Nicholas School Student Services Office
(ePack #10 Summer Series)

Topics in this ePack: advising, building access, course planning worksheets, diagnostic exam results, honor code orientation, mark your calendar, orientation, parking and transportation, POD groups, program worksheets, quick links, things to do, videos library and virtual office hours

Missed a Summer ePack? View it here

This is the tenth summer ePack, and the primary focus is orientation and the start of the fall semester. Should you have any questions, do not hesitate to reach out to Student Services.

The feature story in this ePack highlights the DE&I Actionators Team - learn more below.

Feature Story

Meet the Team

Current Members: Park Watson, Assistant Director and CEM Lead; Nancy Kelly, Director of Community Engagement and Events; Mel Adragna, Program Administrator, Distance Learning and Professional Programs; Charlotte Nunez-Wolff, COO and Senior Associate Dean for Administration and Finance; and Erika Lovelace, Registrar and Associate Director
New Members beginning fall 2019 and spring 2020: Toddi Steelman, Stanback Dean of the Nicholas School; Sean Rowe, Public Relations Specialist; Deb Gallagher, Professor of the Practice of Resource and Environmental Policy and Associate Dean of Professional Programs, Business & Environment Program; Danielle Wiggins, Assistant Director, NSOE PhD Program; Kateri Salk-Gundersen, Visiting Assistant Professor of Water Resources; Sandie Maclachlan, Assistant to the Dean; Charlotte Clark, Assistant Professor of the Practice in Sustainability Education

The DE&I Actionators are a core group of faculty, staff and students who are committed to building community by actively supporting initiatives and leading discussions that further various dimensions of diversity, equity and inclusion throughout the Nicholas School of the Environment community.

The Nicholas School of the Environment has taken a unique approach to addressing diversity, equity and inclusion within its community. Rather than appointing a single individual to focus on these areas, the Nicholas School decided to embark upon a team-based approach in addressing diversity, equity and inclusion within the school. The school’s team-approach allows us an opportunity to interact with the D&I faculty leads and support student groups, staff and faculty who want to engage in this area. Although some might say it is unique, we believe our approach is a better way to work towards engaging the entire school community.
The Actionators were not appointed, but rather they chose to take part in this important work in concert with other members of the school in an effort to help the Nicholas School community move towards a future that is more reflective of the world that we live in.

Welcome to the Nicholas School, and we look forward to meeting you in a few days!

Orientation

Orientation is here, and we look forward to welcoming you to campus on **Monday, August 19 at 9:00am**! Check-in and breakfast will be available in the Hall of Science (outside of Love Auditorium), B Wing, LSRC West Campus [MAP]; located at 308 Research Drive.

The Orientation schedule was designed to allow you sufficient time for school-related matters and personal business. Take advantage of it! We expect you to attend **mandatory** sessions. However, if there are **optional** sessions that you do not plan to attend, you can use that time to do things such as schedule an individual appointment with your coursework advisor, arrange an interview with an assistantship supervisor (if you were awarded one), unpack/get settled in, find a grocery store nearby, and get to know the Durham and Duke communities.

**view the orientation schedule**

POD Groups

PODs are a student-led initiative designed to connect incoming with their peers, meet second year/returning students and assist with your transition into graduate school. PODs are assigned randomly across program areas and personal and professional backgrounds, each led by a second year/returning student volunteer. POD leaders facilitate activities during Orientation Week.

Your POD group will have a welcome event on **Sunday, August 18**, the POD leaders will be here to welcome you on the first day of Orientation Week (**Monday, August 19**), join the academic advising sessions, and have been invited to attend lunches and social outings.

Throughout Orientation Week, your POD leader will be available in person and via email to answer any questions that you may have about the Nicholas School, Duke University and the
Group and Individual Academic Advising

On the first day of Orientation, all new students will attend their group advising meeting led by the Program Chair/Director. At that time, you will learn detailed information about your program area and begin to develop a course plan for your fall schedule.

Also, on Monday, August 19, the NSOE Registrar will walk through all of the steps needed for course registration, which begins on Thursday, August 22. Please plan to attend to get all of your registration questions answered.

