Course Registration

This email is designed to help second year/returning 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 Duke Hub. Should you have questions and/or run into trouble during the registration process, send

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.
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**

**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); if more than 15 credits are needed, academic advisor approval is required

**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

**Rental:** Rental is the right choice for you if you want to save up front but don't want to keep your book once classes end. Don't forget to return it at the end of the semester!

**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 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; 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.

**learn more about textbooks options...**

**view the fall 2019 NSOE course schedule**
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 linked below.

**view the academic advising web page for fall 2019**

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

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.

- Environmental Law (ENVIRON 835); Seats reserved for students in the Environmental Economics and Policy program area. Non-EEPs can request a permission number; permission numbers will be distributed beginning Thursday, August 22.

- Environmental Law and Policy Clinic (ENVIRON 869); Seats are available but space is limited; this course is primarily taken by second years/returning students. Interested in this course? Enroll now!

- 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
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.

Virtual Office Hours

The NSOE Registrar will hold virtual office hours on **Wednesday, August 21 at 7:00pm (ET)**. Students can drop-in to ask any registration questions before the Tier Two enrollment window opens. There is no presentation; the NSOE Registrar will be available for Q&A as needed.

- **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; permission numbers will be distributed beginning Thursday, August 22
- **Program Area Seminar** (ENVIRON 898): All students must enroll in their program area's section of ENVIRON 898 each semester. Second year/returning students must enroll themselves before drop/add ends on September 6. This is a graduation requirement!
- **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
- **UN Climate Change** (ENVIRON 593.65) this course will travel to Chile in the fall to attend the Climate Change conference; learn more [here](#).
- **Writing a Master's Project** (ENVIRON 897): This is a graduation requirement! All second year/returning students
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.

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 begins
- **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

NOVEMBER

- **November 14:** Nic Exploring Career Options (on-campus employer event)

Virtual Library

Library Resources:

- Library Resources: Intro, Accessing eResources, Searching for Books and Student Accounts

More videos are available in the video library linked below!
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

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

NSOE Registrar
Duke University
9 Circuit Drive A101 LSRC
Durham, NC 27708