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Final School Report Form
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Hi.

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

Welcome to Duke.

The Blue Book outlines everything you need to do before you arrive at Duke in August. Go through it carefully and be sure to review and complete each section. We know you will find the Blue Book helpful as you prepare to become a Blue Devil.

The Blue Book is available electronically. To download a pdf version, please visit my.duke.edu/students.
MyDuke is the site to access your personal information and must-have Duke links. You'll find your New Student Checklist there to keep track of tasks and deadlines during the summer. You'll also find your Duke email, which you should check regularly, as it is the university's official means of communication.

**STEP 1:** Go to my.duke.edu.

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

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

---

**communication tools**

**Start Here**

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

**Navigate Campus**

CALENDAR.DUKE.EDU - University events calendar

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

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

**Stay Safe**

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

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

**Study**

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

SAKAI.DUKE.EDU - Online course materials

**Get Informed**

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

**Social Media**

FACEBOOK.COM/DUKETODAYSTUDENTS

TWITTER.COM/DUKESTUDENTS

INSTAGRAM.COM/DUKESTUDENTS
**Important Dates**

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>REQUIRED FOR ALL STUDENTS</th>
<th>SEE PAGE</th>
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<tbody>
<tr>
<td>May 30, 2014</td>
<td>Housing</td>
<td>Living, p.1</td>
</tr>
<tr>
<td>May 30, 2014</td>
<td>Dining Plan</td>
<td>Living, p.6</td>
</tr>
<tr>
<td>June 2, 2014</td>
<td>Academic Profile Opens</td>
<td>Registration</td>
</tr>
<tr>
<td>June 16, 2014</td>
<td>Bookbagging Opens</td>
<td>Registration</td>
</tr>
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<td>June 20, 2014</td>
<td>Class Directory Photo/Info</td>
<td>Back cover</td>
</tr>
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<td>June 30, 2014</td>
<td>Immunizations</td>
<td>Living, p.10</td>
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<td>July 2, 2014</td>
<td>Final School Report Form</td>
<td>Introduction, p.7</td>
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<td>July 8, 9, 10, 2014</td>
<td>Registration</td>
<td>Registration, p.1</td>
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<td>July 15, 2014</td>
<td>DukeCard Photo</td>
<td>Living, p.18</td>
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<td>August 1, 2014</td>
<td>Fall 2014 Tuition and Fees</td>
<td>Living, p.13</td>
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<td>August 18, 2014</td>
<td>Part 1 of AlcoholEdu</td>
<td>Living, p.19</td>
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<td>August 19, 2014</td>
<td>Move-in Day</td>
<td>Orientation, p.11</td>
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<td>August 19, 2014</td>
<td>Orientation Begins</td>
<td>Orientation, p.11</td>
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<tr>
<td>May 30, 2014</td>
<td>Fall 2014 Focus Program Application (Rolling admission begins February 1, 2014)</td>
<td>Learning, p.11</td>
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<tr>
<td>June 6, 2014</td>
<td>Pre-Orientation Application</td>
<td>Orientation, p.1</td>
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<tr>
<td>July 31, 2014</td>
<td>Computer Orders through Blue Devil Delivery</td>
<td>Orientation, p.12</td>
</tr>
<tr>
<td>July 31, 2014</td>
<td>Textbook Orders through Blue Devil Delivery</td>
<td>Orientation, p.12</td>
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<tr>
<td>August 1, 2014</td>
<td>Changes to Fall 2014 dining plan</td>
<td>Living, p.6</td>
</tr>
<tr>
<td></td>
<td>Parking Permit (optional)</td>
<td>Living, p.4</td>
</tr>
<tr>
<td></td>
<td>FLEX Account (optional)</td>
<td>Living, p.18</td>
</tr>
</tbody>
</table>

- **NOTE TO LATE MATRICULANTS** – If you are admitted to Duke over the summer, you still need to complete all the information online as soon as possible. The personal and health insurance information is required of all students. If ACES registration has closed (after July 18), contact the Academic Advising Center at 919-684-6217 so that you can enroll in four 1.0 credit courses.

- **NOTE TO PARENTS** – If your son or daughter is traveling when you receive this Blue Book, please contact him/her and discuss how best to submit the required information. Both the Blue Book and the section “Registration Instructions” can be downloaded as PDFs from the MyDuke site, trinity.duke.edu/advising/first-year (Trinity), or pratt.duke.edu/first-year-plan (Pratt). If your son or daughter has access to a computer and the Internet, he or she can complete all the required tasks and registration while away from home. If this is not possible, contact the Office of the University Registrar at 919-684-2813 to make alternate arrangements.
### Planning Calendar

**Due date for Fall 2014 Focus Program**
- **5/30/14**
- **Due date for Fall 2014 dining plan selection**
- **5/30/14**
- **Due date for housing application**
- **5/30/14**
- **Academic Profile opens for Fall 2014**
- **6/2/14**
- **Deadline: Register for Projects Search, WILD, BUILD, and Waves**
- **6/6/14**
- **Final Focus Program acceptance notice sent via email**
- **6/15/14**
- **Deadline: Complete Fall 2014 Academic Profile; Bookbagging Opens**
- **6/16/14**
- **Due date for housing application**
- **6/18/14**
- **Deadline: Immunization forms due to Student Health**
- **6/30/14**
- **Deadline: Final School Report form due to Undergrad Admissions**
- **7/2/14**
- **Due date for Fall 2014 Academic Profile; Bookbagging Opens**
- **7/8/14 - 7/10/14**
- **Registration windows open at noon (EDT) each day**
- **7/4/14**
- **Deadline: Registration for International Orientation**
- **7/18/14**
- **Registration ends temporarily for Fall 2014 classes**
- **8/1/14**
- **Due date for Fall bill payment**
- **8/1/14**
- **Deadline: Fall 2014 dining plan changes due**
- **8/17/14 - 8/18/14**
- **International Student and Parent Orientation**
- **8/18/14**
- **Deadline: Part 1 of AlcoholEdu due**
- **8/19/14**
- **Residence halls open for move-in**
- **8/19/14 - 8/24/14**
- **Orientation**
- **8/20/14**
- **Undergraduate convocation at 11:00 am**
- **8/20/14**
- **Registration re-opens for Fall 2014 Classes**
- **8/20/14 - 8/22/14**
- **Meet with advisor to discuss classes**
- **8/25/14**
- **First day of Fall Semester classes**
- **9/1/14**
- **Labor Day; Classes in session**
- **9/5/14**
- **Drop/add ends for Fall 2014 classes**
- **10/4/14**
- **Founders’ Day Convocation**
- **10/10/14**
- **Fall break begins at 7:00 pm**
- **10/15/14**
- **Classes resume**
- **10/21/14**
- **Deadline: Part 2 of AlcoholEdu due**
<table>
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<tr>
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<th>Event</th>
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<tbody>
<tr>
<td>10/24/14 - 10/26/14</td>
<td>Parents’ &amp; Family Weekend</td>
</tr>
<tr>
<td>11/5/14</td>
<td>Registration begins for Spring 2015 classes</td>
</tr>
<tr>
<td>11/19/14</td>
<td>Registration windows end for Spring 2015 classes; drop/add begins</td>
</tr>
<tr>
<td>11/25/14</td>
<td>Thanksgiving recess begins at 10:30 pm</td>
</tr>
<tr>
<td>12/1/14</td>
<td>Classes resume</td>
</tr>
<tr>
<td>12/5/14</td>
<td>Fall Semester classes end</td>
</tr>
<tr>
<td>12/6/14 - 12/8/14</td>
<td>Undergraduate reading period</td>
</tr>
<tr>
<td>12/9/14</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>12/14/14</td>
<td>Final exams end at 10:00 pm</td>
</tr>
<tr>
<td>12/15/14</td>
<td>Winter break begins (residence halls close)</td>
</tr>
<tr>
<td>12/15/14</td>
<td><strong>Deadline:</strong> Spring 2015 dining plan changes due</td>
</tr>
<tr>
<td>1/3/15</td>
<td>Residence halls open at noon for spring semester</td>
</tr>
<tr>
<td>1/4/15 - 1/6/15</td>
<td>2015 Winter Forum</td>
</tr>
<tr>
<td>1/7/15</td>
<td>First day of Spring 2015 classes</td>
</tr>
<tr>
<td>1/9/15</td>
<td>Martin Luther King, Jr. holiday; no classes</td>
</tr>
<tr>
<td>1/21/15</td>
<td>Drop/add ends for Spring 2015 classes</td>
</tr>
<tr>
<td>2/16/15</td>
<td>Registration begins for Summer 2015 classes</td>
</tr>
<tr>
<td>3/6/15</td>
<td>Spring recess begins at 7:00 pm</td>
</tr>
<tr>
<td>3/16/15</td>
<td>Classes resume</td>
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<tr>
<td>4/1/15</td>
<td>Registration begins for Fall 2015 classes</td>
</tr>
<tr>
<td>4/10/15</td>
<td>Registration windows end for Fall 2015 classes; drop/add begins</td>
</tr>
<tr>
<td>4/22/15</td>
<td>Undergraduate classes end for Spring 2015</td>
</tr>
<tr>
<td>4/23/15 - 4/26/15</td>
<td>Undergraduate reading period</td>
</tr>
<tr>
<td>4/27/15</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>4/29/15</td>
<td>Undergraduate reading period from 9 am - 2 pm</td>
</tr>
<tr>
<td>5/1/15</td>
<td><strong>Deadline:</strong> Reapply for Financial Aid 2015-2016</td>
</tr>
<tr>
<td>5/2/15</td>
<td>Final exams end at 10:00 pm</td>
</tr>
<tr>
<td>5/3/15</td>
<td>Residence halls close for summer on East Campus</td>
</tr>
<tr>
<td>5/10/15</td>
<td>Graduation exercises; conferring of degrees</td>
</tr>
</tbody>
</table>
## Contacts

### Student Support Services

*(Area code for all numbers is 919)*

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center/Trinity</td>
<td>advising.duke.edu</td>
<td>684-6217</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>duke.edu/arc/</td>
<td>684-5917</td>
</tr>
<tr>
<td>Bursar's Office - Student Accounts</td>
<td>bursar.duke.edu/</td>
<td>684-3531</td>
</tr>
<tr>
<td>Bursar's Office - University Cashiering</td>
<td>bursar.duke.edu/</td>
<td>684-4773</td>
</tr>
<tr>
<td>Career Center</td>
<td>studentaffairs.duke.edu/career</td>
<td>660-1050</td>
</tr>
<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>studentaffairs.duke.edu/caps</td>
<td>660-1000</td>
</tr>
<tr>
<td>Duke Dining</td>
<td>studentaffairs.duke.edu/dining</td>
<td>660-3900</td>
</tr>
<tr>
<td>DukeCard Office</td>
<td>dukecard.duke.edu/</td>
<td>684-5800</td>
</tr>
<tr>
<td>Duke Police</td>
<td>duke.edu/policy/</td>
<td>684-2444</td>
</tr>
<tr>
<td>Duke Stores Administrative Office</td>
<td>dukestores.duke.edu</td>
<td>684-2065</td>
</tr>
<tr>
<td>Duke University Computer Store</td>
<td>dukestores.duke.edu/cpustore/</td>
<td>684-8956</td>
</tr>
<tr>
<td>Duke University Textbook Store</td>
<td>dukestores.duke.edu/textbook.php/</td>
<td>684-6793</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>financialaid.duke.edu/</td>
<td>684-6225</td>
</tr>
<tr>
<td>Global Education for Undergraduates/Study Abroad</td>
<td>gloaled.duke.edu</td>
<td>684-2174</td>
</tr>
<tr>
<td>International House</td>
<td>studentaffairs.duke.edu/ihouse</td>
<td>684-3585</td>
</tr>
<tr>
<td>New Student Programs (Orientation)</td>
<td>studentaffairs.duke.edu/new-students</td>
<td>684-3511</td>
</tr>
<tr>
<td>Office of the University Registrar</td>
<td>registrar.duke.edu/</td>
<td>684-2813</td>
</tr>
<tr>
<td>OIT (Office of Information Technology)</td>
<td>oit.duke.edu/</td>
<td>684-2200</td>
</tr>
<tr>
<td>Parent &amp; Family Programs</td>
<td>studentaffairs.duke.edu/parents</td>
<td>684-6389</td>
</tr>
<tr>
<td>Parking &amp; Transportation Services</td>
<td>parking.duke.edu/</td>
<td>684-7275</td>
</tr>
<tr>
<td>Post Office - East Campus</td>
<td>postoffice.duke.edu</td>
<td>684-3331</td>
</tr>
<tr>
<td>Pratt School of Engineering / Dean's Office</td>
<td>pratt.duke.edu/</td>
<td>660-5386</td>
</tr>
<tr>
<td>PreBusiness Advising</td>
<td>advising.duke.edu/prebusiness</td>
<td>684-6217</td>
</tr>
<tr>
<td>PreGraduate Advising</td>
<td>advising.duke.edu/pregraduate</td>
<td>684-2075</td>
</tr>
<tr>
<td>PreHealth Advising</td>
<td>prehealth.duke.edu</td>
<td>684-6217</td>
</tr>
<tr>
<td>PreLaw Advising</td>
<td>advising.duke.edu/prelaw</td>
<td>684-2865</td>
</tr>
<tr>
<td>Housing, Dining and Residence Life</td>
<td>studentaffairs.duke.edu/hdrl</td>
<td>684-4304</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>studentaffairs.duke.edu/</td>
<td>684-3737</td>
</tr>
<tr>
<td>Student Disability Access Office</td>
<td>access.duke.edu/</td>
<td>668-1329</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>studentaffairs.duke.edu/studenthealth</td>
<td>681-9355</td>
</tr>
<tr>
<td>Undergraduate Education</td>
<td>undergraduate.duke.edu/</td>
<td>668-3420</td>
</tr>
</tbody>
</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, 2014.

