

Duke<sup>®</sup>

NICHOLAS SCHOOL  
*of the* ENVIRONMENT

# COURSE REGISTRATION HANDBOOK

Master of Environmental Management

Master of Forestry

Office of Student Services

Nicholas School of the Environment

Duke University

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## I. OVERVIEW OF COURSE REGISTRATION

### 1.1. “dukehub, course schedule & sakai”

The most current Nicholas School course schedule is posted in the [Course Registration and Advising Resources folder in Duke Box](#) or view the entire university course schedule and course descriptions in [DukeHub](#).

*The DukeHub is for registering for classes, book bagging, checking grades, and viewing financial info. Remember to keep your contact info up to date.*

Adding courses to the [shopping cart](#) in DukeHub does **not** mean enrolling in the course. It is an opportunity for students to put courses they are interested in taking together in one place.

[Sakai](#) is a flexible, open-source collaboration and learning environment. Students will use this platform to view the course syllabus, upload classroom assignments, store and share files and access to the list of course readings and assignments.

### 1.2. “academic advising”

We expect students to meet with their advisor and participate in group advising meetings before registering for classes each term. Academic [advising](#) is intended to help students develop a course plan for the upcoming semester. The requirements for each program area are outlined in [Stellic](#). 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 to complete their degree requirements. 48 credits are required for the MEM and MF degrees. 72 credits are required for the MEM/MF dual degree program. 36 NSOE credits are required for students pursuing dual degrees: MBA, MTS, MDIV, JD, MEMP, MPP and MCRP.

### 1.3. “enrollment window”

NSOE uses a **tiered registration process** to assure that all students have equal access to classes. Typically, students can enroll in up to 12 credits in the first tier and up to 16.5 credits in the second tier. If **more than 16.5** total credits are needed, the [Course Overload Request form](#) is required with advisor approval. Upload your advisor’s approval along with the overload request form. Students should allow 1-2 business days for processing.

All course changes in DukeHub must be completed before **drop/add ends**. This includes requests for inter-institutional enrollment. After the drop/add registration ends **no changes** (including changes to and from audits, pass/fail, etc.) are permissible. Students are strongly encouraged to check their course schedule in DukeHub prior to the end of drop/add registration period so that corrections to any errors can be resolved.

*“All course registration decisions must be finalized by the end of drop/add.”*

### 1.4. “time conflicts”

DukeHub will block attempts to enroll in courses that [conflict](#) and display a message about the conflict. Courses with time conflicts can be added to the shopping cart, 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.

*It is **NOT** possible to enroll in courses with conflicting meeting patterns, even if the overlap is only one minute, one day per week.*

### 1.5. “consent to enroll”

In order to enroll in a course requiring instructor consent to enroll, the student must obtain a permission number from the instructor. If there are any exceptions, they will be shared in the course registration announcements circulated by the NSOE registrar.

### 1.6. “waive required courses”

Students who believe they have already taken a course that covers the material in a course that is required for their program area should take documentation (syllabus, course description, textbook, etc.) to the instructor. If the instructor concurs, it is then up to your program whether or not to require you to take a more advanced course in the same area (in any case, the student would not receive any Duke credit for a waived requirement). Write a note stating by what means you have already fulfilled the requirement and have it signed by the required course instructor. Then, submit the request for an [exception/waiver](#) in [Stellic](#), which will be reviewed by your advisor.

### 1.7 “program seminar and master’s project credits”

All MEM and MF students are required to register for the program area seminar **ENVIRON 898** every semester. Although the course counts in the number of credits the student is enrolled in each term, students will earn only **one** credit towards their degree even though registration occurs in multiple semesters. Second year/continuing MEM and MF students must register for at least 4 but not more than 6 credits under their MP advisor's section of **ENVIRON 899**. Students in Group Master’s Projects should be enrolled in the same section of ENVIRON 899. MP credits can either be spread across two semesters (i.e. fall AND spring) or taken all in one semester (i.e. fall OR spring). See your MP advisor for permission numbers to enroll and to determine the appropriate number of credits by semester. View [MEM/MBA and MF/MBA](#) master’s project requirements for more information.

### 1.8. “course numbering”

- 100-499 range undergraduate courses can be taken but credits cannot be counted towards their MEM and MF degree
- 500-699 range graduate/professional courses; upper level undergraduates may enroll
- 700-899 open only to graduate/professional students
- 900 range grad/prof only and reserved for the Duke Environmental Leadership Program. Mode of instruction is online. Fall courses are open to DEL-MEMs only; limited options available in the spring.

