

Course Registration

What You Need to Know



DukeHub/Sakai

- **Book bags** are open now
 - Shopping Cart
 - View course descriptions
- **Enroll in classes** in the DukeHub
 - University catalog
 - Course schedule
- Sakai platform that you use to upload your **classroom assignments**, space for storing and sharing files and access the list of course specific readings, & resources
 - View syllabus
- Fall Course Schedule 



Glimpse of the Schedule

Nicholas School of the Environment Fall 2017 Course Schedule

8/8/2017

-Meeting Patterns:
MW, TuTh, WF, MWF
(infrequent) or **one**
day a week

-Start Times: 8:30,
10:05, 11:45, 1:25,
3:05, 4:40, 6:15 and
8:00

Nicholas School
courses appear
under the
ENVIRON and EOS
subject codes

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:45am Period 1	559.001 (ENV) Halpin 1112 EH 226S (ENV/EOS) Dwyer 1105 EH (8:45-11:15)	590.28 (ENV) Mullin 1101 EH 532.02D (ENV) Conrad 153 Rubenstein Hall (8:45-9:35am)	559.001 (ENV) Halpin 1112 EH 590.28 (ENV) Mullin 1101 EH 716L (ENV) Patino-Echeverri 1112 EH	857L (ENV) Swenson 1104 EH	896 (ENV) Cagle B101 Love Auditorium first years only (9/1-10/20); no class Oct 6 (8:30-10:00)
	680 (ENV) Holmes 1111 EH 716L (ENV) Patino-Echeverri 1112 EH	716L (ENV) Patino-Echeverri 1112 EH	680 (ENV) Holmes 1111 EH 740 (ENV) Doyle 2102 EH (10/11-11/29)		897 (ENV) Cagle 1112 EH second years only 10/27-11/10 (8:30-10:00)
	740 (ENV) Doyle 2102 EH (10/11-11/29)	857L (ENV) Swenson 1104 EH	740 (ENV) Doyle 2102 EH (10/11-11/29)		
10:05- 11:20am Period 2	895.01 (ENV) Kasibhatla A211 LSRC 209 (ENV) Rosenberg 209 East Duke	102 (ENV) Vidra 1112 EH 290 (ENV) Fork A211 LSRC	895.01 (ENV) Kasibhatla A211 LSRC 102 (ENV) Vidra 1112 EH 202 (EOS) Lozier A247 LSRC (10:20-11:10am)	209 (ENV) Rosenberg 209 East Duke 290 (ENV) Fork A211 LSRC	202 (EOS) Lozier A247 LSRC (10:20-11:10am)
	202 (EOS) Lozier A247 LSRC (10:20-11:10am)	290S (ENV) Rojas 028 Franklin Ctr	202 (EOS) Lozier A247 LSRC (10:20-11:10am)	290S (ENV) Rojas 028 Franklin Ctr	245 (ENV) CClark and Capps Perkins LINK 087 #3
	363 (ENV) Timmins 101 Old Chem	461 (ENV) Brooke 063 Bio Sci	245 (ENV) CClark and Capps Perkins LINK 087 #3	461 (ENV) Brooke 063 Bio Sci	341 (EOS) Wheatley 1105 EH
	501 (ENV) Di Giulio and Meyer A155 LSRC	476A (ENV) Hench B102 LSRC	341 (EOS) Wheatley 1105 EH	476A (ENV) Hench B102 LSRC	716L.01 (ENV) lab Patino-Echeverri 1104 EH
	527 (EOS) Vengosh 104 Old Chemistry (8/29-10/5)	520.01 (ENV) Bennear 1112 EH	363 (ENV) Timmins 101 Old Chem (8/29-10/5)	520.01 (ENV) Bennear 1112 EH	
	559.01 (ENV) lab Halpin 1104 EH	520 (EOS) Lozier 1111 EH	501 (ENV) Di Giulio and Meyer A155	520 (EOS) Lozier 1111 EH	

Strategy

- **Explore** (university catalog/class schedule)
- **Visit classes** you may be interested in
- **Do not take on more than you can manage**
- Plot out requirements for the semester; identify **pinch-points**
- Do not **limit yourself** to NSOE course only
- **Permission numbers** secure your seat
- **Drop the course** before Sept 8 if you're no longer interested



Nicholas School & Beyond!

