Seminar)

1. The term should read 2016 Fall Term in Advanced Search.
2. Check the box that says “Show Open Classes Only.”
3. Select your preferred meeting pattern and course attributes.
4. Click the “Search” button.
4.5 Create a class schedule with Schedule Builder

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 classes; it simply allows you to identify classes of interest and shows you all possible combinations of schedules.

For help with Schedule Builder, visit:

tinyurl.com/DukeSBguide

or contact:

Office of the University Registrar
registrar.duke.edu
919-684-2813
registrar@duke.edu
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 your 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. If a class fills up before you registered or you decide to change a course during the drop/add period, Schedule Builder can help you replace a course by showing you only those new classes that will fit your current schedule.

4.6 Check on class details

In the screen shot in section 4.3 (item 4), we mentioned that you could click on the class title to see more details. Below is an example of that Class Detail view, which you can also access from your bookbag by clicking on the class title. You cannot access this screen directly from Schedule Builder, although any prerequisites or instructor-consent requirements are mentioned in the description available there.
1 The green circle indicates this course is open.

2 Units (credits) = 1. This is a 1.0-credit course, as are most undergraduate academic courses at Duke. Some foreign language courses may be 2.0 credits. MUSIC, PHYSEDU, and house courses (HOUSECS) are often 0.25- or 0.5-credit courses.

3 Career = Undergraduate. This course is open to undergraduates. 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 4.8 for more information on permission numbers. If you find an “Enrollment Requirement” here, this indicates that prerequisite coursework must be posted on your Academics page in order for you to enroll; see section 4.9 for details. If those prerequisites are not listed in your Academics page, ACES will not allow you to enroll in the class. For most incoming students, any prerequisites that have been met will be through AP credit.

6 Class attributes indicate which general education requirements, i.e., Areas of Knowledge (ALP, CZ, NS, QS, SS) and Modes of Inquiry (CCI, EI, FL, R, STS, W), the course satisfies. Seminars will also be noted here.

7 Enforced class prerequisites would be listed here (see section 4.9). If you don’t have the prerequisite listed, you will not be able to enroll in the class without a permission number from the instructor.

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 in the description. This may be an unenforced prerequisite, so you can bookbag and enroll without the prerequisite appearing on your Duke record; see section 4.9 for details.

11 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.

12 Some courses, like the one shown, include a link to student course evaluations. This shows how previous students regarded the class. Remember, many classes at Duke are taught by multiple instructors and evaluations received by one instructor may not apply to the class if it is being offered by a different instructor.

4.7 How to add and drop courses from your bookbag

To ADD a course:
When you find a class, click on “Add to Bookbag.” You can also use class search (section 4.3) or advanced search (section 4.4).

To DELETE a course:
Click on the trashcan icon next to the course name (see the red circle).
4.8 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 and ask for a permission number; see information on contacting an instructor on the next page. You can bookbag the course, but ACES will not allow you to enroll until you have entered the number on ACES. To enter a required permission number (see the screen shot on the next page):

1. Click on the “Add” in the Permission Number column in your Bookbag. An Enrollment Preferences page will appear.
2. Type the permission number in the box labeled “Permission Nbr.”
3. Click on “Next” to return to your bookbag.

If the number has been processed correctly, you will see the “Yes” change to “Added” in the Permission-Required column. The change option will allow you to edit a permission number in the event that the number has expired.

**DO I NEED A PERMISSION NUMBER?**

There are additional circumstances in which a permission number can be used: if the instructor gives you special permission to join a full class, override a prerequisite, override a reserve seating capacity, or enroll during the second week of the semester when all course enrollments require a permission number.

In this case click on “Add” in the Permission Number column and enter the permission number.

For more information on permission numbers, see page 4 of Learning at Duke and:

trinity.duke.edu/undergraduate/academic-policies/permission-numbers
4.9 Course prerequisites—what you should know

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

**Enforced prerequisites:** If a course has an enrollment requirement on the Class Detail page (see item 7 in the screen shot in section 4.6) and a “Yes” in the bookbag column labeled Prereqs Exist, 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 Academics page on ACES. For example, Intermediate Microeconomics I, ECON 201D, requires previous credit in economics and math. If you have AP, IPC, or PMC credit in economics and math, check to see if these show on your Academics page. If they do, then you can enroll. If they don’t, postpone enrollment until later.

