



DUKE MEM/MBA & MF/MBA STUDENT HANDBOOK

Business & Environment Dual Degree
Program

Student Handbook



The Nicholas School of the Environment
&

The Fuqua School of Business

Duke University



Updated 7-26-2019

Contents

Preface

- 1. Who are Duke MEM/MBAs and MF/MBAs? 2
- 2. One university, two degrees 3
- 3. Degree requirements..... 4
- 4. Course planning & credits 5
- 5. Master’s Project..... 8
- 6. Internships 8
- 7. Tuition & financial aid 9
- 8. IT communications and listservs 9
- 9. Career support 10
- 10. Tips & advice 11

Appendix: Duke MEM/MBA and MF/MBA Key Contacts

Welcome to Duke! Duke University’s dual degree program in business and environment is one of the best and most well-known programs of its kind in the world. Whether your career interests are in energy, corporate sustainability, environmental conservation, impact investing, public-private partnerships, or any of a myriad of other paths, Duke University affords you access to the world’s leading-edge curriculum, faculty, facilities, and academic opportunities at the intersection of business, energy, and the environment.

The Duke business and environment dual degree program is truly interdisciplinary in nature and diverse in scope and breadth, enabling you to tailor your academic experience to your individual interests. During the next three years, you will spend time immersed at both the Fuqua School of Business and the Nicholas School of the Environment, with access to additional classes in energy and environment disciplines at Duke’s Pratt School of Engineering, Sanford School of Public Policy, School of Law, and other Duke departments across campus. At the same time, you will be part of an elite cohort of students at Duke, joining the Duke business and environment community and participating in clubs, classes, and projects specifically for MEM/MBAs and MF/MBAs from the very beginning of your time here.

“Many of the most interesting and pressing problems of today, such as environmental pollution or economic competitiveness, human health or cultural understanding, are deeply interdisciplinary at their core.

Consequently, some of the most creative teaching and research occurs increasingly at the intersections and interstices of traditional departments and programs.”

- Richard Brodhead
Former President,
Duke University

How to use this handbook

The Duke business and environment dual degree program offers two degree options: the Master of Environmental Management/Master of Business Administration (MEM/MBA) and the Master of Forestry/Master of Business Administration (MF/MBA), offered in collaboration between the Fuqua School of Business (hereafter, Fuqua) and the Nicholas School of the Environment (hereafter, NSOE).

This handbook will help you navigate some of the issues unique to completing the Duke MEM/MBA and MF/MBA degrees. It is intended to complement, but not replace, the Nicholas School Bulletin and the Fuqua Bulletin, which detail the policies and procedures of each program separately. When in doubt, please refer to these handbooks at:

- Nicholas School Bulletin: <http://registrar.duke.edu/university-bulletins/nicholas-school-environment>
- Fuqua Bulletin: <http://registrar.duke.edu/university-bulletins/fuqua-school-business>

For the most current academic policies, course listings, and degree/concentration requirements, please visit the Fuqua and NSOE school websites.

Note: For simplicity’s sake, Duke materials often use the term “MEM/MBA” to refer to both the MEM/MBA and MF/MBA programs.

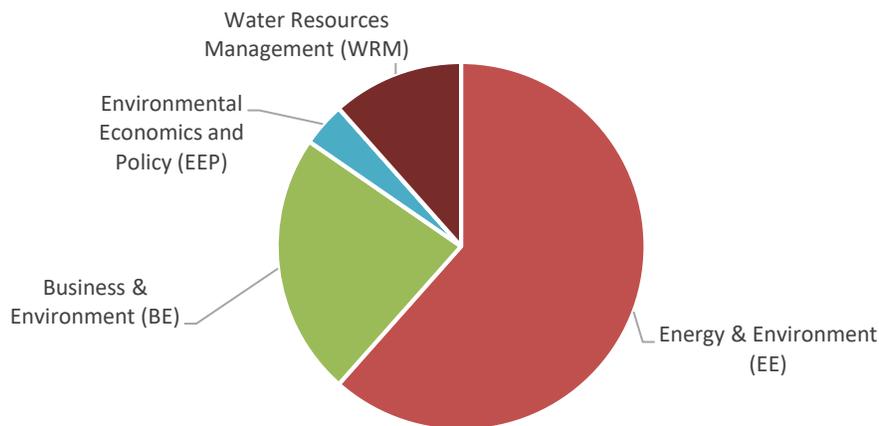
The terms “dual degree” (used more often by Fuqua), “concurrent degree” (used more often by NSOE), and “joint degree” (sometimes used by both schools) are synonymous.