Check one: □ Trinity College of Arts & Sciences       □ Pratt School of Engineering
Check one: □ Early Decision       □ Regular Decision

Name of candidate (Please print clearly): ___________________________________________

Address: _______________________________________________________________________

E-mail address: __________________________________________________________________

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

Name of secondary school: ________________________________________________________

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

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

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

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

Date: ________________________ Signature of Principal or Counselor: _____________________

PLEASE ATTACH A COPY OF THE STUDENT’S FINAL TRANSCRIPT TO THIS REPORT.
16 weeks and counting! In the coming months, careful planning will ensure your transition to Duke is a smooth and enjoyable one. Use this scheduling guide to track important dates and deadlines, and to coordinate any special arrangements you wish to make. Don't wait to get started. Begin your preparations now.

**IMPORTANT DATES AND DEADLINES ARE NOTED BELOW WITH THESE COLOR CODES:**
- Living at Duke
- Learning at Duke
- Registration
- Orientation
- Event

**A LIST OF EVENTS AT DUKE CAN ALSO BE FOUND ONLINE AT THE FOLLOWING LINK:**
[calendar.duke.edu/](http://calendar.duke.edu/)

**Summer Transition Series 2014 (STS2014)**

Providing online opportunities in real-time, for the incoming Class of 2018.
- **INTERACT:** Meet influential members of the Duke community.
- **COMMUNICATE:** Talk directly with “experts” regarding topics that interest YOU.
- **CONNECT:** Find all programs conveniently online, as easily as checking your email.

See the inside back cover of your Blue Book for Summer Transition Series details.

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### May

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T H</th>
<th>F</th>
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<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
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</table>

**Primary Dining Plan change period for Fall 2014**

| 18 | 19 | 20 | 21 | 22 | 23 | 24 |

**Primary Dining Plan change period for Fall 2014**

| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**STS2014**
- Topic: Housing Assignments

**Deadlines:**
- Dining plan selection due
- Housing application due
- Focus Program applications due

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### June

<table>
<thead>
<tr>
<th>S</th>
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<th>T H</th>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
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</tbody>
</table>

**STS2014**
- Topic: Undergraduate International Student Orientation
- Deadline: Pre-orientation registration

**Begin Academic Profile in ACES**

**Begin Academic Profile in ACES**

| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

**STS2014**
- Topic: Office of Information Technology (OIT)

**Deadline:**
- Class Directory photo & info

**Bookbag classes and Validate your schedule**

| 15 | 16 | 17 | 18 | 19 | 20 | 21 |

**Focus Program acceptance email sent**

**Housing assignments available via MyDuke**

| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

**STS2014**
- Topic: Pratt Advising (Pre-registration)
- Topic: Pre-Health Academic Advising

**Bookbag classes and Validate your schedule**

| 29 | 30 | 31 |

**Deadline:**
- Immunization forms due

---

**A LIST OF EVENTS AT DUKE CAN ALSO BE FOUND ONLINE AT THE FOLLOWING LINK:**
[calendar.duke.edu/](http://calendar.duke.edu/)
### July 2014

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>2</td>
<td>Deadline: Final School Report form due to Admissions</td>
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<tr>
<td>4</td>
<td>Deadline: Intern'l Orient. Registration</td>
</tr>
<tr>
<td>6</td>
<td>STS2014 Topic: Trinity Advising (Pre-registration)</td>
</tr>
<tr>
<td>9</td>
<td>STS2014 Topic: Financial Aid@Duke</td>
</tr>
<tr>
<td>10</td>
<td>Secondary Dining Plan change period for Fall 2014</td>
</tr>
<tr>
<td>14</td>
<td>Deadline: DukeCard photo due</td>
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<tr>
<td>16</td>
<td>STS2014 Topic: Understanding Your Meal Plan</td>
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### August 2014

<table>
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<tbody>
<tr>
<td>1</td>
<td>STS2014 Topic: Student-to-Student Panel Deadline: Fall bill payment due</td>
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<tr>
<td>3</td>
<td>Arrival: PSearch Pre-orientation students</td>
</tr>
<tr>
<td>5</td>
<td>Arrival: PWILD Pre-orientation students</td>
</tr>
<tr>
<td>6</td>
<td>Arrivals: PWaves, PBUILD, PChange Pre-orientation students</td>
</tr>
<tr>
<td>15</td>
<td>International Student Move-in: *Only for International students attending International Orientation</td>
</tr>
<tr>
<td>17</td>
<td>Deadline: Part 1 of AlcoholEdu due</td>
</tr>
<tr>
<td>19</td>
<td>Residence halls open</td>
</tr>
<tr>
<td>20</td>
<td>Undergraduate Convocation 11am</td>
</tr>
<tr>
<td>21</td>
<td>1st Board meal: Breakfast</td>
</tr>
<tr>
<td>25</td>
<td>First day of classes!</td>
</tr>
<tr>
<td>26</td>
<td>Registration/Drop/Add period through September 5</td>
</tr>
</tbody>
</table>
For campus accessibility maps, visit maps.duke.edu/
Dining Options:

1. Law Cafe: Hot, healthy home-made meals with vegetarian, vegan, and gluten free menu items.
2. Saladelia Café @ Sanford:
   - Offers fresh-made soups, and offers fresh pastries, wraps, and novelty snack foods.
   - Vegan, and gluten free menu options.
3. Quencher’s:
   - Offers a menu for breakfast, lunch, and dinner including burgers, salads, and chicken.
4. Loop Pizza Grill:
   - Features pizza, gourmet salads, fresh grilled fish, burgers, soups, desserts, and a “Life Menu” for health-conscious eaters.
5. Au Bon Pain:
   - Opens for breakfast, lunch, and dinner with breakfast served all day. Features sandwichs, soup, salads, bakery items, and coffee.
6. Penn Pavilion:
   - Multiple venues offering Southwestern, Italian, Deli, Bistro, Comfort, Sushi, Indian, salads, soups, and Grab-n-Go fare.
7. Red Mango (Bryan Center):
   - A recent addition to Duke Dining and the Bryan Center. Red Mango was voted “Best Smoothie/Frozen Yogurt” and “Top Healthy Options within the Quick Refreshments Chains” by Zagat!
8. Bella Union:
   - Brews fresh coffee and offers fresh pastries, wraps, salads, and novelty snack foods.
9. Tilewa’s:
   - ThisIrishpuboffers hot-out-of-the-oven breakfast pastries, made-to-order sandwiches, and fresh fare in addition to classic blends of coffee and beer on tap.
10. Divinity Café:
    - “Green” environmentally friendly eatery serves hot breakfast and lunch with fresh, conventional, vegetarian, and Vegan options.
11. Pitchfork Provision:
    - Offers 24 hours of cold and hot sandwich-es, salads, and wraps.
12. Blue Express:
    - Offers a Mediterranean menu, including hot and cold sandwiches, hearty entrées, fresh salads, and soups.
13. Terrace Cafe:
    - Offers fresh-made sandwiches and salads, ice cream bars, gourmet baked treats, and hot and cold beverages.
14. Nasher Museum Cafe:
    - This sit-down restaurant serves gourmet coffees, bubble tea, and fresh pastries. Light entrees, including salads, sandwiches, and soups, are also available.
15. Saladelia @ The Perk:
    - Offers fair trade, organic teas and locally roasted coffee with homemade desserts and pastries. Also serves healthy signature sandwiches, wraps, salads, and soups.
16. Zoo Bar:
    - Offers fine foods, organic tea and locally roasted coffee with fresh, conventional, and cappuccino-style beverages.
17. Trinity Cafe:
    - Features authentic Asian cuisine, as well as a selection of traditional American breakfast and lunch food.
18. Freeman Cafe for Jewish Life:
    - Features a gourmet kosher kitchen that serves dinner Monday through Thursday, with special meals for Friday Shabbat and Jewish holidays. Special options for vegetarians and those with dairy allergies.
19. Trinity Cafe:
    - East Campus’ very own coffee bar serves gourmet coffees, bubble tea, and fresh pastries. Light entrees, including salads, sandwiches, and soups, are also available.
20. Marketplace:
    - Features an all-you-care-to-eat breakfast, dinner, and weekend brunch and a-la-carte weekday lunch. Options include hot and cold breakfast items, made-to-order pasta, rotisserie meals, gourmet pizza, ethnic cuisine, a full grill menu, and a salad bar.
21. JB’s Gourmet Dogs and More:
    - Fresh baked local buns, gourmet hot dogs, fresh made toppings, and creative hot dog combinations.
22. Panda Express (Bryan Center):
    - Offers fresh locally roasted organic fair trade coffee and local pastries.
23. Food Factory at Devil’s Bistro (Central Campus):
    - Lunch, dinner and late night sandwiches, salads, pizza, burgers, grab and go

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

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

Housing Information ........................................ 1
Housing and Dining Application Information .......... 5
Dining Information ........................................... 6
Medical Insurance Requirements .......................... 9
Immunization Requirements ................................. 10
Financing Your Duke Education ............................ 13
Technology and Computers ................................. 17
DukeCard ...................................................... 18
AlcoholEdu Program .......................................... 19
Safety .......................................................... 20
Don’t forget to pack...

We asked some members of the Class of 2017 what they found particularly useful to have brought to Duke. This list is not comprehensive—nor is anything required.
Of course, there are many college packing lists!

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

YOU@DUKE

As part of Duke’s continuing commitment to student development, the Class of 2018 will be the focus of a new project about the undergraduate experience at Duke. This landmark project, which is funded by the Duke Endowment, is managed by a team of distinguished faculty members and student affairs administrators and staff. We are asking you—as new students and parents—to share your experiences and unique perspective on college life and beyond. We ask that you complete the YOU@DUKE survey at www.youatduke.org before July 1st.
Welcome to your new home! The Housing, Dining and Residence Life (HDRL) staff welcomes you to campus. You'll find that living on campus allows you to enjoy the total Duke experience. So, let's get started.

Room Assignments on East Campus:

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

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

Students who are interested in gender-neutral housing can request this housing option by contacting Housing Assignments (housing@studentaffairs.duke.edu). Gender-neutral housing is defined as students of the opposite gender sharing the same bedroom and bathroom.

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

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

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

Students who choose to live in a single room should note that single rooms may not be available for sophomores unless pre-approved through the Medical/Disability Housing process.

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

Bathroom
All bathrooms are shared with other students. Bathrooms are designated male or female. Students will vote at the beginning of each semester to have bathrooms locked or unlocked.

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

Deadlines Matter
HDRL makes every effort to meet the preferences (roommate, room type, medical needs, etc.) for students returning all required materials by the May 30, 2014 deadline. We cannot guarantee that a student’s preferences will be met.
The Substance Free Community was created to support students interested in living in a substance-free environment. Additionally, students in Substance Free have the opportunity to participate in experiences to develop habits that support lifelong health and well-being. The community also features extended quiet hours to promote academic study.