**Unenforced prerequisites:** If a course mentions a prerequisite in the course summary or synopsis and there is no specific enrollment requirement listed in class details, then the prerequisite is not enforced; instead, it is a recommendation that students should have taken the prerequisite before enrolling. This means that you can bookbag the course and enroll. ACES will not check your Academics page to see if the prerequisite is there. However, just because the department doesn’t enforce the prerequisite doesn’t mean it isn’t important. You should be sure you have the required background before beginning the course. To do otherwise could present real challenges to your academic success in the class. If you have any concerns, talk with the course instructor when classes begin in August. You can also contact the Academic Advising Center.

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

**Waiting for International Placement credit (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, IPC credit will be posted to your Academics page. If the credit is not posted by the time you want to register for a class with an enforced prerequisite, or if you are bringing your test results with you when you come in August, then postpone enrolling in the course until later. For questions on international placement credit, contact the Office of the University Registrar.

4.10 Are you done with bookbagging?

Once you feel confident about your bookbag and have selected a variety of courses (including WRITING 101 if you are scheduled to take it in the fall), move on to Step 5 to put together a tentative schedule.
**STEP 5**

**Validate a Prospective Schedule**

In this step, select four classes in your bookbag that you wish to enroll in and then use the “validate” tool to check for time conflicts, required permission numbers, and prerequisites. You can also view your prospective schedule graphically to see the arrangement of classes during the week.

1. Check the “Select” boxes of the four courses you wish to enroll in for the term in your Bookbag. If you are designated to enroll in WRITING 101 in the fall, this should be one of your four courses.

2. Click on “view in graphic schedule” to see your prospective weekly schedule.

3. Click on the “validate” button.

You will see a status report that will tell you if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite, or other error. You can update your bookbag by adding and deleting classes and choosing other combinations of courses, then validate again until you find a schedule that works.

You may validate multiple schedules to see what is possible. Classes you have checked for validation will remain checked when you next log in to ACES. Before your registration window opens, check if spaces are available in your preferred classes as you cannot waitlist classes during the initial registration period.

When you check your schedule graphically, you may find that you like having classes distributed across the entire week. You might also consider the time required (usually 20 minutes) to travel between East Campus and West Campus. The room number and building of your courses are displayed in your bookbag and on class searches. East/ West buses run every few minutes throughout the day. Keep in mind room assignments are subject to change. The interactive campus map, located at maps.duke.edu, can help you estimate the distance between classes you are considering. You can also ask an advisor in the AAC about this.
WHY ARE SOME CLASSES ALREADY FULL?

This is because sophomores, juniors, and seniors registered for their fall classes in April. If a class that interests you is already full, chances are it is typically not available for first-semester students. Be patient—it will almost certainly be offered again in future semesters.

Done? Your proposed schedule at this time should have:

- Four 1.0-credit courses (a required, normal load)
- Possibly an optional 0.5-credit course
  (If you are in Focus, you will have 4.5 credits.)
- WRITING 101, if you are among the students who should enroll
- A seminar if you are not assigned to enroll in WRITING 101

STEP 6
Register for Classes

Registration will open at noon Eastern Daylight Time on the day of your assigned registration window (July 12 or 14) and will remain open until 5 pm on July 22. Your window date is indicated on your Registration page. You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.

6.1 Select classes, validate, enroll

1. Check the “Select” boxes of the four courses you wish to enroll in for Fall 2016, if you haven’t already done this in your Bookbag.
2. View the Enrl/Cap and Status columns to be sure there are seats available.
3. Click on the “validate” button to check for prerequisites and time conflicts.
4. Click on the “go to enroll page” button.
5. Click on the “Finish Enrolling” button to complete registration.
6. View the results screen to see the outcome of your enrollment.

See screen shot on following page.

AVAILABLE NOON EDT on Your Registration Window
(July 12 or 14)
OPEN UNTIL 5 PM JULY 22

QUICK STEPS TO REGISTER...

MyDuke
> ACES
> Student Homepage
> Registration
> Bookbag

Select four courses
Check all are open (green dots)
Validate
Click “Go to Enroll Page”
Click Finish Enrolling

Your schedule will be viewable at the bottom of your bookbag page, as well as on your Student Homepage and Academics page.