1. Who are Duke MEM/MBAs and MF/MBAs?

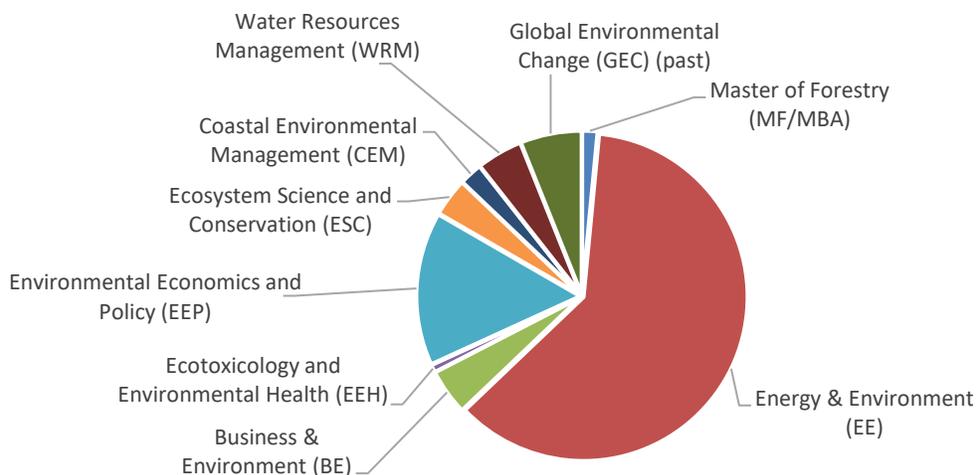
A signature program for both NSOE and Fuqua, the Duke business and environment dual degree enrolls about 25-30 students across three years of the program—with individual class cohorts ranging in size in any given year. As you can see from the graphs below, our students are amazingly diverse in academic interests and career goals. The Duke dual degree program is designed with maximum flexibility to allow students to tailor their education to their individual interests.



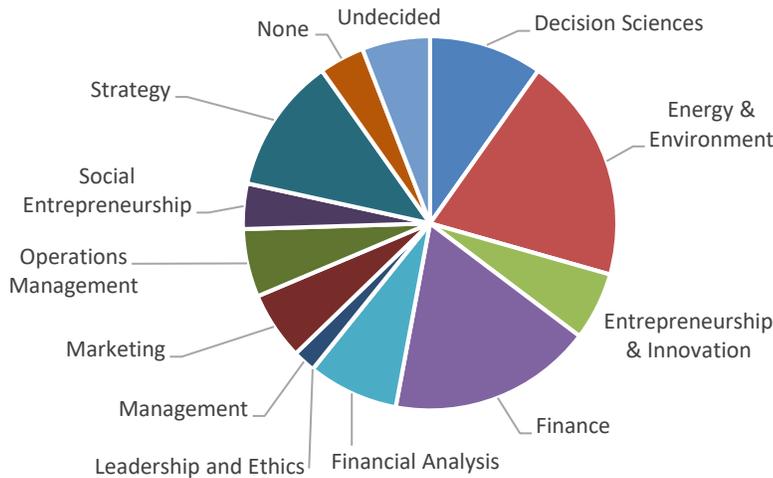
MEM/MBAs by NSOE Concentration (current students)



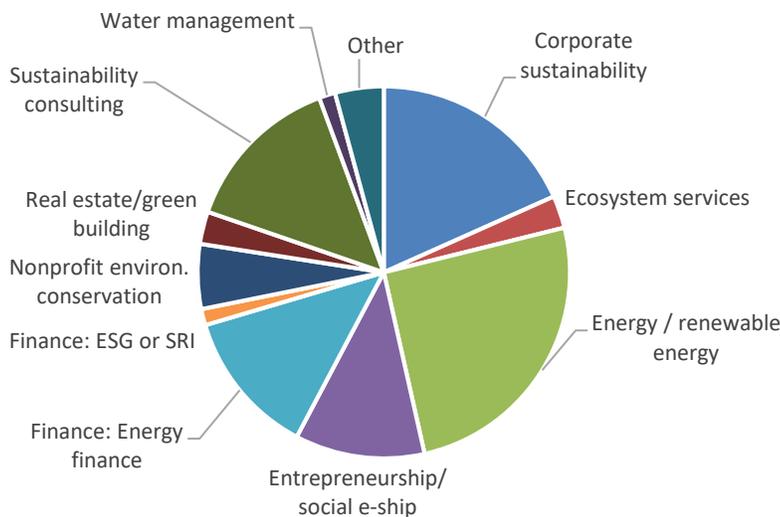
MEM/MBAs by NSOE Concentration (past students)