Substance Free differs from other first-year communities because residents sign a contract pledging to refrain from:
• the use of alcohol,
• being under the influence of alcohol, illegal drugs, and tobacco, and
• the abuse of prescription medications

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

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

Living/Learning Communities on East Campus

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

Substance Free differs from other first-year communities because residents sign a contract pledging to refrain from:
• the use of alcohol,
• being under the influence of alcohol, illegal drugs, and tobacco, and
• the abuse of prescription medications

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

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

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

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

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

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

Devils After Dark
The Late Night Programming Committee and the House Councils organize a variety of events every evening on the weekends. All events are free and open to any first year student. Past events have included:
• buses to the mall
• trips to the ice skating rink and trampoline venue
• movie nights and comedy shows
• free tickets to on-campus events
• laser tag on the main quad
### AMENITIES
Each house has its own personality and community, but some common features include:

- Main commons room with a piano and television; some have DVD, Blu-ray, and game system consoles
- Kitchen with stove and refrigerator
- Laundry facilities
- Vending machines
- Shared bathrooms
- Game tables such as pool and foosball tables (these will differ by house)

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

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

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

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

sustainability.duke.edu/campus_initiatives/waste/dukerecycles.html.

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

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

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

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

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

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

### ON CAMPUS:

### IN THE RESIDENCE HALLS:

### IN YOUR ROOM:

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

- Bed and mattress (mattress size is 36” x 80”; bring “extra-long” twin-sized sheets)
- Chest of drawers
- Closet or wardrobe (about 10 cubic feet)
- Student desk and desk chair
- Bookcase
- Window treatment (mini-blinds)

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

Additional furnishings, such as futons and rugs, may be added to the room by residents, with the consent of all residents of that room. Residents are responsible for all furnishings provided in the room. University-provided furniture may not be removed from the room.

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

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

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

Duke and Housing, Dining and Residence Life strongly believe in the value of the on-campus residential experience. This experience provides you with exciting opportunities to meet new people and be exposed to different cultures and lifestyles.

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

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

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

ROOMMATE BILL OF RIGHTS
This Bill of Rights defines mutual responsibilities among roommates. Each person has a basic right to:
- live in an environment free of harassment and/or intimidation
- live in a clean space
- study in your room without unreasonable distraction
- sleep in your room without unreasonable disruption
- have access to your room
- expect that guests will visit during mutually-established hours
- expect that your roommate(s) will respect your personal belongings
- have a degree of personal privacy

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

Getting Around Duke and Durham

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

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

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

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

You will be directed through MyDuke and the HDRL website to the dining and housing application. It is important that YOU (not your parents, not your older sibling, not your significant other) complete the application. The deadline for completing your application is May 30, 2014.

Once you are logged into the application, please follow these steps to select your Dining Plan.

Information about dining plans can be found on pages 6-8:

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

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

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

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

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

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

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

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

DATES AND DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 30, 2014</td>
<td>DEADLINE: Dining and housing application due.</td>
</tr>
<tr>
<td>July 8, 2014</td>
<td>CHANGE PERIOD: Changes to Dining Plan allowed now through August 1.</td>
</tr>
<tr>
<td>August 21, 2014</td>
<td>1st BOARD MEAL: Breakfast.</td>
</tr>
</tbody>
</table>

f.y.i.

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

FinAid

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

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

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

EAT. LEARN. LIVE.

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.

**Food Points**

Food Points are used to supplement dining plans. Each Food Point is equivalent to $1 and is accessed with a DukeCard. They can be used to buy snacks and meals at any on-campus eatery, Merchants-on-Points vendor, campus convenience store, food trucks, or vending machines. Each semester, Food Points may be added at any time in $25 increments, up to $1,500.

The First-Year Dining Program

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

The deadline for completing your application is **MAY 30, 2014**.
Picking the Right Dining Plan

There are two Dining Plans available to First-Year students. Each plan begins with the same baseline Board Plan with options that provide more Food Points at the outset. Both plans allow students to add more points as necessary. To examine plan options and complete your Dining Plan preferences, visit dining.duke.edu.

THE MARKETPLACE

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

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

<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>$3,246</td>
<td>$419</td>
<td>$26.91</td>
<td>$3.84</td>
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<tr>
<td>Plan I</td>
<td>$3,316</td>
<td>$484</td>
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</tbody>
</table>

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

**fyi**

**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.

**THE MARKETPLACE ON EAST CAMPUS:**

**Breakfast:** 7:30am to 11:00am Monday through Friday
**Lunch:** 12:00pm to 2:30pm Monday through Friday
**Dinner:** 5pm to 9pm Monday through Thursday

**FREEMAN CENTER FOR JEWISH LIFE:**

**Dinner:** 5pm to 8pm Monday through Thursday.

Questions about how the Dining Plans work?
View our video at studentaffairs.duke.edu/new-students/blue-book

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

The Marketplace is closed during the breaks listed in this chart. There are no board meals served on these break dates. Students staying on campus may use Food Points instead. It’s wise to keep that in mind when calculating your Food Points account, but money can be added to the Food Points account throughout the semester.

**FOOD ALLERGY RESOURCES**

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

- For Individual Vendor information please visit the Duke Dining Website at: studentaffairs.duke.edu/dining.

- For meal plan modifications: Contact Jean Hanson, RN, MPH Associate Director, Clinical Support and Outreach Duke Student Health. Phone: (919) 681-3070, Fax: (919) 681-2874, jean.hanson@duke.edu. The medical dining accommodation form link can be found on the Duke Dining home page.

- For an individual nutrition consultation or for help navigating dining options on campus please contact: Duke Student Health Nutrition Services at (919) 681-9355.

- If you would like a more comprehensive analysis of dining options on campus please contact Duke Student Health Dietitian Toni Ann Apadula RD, LDN, CEDRD at (919) 613-1218 or by email via toni.apadula@duke.edu.

**MERCHANTS-ON-POINTS & FOOD TRUCKS**

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

**CONCESSIONS & VENDING**

As a busy, on-the-go student, there will be times when you can’t resist a snack from the vending machine or making a stop at one of the 3 on-campus convenience stores. In addition to the more than 25 dining establishments on campus, you can also use Food Points for food purchases at any of the following Duke University Stores locations:

- East Campus Store
- The Lobby Shop
- Uncle Harry’s – a full-service grocery store on Central Campus.
- On-campus vending machines
Overview
All students are required to maintain adequate medical insurance during their enrollment at Duke University. You must complete either the enrollment or waiver process within the open enrollment period. Failure to do so will result in a delay in coverage or a charge for insurance you do not need.

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

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

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

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

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

Out-of-state Medicaid and state Children’s Health Insurance Plans, HMOs, and Kaiser Insurance do not cover non-emergency care in Durham and DO NOT qualify for a waiver.

CAN FINANCIAL AID COVER MY INSURANCE COST?
If you are currently receiving need-based financial aid, you may be eligible to have the cost of the Duke Student Medical Insurance Plan covered by grant assistance. In order to receive this grant assistance, you must confirm that you do not have adequate coverage under another health care plan. To initiate this process, you will first need to contact the Student Health Insurance Manager at 919-684-1481 and explain your need for coverage.

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

FINAID
If you receive Duke University grant aid and you are required to purchase Duke insurance, your grant aid will be increased to cover the cost. Please contact Anna Kenyon at anna.kenyon@duke.edu or 919-684-1481 with any questions or to find out more about how this works.
MANDATORY: North Carolina state law (General Statutes §130A 152-157) requires that all students entering college present a certificate of immunization that documents that the student has received all immunizations required by law. While your state or country of origin may have different immunization requirements, you must comply with these North Carolina laws in order to attend Duke.

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

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

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

THE FOLLOWING 4 STEPS ARE MANDATORY:
STEP 1: Have a doctor’s office, clinic, or health department complete the Mandatory Immunization Requirements Form.
STEP 2: Complete the Mandatory Tuberculosis Screening Questionnaire on the back of the Immunization Requirements form (Duke performs targeted TB testing).
STEP 3: Log into the SHS portal. Go to studentaffairs.duke.edu/studenthealth and click the red box with a heart entitled “Student Health Gateway.” Click the “Forms” tab and complete the following online forms:
—Duke University HIPAA Agreement and Consent to Treat
—Health History Form
—Immunizations Page in EMF Forms
—TB Screening Page in EMF Forms
STEP 4: Mail or fax the completed Immunization Requirements Form and TB Screening Questionnaire to:
Duke University Student Health Center
Attention: Immunization Department
DUMC Box 2899, Durham, NC 27710
Fax: 1.919.681.7386

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

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

STUDENT HEALTH SERVICES:
email: DSHS_Immunizations@mc.duke.edu | url: studentaffairs.duke.edu/studenthealth/new-students/immunization-requirements
Duke University Mandatory Immunization Requirements Form for Undergraduates

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

Duke Unique ID: _______________________________ Date of Birth: ______/______/______ Sex: ______

ENROLLMENT STATUS: ☐ Undergraduate

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

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

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

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

Td Booster ______/______/______ OR Tdap Booster (Boostrix or Adacel) ______/______/______

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

MMR #1 ______/______/______, MMR #2 ______/______/______ OR list single antigen vaccines below:

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

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

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

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

Meningococcal #1 ______/______/______, Booster Meningococcal ______/______/______

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

RECOMMENDED: Varicella Vaccine (VAR) #1 ______/______/______, #2 ______/______/______, OR Chickenpox Disease ______/______/______

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

RECOMMENDED FOR TRAVEL:

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

Hepatitis A #1 ______/______/______, #2 ______/______/______, OR Twinrix #1 ______/______/______, #2 ______/______/______, #3 ______/______/______

Yellow Fever ______/______/______, Typhoid (IM) ______/______/______, Typhoid (Oral) ______/______/______, Ixiaro#1 ______/______/______, #2 ______/______/______

An official stamp from a doctor’s office, clinic or health department AND an authorized signature from a MD, DO, PA, NP, RN or LPN must appear on this form or it will not be accepted. Mail OR fax to: Duke University Student Health Center, Attention: Immunization Department, DUMC Box 2899, Durham, NC 27710 OR Fax to 1.919.681.7386

Provider Name (print): ___________________________________________ Office Phone #: _______________________________

Provider Signature: ___________________________________________ Date: _______________________________

Address/Official Stamp Here:

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

Cut out this sheet and make a separate copy of each side for individual use.
Duke University Mandatory Tuberculosis Screening Questionnaire for Undergraduates

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

Duke Unique ID: ___________________________  Date of Birth: ___________________________  Sex: ___________________________

ENROLLMENT STATUS: Undergraduate

SECTION A: Tuberculosis (TB) Exposure Risk

1.) Were you born in, or have you lived, worked or traveled to one of the following countries listed in the boxes below for > 1 month? YES □ NO □

If yes, Where? ___________________________  How long? ___________________________

(If you do not list the country and length in the space provided, TB testing will be automatically REQUIRED)

2.) Do any of the following conditions or do any of the following situations apply to you?

a) Do you have a persistent cough (3 weeks or more), fever, night sweats, fatigue, loss of appetite, or weight loss? YES □ NO □

b) Have you ever lived with or been in close contact to a person known or suspected of being sick with TB? YES □ NO □

c) Have you ever lived, worked or volunteered in any homeless shelter, prison/jail or healthcare facility? YES □ NO □

3.) Have you ever had a positive Tuberculin Skin Test (TST/PPD) OR positive TB blood test (IGRA)? YES □ NO □

SECTION B: Bacille Calmette-Guérin History

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

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

Student Signature X ___________________________  Date: ___________________________


SECTION C: If the answer is yes to any of the questions in SECTION A, tuberculosis testing is REQUIRED. THIS SECTION MUST BE COMPLETED AND SIGNED by a doctor’s office, clinic or health department. ALL TESTING (CXR/TST/IGRA) MUST BE COMPLETED IN THE U.S. WITHIN THE 12 MONTHS PRECEDING THE FIRST DAY OF CLASSES! For students who have received the BCG vaccine, an IGRA, either QuantiFERON TB Gold (QFT-G) or T-Spot, is preferred. If a student has recently received a live virus vaccine, TB testing should be delayed for 4 weeks. If TST or IGRA is positive, a Chest x-ray is REQUIRED. Anyone with a positive TST or IGRA with no signs of active disease on chest x-ray should receive recommendation to be treated for latent TB.

