

Duke®

NICHOLAS SCHOOL  
of the ENVIRONMENT

# COURSE REGISTRATION HANDBOOK

Master of Environmental Management

Master of Forestry

Office of Student Services

Nicholas School of the Environment

Duke University

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# I. OVERVIEW OF COURSE REGISTRATION

## 1.1. “dukehub, course schedule & sakai”

The most current Nicholas School course schedule is posted at the advising web pages (<https://nicholas.duke.edu/programs/masters/advising>) or view the entire university course schedule and descriptions in the **DukeHub** (<https://dukehub.duke.edu/>).

*The DukeHub is for registering for classes, book bagging, checking grades, and viewing financial info. Remember to keep your contact info up to date.*

Book bags in the DukeHub open approximately two weeks prior to the start of the pre-registration period. Book bagging does not mean enrolling in the course. It is similar to the shopping cart feature, found in many online shopping sites, where courses students are interested in taking appear together in one place.

**Sakai** (<https://sakai.duke.edu/>) is a flexible, open-source collaboration and learning environment and most likely it will be the platform that you use to upload classroom assignments. Also, Sakai provides space for storing and sharing files, access to the list of course readings and assignments.

## 1.2. “academic advising”

Students are expected to meet with their faculty academic coursework advisor before registering for classes (includes group advising). The academic advisor will assist in planning a proposed program of study using the **course planning worksheet**. Planning worksheets are available at the advising web pages > <https://nicholas.duke.edu/programs/masters> or <https://nicholas.duke.edu/programs/masters/mf>. Be sure to choose the appropriate incoming year. The course planning worksheet should be updated each semester by the student and the advisor and then submitted to the Office of Student Services when the student is ready to apply to graduate.

Although the advisor will assist the student in setting up their academic plan, **the student is responsible for making sure that requirements for graduation are met**. Therefore, students should make sure that they are always aware of the required courses to complete their degree requirements. Forty-eight credits are required for the MEM and MF degrees. Seventy-two credits are required for the joint MEM/MF concurrent degree program.

## 1.3. “enrollment window”

NSOE uses a **tiered registration process** to assure that all students have equal access to classes.

- **New Students:** Prior to orientation, all entering students will be enrolled automatically in ENVIRON 898, Program Area Seminar, which counts as **1 credit** towards semester enrollment. After that, registration occurs in two tiers.
  - Tier one: enroll in up to **11 credits** for a total of **12 credits**
  - Tier two: enroll in up to **15 credits**
- **Returning Students:**
  - Tier one: enroll in up to **12 credits**
  - Tier two: enroll in up to **15 credits**

*“All course registration decisions must be finalized by the end of drop/add, which typically ends the first Friday in fall and the fourth Wednesday in spring.”*

**All students:** if **more than 15** total credits are needed, the Course Overload Request form is required with advisor consent (<https://nicholas.duke.edu/programs/masters/advising/enrollment-forms>).

All course changes in the DukeHub must be completed before the **drop/add registration period ends**. This includes requests for inter-institutional enrollment. After the drop/add registration ends **no changes** (including changes to and from audits pass/fail, etc.) are permissible. Students are strongly encouraged to check their course schedule in the DukeHub prior to the end of drop/add registration period so that corrections to any errors can be resolved.

#### 1.4. “time conflicts”

The DukeHub will block attempts to enroll in courses that conflict and display a message about the conflict. Courses with time conflicts can be added to the book bag, but courses with conflicts will be flagged as errors during the validation process. Students can waitlist a class that conflicts with another enrolled class, however enrollment in the waitlisted course will not occur until the time conflict is resolved.

*It is NOT possible to enroll in courses with conflicting meeting patterns, even if the overlap is only one minute, one day per week.*

#### 1.5. “consent to enroll”

In order to enroll in a course requiring instructor consent to enroll, the student must obtain a permission number from the instructor. If there are any exceptions, they will be shared in the course registration announcements circulated by the NSOE registrar.