MEM/MBAs by MBA concentration



MEM/MBA career interests after graduation



2. One university, two degrees

One of the benefits—and occasionally, challenges—of being a dual-degree student is that you will be enrolled in two different degree programs at two different schools on Duke’s campus simultaneously. Fuqua and NSOE are two separate professional schools, each with their own unique departments and systems for admissions, student support, course registration, financial aid, IT support, and career support. You will be a fully enrolled student at each of the two schools and will have the same support resources as any other MEM, MF, or MBA student on campus. Likewise, you will be expected to fully meet your obligations at both schools, just as any other MEM, MF, or MBA student.

Current Duke MEM/MBA and MF/MBA students and alumni advise you to enjoy the diversity of these two different experiences. NSOE and Fuqua have their own very different cultures, and they each have unique strengths to contribute to your experience as a student. It is our deliberate intention in the design of the Duke MEM/MBA program not to isolate dual-degree students, but instead to give you the broadest

exposure to the richness of diversity on our campus. We believe that no matter what your career path, your success as a leader and change agent will undoubtedly benefit from working as much with scientists as with investment bankers. Duke MEM/MBAs train to be collaborative, engaged, and persuasive contributors, working with constituents along the entire spectrum from field office to corporate boardroom.

Along with the benefits of two degrees are also occasional challenges of navigating two different schools—for instance, making sense of two separate financial aid policies and two separate career support systems. Administrators at both schools, leaders of the [Duke MEM/MBA Club](#), and your MEM/MBA and MF/MBA peers can help you navigate these challenges.

3. Degree requirements

Students electing to pursue the MEM or MF concurrently with the MBA must complete requirements for both degrees before either degree will be awarded.

You will need at least 36 units of credit within NSOE to receive the MEM or MF degree. These include 3 to 4 units for the Master's Project, which is a graduation requirement. You will register at NSOE for any courses that will count toward your 36 MEM or MF credits. With specific NSOE approval, you may be able to count courses from another graduate department (e.g., School of Law or Sanford School of Public Policy) towards your MEM or MF credits if they are directly relevant to your MEM or MF studies.

You need a minimum of 65 units of credit at Fuqua, 44 of which are taken in the first year at Fuqua. You will register at Fuqua for any courses that will count toward your required 65 MBA credits. Because dual-degree students already take a substantial number of non-business courses, you may *not* count any non-Fuqua courses toward your MBA degree credits. You may, however, participate in Fuqua's international exchange program which allows students to study for a term or semester at an overseas business school.

Course credits may not be double-counted. If a particular course satisfies a *concentration* requirement at both schools, you may use that course to fulfill both concentration requirements, but the units of course credit may only count toward the *degree* requirements of one degree. (See more on concentrations in [4. Course planning & credits.](#))



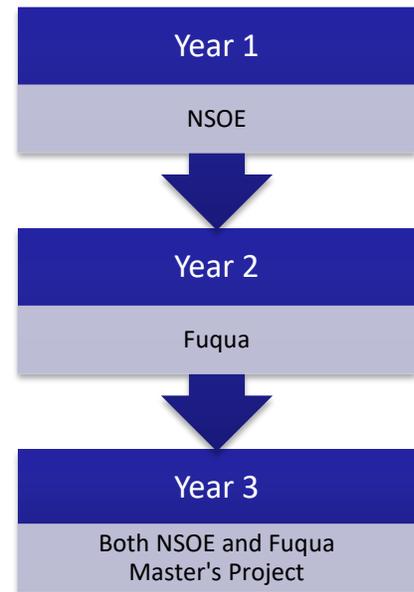
Duke MEM/MBAs train to be collaborative, engaged, and persuasive contributors, working with constituents along the entire spectrum from field office to corporate boardroom.