Academic Advising



Group advising **Monday, August 21**

Individual advising begins **Tuesday, August 22** through the end of the week

Planning worksheets to track course requirements

Advisors help with course planning, but **student is responsible** for making sure that requirements for grad are met

See **Program Chair** in the absence of advisor

See your **advisor name** in the DukeHub

Program Chairs/Directors

Coastal Environmental Management, MEM	Dr. Patrick Halpin	phalpin@duke.edu	919-613-8062
Coastal Environmental Management, MEM	Dr. Grant Murray	grant.murray@duke.edu	252-504-7683
Ecosystem Science and Conservation, MEM	Dr. Jennifer Swenson	jswenson@duke.edu	919-668-0606
Ecotoxicology and Environmental Health, MEM	Dr. Heather Stapleton	heather.stapleton@duke.edu	919-613-8717
Energy and Environment, MEM	Dr. Timothy Johnson	timothy.l.johnson@duke.edu	919-681-9339
Environmental Economics and Policy, MEM	Dr. Randy Kramer	kramer@duke.edu	919-613-8072
Global Environmental Change, MEM	Dr. Prasad Kasibhatla	psk9@duke.edu	919-681-8075
Water Resources Management, MEM	Dr. Martin Doyle	martin.doyle@duke.edu	919-613-8026
Business and Environment, MEM	Dr. Deb Gallagher	deb.gallagher@duke.edu	919-613-8138
Master of Forestry	Dr. Jeff Vincent	jeff.vincent@duke.edu	919-613-8004
Master of Forestry	Dr. Ram Oren	ramoren@duke.edu	919-613-8032



**Need to switch
program areas or
in your advisor's
absence, see the
program chair.**

Requirements for All

- Minimum of **9 credits** for full-time
- **ENVIRON 896:** Professional Communications (.05 credits)
- **ENVIRON 898:** Master's Project Seminar (1 credit each term)
- **48 credits required to graduate!**
Does not include prerequisite credits, audit, etc.



Flat-rate tuition – open to take as many credits as you wish above the minimum 9 required for full-time

Enrollment Window

Tiered-registration



Up to **12** credits on **Thursday, August 24** @7:00am

Up to **15** credits beginning **Friday, August 25** @10:00am

More than 15 credits? **Course Overload Request**

Drop/add ends **September 8**

**ALL REGISTRATION DECISIONS MUST BE
COMPLETED BY SEPTEMBER 8**

After Sept. 8, withdraw is the only option 

Cannot enroll in courses that conflict! 

Course Numbering

(undergrad & grad/prof)



- **100-199 range** intro level undergrad courses; cannot be counted towards their MEM and MF degree or to fulfill program requirements
- **200-499 range** upper level undergrad courses; take up to 2 courses (or 6 credits) in this range to fulfill a general elective not program requirements
- **Undergraduate courses 1 unit = 3 credits for grad/prof**
- **500-699 range** are graduate/professional level classes but upper level undergrads may enroll
- **700 level and above** are open only to grad/prof
- **900 range** for the [Duke Environmental Leadership \(DEL\) Program](#). Online courses; open to DEL only fall; non-DEL in the spring

Types of Enrollment

- Audit
- Inter-Institutional
- Independent study
- Pass/Fail
- Permission Numbers
- & More!



Inter-Institutional Courses

INTER-INSTITUTIONAL APPROVAL FORM (FOR STUDENTS TAKING COURSES ON ANOTHER CAMPUS)

Home Institution:

- Duke University
- N.C. Central University
- N.C. State University
- Classification:
Graduate/Professional

- U.N.C.- Chapel Hill
- U.N.C.- Charlotte
- U.N.C.- Greensboro
- Undergraduate

Visited Institution:

- Duke University
- N.C. Central University
- N.C. State University
- U.N.C.- Chapel Hill
- U.N.C.- Charlotte
- U.N.C.- Greensboro

1. Course registration **form** required
2. Student's **signature** required
3. Academic coursework advisor signature is **not** required
4. **Departmental approval** required; see the NSOE Registrar
5. **If instructor consent is required**, it must be obtained before the form is submitted and processed. Emails are okay
6. Not all courses will require instructor consent to enroll; in fact, **most will not**

Last Name	First Name	Middle Name or Initial	Student ID Number(Social Security Number)		
CURRENT LOCAL ADDRESS ()					
Street, RFD or P.O. Box Number	Apartment	Telephone Number			
City	State	Zip	E-Mail Address		
PERMANENT MAILING ADDRESS (Where you will be receiving registration materials)					
Street, RFD or P.O.Box Number	City	State	Zip	County	Country(if not U.S. resident)

What is your legal residence? County _____ State _____ Country _____

CITIZENSHIP: US Citizen Non-Resident Alien Resident Alien DATE OF BIRTH: _____

SEX/MARITAL STATUS: Male Female Single/Divorced Married PLACE OF BIRTH: _____
City(or County)/State

APPLICANT'S ETHNIC GROUP: Ethnic identification is required by the Office of Civil Rights of the Department of Health Education and Welfare to assure compliance with the Civil Rights Act. Ethnic origin is not a factor in admission; all applications are considered without reference to sex, creed or race.

