

Course Registration Announcement: On-Campus MEM and MF (Part I)

Nicholas School Student Services Office

Course Registration: On-Campus MEM and MF

Topics featured: academic advising, cross-career enrollment (e.g. fuqua, pratt, etc), enrollment window, new seminar time, quick links, registration holds/blocks, travel courses, and updates/changes to the fall course schedule

This email is designed to help with course registration matters. In this message, and in all subsequent notifications, please pay special attention to the **updates/changes section** for the most recent scheduling announcements. Be sure to check your email regularly and often as there may be **time-sensitive** information.

[Fall 2019 NSOE Course Schedule](#)

Enrollment Window

Book bags open in the [DukeHub](#) on **Monday, March 25**.

Course registration in the [DukeHub](#) begins on **Wednesday, April 3** at 7:00am. At that time, students can enroll in **up to 12 credits**.

Then, on **Friday, August 23** at 10:00am students may enroll in **up to 15 credits**. If more than 15 credits are needed, the course overload request form is required. If you submit a [course overload request form](#), it will **not** be processed until Friday, August 23 at 10:00am, when students can enroll in

Registration Block & Eligible to Enroll

You may have a **hold** on your DukeHub account **IF**:

#1. MP Proposals for first year students are due no later than Monday, March 25. If you do not submit your [MP Proposal](#) by the deadline, a registration block will be placed on your DukeHub account until you submit your proposal. **NOTE:** For group MPs, all three MP proposal components (the **scope of the work**, the **work plan** and the **team charter**) are required on Monday, March 25. Students conducting solo master's projects (must also submit by the March 25 deadline), but the team charter is not required. MBA dual degree students should follow the MP process outlined for this cohort; more information to come.

#2. Periodically, the central registrar's office will require that students **update/confirm** their **contact information** in the DukeHub. If you do not do this before the start of registration, you will not be able to

more than 15 credits with advisor consent.

Drop/add course registration in the DukeHub **ends** on **Friday, September 6** at 11:59pm. All fall course registration decisions must be completed by the end of drop/add on September 6.

[Course Registration Handbook](#)

Academic Advising

Group academic coursework advising for fall 2019 will *likely occur* on **Friday, March 29** during the Program Area Seminar (ENVIRON 898) at 3:05. Some program areas may hold their group advising meeting on this **Friday, March 22**. Either way, be sure to attend so that you are prepared to enroll in courses when pre-registration opens.

Before pre-registration begins on Wednesday, April 3, students are encouraged to meet with their academic coursework advisor individually (as needed).

Remember to refer to the appropriate [MEM](#) and [MF](#) program description and worksheet to ensure that you are on track to satisfy degree requirements. At the link above, choose your program area from the menu then navigate to the year that you matriculated to access the appropriate program planning worksheet. Students can also find planning worksheets outside of the Student Services office, suite A101 LSRC.

[Advising Web Pages](#)

enroll in classes. You will know if the student verification data is required if there is an alert banner on the home screen of your DukeHub account. If you do not see the alert on your DukeHub home screen, you should be in good shape.

#3. If you have an **outstanding bill** on your **Bursar account** and you have not made sufficient arrangements, you will likely have a hold on your account that will need to be resolved before you will be able to enroll in fall classes.

NEW DAY & TIME! Program Area Seminar

Beginning fall 2019, the Program Area Seminar (ENVIRON 898), which had been scheduled on Fridays at 3:05, has been moved to Tuesday evenings from 4:40–5:55pm. This is a **required** course that students must enroll in each semester so do not enroll in a course that conflicts with ENVIRON 898.

Note: in the current version of the fall schedule, there is a conflict between the new Seminar time and Ocean Coastal Law and Policy, which is required for the CEMs. We are working to get OCLP moved to a different day and time.

Keep in Mind: Updates, Changes and Additions

The following updates, changes and/or additions may (or may not) be reflected in [DukeHub](#) yet, but I anticipate they will be there soon.