4. Course planning & credits

Program sequencing

The preferred course of study is for students to begin their studies at NSOE, followed by a year at Fuqua, and concluding with the final year of combined work at both schools. There are several reasons we encourage this sequence, but the most significant is that it better aligns with the MBA recruiting timeline, enabling you to participate in on-campus recruiting at Fuqua during your second year, accept an MBA internship that year, and be in a position at the end of the summer to accept a full-time offer of employment.

Occasionally, students complete the degrees in reverse sequence (starting at Fuqua in Year 1). This is most common when a student starts as an MBA at Fuqua and then decides mid-year to apply to NSOE.



Matriculation

If you applied and were accepted to both NSOE and Fuqua before beginning either degree, you will be matriculated at both schools simultaneously in your first Fall semester. That means that you are actively enrolled at both Fuqua and NSOE and can take advantage of the resources of both schools, such as career services, from the beginning of your time on campus.

If you begin your course of study at one school and apply during that first year to add the dual degree, you may be accepted mid-year to the dual degree program. You will not be matriculated at the second school until the end of that academic year, however.

Concentrations

For your MEM degree, you are required to choose one specialized concentration of study from among the following:

- Business and Environment (BE)
- Coastal Environmental Management (CEM)
- Ecosystem Science and Conservation (ESC)
- Ecotoxicology and Environmental Health (EEH)
- Energy and Environment (EE)
- Environmental Economics and Policy (EEP)
- Water Resources Management (WRM)

For the MF degree, the concentration area is Forest Resource Management.

Each of these concentrations has its own prerequisites and course requirements. A semester of college calculus and a semester of introductory applied statistics are prerequisites to all NSOE masters curricula. There are additional prerequisites for some concentrations. For example, students in the Environmental Economics and Policy concentration must have completed a semester of college microeconomics. For more about prerequisites, see <https://nicholas.duke.edu/programs/masters/prerequisites-and-required-courses>.

It is especially critical for dual-degree students to complete all prerequisites before coming to Duke. If you have questions about prerequisites for your particular concentration, contact Erika Lovelace, NSOE Registrar & Associate Director, Student Administration and Advising, at e.love@duke.edu or call 919-613-7459.

For your MBA degree, a concentration is optional. You may have no concentration at all, or you may choose to complete up to two concentrations. Each concentration has a set of required and optional electives associated with it. Concentration requirements may be found at: www.fuqua.duke.edu/student_resources/academics/concentrations/.

Coursework advisors

At NSOE, you will be assigned a coursework advisor associated with the concentration you have selected. Later, you may have a different advisor for your NSOE Master's Project. In consultation with your coursework advisor, you must complete a detailed course plan at NSOE to ensure you are meeting the concentration requirements.

You will not have a coursework advisor at Fuqua. You are responsible for selecting your own electives and meeting your MBA requirements. Beyond your required core classes, you may register for any electives that interest you at Fuqua (subject to availability, of course).

Sometimes, a student will start at Fuqua and then apply to the joint degree program. In this case, you should request a NSOE coursework advisor as soon as possible after your acceptance. Ideally, you will try to identify and meet with your advisor during your first year so you can plan for prerequisites and avoid taking duplicate classes at Fuqua and NSOE.

Course planning

Course planning sheets for each of the NSOE programs may be found at:

- MEM: <https://nicholas.duke.edu/programs/masters/mem> (select your program concentration and then look for "Course Planning Workseets")
- MF: <https://nicholas.duke.edu/programs/masters/mf>

These plans are critical for mapping out your course selection over the three years. You are expected to develop a first draft of a plan during your first month on campus. This plan may change significantly over your course of study, but it will enable you to be conscious of your various requirements.

Counting credits

In planning your coursework, it is important to distinguish between *degree credits* and *concentration requirements*. In total, you need 36 NSOE degree credits to receive the MEM or MF degree, and 65 Fuqua degree credits to fulfill your MBA. Separately, you have a certain number of requirements you must meet for your specific NSOE concentration, and you will have requirements if you decide to pursue a concentration at Fuqua.

