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, syllabi, & 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, adding courses to your shopping cart, view grades, 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 the list of course readings and assignments. Beginning spring 2024, Duke will be transitioning from Sakai to Canvas, and some faculty have been invited to serve as early adopters this fall. Therefore, some of your course sites might show up in Sakai and Canvas.

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/concentration are outlined in the program description and [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, MCRP and other dual degrees.

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

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 [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.

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"*
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/concentration should take documentation (e.g., syllabus, course description, textbook, etc.) to the instructor. If the instructor concurs, it is then up to your program whether to require the student to take a more advanced course in the same area or an elective course. The student will <u>not</u> receive Duke credit for a waived requirement, and the waiver does <u>not</u> reduce the total credits required for the NSOE degree(s). 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 to your Program Chair, which will need to be reviewed and approved by Program Chair. Exceptions/substitutions should be submitted to the NSOE registrar for processing in Stellic.

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 <u>one</u>** credit towards their degree even though registration occurs in multiple semesters.

Incoming students should enroll in their **primary concentration's** program area seminar. **Master of Forestry** students (whether MF only <u>or</u> MEM/MF) must enroll in the forestry program area seminar. Students pursuing the dual MEM/MF will only earn <u>one</u> credit towards graduation for this course.

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 Program Coordinator for Professional Programs for permission numbers to enroll. See your MP advisor 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.

1.9. *"undergraduate courses"*
Courses below the 500-level may **<u>not</u>** 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.

> *"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."*

1.10. *"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 Statistical Modeling for Environmental Management 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 the 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 the prerequisite courses for their program area/concentration 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 MEM or MF 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/concentration 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/concentration. Be sure to refer to the list of required and recommended prerequisite courses for the new program area/concentration; priority will be granted to those students who have already met the prerequisite requirements for the program area/concentration that they seek to move into. Approval or denials are granted by the Program Chair of each program area/concentration. 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.

"To be considered a full-time student, you must be enrolled for at least 9 credit graduate/prof credit hours per semester."

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). Students must be enrolled in at least 9 graduate credits every semester to be considered full-time. 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).

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.

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 *Law School* will be enrolled in classes right before the start of the semester, if space is still available. 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. Similar to the Law School, it is not uncommon for permission numbers to be distributed right before classes begin.

Duke Law School
Complete the [Law School Cross Career Enrollment Request Form](#), get instructor consent (if auditing) and submit to the NSOE registrar.

Pratt School of Engineering
Complete the [Pratt School Cross Career Enrollment 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 preference directly to Fuqua for review and approval. Upon approved, the

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

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.

III. INTER-INSTITUTIONAL COURSES

> *"Inter-institutional enrollment deadlines may occur before Duke's drop/add date."*

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"*

> *"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."*

- [University of North Carolina at Chapel Hill](#)
- [Kenan-Flagler Business School](#) (Chapel Hill)
- [North Carolina Central University](#) (Durham)
- [North Carolina State University](#) (Raleigh)

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

1. Visit the institution's website to view the course schedule
2. Submit an [inter-institutional registration form](#) to nsoe-registrar@duke.edu
3. If the course requires consent to enroll, get consent from the instructor via email and forward the email to [NSOE registration team](#) along with the completed form.

3.4. *"class attributes"*

Not all courses will require instructor consent to enroll; *in fact, most will not*. Academic advisor approval is <u>not</u> required to enroll. 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.

3.5. *"drop/withdraw 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 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, submit the Course Withdrawal Form, and the NSOE registrar will notify the central registrar's office.

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. 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 can pursue an 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"*

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. 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, except 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/concentration
- 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](#)

VI. NICHOLAS SCHOOL RESOURCES & CONTACTS

Dean's Office/Leadership

Lori Bennear, Stanback Dean, Nicholas School of the Environment

- Timothy Johnson, Senior Associate Dean of Academics and Chair, Energy and Environment Concentration
- View contact info for the [dean's office and senior leadership](#)

Office of Student Services

Sherri Nevius, Associate Dean

View contact info for the [Student Services team](#) / [Bios & Photos](#)

Student Administration

- Cindy Peters, Assistant Dean and Financial Aid Director
- Katie Wood, Associate Director, Marine Lab Programs
- Gwendy Womble, Program Coordinator, Duke Marine Lab
- Danielle Wiggins, Assistant Director, PhD Programs
- Bailee Starnes, Undergraduate Program Coordinator

Marine Lab Team

- Katie Wood, Associate Director, Marine Lab Programs
- Gwendy Womble, Program Coordinator
- Kathleen Dunn, CEM/CaMS, Program Coordinator

Professional Programs and Administration

- Erika Lovelace-Young, Registrar and Associate Director, Professional Programs and Advising
- Abbey Sheehy, Program Coordinator, Professional Programs
- Eric Mears, Registrar Program Assistant
- Marcia Crippen, Program Coordinator, iMEP Program
- Gladys Mayer, Program Chairs Assistant

Career and Professional Development Center (CPDC) and Executive Education

- Allison Besch, Director
- Moriah Carleton, Program Coordinator
- Courtney Sullivan, Assistant Director, Employer Relations
- Ana Bessias, Staff Assistant

Admissions and Recruitment

- Ben Pereklita, Director, of Admissions
- Melissa Kotacka, Assistant Director, Admissions
- Nick Lehman, Assistant Director, Admissions

Administrative Assistant

- Mary Beth Magallanes, Staff Assistant

Diversity and Inclusion Actionators

- [Diversity at the Nicholas School](#)
- [Actionators staff and faculty team](#)

Environment+
- Dave Johnston, Professor of the Practice of Marine Conservation Ecology, Associate Dean for Teaching Innovation and Director, Duke Environmental Leadership, Program
- Kelley Robbins-Thompson, Program Coordinator, Duke Environmental Leadership Program
- Laura Lipps, Associate Program Director, Executive Education
- Paul Willeboordse, Program Coordinator

Information Technology (IT)
Kevin Smith, Assistant Dean, IT & Facilities Management
- View contact info for the IT staff: Get IT assistance: it@nicholas.duke.edu (Durham) and 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 faculty directors 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

VII. DUKE UNIVERSITY RESOURCES

Duke University Police Department –**Call 911 Emergency Phone #**

Duke Police 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 – 2301 Erwin Road, Durham

Bias Incident Report Form
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 – 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) – 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.

Graduate and Professional Student Government
The Graduate and Professional Student Government (GPSG) of Duke University is the umbrella student government organization for Duke's nine Graduate and Professional schools.

Student Health – 919-681-9355
The 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 – 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 – 919-684-6607
The Center for Sexual and Gender Diversity strives 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.

Duke International Student Center – 919-684-3585
The Duke International Student Center's 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.

Wellness – 919-613-8070
The Nicholas School and the university has many resources available to support student wellness. View the list of resources available.

Visa Services – 919-681-8472
Duke Visa Services 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.

VIII. QUICK LINKS

- [Academic Calendar](#)

- [Bulletin](#) (academic policies)

- [Bursar and Cashiering](#)

- [Course Registration & Academic Advising Resources](#)

- [Duke Marine Lab Courses](#)

- [Forms for Course Registration](#) (e.g., audit, cross career, etc.)

- [Honor Code Policy](#)

- [Master's Advising Guide](#)