Nicholas School Student Services Office

*Topics featured:* advising, course registration, courses with travel, cross-career enrollment, mark your calendar, program worksheets, quick links, textbooks, tiered registration, updates/changes, videos library and virtual office hours

Missed a Registration Email? [View it here](#)

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**Course Registration**

This email is designed to help **new** students 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.

Students will continue to be notified of any changes or additions to the Nicholas School course schedule via their Duke email address. Be sure to **check your Duke email** regularly and often as there may be time-sensitive information.

Course registration occurs online in the [DukeHub](#) so you should not have to leave your home to enroll. If needed, you can use the computer labs to

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**Textbooks**

At Duke University, students have many options when it comes to shopping for textbooks.

For new and used textbooks, order in person or online at the [Bryan Center campus store](#).

For rentals, eBooks, and marketplace, visit [Duke's Online Bookstore](#), powered by TextbookX.

**Which textbook is right for you?**

**New and Used:** Prefer a traditional textbook? Purchase new or save money with used, when available.

**Rental:** Rental is the right choice for you if you want to save up front but don’t want to keep your book once
enroll in classes – labs are available in Grainger Hall and in the A Wing, Levine Science Research Center (LSRC). 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.

The most current fall 2019 course schedule is linked below.

Tiered-Registration: Enrollment Windows

**NEW STUDENTS:** Prior to orientation, all entering students will be enrolled automatically in ENVIRON 898, Program Area Seminar, which counts as 1 credit towards your semester enrollment. After that, registration occurs in two tiers.

- Tier one: enroll in up to 11 credits for a total of 12 credits (begins Thursday, August 22 at 7:00am)
- Tier two: enroll in up to 15 credits (begins Friday, August 23 at 10:00am); if more than 15 credits are needed, academic advisor approval is required

**RETURNING STUDENTS:**

- Tier one: enroll in up to 12 credits (begins Wednesday, April 3 at 7:00am)

Virtual Library

**DukeHub and Library Resources**

- How to Register for a Class
- How to Drop a Class
- How to Search for Classes
- Guidebook for the DukeHub Student Portal (PDF)
- Library Resources: [Intro](#), [Accessing eResources](#), [Searching for Books](#) and [Student Accounts](#)

More videos are available in the video library linked below!

Updates, Changes and/or Additions to the Fall Schedule

The following updates, changes and/or additions should be available in the DukeHub and the coursework advising web pages.

- **Applied Data Analysis/Statistics (ENVIRON 710)** students must pass the statistics diagnostic
- Tier two: enroll in up to 15 credits (begins Friday, August 23 at 10:00am); if more than 15 credits are needed, academic advisor approval is required

**ALL STUDENTS:** If more than 15 credits are needed, the course overload request form is required. **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 **Friday, September 6**. Additional course registration information is available at the **advising web pages homepage**.

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**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 exam and complete the statistics prerequisite course in order to enroll

- **Business and Environment (ENVIRON 811):** Seats reserved for students in the Business and Environment program area. Non-BEs can request a permission number; priority enrollment will be given to second years

- **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 **Thursday, August 22**.

- **Environmental Law (ENVIRON 835):** Seats reserved for students in the Environmental Economics and Policy program area. Non-EEPs can request a permission number

- **Environmental Law and Policy Clinic (ENVIRON 869):** Seats are available but space is limited; this course is primarily taken by second years/returning students
your academic coursework advisor. You can view your advisor's name in the DukeHub.

Cross–Career Course Enrollment: Fuqua, Law, Pratt and Sanford

If you are interested in taking a course at one of the other professional schools at Duke, view the enrollment details here. The enrollment deadline is the end of the drop/add period, which occurs on Friday, September 6 except for Fuqua MBA courses; the deadline is Wednesday, August 21.**

- Pratt School of Engineering
- Duke Law School
- Sanford School of Public Policy
- Fuqua School of Business; list of courses available to non-MBAs

IMPORTANT! 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.

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

- Duke Marine Lab courses that are video linked to the Durham campus will have a dual listing in the course schedule i.e. a section for Marine Lab students and one for those on the Durham campus
- MBA courses at the Fuqua School of Business; the list of courses available to non-MBAs. If you're interested in taking one of these courses, read the enrollment instructions and submit the form with instructor consent no later than Wednesday, August 21**
- Ocean Coastal Law and Policy (ENVIRON 775). Seats reserved for students in the Coastal Environmental Management program area. Non–CEMs can request a permission number; priority enrollment will be given to second years/returning students
- Program Area Seminar (ENVIRON 898): All students must enroll in their program area’s section of ENVIRON 898 each semester. The first year students have already been enrolled in this course. Second year students must enroll themselves before drop/add ends
- Resource Environmental Economics (ENVIRON 520) students must earn a passing grade on the calculus diagnostic exam and show proof of completion of the calculus and
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. Second years are also invited should you have course registration questions. There is no presentation; the NSOE Registrar will be available for Q&A as needed.

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 microeconomics prerequisites in order to enroll in this course.

- **UN Climate Change (ENVIRON 593.65)** this course will travel to Chile in the fall to attend the Climate Change conference; learn more [here](#).

Mark Your Calendar

*Other dates may be added throughout the summer.*

**AUGUST**

- **August 15:** English language exams; required of all students whose first language is not English
- **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 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; [rsvp here](#)
- **August 23:** MEM/MBA Dual Degree Interest Meeting
- **August 26:** Fall classes begins
- **August 26:** Career Wise e-newsletter comes out this week!
group advising meeting on Monday, August 19 at 1:00pm.

Course with Travel

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 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 your financial aid advisor for assistance in adjusting your budget.

Quick Links

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

- Academic Advising Web Pages
- 2019 NSOE Course Schedule
- Course Registration Handbook
- Cross-Career Registration at Sanford, Pratt, Fuqua and Law schools
- DukeHub
- Fuqua Courses Open to Non-MBAs (fall 2019)
- Inter-Institutional Enrollment at UNC, NCSU, and NCCU
- Permission Numbers
- Recommended Courses (both in and outside of the department)
- Sakai

- 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

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

Questions?
Send an email to nsoe-registrar@duke.edu

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