Technical problems?
Office of Information Technology (OIT) Help Desk
phone: 919-684-2200
url: oit.duke.edu
**ACADEMIC ADVISING CENTER**

**phone:** 919-684-6217  
**email:** advising@duke.edu  
**url:** advising.duke.edu  
**hours:** Monday-Friday, 8 am to 5 pm, Eastern Daylight Time

---

### Book Bag/Enroll in Classes

Use the Shopping Cart to temporarily add classes until it is time to enroll for the term. Select Validate to view classes that will impact your term total, or select Enroll to make an official change to your schedule.

**2016 Summer Term 1 | Undergraduate | Duke University**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101-01 (1044)</td>
<td>ECONOMIC MICROECONOMICS (Lecture)</td>
<td>MTWTHF 9:30AM - 10:45AM</td>
<td>TBA</td>
<td>M. Zhu</td>
<td>1.00</td>
<td>Open</td>
</tr>
<tr>
<td>STA 101-001 (2000)</td>
<td>DATA ANALYSIS STAT (Laboratory)</td>
<td>MWF 2:00PM - 3:00PM</td>
<td>TBA</td>
<td>M. Wang</td>
<td>1.00</td>
<td>Closed</td>
</tr>
<tr>
<td>STA 101-002 (2000)</td>
<td>DATA ANALYSIS STAT (Laboratory)</td>
<td>MWF 12:00PM - 1:15PM</td>
<td>TBA</td>
<td>M. Wang</td>
<td>1.00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Book Bag**

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

**2016 Summer Term 1 | Undergraduate | Duke University**

<table>
<thead>
<tr>
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<td>1.00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Book Bag**

### 3. View results

**Note:** You may not be able to enroll in all of the courses you validated because validation checks against the maximum allowable term enrollment limits. You may only enroll in the max total units listed under your current enrollment appointment limit. Validation does not check reserve capacities of classes.

View the following status report for enrollment confirmations and errors:

**2016 Summer Term 1 | Undergraduate | Duke University**

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
<tr>
<td>STA 101</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>
After registering, you can view your fall schedule in these places:
- Student Homepage
- My Academics
- Bookbag (you will need to scroll to the bottom of the page)

6.2 How to drop a class you are enrolled in

- Click in the box next to the class you want to drop in your class schedule.
- 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.

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.

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 find a message that says “You do not have a valid enrollment appointment at this time.”

PROFESSOR’S NAME? ..............
To find the full name of your instructors, go to your Student Homepage.

FINANCIAL AID ......................
Financial aid grants are increased to cover any course fees charged, but we won’t change your award until after drop/add.
6.3 How to add a class to your schedule

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

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

6.4 Waitlisting

During summer enrollment, you are not allowed to waitlist classes. This is to ensure that you arrive at Duke enrolled in four 1.0-credit classes.

However, after you have met with your academic advisor in August, you can join a waitlist if a class is full. If a student enrolled in the class chooses to drop it, a seat will become available and ACES will then enroll the student who is in the No.1 position on the class waitlist.

There are three important cautions with waitlists: (1) If you are enrolled in another course that has a time conflict with the course you want, then if a seat arises, ACES will pass over you because of the time conflict and will enroll the next person on the waitlist. You won’t be enrolled. (2) Just being on a waitlist (even as the first person) does not guarantee that you will be enrolled. If no one drops out of the course, you won’t be enrolled. (3) All waitlists are deleted at the end of the first week of class. Remember, if you are waitlisted for a class this counts as one full credit towards your enrollment limit for the semester. Thus, if you are already enrolled in 4 or 4.5 credits you won’t be able to waitlist for a class.

Now you’re done!

Once you have enrolled in your classes, you may return to ACES registration and modify your schedule if you need to during the summer drop/add period that ends on July 22. After July 22, ACES registration for first-year students will close for several weeks to allow advisors and departments to review enrollments and placements. You will still be able to see your schedule, but you cannot make any changes. When you arrive on campus in August, you will meet with your academic advisor and review your course enrollments, ask questions, and confer on course placement. Your advisor will then re-open ACES registration for you. Registration remains open until September 9.

Once you complete step 6 and successfully enroll in four 1.0-credit courses, you are finished with the summer registration process.

CONGRATULATIONS!

We look forward to meeting you during Orientation!
Your first days at Duke will be spent participating in an all-class orientation program. Details for this program and other optional pre-orientation experiences can be found in this section.