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

QFT-G Date: ___________________________  Result: ___________________________  OR T-Spot Date: ___________________________  Result: ___________________________ (MUST ATTACH IGRA LAB REPORT)

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

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

Provider Signature: ___________________________  Date: ___________________________

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

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

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

2014/2015 TUITION & FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition (Trinity College and Pratt Engineering)</td>
<td>$22,900.00</td>
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<tr>
<td><strong>REQUIRED FEES</strong></td>
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</tr>
<tr>
<td>Undergraduate First Time Registration *</td>
<td>100.00</td>
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<tr>
<td>Student Activity Fee</td>
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<tr>
<td>Student Services Fee</td>
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<tr>
<td>Recreation Fee</td>
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<tr>
<td>Health Fee</td>
<td>342.00</td>
</tr>
<tr>
<td>Insurance * (13/14; 14/15 rate not yet finalized - see page 9)</td>
<td>1,895.00</td>
</tr>
<tr>
<td>Post Office Box Rental</td>
<td>26.00</td>
</tr>
<tr>
<td>Engineering Government Dues (Pratt students only)</td>
<td>28.00</td>
</tr>
<tr>
<td>Parking Permit * (13/14 rate; 14/15 rate not yet finalized)</td>
<td>291.00</td>
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<tr>
<td>*assessed Fall term only</td>
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**HOUSING (SEE PAGE 1)**

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<td>Single – no A/C</td>
<td>4,305.00</td>
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<tr>
<td>Single – A/C</td>
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</tr>
<tr>
<td>Double – no A/C</td>
<td>3,263.00</td>
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<tr>
<td>Double – A/C</td>
<td>3,924.00</td>
</tr>
<tr>
<td>Triple – no A/C</td>
<td>2,905.00</td>
</tr>
<tr>
<td>Triple – A/C</td>
<td>3,499.00</td>
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<tr>
<td>Residential Programming Fee</td>
<td>49.00</td>
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**DINING (SEE PAGE 6)**

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>First Year Board (required for all first year students)**</td>
<td>2,531.00</td>
</tr>
<tr>
<td>Plan H**</td>
<td>419.00</td>
</tr>
<tr>
<td>Plan I**</td>
<td>484.00</td>
</tr>
<tr>
<td>Dining Fee</td>
<td>75.00</td>
</tr>
<tr>
<td>** NC sales tax (7.5%) applies</td>
<td></td>
</tr>
</tbody>
</table>

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

Your student account contains all charges from the University as well as payments made to cover those charges. Charges include tuition, fees, on-campus housing, and meal plan. They may also include Duke “FLEX” account charges (see DukeCard), additional Food Points (see Dining), and other discretionary charges. Payments to your student account include all University grants, loans, outside scholarships, and all payments made on your behalf by family members and others. Bills are prepared on a regular basis and are made available to you electronically on ACES. The amount due on your bill reflects all charges minus all payments and any anticipated financial aid. The amount due on each billing statement should be paid by the statement due date although tuition and term fees should be paid-in-full before the start of each term. (Fall charges are due on August 1; Spring charges are due on January 2). You may also view your up-to-date student account history on ACES. If you would like to grant permission to a parent or a third party to access your bills and student account history, please click on the “Guest Access” link on ACES and follow the instructions. You will not receive a bill via US Mail—all bills will be available to you and those to whom you delegate access electronically on ACES. Your Fall Semester bill will be available in ACES on June 22.

Paying Your Bill

There are 7 ways to pay your bill:
• E-Check
• Check
• Wire Transfer
• Outside Scholarship Checks
• Monthly Payments with TMS
• Student Loans
• Parent Loans

E-CHECK is a fast and convenient way to pay your bill. Your payment will post to your student account the next business day. To pay by e-check from a US bank account, visit ACES or bursar.duke.edu (click the DukePay icon).

CHECK payments should be sent to the address listed on your bill (only payments should be sent to this address – other correspondence will not be processed). To ensure prompt posting of check payments to your student account, include a copy of your bill. Checks should be payable in US dollars to “Duke University” and include your name and student ID. Your check should be drawn on a US financial institution (such as Bank of America), or a US branch of your financial institution (ex: Miami branch of Barclay’s Bank PLC).

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

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

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

STUDENT LOANS: All first-year students are eligible for up to $5,500 in Federal Direct Stafford Loans. Students receiving financial aid may already have a portion of this eligibility included in their financial aid award. Applications for student loans can be submitted at any time during the academic year. Proceeds from all approved loans are posted directly to your student account to cover any outstanding charges. Any funding posted in excess of your outstanding charges may result in a refund (see Refunds from Financial Aid and Loans on the next page).
**PARENT LOANS (PLUS):** Federal Direct Parent “PLUS” Loans are available to all parents who are U.S. citizens and who meet acceptable credit requirements. Parents may use these loans to cover educational expenses not already covered by financial aid or outside scholarships. Applications for the PLUS can be submitted at any time during the academic year. Proceeds from all approved loans are posted directly to the student account to cover any outstanding charges. Any funding posted in excess of the outstanding charges may result in a refund to the borrower.

**FINANCIAL AID OFFICE:**

URL: financialaid.duke.edu  
Email: finaid@duke.edu  
Telephone: 919-684-6225  
(M-F, 8:30 AM to 5:00 PM)  
Facsimile: 919-660-9811

**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.

**REFUNDS FROM FINANCIAL AID AND LOANS**

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

**WORK STUDY**

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

**Can I get a job on campus?**

Every student is eligible to work on campus. Every student who completes the financial aid application process is also eligible for Federal or Duke work-study funding. If you’re interested in work-study and don’t
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 dkelist.duke.edu. For more information about work-study funding, check out financialaid.duke.edu.

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

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

IS THERE ANYTHING ELSE I NEED TO DO?
If you’re uncertain whether or not your financial aid and loan applications are complete, the place to look is your To-Do List on ACES: aces.duke.edu. Financial aid application tasks, loan entrance counseling requirements, and loan master promissory note requirements are all posted there for your reference. If your To-Do List is complete, you’re all set!
Technology & Computers

Getting Started with Technology at Duke
Duke is a high-tech campus and the Office of Information Technology (OIT) is at the heart of Duke's technology infrastructure. We want to make sure that you’re ready to get connected as soon as you arrive. OIT staff will be available throughout Orientation Week and beyond to help you connect to Duke's network and online resources. Check out OIT's New to Duke page, oit.duke.edu/newtoduke, for details on:

- **Choosing a computer:** Computers tailored specifically to the Duke environment are available through the Duke Computer Advantage program (DCA). If you want to bring a computer from home, OIT provides a list of recommended computer specifications.

- **Software:** Duke provides many software packages for free or at a discount, including free anti-virus software for students. OIT is committed to helping students protect their computers and information from viruses and spyware. We also offer a free copy of Microsoft Office for use while you are a student.

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

- **Email:** Your Duke email account is an important piece of your digital life at Duke, and you will receive important university communications there. You can access your Duke email account using any email client, from most mobile devices, or via the web.

- **Printing:** Duke offers free and low-cost laser printing (subject to a free printing allocation) at dozens of locations throughout the campus. Once the ePrint client is installed, you can print a document from your computer, then swipe your DukeCard at any ePrint station to retrieve it.

- **Additional resources:** From the DukeMobile app to emergency DukeALERT notifications, the OIT site offers the most up-to-date information about computing on campus: oit.duke.edu.

Learn more at oit.duke.edu/newtoduke.

Need Tech Help?
Contact OIT.

**By phone:**
919-684-2200

**By email:**
help@oit.duke.edu

**Online:**
oit.duke.edu/help

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

PARKING GATES
If you've paid for parking on campus, you'll use your parking permit for access to your assigned gated lot. Your DukeCard can be used for access to other gated lots on evenings and weekends. Check parking.duke.edu for information about parking on campus.

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

REPORT A LOST CARD IMMEDIATELY
If you lose your card, notify the DukeCard office at (919) 684-5800 or visit the DukeCard site immediately to suspend your card; this process blocks use of your account funds and access privileges.

Accounts

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

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

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

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

PROBLEM RESOLUTION
If you believe your account was improperly charged, take a copy of your sales receipt or account statement to the location where the transaction occurred. For other account issues, contact the DukeCard Office at (919) 684-5800.
MANDATORY ONLINE ALCOHOL EDUCATION COURSE

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

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

F.A.Q.

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

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

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

ALCOHOL E D U  D A T E S  A N D  D E A D L I N E S
July 15: Receive email with instructions for beginning AlcoholEdu course.
August 18: Part I of the online course must be completed and passed.
October 21: Deadline for Part 2.
Duke University is a safe place for students to learn, grow, and enjoy their college experience. Security is a shared responsibility, and students are valuable partners in helping the Duke University Police Department maintain a safe campus community. The police department at Duke is a full-service department with a 24-hour communications center, security officers, and commissioned police officers.

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

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

SAFETY PRECAUTIONS
Duke encourages you to be alert and aware of your surroundings at all times—whether at work, in class, at home, or at a party. Please report any suspicious activity, stalking, assaults, harassment, or other concerning behavior immediately to Duke police: (919) 684-2444 or 9-1-1. Students are reminded to lock their doors, not to walk alone at night and to avoid unfamiliar, dimly lit areas.

You’re also urged to avoid risky behavior, such as excessive drinking, which may lead to negative consequences.

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

SEEKING HELP
If you or a friend is struggling with personal issues or behaviors, Duke has resources to help. You can access a variety of services online through DukeReach at studentaffairs.duke.edu/dukereach or call the Dean of Students Office at (919) 668-3853.

To learn more about safety and police services and to watch our safety videos, please visit duke.edu/police.

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

HOW WILL YOU BE NOTIFIED IN A CAMPUS EMERGENCY?
In the event of a campus emergency, Duke will use multiple methods to alert you as soon as possible, including:

- **E-mail**: Depending on the nature and location of an emergency, Duke may send a “DukeALERT” e-mail message to you. Update your contact information in ACES (my.duke.edu/students), making certain that addresses, phone numbers, and e-mail are current.
- **Outdoor Warning System**: Sirens may broadcast alerts.
- **Text Message**: A message may be sent to mobile devices of students.
- **Web**: Emergency information will be posted on emergency.duke.edu.
- **Phone**: Messages will be on (919) 684-INFO (4636). Add this number to your phone.
- **Direct Contact**: Residence Life staff will post emergency notices and safety information in residence halls, if circumstances allow.
Learning at Duke

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

African and African American Studies (AAAS)
Art, Art History & Visual Studies
  Art History (ARTHIST)
  Visual and Media Studies (VMS)
  Visual Arts (ARTVIS)
Asian and Middle Eastern Studies (AMES)
Biological Engineering (BME)
Biophysics - no minor
Chemistry (CHEM)
Civil Engineering (CE)
Classical Studies (CLST)
  Classical Civilization
  Classical Languages
Computer Science (COMPSCI)
Cultural Anthropology (CULANTH)
Dance (DANCE)
Earth and Ocean Sciences (EOS)
Economics (ECON)
Electrical and Computer Engineering (ECE)
English (ENGLISH)
Environmental Engineering (EnV)
Environmental Sciences and Policy (ENVIRON)
Evolutionary Anthropology (EVANTH)
German (GERMAN)
Global Health (GLHLTH) - co-major
History (HISTORY)
  - split among two departments
International Comparative Studies (ICS)
  - no minor
Linguistics (LINGUIST)
Literature (LIT)
  - Global Cultural Studies
Mathematics (MATH)
Mechanical Engineering (ME)
Medieval and Renaissance Studies (MEDREN)
Music (MUSIC)
Neuroscience (NEUORSCI)
Philosophy (PHIL)
Physics (PHYSICS)
Political Science (POLISCI)
Program II - alternative major
Psychology (PSY)
Public Policy Studies (PUBPOL)
Religious Studies (RELIGION)
Romance Studies (ROMST)
  French Studies (FRENCH)
  Italian Studies (ITALIAN)
  Spanish and Latin American Studies (SPANISH)
Slavic and Eurasian Studies (SES)
Sociology (SOCIOL)
Statistical Science (STA)
Theater Studies (THEATRST)
Women's Studies (WOMENST)

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

Canadian Studies (CANADIAN)
Classical Archaeology
Computational Biology and Bioinformatics
Creative Writing (ENGLISH)
Education (EDUC)
Energy Engineering
Finance (FINANCE)
Greek (GREEK)
Latin (LATIN)
Photography
Polish (SES)
Russian Culture and Language (RUSSIAN)
Russian Literature in Translation (RUSSIAN)
Turkish Language and Culture (TURKISH)

CERTIFICATES

Aerospace Engineering
Architectural Engineering
Arts of the Moving Image (AMI)
Child Policy Research (CHILDPOL)
Documentary Studies (DOCS)
Early Childhood Education Studies
East Asian Studies
Energy and the Environment
Genome Sciences and Policy (GENOME)
Human Development (HUMANDEV)
Information Science and Information Studies (ISIS)
Jewish Studies (JEWISHST)
Latin American Studies (LATAMER)
Latino/a Studies in the Global South (LSGS)
Marine Science and Conservation Leadership
Markets and Management Studies (MMS)
Marxism and Society
Philosophy, Politics, and Economics (PPE)
Policy Journalism and Media Studies (PJMS)
South Asian Studies
Study of Ethics (ETHICS)

Majors/Minors and Certificate Websites:
trinity.duke.edu/undergraduate/majors-minors
trinity.duke.edu/undergraduate/certificates
pratt.duke.edu/undergrad/degree-programs

contacts

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

Pratt Academic Advising
phone: 919-660-5386
email: pratt-advising@duke.edu
url: pratt.duke.edu/undergrad/students/first-year

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

Office of Information Technology (computer help!)
phone: 919-684-2200
email: help@oit.duke.edu
url: oit.duke.edu
This section provides you with a framework for understanding academics 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.

