Nicholas School Student Services Office

Course Registration: On–Campus MEM and MF Students

Topics featured: announcements, course registration, cross–career enrollment, mark your calendar, quick links, permission numbers, reserve seats, requirements for all, tiered registration, updates/changes, videos library and virtual office hours

Missed a Registration email? View it here (See the Email Announcements Section)

Bookmark the Advising Web Page for Fall 2019!

Course Registration

This email is designed to help ALL students with course registration matters. In this message, and in all subsequent notifications, please pay special attention to the announcements and updates section for the most recent registration information. Be sure to check your Duke email regularly and often as there may be time–sensitive information. Also, please bookmark the advising web page – all info related to course advising and registration will be posted at this site.

Course registration occurs online in the DukeHub. Computers labs are

DukeHub Down!

The DukeHub is still down, and I have not received any further updates. I will continue to monitor the situation and keep you posted as I learn new information. I know the timing couldn't be worse, but this is a university–wide issue and efforts are being made to resolve this matter as quickly as possible.

Reserve Seats
available in Grainger Hall (1104) and the LSRC (A153) if you do not have a device to register on from home.

If you need a registration form, hard copies are available outside of the Student Services office, A101, LSRC and available online.

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.

view the fall 2019 NSOE course schedule

Tiered–Registration: Enrollment Windows

NEW STUDENTS: When the DukeHub is back up and running, be sure to add your fall courses to your book bag, which must be done to initiate the course enrollment process.

Prior to orientation, all entering were 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).

If there is a course with reserve seats, for instance, ENVIRON 811 is reserved for Business and Environment students and you are not a Business and Environment student, please submit the permission number request form. If there is space available, you will receive a permission number; note second years will get priority.

If you attempt to enroll in a course with reserve seats, and you are a student in the program area for which seats have been reserved, please go ahead and add yourself to the waitlist and your enrollment will be pushed through manually. You may see this happen in ENVIRON 520 and ENVIRON 711 (for instance) and a few other courses.

Permission Numbers

If a course in the DukeHub has a permission number/instructor consent required designation, you should contact the instructor for the permission number except for ENVIRON 775, 811 and 835. The NSOE Registrar has the permission numbers for these courses. See the Announcement section below for reserve seats holds in these classes.

For the courses where the NSOE Registrar has permission numbers, distribution will begin Thursday evening August 22 and continue through Friday evening August 23. So, please do not expect to receive a
August 22 at 7:00am through 9:59am on Friday, August 23)

- Tier two: enroll in up to 15 credits (begins Friday, August 23 at 10:00am through 11:59pm on Friday, September 6); if more than 15 credits are needed, academic advisor approval is required

- If you still do not know how to enroll in classes, I encourage you to watch the short videos in the Video Library: drop classes; enroll/register in classes; and search for classes

RETURNING STUDENTS:

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

- Tier two: enroll in up to 15 credits (begins Friday, August 23 at 10:00am through 11:59pm on Friday, September 6); 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

ENRON 896: Professional Communications (required of all first year students except MBAs and MPPs)

ENRON 897: Writing a Master's Project (required of all second years/continuing students except MBAs and MPPs)

ENRON 898: Program Area Seminar (required of all students)

ENRON 899: Master's Project Credits (for second years/continuing students; enrollment in 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. Permission numbers
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.

- Applied Data Analysis/Statistics (ENVIRON 710) students must pass the statistics diagnostic exam and complete the statistics prerequisite course in order to enroll
- **Bass Connections:** Two unusual new classes are being offered this fall that are part of newly funded Bass Connections projects. Co-authorship possibilities in peer-review journals are possible in both classes; email Professor Dan Richter for more enrollment info; view courses descriptions here
- **Business and Environment (ENVIRON 811);** Seats reserved for students in the Business and Environment program area. Non-BEs can request a permission number a permission number; priority enrollment will
Course registration in most other departments can be done directly in the DukeHub. See the instructor for additional information as needed.

learn more about cross career registration...

Mark Your Calendar

AUGUST

- **August 21:** Fuqua cross-career enrollment request forms are due**
- **August 23:** at 10:00am (ET) - Enroll in up to 15 credits (if desired); advisor consent is needed for additional credits
- **August 26:** Fall classes begin
- **August 26:** Career Wise e-newsletter comes out this week!

SEPTEMBER

- **September 2:** Labor Day; classes ARE in session
- **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

be given to second years; permission numbers will be distributed beginning Thursday, August 22

- **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 morning.

- **Climate and Society (EOS 550/ENVIRON 552):** the enrollment cap in this course will be increased as soon the DukeHub is up and running again
- **Data Bootcamp (Excel, R and Python):** Professor John Fay, with help from our very own energy PhD students Jun Shepard and Edgar Virguez, will host a Data Bootcamp at the start of the semester. More details here
- **Environmental Law (ENVIRON 835):** Seats reserved for students in the Environmental Economics and Policy program
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

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 Number Request Form
- Recommended Courses (both in and outside of the department)
- Sakai
- Video Library
- What's New Newsletter for Fall 2019

view the fall 2019 NSOE course schedule

priority enrollment will be given to second years/returning students; permission numbers will be distributed beginning Thursday, August 22

- 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 microeconomics prerequisites in order to enroll in this course

- What's New Newsletter: for fall 2019; course updates, changes, faculty sabbaticals, etc

view the academic advising web page for fall 2019

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