*Courses below the 500 level cannot be used to count towards the MEM or MF degree except at the Law School.*

*Undergraduate courses are tallied in units and 1 unit = 3 credits for grad/prof students. Therefore, when students enroll in a 1 unit undergrad course, DukeHub will automatically change the value from 1 to 3 credits.*

### 1.9. “undergraduate courses”

Courses below the 500-level may **not** be applied toward the required credits needed for a masters/graduate degree. With the approval of their department, grad/prof students may [enroll in undergraduate courses](#) as a course overload, but these courses will not count toward any graduation requirement and do not count towards the required credits needed to demonstrate full-time enrollment status. If the course requires instructor consent, upload instructor along with the undergraduate enrollment request form.

### 1.10. “diagnostic exams”

Diagnostic tests in calculus and statistics will be administered for all new students. Students are strongly encouraged to review the key topics in calculus and statistics prior to matriculation. Only students who have successfully completed prerequisite-level courses in calculus and statistics may take the diagnostic exams. Successful grades on prerequisite level courses and diagnostic exams will allow students to enroll in graduate level courses (ENVIRON 710, Applied Data Analysis and ENVIRON 520, Resource and Environmental Economics) requiring statistics and calculus (and microeconomics) as prerequisites. Those students with low scores relative to their peers will be required to engage in self-study or take remedial coursework prior to diagnostic retesting and preparation for enrollment into various ENVIRON classes with statistics and/or calculus as prerequisites. If the student is not prepared to take the diagnostic exams at the start of first year, there will be an opportunity to take the exams on pre-determined make-up dates.

### 1.11. “prerequisite courses”

Students are strongly encouraged to complete their [prerequisite](#) courses prior to matriculating at the Nicholas School. Students cannot matriculate missing more than one *required* prerequisite. Students who choose to matriculate with one required prerequisite deficiency must successfully complete the prerequisite course by the end of the first academic year. Additionally, courses taken after matriculation to satisfy prerequisites do **not** count towards the credits required for the degree. Students who fail to meet the required prerequisites by the end of the first academic year are at risk of being dismissed from the program.

### 1.12. “program change/degree add”

Students may request a change to their program area of study 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 program area. In some but not all cases, a new advisor will be assigned to the student. Students interested in adding the Master of Forestry degree to their MEM degree (or vice versa) must follow the same procedures outlined above.

### 1.13. “enrollment status”

Nicholas School MEM and MF students pay a flat tuition rate for 4 semesters (3 semesters if you are a dual degree student with another professional school). 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. 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).

*In order to be considered a full-time student, you must be enrolled for at least 9 credit graduate/prof credit hours per semester.*

Questions or concerns about enrollment status options should be directed to Cynthia Peters, Assistant Dean, Student Services office. Send an email to [nsoe-financialaid@duke.edu](mailto:nsoe-financialaid@duke.edu).

## II. CROSS-CAREER ENROLLMENT: PROFESSIONAL SCHOOLS AT DUKE

### 2.1. “registration procedures: professional schools”

[Registration procedures](#) for the professional schools at Duke vary by school. Please follow the steps in this section to register for courses at the Pratt School of Engineering, Duke Law, Fuqua School of Business and Sanford School of Public Policy. Course registration in most other departments can be done directly in DukeHub. Contact the NSOE registrar for additional information as needed.

### 2.2. “enrollment steps: professional schools”

Students requesting to take courses at the **Duke Law** will be enrolled in classes right before the start of the semester. 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 if your registration has not been fully processed so that you do not fall behind on assignments. Students requesting to take courses at the **Pratt School of Engineering** will receive a permission number to enroll if space is still available. It is not uncommon for permission numbers to be distributed right before classes begin.

#### **Duke Law School**

-Complete the [Law School request form](#), get instructor consent (if auditing) and submit to the NSOE registrar.

#### **Pratt School of Engineering**

-Complete the [Pratt School request form](#), get instructor consent, and submit to the NSOE registrar.

## Sanford School of Public Policy

-No request form. Students enroll directly in DukeHub. Keep in mind, some courses are reserved for MPP students only.