Credits accrue as follows:

	Degree credits	Concentration requirements
Year 1 at NSOE	<ul style="list-style-type: none"> • ALL credits taken this year count as NSOE credits • You <i>may</i> take a class at Fuqua or elsewhere on campus; the credits will accrue towards your MEM or MF degree credits 	<ul style="list-style-type: none"> • Any relevant classes taken this year may be used to fulfill NSOE concentration requirements • If you take a Fuqua class that qualifies for a concentration requirement, you may use that
Year 2 at Fuqua	<ul style="list-style-type: none"> • Credits taken this year count as Fuqua credits • You <i>may</i> take a class at NSOE or elsewhere on campus in Spring if your Fuqua schedule permits, but you will still need to have at least 65 Fuqua credits to graduate 	<ul style="list-style-type: none"> • Any relevant classes taken this year may be used to fulfill NSOE concentration requirements or MBA concentration requirements, if applicable
Year 3 - combined	<ul style="list-style-type: none"> • Fuqua classes taken this year count towards your MBA degree credits • NSOE classes taken count towards your MEM or MF degree credits • With NSOE approval, you may be able to take a relevant class in another Duke department and count it towards your MEM or MF degree credits 	<ul style="list-style-type: none"> • Any relevant classes taken this year may be used to fulfill NSOE concentration requirements or MBA concentration requirements, if applicable

You will want to keep track of these requirements separately in your course planning. You might choose, for example, to take a course at Fuqua that fulfills an Environmental Economics & Policy requirement but does not count towards your NSOE degree credits. Because there are occasionally topics that are covered at both NSOE and Fuqua (for instance, Statistics), you may have to decide which school to take a subject at, depending on whether you want it to count towards your NSOE degree credits or your Fuqua credits.

When you fill out your NSOE program planning worksheet, you can indicate which requirements will be satisfied in substance by coursework from your MBA courses by listing those courses in parentheses. Remember not to count the credits from those courses toward the 36 units you need in the NSOE.

Some common substitutions are listed below.

- **NSOE Professional Communications:** MEM/MBA dual degree students are automatically waived out of the NSOE Professional Communications course (ENVIRON 896), since they are required to take Leadership Communication I & II at Fuqua.
- **NSOE Writing a Master's Project:** MEM/MBA dual-degree students are automatically waived out of the Writing a Master's Project (ENVIRON 897) course.
- **NSOE Statistics:** Students in the NSOE program areas that specifically require statistics (EE, EEP, ESC, EEH and the MF) may fulfill the NSOE statistics requirement by taking the Applied Data Analysis for Environmental Science NSOE class (ENVIRON 710), or by counting the content of Statistical Forecasting elective (DECISION 614) at Fuqua. The Fuqua class Probability & Statistics (DECISION 610) fulfills the NSOE statistics **prerequisite** but not the statistics program requirement.
- **Fuqua Statistics:** Alternatively, students who take Statistics at NSOE in their first year can exempt out of the MBA core class Probability & Statistics (DECISION 610) by taking an exam

before the start of Fall Term 1. Students will not be automatically exempted; you must take the exam. Details can be found at: <https://www.fuqua.duke.edu/exempting-courses>.

- **NSOE Quantitative elective:** A popular MBA elective, Decision Models (DECISION 611), may be used to satisfy the substance for a NSOE quantitative course with permission of your NSOE academic advisor. (The Fuqua class DECISION 610: Probability & Statistics duplicates too much NSOE prerequisite level material to count as a NSOE quantitative course.) Please note that, as the above bullet states, Decision Models cannot be used to satisfy the substance of the specific *statistics* requirement of EE, EEP, ESC, or EEH. It can be used to satisfy a general quantitative elective requirement.

Your NSOE advisor can help ensure that you are fulfilling your program requirements. Advice and assistance is also available in the NSOE Student Services Office.

Course scheduling

Since Fuqua courses are usually held on a Monday/Thursday or Tuesday/Friday schedule (and in different time blocks from the rest of Duke), while NSOE courses are usually held on a Monday/Wednesday or Tuesday/Thursday schedule, students taking classes at both Fuqua and NSOE in the same semester must pay close attention to course meeting times to prevent conflicts in scheduling. It is also important to realize that NSOE and Fuqua are on different academic calendars (so they have different start and end dates and different breaks), as well as different semester schedules (Fuqua semesters are divided into two “terms” each). When scheduling a semester-long NSOE course, you need to look at both of Fuqua’s terms (e.g., Fall Term 1 and Fall Term 2) so that there will not be a conflict.

5. Master’s Project

A Master’s Project (MP) is a graduation requirement for all dual-degree students, but the requirements are slightly different for MEM/MBA and MF/MBA students than for other NSOE students.