Then, later in the week, you should schedule an individual meeting with your academic coursework advisor. You can view your advisor's name in the DukeHub.

Program Descriptions and Worksheets

The course planning worksheet should be updated each semester by the student and the course work academic advisor and then submitted to the NSOE Registrar when the student is ready to apply to graduate.

Program descriptions and planning worksheets are available outside of the Student Services office (A101 LSRC). Be sure to pick-up your program description and worksheet prior to the Durham area. They want to be a resource for you.

If you haven't already done so, be sure to check your Duke email for your POD assignment. Please do this right away for details about the welcome event on Sunday, August 18.

Honor Code Orientation on Monday, August 19

All new students must attend the Honor Code Orientation and sign the online Honor Code Agreement AFTER the Honor Code Orientation by no later than Friday, August 23. The Honor Code Orientation will be led by Dr. Deb Gallagher, Professor of the Practice of Resource and Environmental Policy, Associate Dean of Professional Programs and Chair, Business & Environment Program.

Honor Code Agreements submitted PRIOR to the Honor Code Orientation on Monday, August 19 will not be accepted. The link to the Honor Code Agreement can be found at the end of the online orientation schedule and will be circulated again next week.

In the meantime, we encourage you to read and review the Honor Code Policy and the Duke Community Standard at the link below.
group advising meeting on Monday, August 19 at 1:00pm.

Parking and Transportation

Students must park in their designated lot during Orientation Week and the school year. Parking will not be provided by the school. If you purchased a parking permit, you should receive it by mail over the summer. If you do not receive your parking permit in the mail, please plan to pick up your parking permit when you arrive on campus.

The Parking & Transportation office is located at 302 Science Drive, West Campus. Office hours are Monday through Friday from 9:00am-5:00pm. You will need to enter the garage from the Thomas Center driveway. Take a ticket and before you leave the Parking Office, ask the representative at the front desk to validate your ticket to cover the cost to park.

Duke Buses run regularly and often; from this link, you can download apps to connect to the real time route trackers. Learn more about parking & transportation options by watching the virtual presentation.

Students are also encouraged to consider alternative commuting options available at Duke.

We encourage you to make an effort to reduce your carbon footprint!

Diagnostic Exam Results and Make-Up Exams

Diagnostic exam results have already gone out to students and their advisors. If you took the exam and submitted the honor code checklists but have not received your scores, please send an email to nsoe-registrar@duke.edu. Students who have not submitted the honor code checklist(s) have not received their scores. Once you submit the honor code checklists, you will get your scores within 48 hours.

Exams during Orientation Week have already been scheduled. View the orientation schedule for the date, time and location. If you are eligible to take the diagnostic exams, be sure to show up at the appointed time.

Virtual Library

DukeHub and Library Resources

- How to Register for a Class
- How to Drop a Class
- How to Search for Classes
Things to do during Orientation Week:

1. Attend group **advising** meeting and meet with your academic coursework advisor individually
2. **Enroll in classes** in the [DukeHub](https://app.duke.edu) on Thursday, August 22; make sure you have a secure internet connection; computer labs are available on-campus if needed
3. Submit your **photo** and Pick-up your Duke student ID card from the [Card Office](https://www.duke.edu/
4. Pick-up your **locker key** if you reserved a locker
5. Get a **GoPass** for local transportation from the [Parking and Transportation office](https://www.duke.edu/parking-and-transportation) (you will need your Duke student ID card)
6. Make sure your **immunization** records have been submitted and successfully received by the [Student Health Center](https://www.duke.edu/student-health-center)
7. Finalize your health **insurance** plan in the [DukeHub](https://app.duke.edu)
8. Pay your **Bursar bill** if you haven’t already
9. Submit your final official **transcript** if you haven’t already
10. Provide proof of completion of your **prerequisite** coursework if you haven’t already
11. Review the summer **checklist** and make sure you take care of all of the items on the list

More videos are available in the video library linked below!