The Academic Advising Center is open all summer to answer your questions about curriculum requirements, selecting fall classes, or registering. Just call or email the AAC to talk with an academic advisor.

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
The Academic Advising Center is your primary academic home until you join a major during your 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 will help you discover and understand the multiple curricular and co-curricular opportunities at Duke and introduce you to Duke's intellectual community.

SUMMER ADVISING:
This summer, you will register for your 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. An academic dean or director of academic engagement will be here to answer your questions. Communicating with the AAC during the summer before your first year is an expected part of academic planning and nearly all incoming students do so.

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. 20 at 2 pm, you will attend a group meeting with your advisor and her/his other first-year advisees. The location of this meeting will be emailed to you in August. At this meeting, you will review policies and expectations and you will set up a time to meet individually with your advisor. At the second, individual meeting, you and your advisor will discuss the specifics of your fall course schedule and your other interests. The group and individual meetings with your advisor are required.

YOUR ADVISING NETWORK:
In addition to the AAC’s deans, advisors, DAEs, and peer advisors (described at left), your advising network will grow to include an advisor in your major and other mentors on campus. Specialized advising is 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.
Goals of a Liberal Education

The curriculum of Trinity College is based on the goals of a liberal education and is designed to enable you to develop creative habits of mind, practices of inquiry, and skills in critical analysis. Together, these skills will prepare you for a challenging and rapidly changing global world. The curriculum has multiple components, which you will complete 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 Foreign Languages, the sixth Mode of Inquiry.

During your four years at Duke, you will select courses from across the academic disciplines in a variety of formats. 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 will explore the many fields of study at Duke and seek the guidance of faculty and your academic advisor. 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. 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).

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

This list of academic requirements may seem overwhelming, but fulfilling them is not as difficult as it first appears. Although each Area of Knowledge course must be distinct, you can double-count any of those courses for major requirements and up to three Modes of Inquiry. 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.
Course Basics

CREDITS
Most academic courses carry 1.0 credit. A 1.0-credit course normally meets for three or four hours of classroom instruction 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.

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. This is because we would like you to have plenty of time this fall to see what courses are like, interact with other students, explore opportunities, and transition well into campus life.

If you wish to request permission to enroll in more than 4.5 credits this fall, email 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. Adding partial-credit courses (e.g., music lesson, band, or physical education class) is the most commonly approved request, while approval for an additional 1.0-credit course is rare and requires an in-person meeting with your academic dean once you arrive to campus.

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 sufficient score on an AP or other test recognized by Duke, earned credit for a Duke course, or some other substantial background. This information will be noted in the course description or enrollment information panel on ACES. There is more about prerequisites in Registration section 3.5.

PERMISSION NUMBERS
You may occasionally need to ask the instructor for a permission number to enroll in a class. 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 3.5). (2) Enrolling in any class during the second week of a semester also requires a permission number. (3) Instructors can, but rarely, issue a permission number to override an enrollment limit. Registration section 3.7 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 Fall Courses

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. Your other three courses are electives, and you'll choose them based solely on your interests. 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. 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.

WRITING 101
WRITING 101 is the university writing course required of all first-year students. As part of the Thompson Writing Program, 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 vigorous 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 2018 will be randomly assigned by 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 upper right corner of your ACES Student Center page, under “Announcements.” If you do not see this announcement, then you cannot enroll in a WRITING 101 class during the three registration days (windows) on July 8, 9, and 10, but you can enroll on July 11 when the drop/add period begins, if there are still seats open.

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 in size to 18 or fewer students to emphasize communication with fellow students and the instructor. Class participation is part of the learning process. It is in a seminar that you develop some of your 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 that allows all undergraduates.

To identify seminars, look for an “S” following the course number, e.g., ENGLISH 89S. On rare occasions, a seminar may lack the “S” notation, so be sure to check for the word “seminar” on the course detail page in ACES (see the figure in Registration section 3.5). You can also do a course search specifically for seminars. We’ll tell you more about this in the Registration section.

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 allows you to have three elective courses each semester. 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.

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.
FOREIGN LANGUAGE COURSES

All Trinity students are required to study a language other than English at Duke. The cultural understanding that comes with a mastery of languages is among the most portable skills of a modern education, and it enhances your ability to understand global events from perspectives other than your own.

Duke offers numerous languages of study:

**Asian and Middle Eastern Studies:** Arabic, Chinese, Hebrew, Hindi, Japanese, Korean, Persian, Sanskrit

**Classical Studies:** Greek, Latin

**Germanic Languages and Literature:** German

**Romance Studies:** 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. The foreign language requirement is not waived for any student.

Some departments offer accelerated 2.0-credit language courses. It is also possible to take foreign language courses while on study abroad in the country in which the language is spoken. All courses that count toward the foreign language requirement will have an FL code noted on the course detail page in ACES.

Whether to enroll in a foreign 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 foreign language to the spring if you are unsure of your placement or if you are not certain which language to take at Duke and want more time to decide.

CAUTION! Most, but not all, foreign language courses are taught each semester. Language courses offered through Asian and Middle Eastern Studies (Arabic, Chinese, Hebrew, Japanese, Korean) as well as Greek and Latin can have the first half of the language level offered in the fall, with the second half taught in the spring. For example, JPN 101 is taught only in the fall, and JPN 102 is taught only in the spring. If you are considering one of these languages, be careful to check when courses are taught.
Areas of Study

Duke has 45 majors, 49 minors, and 19 certificate programs that you can choose. These programs provide a good framework for assisting with first-semester course selection. You can choose to take an introductory course to earn credit and explore interest in a particular major, or you can 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 courses, but a few require more. A minor is five courses. A certificate is similar to a minor, but differs by being explicitly interdisciplinary. Six courses are usually required for a certificate. 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 in 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>Area</th>
<th>Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, Music, Film</td>
<td>ARTHIST, ARTSVIS, CLST, DOCS, DANCE, MUSIC, THEATRST, VMS</td>
</tr>
<tr>
<td>Business</td>
<td>CULANTH, ENGLISH, ECON, HISTORY, PHIL, PSY, SOCIOL, PUBPOL</td>
</tr>
<tr>
<td>Environment</td>
<td>ENVIRON, EOS, PUBPOL</td>
</tr>
<tr>
<td>Ethics</td>
<td>EDUC, PHIL, POLSCI, PSY, PUBPOL, SOCIOL, RELIGION</td>
</tr>
<tr>
<td>Government, Politics</td>
<td>ENGLISH, HISTORY, LIT, PHIL, POLSCI, PUBPOL, SOCIOL, WOMENST</td>
</tr>
<tr>
<td>Health, Medicine</td>
<td>BIOLOGY, CHEM, EVANTH, GLHLTH, PSY, NEUROSCI</td>
</tr>
<tr>
<td>History</td>
<td>ARTHIST, CULANTH, DOCS, HISTORY, POLSCI, SOCIOL</td>
</tr>
<tr>
<td>Math, Computers</td>
<td>COMPSCI, MATH, PHYSICS, STA, ISIS</td>
</tr>
<tr>
<td>People, Cultures</td>
<td>AAAS, AMES, CLST, CULANTH, EDUC, ENGLISH, HISTORY, ICS, LATAMER, LINGUIST, MEDREN, POLSCI, PUBPOL, SOCIOL, 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, and courses with a &quot;W&quot; (Writing) code</td>
</tr>
</tbody>
</table>

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 prematriculation credit. If you are considering a health-related career, see the later section on Planning for a Career in Health and Medicine.
HOW DO YOU KNOW IF A COURSE IS RIGHT FOR YOU?

Selecting classes for the first time can be exciting and challenging. You are moving from a highly structured high school environment to a new and relatively unstructured university environment where you have great freedom in choosing courses and exploring 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. We’ll answer your questions or connect you to a faculty member who can.

- 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, then 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) may require auditions. Wait to enroll in such courses when 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 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, how a grade will be determined, the amount of reading and writing required, and what the textbook or reading material is like. Talk with your instructor if you have any concerns.

- 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 to be inappropriate, you can change it. Remember that drop/add extends two weeks into the fall semester.

Summer enrollment in July is just the beginning. In our experience, the time that you spend this summer exploring websites, reading about classes, and asking questions will position you well for your first day of classes.
If You Have Completed College-Level Work Before Enrolling at Duke: 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)
- Prematriculation courses (PMC)

Each of these is handled a little differently, and each is explained below in detail. All courses you place out of via AP, IPC, or PMC will be listed on your Academic History on 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 SGL requirements.

In addition, if you have earned two or more AP, IPC, or PMC placements, two will count as credits 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.

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 Academic History in ACES.

If you have not asked the College Board to send your scores to the Office of the University Registrar, please do so as soon as possible. Note that AP scores you included with your admissions application are not sufficient. Scores must be transmitted directly from AP Services/College Board to the Office of the University Registrar.

To send your AP scores to Duke, visit APscore.org and use Duke’s CEEB code of 5156.
# AP Course Equivalent & Placement Eligibility

<table>
<thead>
<tr>
<th>AP Exam:</th>
<th>Score:</th>
<th>Duke Equivalent:</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 20</td>
<td>CHEM 101DL or 110DL</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM 21</td>
<td>CHEM 110DL or 201DL</td>
</tr>
<tr>
<td>Chinese</td>
<td>4/5</td>
<td>CHINESE 203</td>
<td>CHINESE 204 or 300 level course depending on placement score</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4/5</td>
<td>COMPSCI 201</td>
<td></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 Vergil</td>
<td>4</td>
<td>LATIN 25</td>
<td>LATIN 204</td>
</tr>
<tr>
<td>Latin: Literature Vergil</td>
<td>5</td>
<td>LATIN 25</td>
<td>300 level course</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>5</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>3</td>
<td>MATH 21</td>
<td>MATH 122L (Fall) or 112L (Spring)</td>
</tr>
<tr>
<td>Math: Calculus BC</td>
<td>4/5</td>
<td>MATH 21, 22</td>
<td>MATH 212b</td>
</tr>
<tr>
<td>Music</td>
<td>4/5</td>
<td>MUSIC 161-1</td>
<td>Any course except MUSIC 161 or 161-1</td>
</tr>
<tr>
<td>Physics C, Mech.</td>
<td>4/5</td>
<td>PHYSICS 25</td>
<td>Consult department</td>
</tr>
<tr>
<td>Physics C, E &amp; M</td>
<td>4/5</td>
<td>PHYSICS 26</td>
<td>Consult department</td>
</tr>
<tr>
<td>Physics B</td>
<td>4/5</td>
<td>No credit</td>
<td>Consult department</td>
</tr>
<tr>
<td>Political Science (Gov’t and Politics: U.S.)</td>
<td>4/5</td>
<td>POLSCI 20</td>
<td>100-199 level course</td>
</tr>
<tr>
<td>Political Science (Gov’t and Politics: Comparative)</td>
<td>4/5</td>
<td>POLSCI 21</td>
<td>100-199 level course</td>
</tr>
<tr>
<td>Psychology</td>
<td>4</td>
<td>PSY 101</td>
<td>Any course; you can enroll in PSY 101 as a repeat, but 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>

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1. **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 210DL.
2. **MATHEMATICS**: Students who are sure they will major in Economics may take MATH 202 instead of MATH 212. This does not apply to Pratt School of Engineering students, who must take MATH 212. See www.math.duke.edu/first_year/placement.html for more discussion on placement.
3. **PHYSICS in Trinity College**: Prospective Physics and Biophysics majors are strongly encouraged to take at least PHYSICS 162L, independent of their AP course credit.
4. **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 credit for PHY 25 and 26, must: a) take a Duke Physics course at or above PHY 153L; b) decline the AP credit for PHY 26 and take PHY 152L; or c) decline both AP credits and take PHY 151L and 152L.
INTERNATIONAL PLACEMENT CREDIT (IPC)

International standardized examination scores are considered in the same way that AP scores are considered. IPC placement can be awarded only in the subject areas for which we accept AP scores (see the table on the previous page). If you completed one of the exams below, the required score for placement at Duke is listed.

