



Course Registration Handbook

2017-2018

View the Course Registration Handbook online at

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Overview of Registration Matters

1.1. "dukehub/course schedule/sakai"

Students will be notified of any changes or additions to the Nicholas School course schedule via their Duke email address. The NSOE Course Schedule is posted at the Advising Web Pages. Course descriptions, [Sakai](#) and the entire university course schedule are all accessible in the [DukeHub](#).

Nicholas School students register for classes using the Duke University online registration system known as the [DukeHub](#). In order to access the [DukeHub](#) new students will need to use their Duke NetID login and password. We recommend that students change their password to something memorable but that is secure. Bookmark the access link to the [DukeHub](#) on a personal device for easy access. The [DukeHub](#) is also the portal where students will update their address information, check grades and view financial account information. It is the student's responsibility to ensure that the University and the Nicholas School have current contact information in the [DukeHub](#). An accurate mailing address is required so be sure to fill that information in as soon as possible.

In early August, the book bags in the [DukeHub](#) will open. Once the book bags open, new students will be able to book bag courses they would like to take in the fall 2017 semester. Book bagging does not mean enrolling in the course. The book bag is similar to the shopping cart feature, found on many online shopping sites, where courses the student is interested in taking appear together in one place.

[Sakai](#) is a flexible, open-source collaboration and learning environment that provides Duke faculty and instructors with tools to support teaching and learning activities. For students, it is mostly likely be the platform that you use to upload your **NSOE classroom assignments**, it is an independent space for storing and sharing files and access the list of course specific readings, resources and assignments. Learn more [here](#).

1.2. "academic advising"

Students must meet with their faculty academic coursework advisor before registering for classes; this includes group advising meetings. The academic coursework advisor will meet with the student to assist in planning a proposed program of study using the course planning worksheet. Planning worksheets are available at the web; select your plan of study <https://nicholas.duke.edu/programs/masters> be sure to choose the appropriate year. The course planning worksheet should be updated each semester by the student and the coursework academic advisor and then submitted to the Office of Student Services when the student is ready to apply to graduate.

Although the advisor will assist the student in setting up their academic plan, the **student is responsible** for making sure that requirements for graduation are met. Therefore, students should make sure that they are always aware of the required courses (quantitative as well as others), master's project units, etc., to complete their degree requirements.

1.3. "enrollment window"

To assure that all new students have equal access to registering for classes, new students may only register for up to 12 credits during the first enrollment window. Then, during the second enrollment window through the end of drop/add students may enroll in a maximum of 15 without advisor approval. If **more than 15 credits** are needed, the student must obtain consent from the academic coursework advisor on a **Course Overload Request form** and submit to the Office of Student Services for processing. Send to nsoe-registrar@duke.edu or stop by A108 LSRC.

To assure that all new students have equal access to registering for classes, new students may only register for up to 12 credits beginning at **7:00am** on **Thursday, August 24**. Then, at **10:00am** on **Friday, August 25**, all students may register for additional credits up to a maximum of 15 without advisor approval. If **more than 15 credits** are needed, the student must obtain consent from the academic coursework advisor on a **Course Overload Request form**. Completed forms must be submitted to the Office of Student Services for processing; send to nsoe-registrar@duke.edu or stop by A108 LSRC.

All course changes in the [DukeHub](#) must be completed by **Friday, September 8** when the drop/add registration period ends in the [DukeHub](#). This includes requests for **Inter-Institutional** enrollment. After the drop/add registration ends on Friday, September 8, **no changes** (including changes to and from audits, pass/fail, etc.) are permissible. Students are strongly encouraged to check their course schedule in the [DukeHub](#) prior to September 8 so that corrections to any errors can be resolved before September 8.

1.4. "time conflicts"

It is not possible to enroll in courses with conflicting meeting patterns, even if the overlap is only one minute, one day per week;. If you attempt to enroll in a course that conflicts with another course, the [DukeHub](#) will block that registration, and display a message about the conflict. Courses with time conflicts can be added to the bookbag, but courses with conflicts will be flagged as errors during the validation process. Students can waitlist a class that conflicts with another enrolled class, however enrollment in the waitlisted course will not occur until the time conflict is resolved.