#### 1.6. “waive required courses”

Students who believe they have already taken a course that covers the material in a course that is required for their program area, should take documentation (syllabus, course description, text book, etc.) to the instructor. If they concur, it is then up to your program whether or not to require you to take a more advanced course in the same area (in any case, you would not receive any Duke credit for a waived requirement). Write a note stating by what means you have already fulfilled the requirement and stating any program requirements for a more advanced course, have it signed by the required course instructor and your advisor, and place copies of this note in your advising files with your advisor and with the Student Services office. Refer to this note when filling out your program advising worksheet to show that you have satisfied the requirement. If you don't get a waiver but have a schedule conflict with a required course, there may be an acceptable substitute, with permission of your program chair.

#### 1.7 “required courses”

**ENVIRON 896 Professional Communications (0.5 credit).** All first year students must take Professional Communications in their first fall semester. ENV 896 is a graduation requirement. First year students will take ENVIRON 897 in their second fall semester. Students pursuing the dual MBA and MPP degrees may waive this requirement; however, students pursuing the Div/MTS, Engineering, LAW and other dual degrees are required to take ENVIRON 896.

**ENVIRON 897 Writing a Master’s Project (0.5 credit).** All second year/continuing students must take Writing a Master’s Project in their second fall semester; this includes second year/continuing students at the Duke Marine Lab. ENV 897 is a graduation requirement. Students pursuing the dual MBA and MPP degrees may waive this requirement; however, students pursuing the Div/MTS, Engineering, LAW and other dual degrees are required to take ENVIRON 897.

**ENVIRON 898 Program Area Seminar (1 credit).** All students are required to register for the program area seminar ENVIRON 898 every semester. Although the course counts in the number of credits the student is enrolled in each term, students will earn only ONE credit towards their degree even though registration occurs in multiple semesters.

**ENVIRON 899 Master’s Project (4-6 credits).** Second year/continuing students must register for at least 4 but not more than 6 credits under their MP advisor's section of ENVIRON 899. Students in Group Master’s Projects should be enrolled in the same section of ENVIRON 899. 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). See your MP advisor for permission numbers to enroll and to determine the appropriate number of credits by semester.

### 1.8. “course numbering”

- **100-499 range** undergraduate courses and while graduate/professional students may take courses in this range, they **cannot** be counted towards their MEM and MF degree requirements

- **500-699 range** graduate/professional courses; upper level undergraduates may enroll

- **700-899** open only to graduate and professional students

- **900 range** grad/prof only and reserved for the Duke Environmental

Leadership Program. Mode of instruction is online. Fall courses are open to DEL-MEMs only; limited options available in the spring (<https://nicholas.duke.edu/programs/masters/mem-online>).

*Courses below the 500 level cannot be used to count towards the MEM or MF degree.*

*Undergraduate courses are tallied in units and 1 unit = 3 credits for grad/prof students. Therefore, when students enroll in a 1 unit undergrad course, the DukeHub will automatically change the value from 1 to 3 credits.*

### 1.9. “undergraduate courses”

Courses below the 500-level may not be applied toward the required credits needed for a masters/graduate degree. With the approval of their department, graduate students may enroll in lower-level courses as a course overload, but these courses will not count toward any graduation requirement and do not count towards the required needed to demonstrate full-time enrollment status.

### 1.10. “diagnostic exams”

Diagnostic tests in calculus and statistics will be administered for all new students. Students are strongly encouraged to review the key topics in calculus and statistics prior to matriculation. Only students who have successfully completed prerequisite-level courses in calculus and statistics may take the diagnostic exams. Successful grades on prerequisite level courses and diagnostic exams will allow students to enroll in graduate level courses (ENV 710, Applied Data Analysis and ENV 520, Resource and Env Economics) requiring calculus and statistics as prerequisites. Those students with low scores relative to their peers will be required to engage in self-study or take remedial coursework prior to diagnostic retesting and preparation for enrollment into various ENVIRON classes with statistics and/or calculus as prerequisites. If the student is not prepared to take the diagnostic exams at the start of first year, there will be an opportunity to take the exams on pre-determined make-up dates.