## Fuqua School of Business

-See the specific list of courses available to non-MBAs. Complete the [Fuqua Cross Career Enrollment form](#), get instructor consent and submit to the NSOE registrar. Once the permission form and instructor consent have been submitted, the NSOE registrar will submit the student's name and

*IMPORTANT! To come off of the waitlist at Fuqua, you must have enough available credit and not be enrolled in a course that conflicts.*

preference directly to Fuqua for review and approval. Upon approved, the student will be placed on the **waitlist**. Once Fuqua students have completed drop/add and if space is available, non-MBAs will be automatically enrolled in the course. However, 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. Remember, if the student is either lacking sufficient credits or enrolled in any sort of time conflict, the system will skip the student and move to the next person on the waitlist and the student will not be able to take the requested course. More details on [cross career enrollment at Fuqua](#).

## III. INTER-INSTITUTIONAL COURSES

### 3.1. "inter-institutional enrollment"

The [inter-institutional agreement](#) allows full-time degree seeking students to take courses at the University of North Carolina at Chapel Hill, North Carolina Central University and North Carolina State University and students at these institutions an opportunity to take courses at Duke.

Students **cannot** enroll in an [inter-institutional course](#) in DukeHub. 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.

### 3.2. "course schedules: inter-institutional"

- NCCU: <http://www.nccu.edu/classes/>
- NCSU: <https://webappprd.acs.ncsu.edu/php/coursecat/index.php>
- UNC: <http://registrar.unc.edu/courses/schedule-of-classes/> & [directory of classes](#)

*Duke's drop/add deadlines apply to inter-institutional enrollment.*

### 3.3. "steps to enroll: inter-institutional"

- Submit the [inter-institutional course registration form](#)
  - Student's signature **required**
- Academic advisor signature is **not** required
- Departmental approval required, which can be obtained by sending the completed form to the NSOE Registrar, Student Services

### 3.4. "course attributes: inter-institutional"

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.** 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.

*Courses at NCSU, UNC and NCCU may start before and end after Duke classes. Students enrolled at these institutions should plan to begin earlier or stay enrolled after Duke classes have concluded.*

### **3.5. “drop the inter-institutional course”**

Students wishing to **drop a course** at UNC, NCSU or NCCU course must first drop the course in DukeHub **and** send an email to [registrar@duke.edu](mailto:registrar@duke.edu) indicating the specific course you have dropped and when the course was dropped in DukeHub so that the registrar can confirm with the other school. After the drop/add ends at Duke,

the only way to discontinue your enrollment in an inter-institutional course is to withdraw. If you wish to withdraw from an inter-institutional course, send an email to [registrar@duke.edu](mailto:registrar@duke.edu).

## **IV. VARIOUS TYPES OF REGISTRATION**

### **4.1. “audit”**

It is occasionally possible to [audit](#) certain classes. Be aware that courses taken on the audit basis cannot be used to count towards the 48 credits required for MEM or MF degree, but the credits count in the total number for which the student is registered. This might necessitate requesting an overload. Audited courses may not be used to fulfill program requirements. In order to audit a course, the instructor must approve the [Permission to Audit Request Form](#). Upload the instructor’s consent along with the audit request form. A student wishing to audit a course should go ahead and sign-up for the course in DukeHub (if they’re able to do so) and then submit the audit request form.

### **4.2. “independent study”**

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 DukeHub, submit the [Independent Study Title Add Form](#) so that we can add the independent study title to your Duke transcript. The title is limited to 30 characters, including spaces and punctuation.

### **4.3. “overload request”**

In order to register for more than 16.5 credits, the student must obtain approval from their academic advisor and submit the [Course Overload Request Form](#). Upload your advisor’s consent along with the overload request form. Students should allow 1-2 business days for [overload](#) forms to be processed.

### **4.4. “pass/fail”**

Students wishing to take a graded course on the [pass/fail](#) grading basis must discuss their interest with the instructor. Be aware that graded courses taken on a pass/fail basis **cannot** be used to count towards the 48 credit required for MEM or MF degree or toward program requirements. Once the drop/add period is over, the grading basis cannot be changed. In order to change the grading basis to Pass/Fail, the instructor must approve the [Permission to Take the Course Pass/Fail Form](#). Upload the instructor’s consent along with the pass/fail request form.

### **4.5. “permission numbers”**

Some courses require instructor consent to enroll. See the class attributes section in 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 only for those courses they really want to take. Then, go ahead and enroll as soon as possible prior to the permission number’s expiration date. Permission numbers cannot be reused. Occasionally, the NSOE Registrar will distribute permission numbers for specific courses – be sure to refer to the semester-based course registration email announcements for details.