1.5. "enrollment status"

Nicholas School MEM and MF students pay a flat tuition rate for 4 semesters (3 semesters if you are a concurrent degree student). In order to be considered a full time student you must be enrolled for at least 9 credit hours per semester. If, after 4 semesters, the student needs to take additional course work, the student may request permission to be enrolled on a part-time basis and pay the per credit hour rate. The student's faculty advisor and the Education Committee must approve the request. Note that financial aid awards are based on full-time enrollment; therefore, less than full-time enrollment will result in an adjustment and possible cancellation of funding award(s). Merit-based financial assistance is available for a maximum of four semesters (three semesters for concurrent degree students). Questions or concerns about enrollment status options should be directed to Cynthia Peters, Assistant Dean, Student Services office (A101 LSRC).

1.6. "course numbering"

Duke University courses numbers run from 01 to 999:

- Courses in the **100-199 range** are considered introductory level courses and while professional/graduate students may take them they cannot be counted towards their MEM and MF degree or to fulfill program requirements
- Courses in the **200-499 range** are considered upper level undergraduate courses and students may count a maximum of 2 courses (or 6 credits) in that range towards their degree as general electives; courses in this range may not be used to fulfill program requirement. Note that **undergraduate courses are tallied in "units" and 1 unit = 3 credits for graduate and professional students**. Therefore, even though the undergraduate course may be valued at 1 unit in the [DukeHub](#), when you sign-up for course (as a grad/prof student), the value will automatically change from 1 to 3 credits.

- Courses in the **500-699 range** are considered graduate/professional level classes but upper level undergraduates may enroll
- Courses at the **700 level and above** are open only to graduate and professional students
- NSOE reserves courses in the **900 range** for the [Duke Environmental Leadership \(DEL\) Program](#). The mode of instruction for DEL courses is online. During the fall semester, DEL courses are only open to DEL MEM students. Non-DEL-MEMs will have an opportunity to take DEL courses in the spring.

1.7. "prerequisite courses"

Courses taken after matriculation to satisfy prerequisites do not count towards the credits required for the degree and must be completed with a grade of B- or better during the first year of the program. Students who fail to meet the required prerequisites by the end of the first year of study are at risk of being dismissed from the program.

1.8. "undergraduate courses"

Upper level undergraduate courses: Up to 2 courses (6 credits maximum) of 200-499 upper level undergraduate courses (400-level at UNC and NCSU) can count as general electives toward the 48 credits required for the MEM or MF degrees, with advisor approval. The main purpose of allowing some upper level undergraduate credits to count is to allow students to take courses in subjects that complement the student's main interests, but for which the student does not have the prerequisites to take graduate courses (e.g., computer science, engineering). In addition, sometimes there is not a comparable graduate course in a particular area of interest. Students are not allowed to use undergraduate courses when there is a comparable graduate course that the student is qualified to take (e.g., ENVIRON 102, U.S. Environmental Policy should not be taken instead of a graduate policy course - LAW 835 Environmental Law is the closest in content). Similarly, undergraduate courses should not generally be used to satisfy graduate program requirements (e.g., core, tools and specialization courses).

Lower level undergraduate courses: Physical education, applied music, and dance classes cannot be taken as audits. Lower level undergraduate courses must be taken for a standard letter grade. The credits do not count towards the total number of credits required for the MEM or MF degree.

1.9. Fall Course Registration Calendar

April 5-August 24	Course registration for continuing students (max 12 credits)
August 21	Group advising for new students
August 22-Sept 1	New students should schedule an individual meeting with their advisor
August 24	Course registration begins for new students @7:00am (max 12 credits)
August 25	Registration continues (@10:00am all students may enroll in up to 15 credits or more with advisor consent)
September 4	Labor Day. Classes are in session
September 8	Drop/add Ends in the DukeHub ; all registration must be complete
October 6-10	Fall Break begins at 7:00pm on October 6
October 11	Classes resume
October 23	Book bags open for spring registration
November 1	Spring course registration begins
November 21	Thanksgiving recess begins at 10:30pm
November 27	Classes resume
December 1	Graduate classes end
December 2-12	Graduate reading period
December 8	Undergraduate classes end
December 13	Final exams begin
December 18	Final exams end
January 10	Spring semester begins

Professional Schools at Duke

2.0. "availability of courses at other professional schools"

Registration procedures for the different professional schools/departments at Duke vary by school/department. Please follow the steps below to register for non-Nicholas School courses. Most other courses in other departments not listed here can be enrolled in directly in the DukeHub. See the instructor for additional information as needed.