### 1.11. “prerequisite courses”

Courses taken after matriculation to satisfy prerequisites do not count towards the credits required for the MEM or MF degree. A prerequisite course must be taken for college credit, at an accredited college/university and a minimum grade of B- earned in the first year of enrollment. Upon completion, the student must send an official transcript to the Office of Student Services. Students who fail to meet the required prerequisites by the end of the first year of study are at risk of being dismissed from the program.

### 1.12. “program change/add”

Students may request a change to their program area of study up until the end of the first year of enrollment by submitting the Program Change Request form (<https://nicholas.duke.edu/programs/masters/advising/enrollment-forms>). Students are encouraged to highlight academic and career benefits for the change in their program area. Be sure to refer to the list of required and recommended program prerequisites for the new program area (<https://nicholas.duke.edu/programs/masters/statement-prerequisite-coursework>); priority will be granted to those students who have already met the prerequisite requirements for the program area that they seek to move into. Approval or denials are granted by the Program Chair of each concentration. In some but not all cases, a new academic advisor will be assigned to the student. Students interested in adding the Master of Forestry degree to their MEM degree (or vice versa) must follow the same procedures outlined above. Completed requests forms should be returned to the Office of Student Services office for processing.

### 1.13. “enrollment status”

Nicholas School MEM and MF students pay a flat tuition rate for 4 semesters (3 semesters if you are a concurrent degree student). If, after 4 semesters, the student needs to take additional course work, the student may request permission to be enrolled on a part-time basis and pay the per credit hour rate. The student’s faculty advisor and the Education Committee must approve the request. Financial aid awards are based on full-time enrollment; therefore, less than full-time enrollment will result in an adjustment and possible cancellation of funding award(s).

Merit-based financial assistance is available for a maximum of four semesters (three semesters for concurrent degree students). Questions or concerns about enrollment status options should be directed to Cynthia Peters, Assistant Dean, Student Services office. Stop by A101 LSRC or send an email to [nsoe-financialaid@duke.edu](mailto:nsoe-financialaid@duke.edu).

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## II. PROFESSIONAL SCHOOLS AT DUKE

### 2.1. “availability of courses at other professional schools”

Registration procedures for the different professional schools/departments at Duke vary by school or department. Please follow the steps in this section to register for courses at the Pratt School of Engineering, Duke Law, Fuqua School of Business and Sanford School of Public Policy. Course registration in most other departments can be done directly in the [DukeHub](#). See the instructor for additional information as needed.

### 2.2. “enrollment steps @professional schools”



#### Duke Law School

-Complete the Law School request form, get instructor consent (if auditing) and submit to the NSOE registrar

#### Pratt School of Engineering

-Complete the Pratt School request form, get instructor consent and submit to the NSOE registrar

Students requesting to take courses at the Duke Law School and Pratt School of Engineering will be enrolled in classes right before the start of the semester.

*IMPORTANT! To come off of the waitlist at Fuqua, you must have enough available credit and not be enrolled in a course that conflicts.*

*In order to be considered a full-time student, you must be enrolled for at least 9 credit graduate/prof credit hours per semester.*

It is not uncommon for registration to occur the day before classes begin. Once you submit an enrollment request form, please plan to go to class even if your registration has not been fully processed so that you do not fall behind on assignments.

#### Sanford School of Public Policy

-No request form, enroll directly in the DukeHub (note some courses are reserved for MPP students only)

#### Fuqua School of Business

-Specific list of courses available to non-MBAs, complete permission form, get instructor consent and submit to the NSOE registrar

Once the permission form and instructor consent are submitted, the NSOE registrar will submit the student’s name and preference directly to Fuqua for review and approval. Upon approval, the student will be placed on the **waitlist**. Once Fuqua students have completed drop/add and if space is available, non-MBAs will automatically

enrolled in the course. However, submitting a form is no guarantee of being able to take the course so be sure you have an alternative plan in case you do not get in.