#### 4.6. “waitlist”

If a class is full, DukeHub will construct a [waitlist](#) of 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. All waitlists with the exception of graduate courses at Fuqua, Law, NSOE and Pratt will be erased at the end of the first week of classes. Be advised, being on a waitlist for a class does **not** guarantee eventual enrollment to the class.

#### 4.7. “withdraw from a course”

After drop/add registration ends in DukeHub, students wishing to discontinue their enrollment in a course may do so only by [withdrawing from the course](#). The course will remain on the permanent record and there will be a W in the grade column.

## V. STELLIC

#### 5.1. “*stellic: track your degree progress*”

Students will use [Stellic](#) to track their degree progress and view completed, in-progress and remaining course requirements. Keep in mind, course registration occurs in DukeHub and **not** in Stellic. Once a student enrolls in a course in DukeHub, the course will show up in [Stellic](#) record within 24 hours.

#### 5.2. “*key things to do in stellic*”

- Plan your degree interactively: Drag, drop and add courses between semesters
- Track your progress/degree progression: view completed, in-progress and remaining requirements for your program area
- View milestone progression for master’s projects, prerequisite status, transcript submission, certificates, etc.



#### 5.3. “*help guides*”

Help Guides: [Best Practices and Things to Remember in Stellic](#), [Tips for Dual Degrees Students in Stellic](#) and [Student Guide Quick Start Guide](#).

## VI. NICHOLAS SCHOOL RESOURCES & CONTACTS

### Dean's Office/Leadership

Toddi Steelman, Stanback Dean, Nicholas School of the Environment

- Lori Benneer, Senior Associate Dean, Academic and University Initiatives and Centers Liaison
- Timothy Johnson, Associate Dean, Professional Studies and Energy and Environment, Program. Director
- Rebecca Vidra, Associate Dean, Learning and Innovation and Duke Environmental Leadership, Director
- View contact info for the [dean's office/leadership](#)

### Office of Student Services

Sherri Nevius, Associate Dean

View contact info for the [Student Services team](#)

#### Student Administration

- Cindy Peters, Assistant Dean and Financial Aid Director
- Erika Lovelace, Registrar and Associate Director of Student Administration and Advising
- Katie Wood, Assistant Director Undergrad and Duke Marine Lab Programs
- Gwendy Womble, Program Coordinator, Duke Marine Lab
- Melanie McIntire, Program Coordinator, Professional Programs
- Danielle Wiggins, Assistant Director, PhD Programs
- Kelley Robbins-Thompson, Program Coordinator, Duke Environmental Leadership Program
- Bailee Starnes, Undergraduate Program Coordinator

#### Career and Professional Development Center (CPDC) and Executive Education

- Allison Besch, Director, CPDC and Executive Education
- Deanna Knighton, Assistant Director
- Laura Lipps, Assistant Director, Executive Education
- Moriah Carleton, Program Specialist, CPDC

#### Admissions and Recruitment

- Shalini Uppu, Associate Director of Enrollment Services and Admissions
- Melissa Kotacka, Assistant Director, Enrollment Services and Admissions
- Ashleigh Carroll, Assistant Director, Enrollment Services and Admissions

#### Administrative Assistants

- Tom Brooks, Staff Assistant
- Mary Beth Magallanes, Staff Assistant

### Diversity and Inclusion Actionators

Nancy Kelly, President, D&I Actionators

- View contact info for the [D&I Actionators staff and faculty team](#)

### Information Technology (IT)

Kevin Smith, Assistant Dean, IT & Facilities Management

- View contact info for the [IT staff](#): Get IT assistance: [it@nicholas.duke.edu](mailto:it@nicholas.duke.edu) (Durham) and [marineit@nicholas.duke.edu](mailto:marineit@nicholas.duke.edu) (Beaufort)

### Duke Forest

Sara Childs, Director

- View contact info for the [Duke Forest staff](#) - Visit the [Duke Forest](#)

### **Duke Marine Lab**

Andy Read, Director, Stephen A. Toth Professor of Marine Biology

- Visit the [Marine Lab](#)

### **Office of Development and Alumni Relations**

Kevin McCarthy, Associate Dean, Development & Alumni

- View contact info for the [ODAR staff](#)

### **Student Groups Lead/Community Leader**

Nancy Kelly, Director of Community Engagement and Events

- Learn more about [student groups](#)