2.1. "calendar/dates"

Courses at the **Duke Law School** and the **Fuqua School of Business** do **NOT** follow the university's academic calendar. Please pay special attention to this when signing up for courses at these two schools. You should plan to start classes early (if necessary) and classes may continue after your NSOE courses have concluded.

Fall 2017 Dates

Duke Law School		Fuqua School of Business	
August 23	Classes begin	September 7	Fall 1 session begins
September 4	No classes	October 17	Fall 1 session ends
October 9-13	Fall Break	October 19-21	Exam Period
November 22-24	Thanksgiving Break	October 22-29	Fall break
December 7-18	Exam Period	October 30	Fall 2 session begins
		November 22-24	Thanksgiving Break
		December 12	Fall 2 session ends
		December 14-16	Exam Period

2.2. "enrollment steps @ professional schools"

Duke Law School	Fuqua School of Business	Pratt School of Engineering	Sanford School of Public Policy
Complete Registration Form; View Here	>> List of available courses for non-MBAs at Fuqua	Complete Registration Form; View Here	DukeHub registration available; no permission form
Get instructor consent (only if auditing)	Complete Registration Form; View Here & Get instructor consent (signature or email)	Get instructor consent (signature or email)	In some courses, enrollment is restricted to MPP students only
Submit completed form to NSOE Registrar or stop by A108 LSRC	Submit completed form to NSOE Registrar or stop by A108 LSRC	Submit completed form to NSOE Registrar or stop by A108 LSRC	Questions? Email the NSOE Registrar or stop by A108 LSRC

2.3. what's next?"

Fuqua School of Business

The deadline to submit requests to enroll in a course at the Fuqua School of Business is **Wednesday, August 23**. Once we receive your permission form and instructor consent, the NSOE registrar will submit the student's name and preference directly to Fuqua for review and approval. Upon approval the student will be placed on the waitlist for the course. Once Fuqua students have completed drop/add then the student will automatically roll into the course, provided the student has sufficient credits available and is not already enrolled in a class that overlaps, even by one minute. >> **IMPORTANT!** Either lacking sufficient credits or any sort of time conflict will cause the system to skip the student and move to the next person and the student will not be able to take the desired course. We cannot override the system, even if the overlap is only one minute, one day per week; please do not ask. Non-Fuqua students will be considered if seats remain available after Fuqua students register. Submitting a form is no guarantee of being able to take the course so be sure you have an alternative plan in case you do not get in.

- **Fall 1 Begins on Thursday, September 7, 2017**; Fuqua's Fall 1 **drop/add ends** on Saturday, September 9, 2017 at 11:59pm
- **Fall 2 Begins on Monday October 30, 2017**; Fuqua's Fall 2 **drop/add ends** on Tuesday, October 31, 2017 at 11:59pm

Duke Law and Pratt School of Engineering

Students requesting to take courses at the Duke Law School and Pratt School of Engineering will be enrolled in classes right before the start of fall classes. It is not uncommon for registration to occur the day before classes begin. Once you submit an enrollment request form, please plan to go to class even your registration has not been fully processed so that you do not fall behind on assignments.

Inter-Institutional Courses

3.0. "inter-institutional enrollment"

Registration for courses at the University of North Carolina at Chapel Hill (UNC), North Carolina State University (NCSU) and North Carolina Central University (NCCU) **"cannot" be done through the DukeHub**. View the university's full policy about inter-institutional courses [here](#). Course numbering schemes at UNC and NCSU are similar to Duke's but please pay careful attention to the course level to make sure it is at an appropriate graduate level.

3.1. View course schedules at the links below:

- **NCCU:** <http://www.nccu.edu/classes/> - August 14 fall classes begin
- **NCSU:** <https://www.acs.ncsu.edu/php/coursecat/> - August 16 fall classes begin
- **UNC:** <http://registrar.unc.edu/courses/schedule-of-classes/> - August 22

3.2. *The following steps are required for inter-institutional registration:*

1. [Course registration form](#) required
2. Student's signature required
3. Academic coursework advisor signature is not required
4. Departmental approval required; see the NSOE Registrar in the Student Services

3.3. Course attributes: students must refer to the visiting institution's website to determine whether or not a course requires instructor consent to enroll.