African-American(Not of Hispanic origin) American Indian or Alaskan Native Asian or Pacific Islander Hispanic
 White(Not of Hispanic origin) Other/Foreign

Have you ever attended the Visited institution? NO YES If "YES", last term attended _____

Term you desire to attend: Fall 20____ Spring 20____ Summer I 20____ Summer II 20____ Are you graduating this term? YES NO

Number of hours for which you will be enrolled for above semester: Home Institution _____ Visited Institution _____

COURSE(S) TO BE TAKEN ON VISITED CAMPUS (Please consult the Visited institution's schedule of classes to correctly fill out this section):

Subject Abbr.	Course No.	Section	Title	Cr. Hrs.	Hour/Days	Visited Inst. Approval (if required)

Dates and Website

- **NCCU:** www.nccu.edu/classes/ - **August 14**
- **NCSU:** www.acs.ncsu.edu/php/coursecat/ - **August 16**
- **UNC:** registrar.unc.edu/courses/schedule-of-classes/ - **August 22**

Professional Schools at Duke

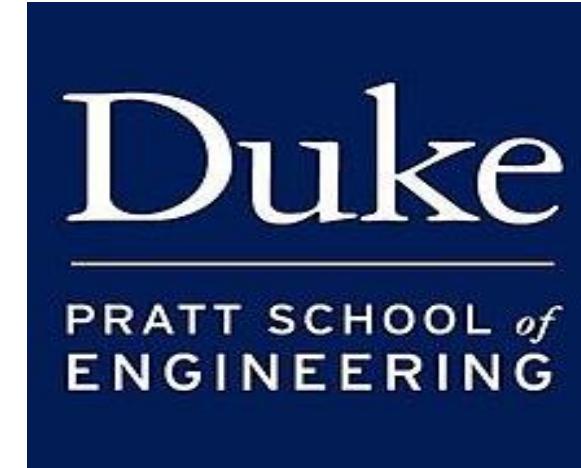
- Courses at the **Duke Law School** and the **Fuqua School of Business** do **NOT** follow the university's academic calendar
- **Fuqua quarter system**
- You should plan to **start classes early** (if necessary) and classes may **continue after your NSOE courses** have concluded



Duke Law

Pratt School of Engineering

- Find your course in the DukeHub
- Complete Registration Form; [**View Here**](#) (Law) and (Engineering) [**View Here**](#)
- Get **instructor consent**; email is sufficient
- Submit form to NSOE registrar
- **If space is available**, enrollment will occur right before the start of classes
- Deadline is **September 8**
- >> **Sanford School of Public Policy** enroll directly in Duke (if no restrictions)



Fuqua School of Business

- List of [courses for non-MBAs](#)
- Complete Registration Form; [View Here](#)
- Get **instructor consent**; email is sufficient
- Submit form to NSOE registrar
- **If space is available**, enrollment will occur right before the start of Fuqua classes
- Deadline is **Thursday, August 24**
- **Fall 1 Begins** on **Sept 7**; drop/add ends Sept 9
- **Fall 2 Begins** on **Oct 30**; drop/add ends on Oct 31



Audit and Pass/Fail



1. **Enroll in course** in the DukeHub
2. **Request Form** and **Original Instructor signature** required (change in grading basis); **email not allowed**
3. Does count in the **number of credits** you are enrolled in
4. **Cannot** be used towards **grad requirements**
5. Submit to NSOE registrar

Differences:

- **Audit:** Major requirements: **class participation** and **attendance**
- **Pass/Fail:** **All course assignments**, exams, participation etc required

Independent Study



- Discuss the potential for an independent study with a faculty member including **topic**, **scope**, **expectations** and number of **credits**
- Enroll in the instructor's section **ENVIRON 593**
- **Permission number** required to enroll
- Submit independent study **online notification form** to get title added to transcript (30 character limit)
- **Graded courses (standard letter grade)**

Waitlist

- If a **class is full**, the [DukeHub](#) will construct a list 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 cannot enroll until **time conflict** is resolved.
- **Caution:** All waitlists with the exception graduate courses at Fuqua, Law, NSOE and Pratt will be erased at the end of the first week of classes.