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

Have the scores of your examinations sent directly to the Office of the University Registrar as soon as you can, or bring your official certificates with you and present them 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 in competition 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 precalculus 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 Academic History in ACES.

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

AP, IPC, and PMC credits will all be listed on your Academic History on 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>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 2 courses (one will be WRITING 101)</td>
<td></td>
</tr>
<tr>
<td>General/inorganic chemistry</td>
<td>Chem 101DL and 210DL; or 110L with 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 111L or 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 at Duke, and you’ll want to plan your prehealth schedule carefully. Most 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. See the Prehealth Planning Guide for more details and for sample schedules.

What you should do as a prehealth student this year:

2. Determine placement in math and chemistry. There is information at advising.duke.edu/placement.
3. Enroll 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.
4. Attend the prehealth information session on Friday morning or Friday afternoon of Orientation Welcome Week (Aug. 22). This is important, as we will have a detailed discussion of requirements and planning.
5. Schedule an appointment with your prehealth advisor 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.
6. Sign up for email prehealth 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.

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

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

For more information about prehealth, see the Prehealth Planning Guide for First-Year Students at: advising.duke.edu/first-year
Beyond the Traditional Classroom

duke offers a wonderful variety of experiential, academic, and co-curricular offerings 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)**

Nearly 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](http://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 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](http://undergraduateresearch.duke.edu) for information on research at Duke, funding opportunities, and how to begin.

**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>DukemImmerse (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

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 amplify the value of students’ academic skills, 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 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
Duke University has 10 libraries. On East Campus, Lilly Library serves as the gateway library for first-year students. On West Campus, the Perkins and Bostock Libraries form the University’s main library complex. At both locations, you can find study spaces, computers, and a world of information to get your studies started, including an extensive collection of films on DVD. The library website (library.duke.edu) links all of the libraries’ combined resources and should be your first stop for doing research at Duke.

Every first-year residence hall on East Campus is assigned a librarian who will work with you throughout your first year at Duke. Whenever you need help finding information, you can send an electronic message to a librarian by clicking “Ask Us Now” on any page of the library website. S/he will be happy to help.
Focus Program

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

What is the Focus Program?
Focus consists of clusters of seminar courses designed around interdisciplinary themes. Groups of no more than 36 students, with seminar classes of up to 18 students, study with some of Duke’s most distinguished professors in Arts & Sciences, Medicine, and Engineering on topics such as the cognitive sciences, ethics and global citizenship, genomics, global health, international politics, contemporary and medieval cultures, and social ideals. There is also a residential component to Focus. Students live with their clusters in the same residence halls on East Campus to facilitate discussion and scholarly exploration. Field trips, travel, community service, and research—and weekly meals with professors—are incorporated into the learning experience.

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

The Application Process

The Focus Program selects students by online application only and accepts on average 32 students per cluster. Early-decision students apply to the Focus Program in February. Regular-admission incoming first-year students apply to the Focus Program during April and May. (Rolling admission begins February 1, 2014.)

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

2014 CLUSTERS
Cognitive Neuroscience and Law
Ethics, Leadership & Global Citizenship
Exploring the Mind
Genomes in Our Lives: Narratives and the Meaning of DNA
Global Health: Determinants and Solutions
Humanitarian Challenges: Borders, Environments, and Rights
Knowledge in the Service of Society
Memory and Invention: Medieval and Renaissance Worlds
Modeling in Economic and Social Sciences
Power of Language
The American Experience
The Middle East in Global Contexts
Visions of Freedom
What If? Explaining the Past/Predicting the Future

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

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

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

INSTRUCTIONS FOR FOCUS PROGRAM ONLINE APPLICATION

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

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

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

- In the 4th paragraph of the “Confirmation of Enrollment at Duke” sent by the Office of Undergraduate Admissions,
- In the “Student Information” section at the top of the New Student Checklist in MyDuke, or
- On your personal information page in ACES.

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

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

CLUSTER CHOICES
The link for the information and descriptions for the individual clusters is https://focus.duke.edu/clusters-courses. You must pick four separate clusters.

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

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

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

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

If you are accepted, the Focus Program and the Office of the University Registrar will enroll you 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.

ENGINEERING COURSE WORK
Engineering students do participate in the Focus Program and find it is an incredible enhancement to their engineering studies. Pratt Engineering students must have AP credit in either math or chemistry to participate in the Focus Program. Engineering students may apply to participate in any of the Focus clusters. Questions about engineering coursework can be directed to a Pratt School of Engineering summer advisor by calling 919-660-5996 or sending an email to pratt-advising@duke.edu.

WHAT ABOUT HOUSING?
Focus students belong to a family of up to 36. They share the excitement of the first year with everyone while taking part in a close-knit intellectual and social community.

Students in first-year Focus clusters live in the same residence hall, but also share it with other first-year students. All Focus students can request to have a single room or request roommates for a double or triple room.

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

The Focus housing experience is available to first-year students. Visit Housing, Dining and Residence Life for more information about Duke’s first-year campus (studentaffairs.duke.edu/hdrl).

FOCUS PROGRAM DATES AND DEADLINES
February 1: Rolling admission begins
May 30: Final application deadline
June 15: Acceptance notice sent via email

Focus Program Offices are in the Academic Advising Center on Duke’s East Campus, behind the Marketplace.
Welcome to Duke University from the staff at the Student Disability Access Office (SDAO)! The SDAO helps students focus and capitalize on individual abilities rather than being defined by an individual disability. Duke is committed to providing educational opportunities for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. The SDAO uses a multifaceted team-based approach to determine eligibility for services and accommodations to qualified first-year students, sophomores, juniors, and seniors, as well as graduate and professional students.

FAQs

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

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

Where is the SDAO located?
Our offices are located in an accessible location at 402 Oregon Street, Suite 102. You may reach the SDAO Director by calling (919) 668-1267 or by emailing sdao@duke.edu.

When should I submit my materials to the SDAO?
Students should submit a Request for Consideration for Reasonable Accommodations form and supporting medical and academic documentation at least six weeks prior to the beginning of classes. Our request form, documentation guidelines, and other useful information can be found at our website at: access.duke.edu.
Registration

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

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

As a new student to Duke, we strongly recommend that you do not register for classes using a mobile device due to your unfamiliarity with the registration process. Please take the time to explore the comprehensive features that the full ACES site offers by using a desktop or laptop computer. While this section of the Blue Book will walk you through registration in ACES, it does not cover all of the tools ACES has for you. As you become a seasoned user of ACES, you may consider using the mobile application for registration in upcoming semesters.

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

“Bookbagging”

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

Schedule Builder

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

GO TO: ACES > Registration > Bookbag to locate the Schedule Builder tool.
This section will guide you through the five steps required for enrolling in fall classes.

The registration process begins on June 2, when the Registration tab in ACES appears. You can access steps 1 and 2, where you check and confirm the personal information we have for you, reflect on your experiences and plans, and commit to the Community Standard. This shouldn’t take very long. We’d like you to finish this by June 16.

You can begin steps 3 and 4 on June 16. Browse through available fall classes on ACES, look at departments and programs, and check placement. You will place a selection of interesting or required courses into your bookbag. You can put together possible schedules to see what works and what doesn’t. By July 7, we’d like for you to have decided on which four courses you would like to try to enroll in. And you should have a series of backup courses identified as alternatives.

Step 5, when you actually register for fall courses, will take place on July 8, 9, or 10. You’ll enroll in 4.0 or 4.5 courses. Some courses may fill up, you may need to go back and bookbag new courses or sections, and you may change your mind several times. You can continue to modify your schedule until 5 pm on July 18. Drop/add ends temporarily at that time, but it will resume in August after you meet with your Academic Advisor. Here is a short list of the steps and dates:

<table>
<thead>
<tr>
<th>Task</th>
<th>Available on ACES starting</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 1</td>
<td>Verify and provide personal information</td>
<td>June 2</td>
</tr>
<tr>
<td>STEP 2</td>
<td>Reflect on your academic goals</td>
<td>June 2</td>
</tr>
<tr>
<td>STEP 3</td>
<td>Bookbag possible classes</td>
<td>June 16</td>
</tr>
<tr>
<td>STEP 4</td>
<td>Validate your schedule</td>
<td>June 16</td>
</tr>
<tr>
<td>STEP 5</td>
<td>Enroll in your fall classes</td>
<td>July 8, 9 or 10</td>
</tr>
<tr>
<td></td>
<td>First drop/add period</td>
<td>July 11</td>
</tr>
<tr>
<td></td>
<td>Second drop/add period</td>
<td>August 20</td>
</tr>
</tbody>
</table>

The Academic Advising Center is open all summer to help you if you have questions about curriculum requirements, selecting fall classes, or registering. Just phone or email the Academic Advising Center (AAC); contact information is above.

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

Registration window
The actual day that you register for classes. There are three registration windows; you will be assigned to one of them by the last two digits of your student ID number on your Student Center page. If you are in the third window this fall, you will be in the second window in the spring, then the first window, and then back to the third.

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
Affirm Community Standard

1. **GO TO:** MyDuke > Academic Profile or you can log into 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 permanent address, preferred first name, phone number(s), emergency contact(s), and relationship information—parent(s)/guardian(s).

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 before you will see “click to complete your academic profile” and step 2.

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**Step 2**

Reflect on your Academic Goals

Your academic advisor will read the responses to these first-year questions. We hope you’ll take a few moments to reflect on the talents and life experiences you’ll bring with you to Duke and answer these questions as openly and honestly as you can. We don’t ask you to write to impress—you’re already a member of the Duke community, and we just want to know what you’re thinking so we can connect you best to what Duke has to offer.
2.1 What are your current academic interests?

2.2 I chose these areas because ....

2.3 I think I’m particularly good at ....
   (please describe at least one academic quality and one personal quality)

2.4 I feel less confident about ....
   (please describe at least one academic quality and one personal quality)

2.5 In two years - halfway through Duke - how do you hope to have changed 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)

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

2.7 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

Affirm Community Standard

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

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.

To uphold the Duke Community Standard:
   I will not lie, cheat, or steal in my academic endeavors
   I will conduct myself honorably in all my endeavors, and
   I will act if the standard is compromised.
Step 3
Bookbag Possible Classes

3.1 Identify courses you might like to take this fall

(a) WRITING 101 classes
All students are required to take WRITING 101 during their first year at Duke. 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 Student Center page in the upper right hand corner under “Announcements.” This means you must enroll in a WRITING 101 section on the day of your registration window (July 8, 9, or 10). 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.

If you do not see “Eligible to enroll in WRITING 101” on your Student Center page, then plan to enroll next spring. However, please note: Your inability to enroll in WRITING 101 is only for the three registration windows (July 8, 9, and 10). Beginning on July 11 and continuing through the drop/add periods, anyone can enroll in a WRITING 101 section that is still open. Sometimes there are a few seats left at that time.

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 3.4. See page 5 of the Learning at Duke section for more information on the first-year seminar requirement.

(c) Science and math classes
If you enjoy studying biology, chemistry, neuroscience, physics, computer science, mathematics, or statistics, or you are considering graduate school in one of these areas, medical school or another prehealth career, then you may need to begin math and chemistry courses this fall if: (1) you enjoy studying biology, chemistry, neuroscience, physics, computer science, mathematics, or statistics, or (2) you are considering graduate school in one of these areas, medicine, or another health profession. Review placement information if you have AP, IPC, or PMC credits. For more information, see: advising.duke.edu/placement.

(d) Foreign language classes
If you wish to start or continue a foreign language this fall, check the foreign language websites to determine placement and then bookbag the appropriate course. The foreign language requirement at Duke is explained on page 6 in the Learning at Duke section.