Pre-Orientaion ..................................1
Project WILD ..................................2
Project BUILD .................................3
Project Waves .................................4
Project Search ..................................5
Project Change .................................6
Project Arts .....................................7
International Orientation .....................8
Summer Reading/Move-in ...................11
Blue Devil Delivery ............................12
WHAT'S TO COME

The countdown begins...

July 24, 2016

30 Days to Duke

At 12pm (EST) on each of the 30 days leading up to move in, we'll release fun and informative content via email and Facebook that will be helpful to your transition to Duke based on the following themes:

- Meaning of a Liberal Arts Education
- Health & Wellness
- Building an Inclusive Campus Climate
- Duke Common Experience
- Summer Reading
- Connecting with Faculty
- Welcome to Duke; Welcome to Durham

Orientation Week

August 23-28, 2016

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

First Big Week

Aug. 29 - Sept. 4
Class starts, the welcome continues

https://studentaffairs.duke.edu/ucae/programs/first-big-week

For a complete schedule of Orientation Week and First Big Week events, search for Duke Guides in the app store on your smartphone and download the Orientation Week and First Big Week guides!
Pre-Orientation

Nearly 300 students will begin their Duke experience by participating in one of six pre-orientation programs: Project Arts, Project BUILD, Project Change, Project Search, Project Waves, and Project WILD. Combining experiential education with teambuilding and leadership activities, each program introduces students to Duke in unique environments through interaction with classmates, current students, faculty, and staff.

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

Registration

Pre-orientation registration will begin on May 2, 2016. The registration deadline for pre-orientation is June 6, 2016. 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 18, 2016 should your plans change and prevent you from attending pre-orientation. Deposits must be made at the time of registration for all students. The deposit does not qualify for financial aid. If you are not accepted into a program, your full deposit will be refunded to your credit card. If you are unable to make a credit card payment for your deposit during registration, please contact the New Student Programs office immediately to make alternate arrangements.

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

Arrival at Duke

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

- **Project Search** – August 7, 2016 between 10:30 am-3 pm
- **Project WILD** – August 9, 2016 between 10 am-2 pm
- **Project Waves** – August 15, 2016 between 8 am-12 pm
- **Project BUILD** – August 15, 2016 between 8 am-3 pm
- **Project Change** – August 15, 2016 between 10 am-2 pm
- **Project Arts** – August 15, 2016 between 10 am-4 pm

Participants in pre-orientation should plan to bring only the items they will need during the program. Participants should make arrangements for the rest of their belongings to arrive (via shipment or with a family member) at campus on move-in day (August 23, 2016).

Additional details about arrival information and suggested packing items for each program will be included in the confirmation notification.
PWILD is one of the most welcoming and open communities on campus. I like PWILD because it’s not limited to backpacks and forests—the friendships you make on PWILD continue through all four years at Duke, and even beyond that into full-fledged adulthood. There are even people out there who are 50 years old who still call each other once a week to reminisce about their PWILD days.

- Dustin Hadfield, PWILD Staff, Class of 2017

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

**TRIP BREAKDOWN**

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

**Project WILD**

**WILDERNESS INITIATIVES FOR LEARNING AT DUKE**

Project WILD is a two-week backpacking trip in beautiful Pisgah National Forest. Watch the sunrise from the top of Pilot Mountain, take a shower in the waterfalls at Otter Creek, and pick buckets of blueberries at Shining Rock Gap, all while learning valuable lessons to help you in the transition to college. Our philosophies are based on self-exploration and growth in a judgment-free environment, qualities that have persisted for our 42 years at Duke. Come join the Project WILD community!

**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.

**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.
Project BUILD
BUILDING UNDERGRADUATE INVOLVEMENT IN THE LIFE OF DURHAM

Before the school year even begins, Project BUILD offers first-year students the opportunity to explore Duke and Durham, create lasting friendships, and become a part of one of the most tight-knit communities on campus. Project BUILD is a community service-based pre-orientation program in which 80 first-year students and 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 2020, 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 are spent volunteering throughout Durham, but others are spent hanging out on Jordan Lake or exploring Duke’s campus. Nights always begin with food from a local eatery and continue on to activities like going to a Durham Bulls game, karaoke, and costume roller-skating. These activities are followed by overnight bonding among each “crew” of first-year and upperclass students. 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.