★ During the second week of classes, all undergraduate courses below the 500 level will require a permission number. **Be advised, being on a waitlist for a class does not guarantee eventual enrollment to the class.**



“Make a backup plan!”

Withdraw

- **After drop/add** registration ends on September 8, students wishing to discontinue their enrollment in a course may do so only by **withdrawing** from the course.
- **Course Withdraw Form**; instructor signature
- Submit **NSOE Registrar**
- **“W” Grade will remain on your permanent record**
- **Exception:** If the course has not started, the registrar can request a manual drop



Permission Numbers



- **Instructor consent** required – Class attributes in the DukeHub
- Obtain number from **instructor**
- **Permission numbers guarantee your spot in the course**
- Request only those that you **need**
- Ask about the **expiration date**

NSOE Registrar Permission Numbers

Three Exceptions (submit online request form)

1. ENVIRON 755.01: Ocean Coastal Law and Policy
(Roady); Enrollment priority will go to students in the CEM program area, especially 2nd years.

2. ENVIRON 835.01: Environmental Law (Instructor: Wiener); Enrollment priority will go to students in the EEP program area, especially 2nd years.

3. ENVIRON 710.001: Applied Data Analysis/Statistics using R and STATA

- Passing grade on the **statistics diagnostic required**
- **Permission numbers are attached to the lab sections.**
Be prepared to specify **lab** you wish to take. The lecture will automatically be added.

→ **No permission number requests will be accepted prior to Monday, August 21**

[Permission Number Request Form](#)



Program Changes

- Students may request a change to their program area of study up until the **end of the first year of enrollment**
- Submit **Program Change Request Form**
- Refer to the list of required and recommended **program prerequisites** for the new program area
- Program Chair must **sign** the form and **assign new academic advisor**

Add Master of Forestry or Master of Environmental Management

- Submit **Program Add**
- See Program Chair for **signature** and **new advisor**