If the student is either lacking sufficient credits or enrolled in any sort of time conflict, the system will skip the student and move to the next person on the waitlist and the student will not be able to take the desired course. We cannot override the system, even if the overlap is only one minute/one day per week.

*Once you submit an enrollment request form, please plan to go to class even if your registration has not been fully processed so that you do not fall behind on assignments.*

### III. INTER-INSTITUTIONAL COURSES

#### 3.1. “inter-institutional enrollment”

Registration for courses at the University of North Carolina at Chapel Hill (UNC), North Carolina State University (NCSU) and North Carolina Central University (NCCU) cannot be done through the DukeHub.

View the university’s full policy about inter-institutional registration <https://registrar.duke.edu/special-registrations/interinstitutional-registration>.

Course numbering schemes at UNC and NCSU are similar to Duke’s but please pay careful attention to the course level to make sure it is at an appropriate graduate level.

#### 3.2. “view course schedules at the links below”

- NCCU: <http://www.nccu.edu/classes/>
- NCSU: <https://www.acs.ncsu.edu/php/coursecat/>
- UNC: <http://registrar.unc.edu/courses/schedule-of-classes/>

*Courses at NCSU, UNC and NCCU may start before and end after Duke classes. Students enrolled at these institutions should plan to begin earlier or end after classes conclude at Duke.*

#### 3.3. “steps required for inter-institutional registration”

- submit course registration form
  - <https://nicholas.duke.edu/programs/masters/advising/enrollment-forms>
  - student’s signature required
- academic coursework advisor signature is **not** required
- departmental approval required; see the NSOE Registrar in the Student Services

#### 3.4. “course attributes”

Students must refer to the visiting institution’s website to determine whether or not a course requires instructor consent to enroll. If instructor consent is required, it must be obtained before the form is submitted and processed. Students may attach the instructor’s email giving permission to enroll or the instructor may provide an original signature. **Not all courses will require instructor consent to enroll; in fact, most will not.**

Courses at Duke or through inter-institutional enrollment taken to fulfill a prerequisite do not count towards the credits required for the MEM or MF degrees.

Just because a course gets added by Duke does not guarantee the student space in the class. The student will receive notification directly from the visiting institution to confirm official enrollment in the course. If the student does not receive notification from the school, the student should check with the instructor at the visiting institution to make sure their name appears on the official class roster.

### **3.5. “drop the inter-institutional course”**

Students wishing to **drop a course** at UNC, NCSU or NCCU course must first drop the course in the DukeHub then send an email to [registrar@duke.edu](mailto:registrar@duke.edu) indicating the specific course you have dropped and when the course was dropped in the DukeHub so that the registrar can confirm with the other school.

After the drop/add registration period ends at Duke, the only way to discontinue your enrollment in an inter-institutional course is to withdraw. If you wish to withdraw from an inter-institutional course, send an email to [nsoe-registrar@duke.edu](mailto:nsoe-registrar@duke.edu).

## **IV. VARIOUS TYPES OF REGISTRATION**

### **4.1. “audit”**

It is occasionally possible to audit certain classes. Be aware that courses taken on the audit basis cannot be used to count towards the 48 credits required for MEM or MF degree, but the credits count in the total number for which the student is registered. This might necessitate requesting an overload. Audited courses may not be used to fulfill program requirements. In order to audit a course, the instructor must sign the Permission to Audit Request form; an original signature is required. Email consent is not permissible for changes in the grading basis. A student wishing to audit a course should go ahead and sign-up for the course in the DukeHub. Submit completed form to Student Services A108 LSRC or send to [nsoe-registrar@duke.edu](mailto:nsoe-registrar@duke.edu).