(e) Humanities, social science classes, and others
You’ll take a broad range of courses at Duke no matter what you choose to major in. Through humanities course work you will find a window on the human experience. Courses in history, the arts, literature, philosophy, and the languages (among others) help you understand what makes us tick—who we are, where we’ve come from, what we value, and how we express ourselves, individually and within the context of a culture. In social science course work you will study the human condition on an individual and/or societal level and in more analytical terms, i.e., through the study of such things as the distribution of wealth, governance, culture and ethnicity, communication, and behavior.
Consider courses in cultural anthropology, economics, sociology, linguistics, psychology, and political science for examples.

Look through the lists of departments and programs on the back of the Learning at Duke tab to find areas that interest you, and then see what classes are available in the fall.

The Bulletin of Undergraduate Instruction: a great online resource!
The undergraduate bulletin will give you a comprehensive view of departments, programs, and classes. It begins with a description of the curriculum of Trinity College and general academic information. Then it has a listing of all academic departments and programs in alphabetical order, the classes offered, as well as course descriptions, curriculum codes, and major/minor/certificate requirements. Not all courses in the bulletin are taught every semester or even every year, but it is an easy way to see what a department is about. It doesn’t require the repetitive clicking of courses on ACES.

You should receive a copy of the bulletin when you arrive at Duke, but for now you can find it at the registrar’s website. The PDF version is easy to read.

3.2 Preparing for registration

GO TO: MyDuke > ACES > Student Center > Registration

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

Links to all majors, minors, certificate programs, and departments

trinity.duke.edu/undergraduate/majors-minors

and

trinity.duke.edu/undergraduate/certificates

Your Student Center page also gives you access to your bursar account, financial aid, services (such as requesting a transcript), and a planner for keeping track of future classes.

For more information, see the help document provided by the Student Information Services and Systems Office (SISS)

sisoffice.duke.edu/students/howto.html
3.3 Search for classes using “class search”

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

1. The term should read 2014 Fall Term. Every term you will have to use the “set term as default” button in order to access the correct classes for the 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 3.5).

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

In this way you can browse through departments and select courses you might want to enroll in this fall. Note that ACES lists both undergraduate and graduate/professional school courses, so look only at the 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 identify undergraduate courses by selecting the “Undergraduate” course career in an Advanced Search (section 3.4).

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**ABOUT DISCUSSION/RECITATIONS AND LABORATORIES:**

1. Some courses include one large lecture class along with smaller discussion or recitation sections. You enroll in a discussion section and that also enrolls you in the associated lecture. An example is ECON 201D. Enroll in ECON 201D-06D Disc and ACES automatically enrolls you in ECON 201D-001 Lecture.

2. Some classes are taught with a 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/recitation 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 recitation and lecture (CHEM 101DL) and separately in the lab (CHEM 101L9).

   **PHYSICS 141:** enroll separately in the lecture (PHYSICS 141L) and recitation (PHYSICS 141D) and lab (PHYSICS 141L9).

**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:** Look under “Class Components” to see if a course has a linked lecture/laboratory; you enroll in both at the same time. Or, look under “Class Attributes” to see if a course has an associated laboratory and/or recitation; you may enroll in these separately.

---

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

Be sure the term is set to Fall 2014
3.4 Search for classes using “advanced search”

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

- subject (e.g., Biology)
- time and day of week taught
- course attributes:
  - Curriculum-Areas of Knowledge (values = ALP, CZ, 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)

GO TO: MyDuke > ACES >
Student Center >
1 Registration
2 Advanced Search
3 The term should read 2014 Fall Term.
4 Check the box that says “Show Open Classes Only.”
5 Select characteristics of the classes you are looking for.
6 Click the “Search” button.
### 3.5 Check on class details

In the screen shot in section 3.3 (item #6), we mentioned that you could click on the course title to see course details. Below is an example of the class details you would see.

![Class Detail Image]

#### COURSE SUFFIXES:

- **“A”** the course is taught abroad or away; do not enroll in these (e.g., Biology 201LA)
- **“FS”** indicates a course in a Focus program; only students accepted to Focus are enrolled (e.g., Biology 180FS)
- **“D”** course has a discussion or recitation section with it (e.g., Econ 201D)
- **“L”** course has an associated laboratory (e.g., Math 105L)
- **“S”** course is a seminar (e.g., English 89S)

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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 appropriate for you. Note that you must specify “Undergraduate” in your advanced class searches. If you don’t, courses offered for law, business, medical, and other professional students will appear in your search results. You are not allowed to enroll in these courses.
4. **This is a graded course (scale of A, B, C, D, F).** Many partial credit courses are only taught satisfactory/unsatisfactory.
5. **“Instructor Consent Required”** means that you must contact the instructor of the course and obtain a permission number to enroll; see section 3.7 for more information on permission numbers. If you find an “Enrollment Requirement” here, this indicates that prerequisite coursework must be posted on your Academic History in order for you to enroll; see section 3.8 for details.
6. **Class attributes** indicate which 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 3.8).
8. **The maximum enrollment for this course is 15 students.** No students have enrolled and 15 seats are available.
9. **The maximum number of students who may be waitlisted for this course is 15;** see section 5.4 for advice on waitlisting.
10. **Prerequisite coursework** or previous experience needed for a class will be noted here; this may be an unenforced prerequisite so you can bookbag and enroll without the prerequisite appearing on your Duke record; see section 3.8 for details.
11. **Synopsis.** Some courses will have a link here to a synopsis. If so, be sure to read it. It may contain information on grading, amount of reading, writing (and other assignments), how to ask for a permission number, and other course details that can help you decide if this is a good class for you.
3.6 How to add and drop courses from your bookbag

To add a course:
**GO TO:** MyDuke > ACES > Student Center > Registration > Class Search or Advanced Search. When you find a class, click on “Add to Bookbag.”

To delete a course:
**GO TO:** MyDuke > ACES > Student Center > Registration > Bookbag. Click on the trashcan icon next to the course name (see the red circle).

3.7 Permission numbers and how to use them

If a course requires a permission number, you will see a “Yes” in a column labeled “Permission Required”. This means that you will need to contact the instructor and ask for a permission number. 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):

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

3 Click on the “Add” in the Permission Number column. An Enrollment Preference page will appear.

4 Type the permission number in the box labeled “Permission Nbr.”

5 Click on “Next” to return to your Bookbag.

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

**fyi**

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
3.8 Course prerequisites - what you should know

Some courses will indicate in the course description, course details, or synopsis that there is a prerequisite for the course. Some course prerequisites are enforced and others are not.

**Enforced prerequisites:** If a course has an Enrollment Requirement on the Class Detail page (see item #7 in the screen shot in section 3.5) and a “Yes” in the bookbag column that says Preqs 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 Academic History 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 Academic History. If they do, then you can enroll. If they don’t, postpone enrollment until later. Enforced prerequisites occur in midlevel economics courses and occasionally in other departments.

**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. This means that you can bookbag the course and enroll. ACES will not check your Academic History to see if the prerequisite is there. However, you should be sure you have
the required background before beginning the course. If you have any concerns, talk with the
course instructor when classes begin in August.

Waiting for AP scores: AP scores are usually electronically transmitted to Duke from AP
Services in the first week or so of July. They should be processed and any credit that you will
receive should be added to your Academic History before you actually begin to register for class-
es. 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.

Waiting for International Placement credit (IPC): Test results such as international baccalau-
reate 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 Academic History. 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.

3.9 Are you done with bookbagging?
Once you feel confident about your bookbag and have selected a variety of courses (including
WRITING 101 classes and seminars), move on to Step 4 to put together a tentative schedule.
Step 4
Validate a Prospective Schedule

In this step, select four courses 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.

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

3. Check the “Select” boxes of the four courses you wish to enroll in.
4. Click on “view in graphic schedule” to see your prospective weekly schedule.
5. 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 courses 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. Courses whose boxes you have checked for validation will remain checked when you next log in to ACES.

When you check your schedule graphically, you may find that you like having some courses on MWF and others on TuTh, for a more balanced schedule. You might also consider the time required (usually 15 to 20 minutes) to travel between East Campus and West Campus, where most classes are held. 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.

FYI

1. ACES will validate up to 5.5 credits, but you can only enroll in 4.5 credits this fall. Validation will also not check to see if the class is full or if a reserve capacity has been met. If a course is full, you cannot enroll in it.

2. You can find the physical location of a building by referring to the map in the front section of the Blue Book, or by going to maps.duke.edu
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 selected to enroll in WRITING 101

### Step 5

**Register for Classes**

Registration will open at 12 noon Eastern Daylight Time on the day of your assigned registration window (July 8, 9, or 10) and will remain open until 5 p.m. on July 18. Your window date is indicated on your Student Center page. You can register at any time during this period, although doing so as soon as your window opens is recommended, as many classes will fill quickly.

#### 5.1 Select classes, validate, enroll

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

1. Check the “Select” boxes of the four courses you wish to enroll in, if you haven’t already done this.
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. If you don’t want to enroll, click on cancel.
6. View the results screen shot to see the outcome of your enrollment. You can click on the Bookbag/Schedule to view your schedule graphically.

See the screen shots on the next page.

### 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.

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

**OPEN UNTIL 5PM JULY 18**

**fyi**

For technical problems, contact:

**OFFICE OF INFORMATION TECHNOLOGY (OIT) HELP DESK**

Phone: 919-684-2200
Email: help@oit.duke.edu
Url: oit.duke.edu
QUICK STEPS TO REGISTER

MyDuke
   > ACES
   > Student Center page
   > Registration
   > Bookbag

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

Your schedule will be viewable at the bottom of your bookbag page, as well as on your Student Center page and Academic History.

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

- Student Center Page
- Academic History
- Bookbag (you will need to scroll to the bottom of the page)

5.2 How to drop a class you are enrolled in

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

1. Click in the box next to the course you want to drop.

2. Click on the “Drop Selected Classes” button. A new screen will appear asking you to confirm your selection.

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

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

To find the full name of your instructors, go to your Student Center page and click on “Graphic View.”

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

**GO TO:** MyDuke > ACES > Student Center > Registration > Class Search or Advanced Class Search.

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 5.1).

5.4 Waitlisting

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

However, when drop/add begins in August and in all subsequent semesters, you will be able to join a waitlist if a class is full. If a student who is enrolled in the course chooses to drop that class, a seat will become available and ACES will then enroll the student who is in the #1 position on the course waitlist.

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

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 18. After July 18, 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 then remains open until September 5.

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

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

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<th>Pre-Orientation</th>
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</table>
Get ready for Orientation Week!
Here’s what you have to look forward to in August...

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

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

**STUDENT WELLNESS**
We connect you to resources and communities of support as you navigate and acculturate to Duke. We also provide time and space to pause and reflect on the experience and find ways to be your best self.
Nearly 280 students will begin their Duke experience by participating in one of five pre-orientation programs: **Project BUILD, Project Change, Project Search, Project Waves, and Project WILD.** Combining experiential education with teambuilding and leadership activities, each program introduces students to Duke in unique environments through interaction with classmates, current students, faculty, and staff.

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

**REGISTRATION**

The registration deadline for pre-orientation is June 6, 2014. Registration can be completed online by visiting studentaffairs.duke.edu/new-students. Online registration does not confirm your spot in a program. Confirmation will be given after the registration deadline has passed. Please do not purchase a nonrefundable airline ticket until you receive confirmation of your enrollment.

**DEPOSIT AND PAYMENT**

Pre-orientation requires a deposit of $75 paid via credit card during registration. This deposit is refundable only until July 14, 2014 should your plans change and prevent you from attending pre-orientation. Deposits must be made at the time of registration for all students - the deposit does not qualify for financial aid. If you are not accepted into a program due to space limitations, your full deposit will be refunded to your credit card. If you are unable to make a credit card payment for your deposit during registration, please contact the New Student Programs office immediately to make alternate arrangements.

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

**FINANCIAL AID**

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

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

Project Search - August 3, 2014 between 10:30am-3:00pm
Project WILD - August 5, 2014 between 10:00am-2:00pm
Project Waves - August 11, 2014 between 8:00am-12:00pm
Project BUILD - August 11, 2014 between 8:00am-3:00pm
Project Change – August 11, 2014 between 10:00am-2:00pm

Participants in pre-orientation should plan to bring only the items they will need during the program. Participants should make arrangements for the rest of their belongings to arrive (via shipment or with a family member) at campus on move-in day (August 19, 2014).