### **Program Chairs/Directors**

- View program area chairs for the [professional programs](#)

### **Certificate Programs**

- View more info on the [certificate programs](#)

### **Faculty Directory**

- View contact info for all [NSOE faculty](#)

### **Staff Directory**

- View contact info for all [NSOE Staff](#)

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## **VII. DUKE UNIVERSITY RESOURCES**

**Duke University Police Department: Emergency Phone # Call 911**– (<https://police.duke.edu/>)

**Duke Police Victim Assistance** (<https://police.duke.edu/report-crime/victim-assistance>) – 919-684-2444  
DUPD Victim Assistance works to make sure all crime victims get the assistance and information they need, and we are committed to doing our best to help you.

**Duke Emergency Department** (<https://www.dukehealth.org/locations/duke-university-hospital-emergency-room>) – 2301 Erwin Road, Durham

**Bias Incident Report Form** ([https://duke-advocate.symplicity.com/public\\_report/index.php/pid085555?](https://duke-advocate.symplicity.com/public_report/index.php/pid085555?))  
Students may use this form to report a bias-related incident involving the Duke community. The report will be submitted to the Office of Student Conduct and shared with the Student Affairs Bias Advisory Committee. Victims may elect to remain anonymous if you wish. Please provide as much detail as you can.

**DukeReach** (<https://studentaffairs.duke.edu/dukereach1>) – 919-681-2455

DukeReach provides comprehensive outreach services to identify and support students in managing all aspects of their wellbeing. We provide case management services including coordination, advocacy, referrals, and follow-up services for students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment.

**Counseling & Psychological Services (CAPS)** (<https://studentaffairs.duke.edu/caps>) – 919-660-1000

Counseling and Psychological Services (CAPS) offers many services to Duke undergraduate, graduate, and professional students, including brief individual counseling/psychotherapy, consultation, couples and group counseling, assistance with referrals, and more. CAPS staff also provide outreach education programs to student

groups, particularly programs supportive of at-risk populations, on a wide range of issues impacting them in various aspects of campus life.

**Gender Violence Prevention and Intervention** (<https://studentaffairs.duke.edu/wc/gender-violence>) – 919-684-3897 The Duke University Women’s Center is dedicated to helping every woman at Duke become self-assured with a streetwise savvy that comes from actively engaging with the world. We welcome men and women alike who are committed to gender equity and social change.

**GPSC** (<https://dukegpsc.org/>) The Graduate and Professional Student Council (GPSC) of Duke University is the umbrella student government organization for Duke’s nine Graduate and Professional schools.

**Student Health** (<https://studentaffairs.duke.edu/studenthealth>) – 919-681-9355 Student Health Services (SHS) at Duke University is jointly supported by the Division of Student Affairs and the Department of Pediatrics. The Duke Student Health Center is the primary source for a wide range of healthcare services, many of which are covered by the Student Health Fee.

**Duke Student Wellness Center** (<https://studentaffairs.duke.edu/wellness>) – 919-681-8421 The Duke Student Wellness Center is dedicated to fostering a living/learning environment on campus and within the surrounding community that encourages the full development of the individual as an engaged member of the community.

**Center for Sexual and Gender Diversity** (<https://studentaffairs.duke.edu/csgd>) – 919-684-6607 We strive to achieve an inclusive campus climate for students, staff, faculty, and alumni with marginalized sexual orientations, gender identities, and gender expressions through education, advocacy, support, mentoring, academic engagement, and providing space.

**International House** (<https://studentaffairs.duke.edu/ihouse>) – 919-684-3585 Our Mission is to provide educational programs, services and advocacy to Duke global community on campus as well as outreach to the greater Durham area. We offer extensive cross-cultural information and training to enhance the mission of the university.

**Visa Services** (<https://visaservices.duke.edu/>) – 919-681-8472 Provides supports for students who need to apply for an I-20, CPT, OPT and other U.S. and foreign related travel matters. The office can assist with interpreting and applying legislation, regulation and policies that affect international educational exchange at the university.

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## VIII. QUICK LINKS

- [Academic Calendar](#)
- [Bulletin](#) (academic policies)
- [Bursar and Cashiering](#)
- [Course Registration & Academic Advising Resources](#)
- [Duke Marine Lab Courses](#)
- [Duke United](#)
- [Enrollment Forms](#) (e.g. audit, cross career, etc.)
- [Honor Code Policy](#)
- [Master’s Advising Guide](#)