### **4.2. “independent study”**

All professional degree students have the opportunity to pursue independent study with individual faculty members. After discussing the potential for an independent study with a faculty member including topic and number of credits, students register to take independent study credit under ENVIRON 593. A permission number is required to register. The student must enter the number of credits agreed upon. The instructor will grade the final product and assign a grade. Next steps: Once you enroll in your independent study course in the DukeHub, submit the Independent Study request form so that we can add the independent study title to your Duke transcript. The title must not exceed 30 characters, including spaces and punctuation.

### **4.3. “overload request”**

In order to register for more than 15 credits, the student must obtain approval from their academic coursework advisor and submit the Course Overload Request form. Overload request forms should be submitted to the Student Services office for processing no later than the end of drop/add. Students should allow 1-2 business days for processing.

*Duke’s drop/add deadlines  
apply to inter-institutional  
enrollment.*

### **4.4. “pass/fail”**

Students wishing to take a graded course on the pass/fail grading basis must discuss their interest with the instructor. If the instructor agrees, the student must submit a Pass/Fail Consent form signed by the instructor; an original signature is required - email consent is not permissible for changes in the grading basis. Be aware that graded courses taken on a pass/fail basis cannot be used to count towards the 48 credit required for MEM or MF degree or toward program requirements. Once the drop/add period is over, the grading basis cannot be changed.

### **4.5. “permission numbers”**

Some courses require instructor permission in order to register; see the class attributes section in the DukeHub. In order to enroll in the course, the student must obtain a permission number from the instructor. Some instructors will set deadlines after which a permission number will no longer be valid. Students are encouraged to request a permission number only for those courses they really want to take; then go ahead and register as soon as possible prior to the permission number’s expiration date. Permission numbers cannot be reused.

#### 4.6. “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 enrollment in the waitlisted course will not occur until the time conflict is resolved. All waitlists with the exception of 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.

#### 4.7. “withdraw”

After drop/add registration ends in the DukeHub, students wishing to discontinue their enrollment in a course may do so only by withdrawing from the course. The student must obtain the instructor’s signature on the Course Withdrawal Request form and submit it to the Student Services office for processing. The course will remain on the permanent record and there will be a W in the grade column.

## V. NICHOLAS SCHOOL RESOURCES & CONTACTS

### Dean’s Office/Leadership

Toddi Steelman, Stanback Dean of the Nicholas School

- Martin Doyle, Senior Associate Dean, Academic and University Initiatives and Centers Liaison
- Charlotte Nunez-Wolff, Senior Associate Dean for Admin and Finance
- Deb Gallagher, Associate Dean, Professional Studies and Program Director, Business and Environment
- View contact info for the dean’s office/leadership: <https://nicholas.duke.edu/nicholas-school-leadership>

### Office of Student Services

Sherri Nevius, Associate Dean

#### Student Administration

- Cynthia Peters, Assistant Dean and Financial Aid Director
- Erika Lovelace, Registrar and Associate Director of Student Administration and Advising
- Mel Adragna, Program Administrator, Distance Learning and Professional Programs
- Amy Kirkland, Undergraduate Program Coordinator
- Katie Wood, Assistant Director Undergrad and Duke Marine Lab Programs
- Gwendy Womble, Program Coordinator, Duke Marine Lab
- Laura Wood, Program Coordinator
- Danielle Wiggins, Assistant Director, NSOE PhD Programs

#### Career and Professional Development Center (CPDC) and Executive Education

- Allison Besch, Director, CPDC & Executive Education
- Melissa Hunter, Assistant Director, CPDC
- Nikki Smith, Assistant Director, CPDC
- Laura Lipps, Assistant Director, Executive Education
- Moriah Carleton, Program Specialist, CPDC