BUILD prepared me more than anything to take on my freshman year at Duke, allowing me to come in with lasting friendships and plenty of stories from an unforgettable week!
- Class of 2019 BUILDer

Participating in pBUILD is by far the best decision I’ve made at Duke. The friendships created and the memories shared throughout the program are invaluable.
- Noor Tasnim, 2016 Director
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.

• Try your hand at surfing! The gentler waves of the Atlantic on the Outer Banks provide the perfect setting to learn how to catch your first wave.

• Hoist that sail! Whether you’re a seasoned sailor or just a curious landlubber, we’ll have you flying across the water in no time.

• Explore the Outer Banks! The islands you pass in your kayak aren’t just scenic, they will also be your home for three nights as you camp out under the stars on their beaches.

• Meet some Dukies! Everyone on the trip, from your fellow participants and friendly crew leaders to the helpful Marine Lab staff, is part of your new Duke family.
Project Search

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

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

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

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

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

**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.

---

**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.

Want to learn more?
dukeethics.org/pchange
Project Arts

ART | FOOD | DUKE | DURHAM

Project Arts is a week-long arts experience created to introduce first-year students to Durham while facilitating the growth of each student’s artistic endeavors in and around Duke. First-year students will start their time at Duke with an introduction to the local arts venues, restaurants, and culture in the city of Durham. Through this program first-years will have the opportunity to create lasting friendships with the Duke students who lead this program as well as become a part of the Duke and Durham arts community.

During this week you will be challenged to create an arts project within your preferred arts field. This work will be a reflection of your first impressions of Durham as well as your transition to life at Duke. At the end of the week, your friends and family will be invited to attend the Project Arts Showcase where your works will be presented.

During the week you will experience a unique part of Durham or Duke:
• Meet the amazing primates at the Duke Lemur Center
• Be awestruck by the beauty of the historic Carolina Theater
• Visit Duke’s very own Nasher Museum of Art
• Enjoy a Durham specialty, a Locopop, and watch a Durham Bulls Game
• Escape to the natural sanctuary that is Eno River State Park where students will enjoy activities such as hiking and swimming.

You will be housed on Duke’s campus. This will allow you to familiarize yourself with the various academic buildings, on-campus restaurants, and study spots. You will also have the opportunity to tour campus performance halls and production spaces specific to your art field.

Project Arts is a program designed for first-year students who are passionate about creating art and further pursuing that art at Duke. Our staff will work with all skill levels, but eager “pArt”icipation is required.

Durham is well-known for its wide variety of locally-owned restaurants and food trucks. As part of this pre-orientation program you will be treated to a range of Durham’s finest eateries, such as:
• Mad Hatters
• Monuts
• Guglhupf
• Dame’s Chicken and Waffles
• Burger Bach
• Gear Street Cafe
• The Pit
• Cosmic Cantina
• Heavenly Buffaloes

PRE-ORIENTATION  phone: 919-684-3511  email: orientation@studentaffairs.duke.edu  url: studentaffairs.duke.edu/new-students

PROJECT ARTS DIRECTORS: Alex Deckey & Melissa Carrico, projectarts2016@gmail.com

It was great connecting with people who shared my passion for the arts.

- Riley Reardon,
Class of 2018

The crew leaders were awesome and incredible. I felt like they trumped all other pre-o crew leaders by far.

- Michelle Lou,
Class of 2018

I immediately felt like I was part of the arts community at Duke. It made me proud to be called a Blue Devil!

- Laura Holton,
Class of 2016

ARTS OF Parts
The artistic disciplines encompassed by this program include:
• Music
• Theater
• Photography and Film
• Dance
• Creative Writing
• Visual Art
International Orientation

International House is very excited to welcome you to Duke University and to the International Orientation on **Sunday, August 21 and Monday, August 22**. 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 19th, that is five days prior to New Student Orientation Week for all new undergraduate students.

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**SOME TOPICS COVERED:**

- Acclimating to Academic Life
- Cultural & Social Adjustment
- Safety
- Support Services and Programs
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 19 or Saturday, August 20. 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 23 (same as the rest of the first-year students).

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

- **Sunday, August 21 and Monday, August 22, 2016:** International Orientation for Parents and Families

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

**Are there any programs my family and I can attend together?**
Yes, you and your family are invited to attend the Welcome Reception on Monday, August 22nd on East Campus.