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

PRE-ORIENTATION DATES AND DEADLINES

June 6: REGISTRATION DEADLINE for ALL pre-orientation programs. Final payment for pre-orientation will be added to your August Bursar bill.
Going on PWILD was the best decision I made before coming to Duke. PWILD gave me an opportunity to build friendships and establish a support system among my peers before transitioning to college, something that made all the difference in the world my first semester.
-CAITLIN MCGOUGH, PWILD PARTICIPANT, CLASS OF 2016

Project WILD
Wilderness Initiatives for Learning at Duke

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

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

“Project WILD has given me the most genuine friendships and profound sense of belonging that I have ever experienced. Having two weeks to bond with my future classmates, and to truly connect with who I was, proved a perfect way to head into my first semester of college. But the true value I derive from PWILD comes from the way that it has continued to impact me long after my time in Pisgah. This community has been my constant guide as I navigate my college experience and given me a place I can truly call my home here at Duke.”
-ELIZABETH HOWELL, PWILD STAFF, CLASS OF 2014

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

WHY PWILD?

HAVE AN ADVENTURE!
Explore the many trails of beautiful Pisgah National Forest.

LEARN TO ROCK CLIMB!
Spend a day scaling Pisgah’s Cedar Rock under the direction of our trained staff.

MAKE NEW FRIENDS!
Get a jump start and meet your classmates two weeks early.

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

CHALLENGE YOURSELF!
PWILD will have you doing things you’ve never done before.

ALL EXPERIENCE LEVELS WELCOME!
PWILD is for everyone; whether you have climbed Mt. Everest or never slept outside in your life.

For more information, visit:
duke.edu/web/pwild
BUILD was the best decision I could have made after coming to Duke. The friendships you make and memories you share during that one week are priceless and forever.

-2013 BUILD FRESHMAN

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

-2013 BUILD FRESHMAN

Project BUILD

Building Undergraduate Involvement in the Life of Durham

Project BUILD is an amazing week-long opportunity for incoming first-year students to become familiar with Duke, explore and serve Durham, and become a part of one of the most tight-knit communities on campus. Project BUILD is a community service-based pre-orientation program in which 80 first-year students and 48 upperclass students bond through volunteer work and fun activities around Durham for eight days.

BUILD COMMUNITY

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

GET TO KNOW DUKE AND DURHAM

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

SERVE DURHAM

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

Project Waves is an amazing week-long opportunity inviting first-year students to soak up the sun and enjoy the last week of summer on the Outer Banks of North Carolina. The voyage is led by past participants who want to relive their favorite week of the year with the incoming Dukies. Activities include surfing, sailing, kayaking, camping, and forming long lasting friendships with their new classmates and experienced upperclass students.

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

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

ALL SKILL LEVELS WELCOME!
No experience is necessary—our knowledgeable and enthusiastic staff will teach you the basics or help you hone existing skills.

As you reminisce with your new friends, preparing to say your final goodbyes, it will hit you: this is not the end; this is only the beginning of your Duke experience.

- TRY YOUR HAND AT SURFING! The gentler waves of the Atlantic on the Outer Banks provide the perfect setting to learn how to catch your first wave.
- HOIST THAT SAIL! Whether you’re a seasoned sailor or just a curious landlubber, we’ll have you flying across the water in no time.
- EXPLORE THE OUTER BANKS! The islands you pass in your kayak aren’t just scenic, they will also be your home for 3 nights as you camp out under the stars on their beaches.
- MEET SOME DUKIES! Everyone on the trip, from your fellow participants and friendly crew leaders to the helpful Marine Lab staff, is part of your new Duke family.

MEET PWAVES—Duke’s pre-orientation program that takes you to North Carolina’s beautiful coast.
Pre-Orientation Contacts:
- Telephone: 919-684-3511
- Email: orientation@studentaffairs.duke.edu
- URL: studentaffairs.duke.edu/new-students

Project Search

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

Are you curious about the world around you, or the world that existed hundreds—or even millions—of years ago? Have you ever wondered how historians find first-hand accounts to bring the past to life, or how bird song can help us learn about human language? Do you want to get a jump-start on an undergraduate research career before the rest of your classmates step foot on campus? Whether you are interested in exploring research in the humanities and social sciences (history, art, literature, music, economics, law, politics, and more), the sciences, or the intersection between the two, pSearch is the pre-orientation program for you! The program gives students a jump-start to join faculty in their research or even start their own research projects. If you are interested in the sciences or the humanities and have LIMITED TO NO PREVIOUS RESEARCH EXPERIENCE, apply to pSearch today!

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

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

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

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

- Bobby Lam, pSearch Participant, Class of 2013

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

- Brenda Onyango, pSearch Participant, Class of 2016
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.

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

-EMILY MCGINTY, PAST PCHANGE PARTICIPANT, CLASS OF 2013

Want to learn more?
Visit:
kenan.ethics.duke.edu/education/project-change

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

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

studentaffairs.duke.edu/new-students/pre-orientation-programs/project-change
International House is very excited to welcome you to Duke University and to the International Orientation on Sunday, August 17th and Monday, August 18th. We hope Duke and International House will be a place for you to connect, learn, and grow.

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

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

International Orientation begins with Early Move-in on Friday, August 15th, that is five days prior to New Student Orientation Week for all new undergraduate students.
What happens to my move-in date?
The students who register and attend the International Orientation will be allowed to move into their residence halls early, either on Friday, August 15th or Saturday, August 16th. We encourage you to move in on Friday so that you have enough time to rest, get over jet lag, and be ready for the orientation.

*If you are not attending our International Orientation, your move-in date will be Tuesday, August 19 (same as the rest of the first-year students).

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

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

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

Who is my IHOP?
This year we have a team of 20 upperclass student leaders called International House Orientation Peers (IHOP). They are a unique group of students who can offer their suggestions on how to make your Duke experience as enriching and rewarding as possible. You will be assigned an IHOP and he/she will correspond with you through email during June and July. To learn more about your IHOP and the rest of the team, please check out their biographies: studentaffairs.duke.edu/ihouse/intl-undergraduate-students/meet-your-ihops

Why should I participate?
Diving into a new environment is usually nerve-racking. It is common to feel overwhelmed, uneasy, or have concerns about your college life. We hear from students who have attended our orientation that the International Orientation helped them not only thrive at Duke, but also to connect with people who ended up becoming their close friends.

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

- Make connections with other first-year international students before you are thrown into the bigger crowd of all the new students.

- Be welcomed and supported by the IHOP team who can share their past experiences as new students.

- Learn more about academic and cultural adjustments, U.S. American culture, residence life, where you can get the tastiest food, and how to meet and develop friendships.

- Move in before the rest of the undergraduate students and get settled into your residence hall.

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

-UZOMA AYOGU, CLASS OF 2017
JOHANNESBURG, SOUTH AFRICA

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

International Orientation was an amazing prelude to the life at Duke. You will make friends with students around the world, and become familiar with the gorgeous campus. From the IHOPS you will not only get helpful information that makes your transition to Duke smoother, but also learn about cool stuff including rules for Cameron Crazies. Attending International Orientation is the first step to starting your great adventure at Duke! -HENRY HAO YAN, CLASS OF 2017, CHINA
INTERNATIONAL HOUSE: telephone: 919-684-3585 | email: ihouse@duke.edu | url: studentaffairs.duke.edu/ihouse/

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

How do I register for International Orientation?
We hope you will join us for the International Orientation as well as other pre-orientation activities. Please remember that registration is required and should be completed by Friday, July 4, 2014. To register go to: studentaffairs.duke.edu/ihouse/intl-undergraduate-students.

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

What does International look like at Duke?

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

- China
- South Korea
- Canada
- Singapore
- India & United Kingdom

(as of November 2013)

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

- ADRIANA GUZMAN HOLST, CLASS OF 2014
  PANAMA, COSTA RICA, VENEZUELA
  FORMER IHOP FOR 3 YEARS

AIRPORT PICKUP?
If you are traveling alone and this is your first time to the US, please make sure to request the AIRPORT PICKUP option when completing the online registration for International Orientation.

INTERNATIONAL HOUSE DATES AND DEADLINES

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

New Student Programs

Summer Reading

The Duke Summer Reading program is designed to give you the opportunity to share a common experience with other members of the Class of 2018. The assigned reading for this year is *Americanah* by Chimamanda Ngozi Adichie. A copy of the book will be mailed to you this summer (it is included in this packet for international students), and you will be expected to read it before you arrive to campus.

East Campus Move-in - Tuesday, August 19

Your move-in time will be determined by your housing assignment, which you will be notified of in July. Move-in occurs in multiple shifts to help ease the traffic congestion on East Campus.

At your assigned move-in time, please proceed directly to your East Campus residence hall where First-Year Advisory Counselors (FACs) will greet you and help you move in. Please pay special attention to the map and directions available online when you receive your housing assignment including which East Campus entrance you should use on move-in day to ensure the most hassle-free traffic route to your residence hall.

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

- **Pick up your Blue Devil Delivery order (textbooks, computers, linens)** – Lilly Library & Carr Building. The Duke University Stores Blue Devil Delivery catalog will be mailed to you no later than June 1, 2014.
- **Sign up for a local bank account** – Local bank representatives will be available on East Campus.

**ORIENTATION WELCOME WEEK**

Orientation Welcome Week is a critical component to easing your transition to Duke, and is therefore mandatory for all students. Welcome Week begins immediately after you move in on Tuesday. Some highlights of the week include convocation and academic advising sessions, a fun affair at the Nasher Museum of Art, and a visit from Dr. Maya Angelou.

**PARENTS’ ORIENTATION**

Special events for parents will be held on Tuesday and Wednesday to help answer any questions they have. The activities for parents will conclude Wednesday evening, so travel plans should be made accordingly.

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

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

**QUESTIONS?**

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

NEW STUDENT PROGRAMS

DATES AND DEADLINES

**August 19:** East Campus Move-in!
Orientation begins.
Blue Devil Delivery

AVOID THE BACK-TO-SCHOOL RUSH

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

PROGRAM BENEFITS
• Convenience. Pre-ordered products will be ready for pick-up on East Campus.
• Cost Savings. Receive the best prices on everything from textbooks to laptops to linens.

PRODUCTS AND SERVICES OFFERED
• Laptops – specifically chosen and configured to seamlessly integrate into the Duke environment
• Selection of Apple, Dell, Lenovo and HP laptops with special first-year student pricing
• On-campus hardware and software support
• Extended warranties and Duke Computer Care Coverage
• Textbooks – selected by the faculty teaching your classes
• Campus Packs – provide you with various items to get you started with your college career
• Linens – the most affordable way to outfit your dorm room
• Laundry and Dry-Cleaning Service – door-to-door service with 48-hour turnaround
• Microfridges – microwave, freezer, and refrigerator all-in-one

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

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

2014 Blue Devil Delivery catalog
Don't forget to check your mail for the 2014 Blue Devil Delivery catalog, scheduled to arrive in mid-May. This catalog will provide you with more extensive information on the products and services offered to first-year students.
Don’t Forget… Submit Your Photo for the First-Year Directory!

Each year the Duke Alumni Association publishes, as a gift for members of the incoming class, a hard-copy pictorial directory of all first-year students. Please submit a picture by June 20 to http://2018.dukedirectory.com. All books will be distributed at the Forever Duke Block Party on the first day of classes. If your parents would like to order an additional copy, they can do so via the online form.

Welcome to the Duke family!

Class Photo Book

Our Summer Transition Series will help the Class of 2018:

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

**SUMMER TRANSITION SERIES SCHEDULE:**

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<th>Date</th>
<th>Topic</th>
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<tbody>
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<td>Tuesday, May 27</td>
<td>Housing Assignments</td>
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<tr>
<td>Thursday, June 5</td>
<td>Undergraduate International Student Orientation</td>
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<tr>
<td>Monday, June 9</td>
<td>Office of Information Technology (OIT)</td>
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<tr>
<td>Monday, June 23</td>
<td>Pratt Advising (Pre-Registration)</td>
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<tr>
<td>Tuesday, June 24</td>
<td>Pre-Health Academic Advising</td>
</tr>
<tr>
<td>Tuesday, July 1</td>
<td>Trinity Advising (Pre-Registration)</td>
</tr>
<tr>
<td>Wednesday, July 9</td>
<td>Financial Aid @ Duke</td>
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<tr>
<td>Wednesday, July 16</td>
<td>Understanding Your Meal Plan</td>
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<tr>
<td>Friday, August 1</td>
<td>Student-to-Student Panel</td>
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Details for participating in the live events will be sent to all students via their Duke email 48 hours prior to start. If you can’t participate during the scheduled times, you will find a recording of the presentation at studentaffairs.duke.edu/live-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.

Welcome to the Duke family!
Don’t Forget… Submit Your Photo for the First-Year Directory!

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