#### Admissions and Recruitment

- Ben Spain, Associate Director of Enrollment Services
- Park Watson, Assistant Director and CEM Lead
- Julie Moushon, Assistant Director
- Melissa Kotacka, Assistant Director

#### Administrative Assistants

- Tom Brooks, Staff Assistant
- Mary Beth Magallanes, Staff Assistant

- View contact info for the student services office: <https://nicholas.duke.edu/people/staff/student-services>

### **Diversity and Inclusion Actionators**

Nancy Kelly, President, D&I Actionators

- View contact info for the D&I Actionators staff: <https://nicholas.duke.edu/diversity/people>

### **Information Technology (IT)**

Kevin Smith, Assistant Dean, IT & Facilities Management

- Katheryne Doughty, IT Support Manager (Help Desk Assistance)
- View contact info for the IT staff: <https://nicholas.duke.edu/people/staff/it>
- Get IT assistance: [it@nicholas.duke.edu](mailto:it@nicholas.duke.edu) (Durham) and [marineit@nicholas.duke.edu](mailto:marineit@nicholas.duke.edu) (Beaufort)

### **Duke Forest**

Sara Childs, Director

- View contact info for the Duke Forest staff: <https://nicholas.duke.edu/people/staff/dukeforest>
- Visit the Duke Forest: <http://dukeforest.duke.edu/>

### **Duke Marine Lab**

Andy Read, Director, Stephen A. Toth Professor of Marine Biology

- Visit the Marine Lab: <https://nicholas.duke.edu/marinelab>

### **Office of Development and Alumni Relations**

Kevin McCarthy, Associate Dean, Development & Alumni

- View contact info for the ODAR staff: <https://nicholas.duke.edu/people/staff/odar>

### **Student Groups Lead/Community Leader**

Nancy Kelly, Director of Community Engagement and Events

- Contact the student groups lead: [nkelly@duke.edu](mailto:nkelly@duke.edu)
- Learn more about student groups: <https://nicholas.duke.edu/people/studentgroups>

### **Program Chairs/Directors**

- View contact info for the program chairs/concentration areas:  
<https://nicholas.duke.edu/sites/default/files/atoms/files/Program-Directors-Chairs.pdf>

### **Certificate Programs**

- View contact info for the certificate programs: <https://nicholas.duke.edu/programs/certificate-programs>

### **Faculty Directory**

- View contact info for all NSOE faculty: <https://nicholas.duke.edu/people/faculty>

### **Staff Directory**

- View contact info for all NSOE Staff <https://nicholas.duke.edu/people/staff-directory>

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## **VI. DUKE UNIVERSITY RESOURCES**

**Duke University Police Department: Emergency Phone # Call 911–** (<https://police.duke.edu/>)

**Duke Police Victim Assistance** (<https://police.duke.edu/report-crime/victim-assistance>) – 919-684-2444  
DUPD Victim Assistance works to make sure all crime victims get the assistance and information they need, and we are committed to doing our best to help you.

**Duke Emergency Department** (<https://www.dukehealth.org/locations/duke-university-hospital-emergency-room>) – 2301 Erwin Road

**Dean of Students Office** (<https://studentaffairs.duke.edu/dos>) – 919-668-3853

**Bias Incident Report Form** ([https://duke-advocate.symplicity.com/public\\_report/index.php/pid924672?](https://duke-advocate.symplicity.com/public_report/index.php/pid924672?))

Students may use this form to report a bias-related incident involving the Duke community. The report will be submitted to the Office of Student Conduct and shared with the Student Affairs Bias Advisory Committee. Victims may elect to remain anonymous if you wish. Please provide as much detail as you can.

**DukeReach** (<https://studentaffairs.duke.edu/dukereach1>) – 919-681-2455

DukeReach provides comprehensive outreach services to identify and support students in managing all aspects of their wellbeing. We provide case management services including coordination, advocacy, referrals, and follow-up services for students who are experiencing significant difficulties related to mental health, physical health, and/or psycho-social adjustment.