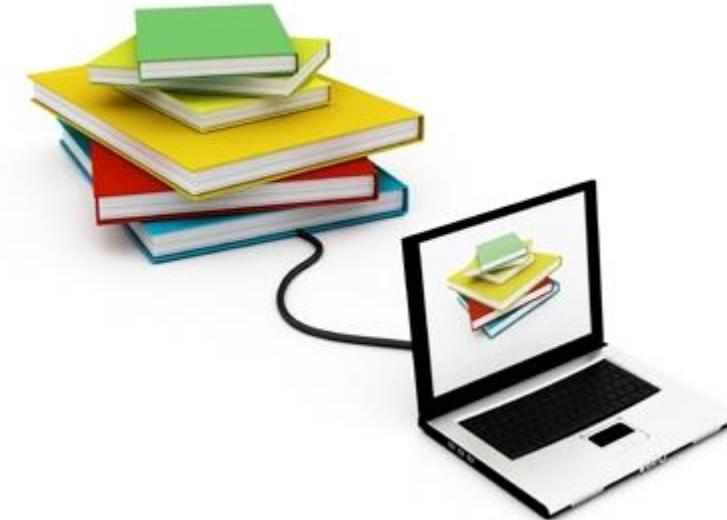


DEL-MEMs

1. NSOE courses numbered **900 and above** are reserved for DEL-MEM students only in the fall.

2. **New students must enroll in *all* of these courses in the fall fall.**

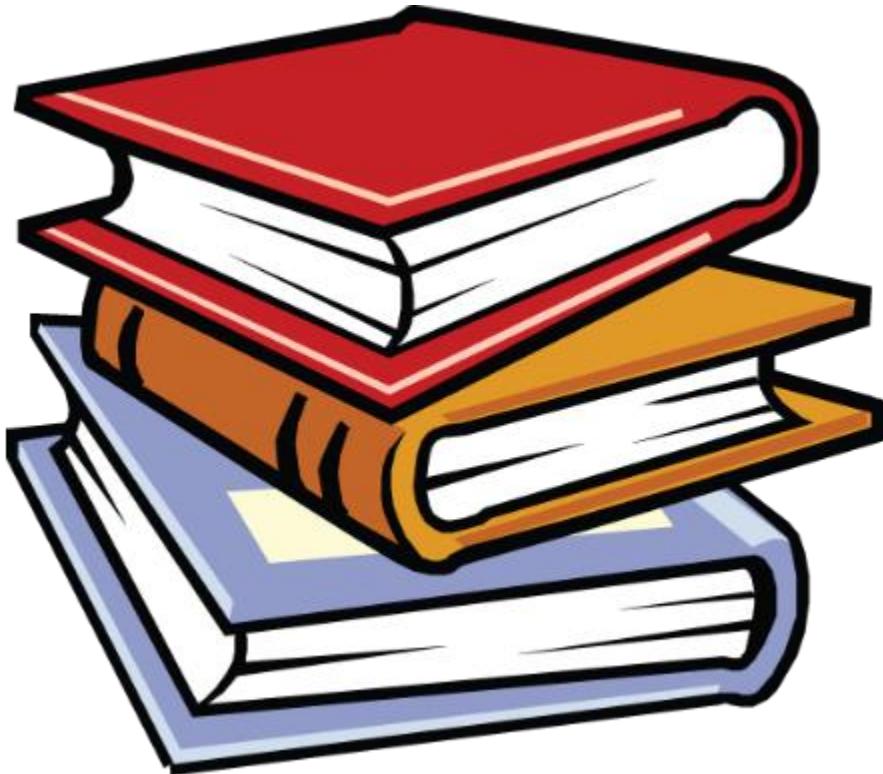
ENV 960	Making a Difference	Vidra, Rebecca	Place-based; Durham	1 credit hour
ENV 963	Project Management for Environmental Professionals	von Windheim, Jesko	Th 8:00-9:30 online	3 credit hours
ENV 964	Environmental Law and Policy	Lonnquist, Sean	Tu 7:30-11:00 online	3 credit hours
ENV 965	Environmental Leadership Module	Vidra, Rebecca	Travel course/Washington, D.C.	1 credit hour
ENV 966	Professional Writing	Cagle, Nicki	W 8:00-9:00 online	1 credit hour
ENV 998	Program Area MP Seminar (NEW Course)	Vidra, Rebecca	M 9:00 online	1 credit hour



3. This may seem like a lot of classes but **ENV 998 MP Seminar** do not be alarmed. Both **ENV 966 Professional Writing** and are only **one credit courses** and ENV 998 will only meet approximately 3-4 times in the fall.

4. All new **DEL-MEM students** should be enrolled in **10 credits this fall**. Reminder, a minimum of 30 total credits are required for graduation.

Books and Course Packs



Where?

- View required book listings and/or course pack requirements in the DukeHub
- Sakai/Syllabus

Purchase?

- Duke Bookstore
- Amazon, etc

Course Booklist

Author's Name (Full)	Title	Edition	ISBN Number	Publisher
Richard L. Revesz	Environmental Law and Policy	3rd	978-1634592765	WEST/FOUNDATION
Robin Craig	West's Selected Environmental Law Statutes	2017-18	978-1634606790	WEST/FOUNDATION

Registration Notifications

- **Updates/changes** to the Fall Course Schedule
- **Deadlines/reminders dates (time-sensitive)**
- Remember to complete ALL registration decisions by **September 8**



Quick Links



- [Advising Web Pages](#)
- [Bulletin](#)
- [DukeHub](#)
- [Course Enrollment Forms](#)
- [Course Registration Handbook](#) ★
- [Fall Course Schedule](#) ★
- [How to Guides for the DukeHub](#)
- [Permission Number Request Form](#)

Enrollment Forms



- [Advisor Change Form >](#)
- [Audit Request Form, Registrar's Office >](#) 
- [Course Add Form >](#)
- [Course Overload Request >](#) 
- [Course Withdrawal Form >](#)
- [Dual/Joint/Concurrent Degree Programs >](#)
- [Duke Law, Permission to Enroll In Duke Law Course \(for non-law students\) >](#)
- [Fuqua-graduate-student-permission-form >](#) 
- [Independent Study >](#)
- [Inter-Institutional Form >](#)
- [Master of Engineering Management Program - Course Registration Form >](#)
- [Pass-Fail Request Form >](#)
- [Permission Number Request Form >](#) 
- [Program Change Form >](#)
- [Request to Add NSOE Degree Form >](#)

Videos

How-to-Guides



- [DukeHub Portal Guide](#)
- [Schedule Builder User Guide](#)
- [Search for Classes](#) ★
- [Register for Classes](#) ★
- [Drop a Class](#) ★
- [Schedule Builder](#)
- [DukeHub Portal Guide \(PDF\)](#)
- [Order a Transcript](#)

Questions?



Contact the NSOE Registrar,
Erika Lovelace, at nsoe-registrar@duke.edu or call
919-613-7459 or stop by
A108 Levine Science
Research Center