- If instructor consent is required, it must be obtained before the form is submitted and processed. Students may attach the instructor's email giving permission to enroll or the instructor may provide an original signature
- Not all courses will require instructor consent to enroll; in fact, most will not
- Courses at Duke or through inter-institutional enrollment taken to fulfill a prerequisite do not count towards the credits required for the MEM or MF degrees

3.4. Just because a course gets added by Duke does not guarantee the student space in the class. The student will receive notification directly from the visiting institution to confirm official enrollment in the course. If the student does not receive notification from the school, the student should check with the instructor at the visiting institution to make sure their name appears on the official class roster. Students wishing to **drop a course at UNC, NCSU or NCCU** course must first drop the course in the [DukeHub](#) then send an email to registrar@duke.edu indicating the specific course you have dropped and when the course was dropped in the [DukeHub](#) so that he can confirm with the other school. **Please note that all inter-institutional registrations must be completed during the Duke time periods for registration and if you decide to drop an inter-institutional course you must do so before drop/add ends.**

4.0 Types of Registration

Audit	<p>4.1. It is occasionally possible to audit certain classes. Students do not receive credit towards graduation for courses taken on the audit grading basis, but the credits count in the total number for which the student is registered. This might necessitate requesting an overload. In order to audit a course, the instructor must sign the Permission to Audit Request form. The student must obtain an original signature; email consent is not permissible for changes in the grading basis. Finally, a student wishing to audit a course should go ahead and sign-up for the course in the DukeHub. Submit completed forms to Student Services A108 LSRC or send to nsoe-registrar@duke.edu.</p>
Independent Study	<p>4.2. All professional degree students have the opportunity to pursue independent study with individual faculty members. After discussing the potential for an independent study with a faculty member including topic and number of credits, students register to take independent study credit under ENVIRON 593. A permission number is required to register. The student must enter the number of credits agreed upon. The instructor will grade the final product and assign a grade. Next steps: Once you enroll in your independent study course in the DukeHub, please submit this form so that we can add the independent study title to your Duke transcript. The title must not exceed 30 characters.</p>
Overload	<p>4.3. In order to register for more than 15 credits, the student must obtain approval from their academic coursework advisor and submit the Course Overload Request form. Overload request forms should be submitted to the Student Services office for processing no later than the end of drop/add. Students should allow one-two business days for processing.</p>
Pass/Fail	<p>4.4. Students wishing to take a graded course pass/fail must discuss their interest with the instructor. If the instructor agrees, the student must submit Pass/Fail Consent form signed by the instructor. Students must be aware that graded courses taken on a pass/fail basis cannot be used to count towards the 48 credit hours required for MEM or MF degree. Once the drop/add period is over, the grading basis cannot be changed.</p>
Permission Numbers	<p>4.5. Some courses require instructor permission in order to register; see the class attributes section in the DukeHub. In order to enroll in the course, the student must obtain a permission number from the instructor. Some instructors will set deadlines after which a permission number will no longer be valid. Students are encouraged to request a permission number for only those courses they really want to take; then go ahead and register as soon as possible prior to the permission number's expiration date.</p>
Waitlist	<p>4.6. If a class is full, the DukeHub will construct a list of other students requesting enrollment in the order in which attempts to enroll in the course are logged. The waitlisted course will count towards the total course registration limit. Students can waitlist a class that conflicts with another enrolled class, however enrollment in the waitlisted course will not occur until the time conflict is resolved. Students should check their schedules periodically via DukeHub to determine waitlist status. Caution: All waitlists with the exception graduate courses at Fuqua, Law, NSOE and Pratt will be erased at the end of the first week of classes. During the second week of classes, all undergraduate courses below the 500 level will require a permission number. Be advised, being on a waitlist for a class does not guarantee eventual enrollment to the class.</p>
Withdraw	<p>4.7. After drop/add registration ends in the DukeHub, students wishing to discontinue their enrollment in a course may do so only by withdrawing from the course. The student must obtain the instructor's signature the on Course Withdrawal Request form and submit to the Student Services office for processing. The course will remain on your record and there will be a W in the grade column.</p>

Other

5.1. "permission numbers"

The NSOE Registrar has permission numbers for four fall classes; these courses are listed below. For all other courses requiring consent, see the instructor for permission to enroll.

Continuing students can request permission to enroll now in one of the four courses listed below – submit the [online permission number request form](#).

Beginning on **Monday, August 21** **new students** can request permission to enroll by submitting the [online permission number request form](#). Permission number requests submitted prior to August 21 will not be considered. Permission numbers are granted on the first come first served basis. **IMPORTANT/TIMING:** The NSOE Registrar will contact all students requesting a permission number no later than **Friday, August 25**. Thanks in advance for your patience.