**Counseling & Psychological Services (CAPS)** (<https://studentaffairs.duke.edu/caps>) – 919-660-1000

Counseling and Psychological Services (CAPS) offers many services to Duke undergraduate, graduate, and professional students, including brief individual counseling/psychotherapy, consultation, couples and group counseling, assistance with referrals, and more. CAPS staff also provide outreach education programs to student groups, particularly programs supportive of at-risk populations, on a wide range of issues impacting them in various aspects of campus life.

**Gender Violence Prevention and Intervention** (<https://studentaffairs.duke.edu/wc/gender-violence>) – 919-684-3897

The Duke University Women’s Center is dedicated to helping every woman at Duke become self-assured with a streetwise savvy that comes from actively engaging with the world. We welcome men and women alike who are committed to gender equity and social change.

**GPSC** (<https://dukegroups.com/organization/gpsc>) The Graduate and Professional Student Council (GPSC) of Duke University is the umbrella student government organization for Duke’s nine Graduate and Professional schools.

**Student Health** (<https://studentaffairs.duke.edu/studenthealth>) – 919-681-9355

Student Health Services (SHS) at Duke University is jointly supported by the Division of Student Affairs and the Department of Pediatrics. The Duke Student Health Center is the primary source for a wide range of healthcare services, many of which are covered by the Student Health Fee.

**Duke Student Wellness Center** (<https://studentaffairs.duke.edu/wellness>) – 919-681-8421

The Duke Student Wellness Center is dedicated to fostering a living/learning environment on campus and within the surrounding community that encourages the full development of the individual as an engaged member of the community.

**Center for Sexual and Gender Diversity** (<https://studentaffairs.duke.edu/csgd>) – 919-684-6607

We strive to achieve an inclusive campus climate for students, staff, faculty, and alumni with marginalized sexual orientations, gender identities, and gender expressions through education, advocacy, support, mentoring, academic engagement, and providing space.

**International House** (<https://studentaffairs.duke.edu/ihouse>) – 919-684-3585

Our Mission is to provide educational programs, services and advocacy to Duke global community on campus as well as outreach to the greater Durham area. We offer extensive cross-cultural information and training to enhance the mission of the university.

**Visa Services** (<https://visaservices.duke.edu/>) – 919-681-8472

Provides supports for students who need to apply for an I-20, CPT, OPT and other U.S. and foreign related travel matters. The office can assist with interpreting and applying legislation, regulation and policies that affect international educational exchange at the university.

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## VII. QUICK LINKS

Academic Calendar	<a href="https://registrar.duke.edu/">https://registrar.duke.edu/</a>
Advising Web Pages	<a href="https://nicholas.duke.edu/programs/masters/advising">https://nicholas.duke.edu/programs/masters/advising</a>
Bulletin (academic policies)	<a href="https://registrar.duke.edu/university-bulletins/nicholas-school-environment">https://registrar.duke.edu/university-bulletins/nicholas-school-environment</a>
Course Enrollment Forms (audit, overload, etc)	<a href="https://nicholas.duke.edu/programs/masters/advising/enrollment-forms">https://nicholas.duke.edu/programs/masters/advising/enrollment-forms</a>
Honor Code/Duke Community Standard	<a href="https://nicholas.duke.edu/programs/masters/advising/nicholas-school-honor-code">https://nicholas.duke.edu/programs/masters/advising/nicholas-school-honor-code</a>
Central Registrar's Office	<a href="https://registrar.duke.edu/">https://registrar.duke.edu/</a>
Master's Project (overview & timeline)	<a href="https://nicholas.duke.edu/programs/masters/advising/masters-projects">https://nicholas.duke.edu/programs/masters/advising/masters-projects</a>
Duke Marine Lab Beaufort, NC	<a href="https://nicholas.duke.edu/marinelab">https://nicholas.duke.edu/marinelab</a>