**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 can be challenging. It is common to feel overwhelmed, uneasy, or have concerns about your college life. We hear from students who have attended our orientation that International Orientation helped them not only thrive at Duke, but also connect with people who ended up becoming their close friends.

Usually, once the semester starts, it is hard to find other international students who share similar experiences as yourself. International Orientation is an opportunity for you to:
- Make connections with other first-year international students before you are thrown into the bigger crowd of all the new students.
- Be welcomed and supported by the IHOP team who can share their past experiences as new students.
- Learn more about academic and cultural adjustments, U.S. American culture, residence life, and how to initiate and develop friendships.
- Move in before the rest of the undergraduate students and get settled into your residence hall.

**How do I register for International Orientation?**
We hope you will join us for the International Orientation as well as other pre-orientation activities. Please remember that registration is required and must be completed by Friday, July 1, 2016. To register go to:
studentaffairs.duke.edu/ihouse/intl-undergraduate-students/international-undergraduate-orientation

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

**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

I cannot be more thrilled to realize that Duke is the international hub when we could talk about 10 ways to accompany rice, 7 ways to cook spicy food, 13 kinds of tea, and 10+ types of local dessert at the same table. Through International Orientation, we have truly broken boundaries; and more importantly, what has brought us together is the recognition that each one of us has much to contribute to the international community at Duke.

- Arthur Kwan Hung Wu, ’19, Hong Kong & Canada
As someone who had never been to the USA before, International Orientation was the first daring, but coziest adventure at Duke University. Don’t be afraid to be challenged. Don’t be afraid of meeting new friends and cultures. Duke will be the best place where you can make your own adventures in your life. Begin your adventure at Duke with International Orientation.

- Jaehoon Sung, ’19, South Korea

International Orientation was the warmest welcome to Duke for me! Adaptation process became much easier with IHouse’s program and getting to know some of the upper-class students (IHOPs) was great. I met amazing people from all around the world, some of whom are still my very close friends.

- Ada Aka, ’16, Turkey

What does International look like at Duke?

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

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

Curious if there are other students at Duke from your home country? Please check out: visaservices.duke.edu/about/statistics.php
NEW STUDENT PROGRAMS
phone: 919-684-3511   email: orientation@studentaffairs.duke.edu   url: studentaffairs.duke.edu/new-students

New Student

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 2020. The assigned reading for this year is *Just Mercy* by Bryan Stevenson. 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 23
Your move-in time will be determined by your housing assignment, which you will be notified of in June. Move-in occurs in multiple shifts to help ease the traffic congestion on East Campus. At your assigned move-in time, please proceed directly to your East Campus residence hall where First-Year Advisory Counselors (FACs) will greet you and help you move in. Please pay special attention to the map and directions available online when you receive your housing assignment including which East Campus entrance you should use on move-in day to ensure the most hassle-free traffic route to your residence hall.

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

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

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

PARENTS’ ORIENTATION
Special events for parents will be held on Tuesday, August 23, 2016 and Wednesday August 24, 2016 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.

MOVE IN!
August 23
East Campus Move-in!
Orientation begins.

August 23-28
Orientation Welcome Week

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
August 23-24
studentaffairs.duke.edu/parents/first-year-parents

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

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2016 BLUE DEVIL DELIVERY CATALOG

Don't forget to check your mail for the 2016 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.

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

Our Summer Transition Series will help the Class of 2020:
• 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:

Wednesday, May 25  Housing Assignments: 5-6pm EST
Wednesday, June 8  International Orientation: 10-11am EST
Wednesday, June 15  Office of Information Technology & IT Security: 5-6pm EST
Wednesday, June 22  Pratt Registration: 5-6pm EST
Wednesday, June 29  Trinity Registration: 5-6pm EST
Wednesday, July 6  Pre-Health Advising: 5-6pm EST
Wednesday, July 13  Financial Aid: 5-6pm EST
Wednesday, July 20  Understanding Your Dining Plan: 5-6pm EST

Details for participating in the live events will be sent to all students via their Duke email 48 hours prior to start. If you can't participate during the scheduled times, you will find a recording of the presentation at studentaffairs.duke.edu/new-students the following day.

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

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 17 to dukefreshmendirectory.com.
If your parents would like to order an additional copy, they can do so via the online form.

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