- **Applied Data Analysis/Statistics (ENVIRON 710)** students must

Cross-Career Course Enrollment at Pratt, Law, Fuqua and Sanford

If you are interested in taking a course at one of the other professional schools at Duke (Fuqua, Law, Sanford and Pratt), [view the enrollment details here](#). The enrollment **deadline** is the end of the drop/add period, **Friday, September 6** **except** for Fuqua MBA courses; the deadline will likely occur in early to mid-August.

- **MBA** courses at the **Fuqua** School of Business; the list of courses available to non-MBAs has not been released yet for fall 2019. The list will be circulated when it's available. In the meantime, view the [cross-career registration procedures](#).
- Duke **LAW School** courses will likely be available in late spring/early summer.

Course registration in most other departments can be done directly in the [DukeHub](#). See the instructor for additional information as needed.

[Cross-Career Course Enrollment](#)

Durham-based Courses with a Travel Component

If you enroll in a course that has an off-campus travel component, you will be required to complete and sign a travel course participation agreement as part of the course. You may also be assessed a course fee to offset some of the costs of the travel component of the course. If you are using federal

pass the statistics diagnostic exam and complete the statistics prerequisite course in order to enroll; permission numbers are **NOT** required; students who need to either take or retake the statistics diagnostic exam will be able to do so during the summer.

NOTE: The STATA section of ENVIRON 710 has been discontinued. All sections of 710 will be using the R software package. More information about the different sections of ENV 710 in the fall will be available at a later date.

- **Caution Sign:** If you see the caution sign in your DukeHub book bag, it is most likely alerting you to courses that start and stop within less than 15–20 minutes of each other. This is important just in case you have classes on East and West Campus (for instance). As long as there is no actual conflict, you should be fine. One way to make sure there is no conflict is to "validate" your book bag/schedule. The "validate" button is located at the bottom of your book bag. If your schedule passes the validation test, there should not be an issue when you attempt to enroll on Wednesday morning.
- **Durham and Duke Marine Lab** – Courses that are video linked between the Durham and Duke Marine Lab campuses will have a dual listing in the course schedule i.e. a section for

loans to help cover the cost of your attendance you may request to have your budget adjusted to allow for additional loans to cover the course fees. Please contact the [financial aid administrator](#) for assistance in adjusting your budget.

[Travel Courses](#)

Quick Links

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

- [Academic Calendar 2019-2020](#)
- [Advising Web Pages](#)
- [Course Registration Handbook](#)
- [Course Schedule at NSOE](#)
- [Cross-Career Registration](#) at Sanford, Pratt, Fuqua and Law schools)
- Fuqua Courses Open to Non-MBAs (list will be available in early to mid-summer)
- [Inter-Institutional Enrollment](#) at UNC, NCSU, and NCCU
- [Master's Project Advising](#)
- [Travel Courses](#)

- Marine Lab students and one for those on the Durham campus.
- **ENVIRON 573 Coastal and Marine Pollution** will be linked from Durham to the Marine Lab; however this course is not yet in the DukeHub. It will likely show up in mid to late-April.
- **ENVIRON 897 Writing a Master's Project**; before drop/add ends in September, do not forget to enroll in this course; it is a graduation requirement; [see the list of other program-wide required courses](#). Dual MBA and MPP students are not required to take ENVIRON 897 as they will take a similar course in their concurrent degree program
- **LAW COURSES**; the meeting patterns of the law courses in the fall schedule are TENTATIVE and will likely change; this includes ENVIRON 775 Ocean Coastal Law and Policy; ENVIRON 835 Environmental Law; and 869 Environmental Law and Policy Clinic
- **Permission Numbers**: Most courses will NOT require permission numbers to enroll. However, if a permission number is required, please contact the instructor except for the courses listed in the Updates Section (where indicated and as appropriate).

[Fall 2019 NSOE Course Schedule](#)



Questions?

Should you have questions and/or run into trouble during the registration process, send an email to nsoe-registrar@duke.edu or call 919-613-7459.

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