1. **ENVIRON 755.01** (Lecture), Ocean Coastal Law and Policy (Roady)

Enrollment priority for Ocean Coastal Law and Policy will go to students in the CEM program area, especially 2nd years. Interested in taking OCLP, submit the [online permission number request form](#)?

2. **ENVIRON 835.01** (Lecture), Environmental Law (Instructor: Wiener)

Enrollment priority for Environmental Law will go to students in the EEP program area, especially 2nd years. Interested in taking Environmental Law, submit the [online permission number request form](#)?

3. **ENVIRON 710.001** (Lecture), Statistics using **R package** (Instructor: Poulsen)

In the [DukeHub](#), registration is done by lab section; then the lecture is added to the course schedule automatically. Therefore, when requesting a permission number, the student must be prepared to specify in which **lab** they wish to enroll. The **lecture** for this course occurs **TuTh 11:45am-1:00pm**. Interested in taking this section of ENV 710, submit the [online permission number request form](#)?

Lab Sections	Days & Times	Software
ENVIRON 710- 01L (6908)	Th 1:25PM - 2:40PM	R package
ENVIRON 710- 02L (6909)	Th 4:40PM - 5:55PM	R package
ENVIRON 710- 07L (8938)	Tu 1:25PM - 2:40PM	R package

4. **ENVIRON 710.002 and 710.004** (Lectures), Statistics using **STATA package** (Instructor: Albright)

In the [DukeHub](#), registration is done by lab section; then the lecture is added to the course schedule automatically. Therefore, when requesting a permission number, the student must be prepared to specify in which **lab** they wish to enroll. The **lecture** for this course occurs **MW 11:45am-1:00pm**. Interested in taking this section of ENV 710, submit the [online permission number request form](#)?

Lab Sections	Days & Times	Software
ENVIRON 710- 04L (6910)	M 1:25PM - 2:15PM	STATA
ENVIRON 710- 05L (6911)	Tu 3:05 - 4:00PM	STATA
ENVIRON 710- 06L (6912)	Tu 11:45AM - 12:35PM	STATA
ENVIRON 710- 09L (6912)	Tu 4:40 – 5:35PM	STATA

5.2. *“program change/add”*

Students may request a change to their program area of study beginning during orientation week and up until the end of the first year of enrollment by submitting the [Program Change Request form](#). Students are encouraged to highlight academic and career benefits for the change in their program area. Be sure to refer to the list of required and recommended program prerequisites for the new program area; priority will be granted to those students who have already met the prerequisite requirements for the program area that they seek to move into. Approval or denials are granted by the Program Chair of each concentration. In some but not all cases, a new academic advisor will be assigned to the student. Students interested in [adding the Master of Forestry degree](#) (Forest Resource Management concentration) to their MEM degree (or vice versa) must follow the same procedures outlined above. Completed requests forms should be returned to the Student Services office for progressing.

5.3. *“quick links”*

- [Advising Web Pages](#)
- [Bulletin](#)
- [DukeHub](#)
- [Course Enrollment Forms](#)
- [How to Guides for the DukeHub](#)
- [Permission Number Request Form](#)

5.4. *"enrollment forms"*

- [Advisor Change Form >](#)
 - [Audit Request Form, Registrar's Office >](#)
 - [Course Add Form >](#)
 - [Course Overload Request >](#)
 - [Course Withdrawal Form >](#)
 - [Dual/Joint/Concurrent Degree Programs >](#)
 - [Duke Law, Permission to Enroll In Duke Law Course \(for non-law students\) >](#)
 - [Fuqua-graduate-student-permission-form >](#)
 - [Independent Study >](#)
 - [Inter-Institutional Form >](#)
 - [Master of Engineering Management Program - Course Registration Form >](#)
 - [Pass-Fail Request Form >](#)
 - [Permission Number Request Form >](#)
 - [Program Change Form >](#)
 - [Request to Add NSOE Degree Form >](#)
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5.5. **DukeHub How-to-Guides (VIDEOS!)**

- [DukeHub Portal Guide](#)
 - [Schedule Builder User Guide](#)
 - [Search for Classes](#)
 - [Register for Classes](#)
 - [Drop a Class](#)
 - [Schedule Builder](#)
 - [DukeHub Portal Guide \(PDF\)](#)
 - [Order a Transcript](#)
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5.5. *"contact"*

Course registration questions, contact Erika Lovelace, Registrar, at nsoe-registrar@duke.edu or call 919-613-7459.