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**Building Access**

Grainger Hall and the A wing of the LSRC is accessible 24/7 for Nicholas School students with a valid Duke ID. Both buildings are open 7:30am to 6:00pm (or thereabouts) Monday through Friday. After 6:00pm on weekdays and weekends, these buildings can only be accessed by swiping your Duke ID card in the card readers located on interior and exterior doors. **We strongly urge you to keep your Duke Student ID card of you at all times.**

The computer lab spaces (1104, 1105 and 2107 GH; A153 LSRC) are kept locked at all times and access is by card only. Do not prop open any locked or card-access doors as this will sound an alarm and summon Duke police.

Should you run into trouble accessing the buildings after hours, contact [Anne Davis](mailto:Anne.Davis@duke.edu), Administrative Services Manager. Located in A140, LSRC.
12. Review the summer ePacks to ensure you haven't missed anything.
13. Arrange a time to meet your mentor (during the first week of classes).
14. Meet your POD leader and connect with your POD group.
15. Get a calendar and plan to use it.
16. Check your Duke email regularly and often.
17. Confirm housing arrangements and contact your roommates!
18. Don't forget to pack/bring your creature comforts – laptops, seasonal clothing, favorite books, etc.
19. Sleep, eat, and unwind! Work/life balance is important.
20. Have fun!

**Virtual Office Hours**

Prior to the start of course registration, the NSOE Registrar will hold virtual office hours on **Wednesday, August 21 at 7:00pm (ET)**. Students can drop-in to ask any last minute questions before registration gets underway on Thursday morning, August 22, at 7:00am. There is no presentation; the NSOE Registrar will be available for Q&A as needed.

**Mark Your Calendar**

*Other dates may be added throughout the summer.*

**AUGUST**

- **August 19–20 (required):** Orientation Days; required for all new students.
- **August 21–23 (optional):** Orientation Days; optional events and sessions.
- **August 21:** Fuqua cross-career enrollment request forms are due.
- **August 21 at 7:00pm:** Virtual Q&A w/the NSOE Registrar.
- **August 22:** Registration begins at 7:00am (ET); enroll in up to 11 credits.
- **August 23:** Enroll in an additional 3 credits (if desired) at 10:00am (ET); advisor consent is needed for additional credits.
- **August 23:** Duke Forest Tour.
- **August 23:** MEM/MBA Dual Degree Interest Meeting.
- **August 26:** Fall classes begins.
- **August 26:** Career Wise e-newsletter comes out this week.
- **August 29:** Incoming International MEM and MF Meeting (required) at in A158 LSRC at 5:00pm.
- **August 30:** Library Tour noon–1:00pm; **rsvp here**
Quick Links

Bookmark these links for frequent use during Orientation and the course registration period.

- [2019 NSOE Course Schedule](#)
- [Academic Advising](#)
- [Admitted Students Website](#)
- [Course Registration Handbook](#)
- [DukeHub](#)
- [Fuqua Courses Open to Non-MBAs (fall 2019)](#)
- [Inter-Institutional Enrollment at UNC, NCSU, and NCCU](#)
- [Orientation Schedule](#)
- [Permission Numbers](#)
- [Sakai](#)
- [What's New Newsletter (fall 2019)](#)

SEPTEMBER

- **September 2**: Labor Day; classes ARE in session
- **September 3**: Library Tour 4:30–5:30pm; [rsvp here](#)
- **September 6**: Drop/add ends in the DukeHub

OCTOBER

- **October 4**: Fall Break begins at 7:30pm
- **October 9**: Classes resume
- **October 30**: Registration begins for Spring 2020

NOVEMBER

- **November 14**: Nic Exploring Career Options (on-campus employer event)
- **November 26**: Thanksgiving recess begins at 10:30pm AND Graduate classes end (note: classes in the Fuqua School of Business and the Duke Law School will likely continue beyond November 26)
- **November 27–December 10**: Graduate Reading period

DECEMBER

- **December 4**: Fall Master's Program Symposium
- **December 11–16**: Final exam period (note: exams in courses at the Fuqua School of Business and the Duke Law School will likely continue beyond December 16)

[2019-2020 university academic calendar](#)