See general MP requirements here: <https://nicholas.duke.edu/programs/masters/advising/masters-projects> and a special addendum about MEM/MBA and MF/MBA MP requirements here: https://nicholas.duke.edu/sites/default/files/atoms/files/MEM_MBA%20and%20MF_MBA_Masters_Project.pdf.

MEM/MBA students typically complete their MP in the third year of the program. Please check with your NSOE advisory and/or NSOE program office to ensure you are in compliance with MP requirements.

6. Internships

MEM/MBA and MF/MBA students complete two summer internships—usually one related to NSOE work in the summer after the year spent in the NSOE, and one related to MBA work in the summer after the year spent at Fuqua. Internships are not a requirement for graduation, but are almost universally expected by post-graduation employers, and are an invaluable way to gain applied work experience in your field of choice.

Career advisors suggest you take advantage of this opportunity to have two different summer experiences that add to your resume in different ways. For instance, you might have a science- or policy-related internship during your first summer and a traditional private-sector internship during your second summer. Career advisors at both NSOE and Fuqua can help you strategize the best way to maximize your

benefit of these two internships in building your skills and network (see 9. *Career support* later in this document for more).

7. Tuition & financial aid

MEM/MBA and MF/MBA students pay a special blended tuition rate for this program. It is slightly higher than NSOE tuition and lower than Fuqua's tuition. Students pay the special combined tuition every semester regardless of where courses are taken.

If you apply to and enroll in both programs before starting either one, you will pay the blended tuition rate from the outset. If you start at one school before applying to add the second degree, you will have a one-time tuition adjustment applied in your first semester of the concurrent degree program.

Check with the financial aid officer in the school where you will begin your studies to get more information about how your financial aid will be processed and managed. If you enroll as a dual-degree student and begin your studies at NSOE, for instance, NSOE will manage your financial aid in Year 1, Fuqua will manage it in Year 2, and NSOE will manage your financial aid in Year 3.

8. IT communications and listservs

IT Accounts

Both NSOE and Fuqua use Microsoft Office 365. If you haven't already, you must login and setup your account in order to ensure that you receive emails generated by administrators and clubs at both schools. Instructions for setup and FAQs can be found here: <https://oit.duke.edu/category/accounts-and-email>. Duke's Office of Information Technology (OIT) can help with any questions about your account.

Email Lists: MEM/MBA & MF/MBA

There are three **listservs specifically for dual MEM/MBA and MF/MBA students**:

- mem-mba-all@nicholas.duke.edu for all MEM/MBAs and MF/MBAs
- mem-mba-fuqua@duke.edu for students in the Duke MEM(MF)/Duke MBA program
- mem-mba-unc@nicholas.duke.edu for students in the Duke MEM(MF)/UNC MBA program

All incoming MEM/MBA students are added to the appropriate listservs automatically before school starts. However, if you are uncertain whether you are a subscriber, check with list administrators Erika Lovelace (e.love@duke.edu) at NSOE and Katie Kross (katie.kross@duke.edu) at Fuqua. If you are admitted to the MEM/MBA program mid-year, please email Erika and Katie to be added to the appropriate listservs.

Email Lists: Nicholas School

NSOE has an email list for all environmental concurrent degree students (including MEM/JD, MEM/MPP, MEM/MBA, MF/MBA, and others): profjoint@nicholas.duke.edu. You will also be added to email lists to receive messages about "first-year" and "second-year" activities and deadlines at NSOE. Since dual-degree students are not on the standard four-semester plan, you'll have to make sure that you are on the lists that are appropriate for your stage of completion of requirements. For example, you may need to be on both the first and second year lists, or change from one list to another. At times, you will unavoidably receive some duplicate emails between lists, but students generally feel that is preferable to the risk of missing vital information.

Email Lists: Fuqua

If you follow the typical MEM/MBA sequence (i.e., you applied and were accepted to both NSOE and Fuqua before beginning either degree, and you begin your studies at NSOE), you will be matriculated at both Fuqua and NSOE during your first year, and will therefore be automatically added to email distribution lists at Fuqua. You'll be on the MBA1 distribution list during your year at NSOE (year 1) and *again* during your year at Fuqua (year 2). You will be moved to the MBA2 distribution list during your last year of the concurrent degree (year 3).

During your first year, you may receive many MBA1 emails that do not pertain to you (for instance, information about MBA Orientation or ILE, events that will be required for you in your second year of your dual degree). But you'll also receive MBA1 emails about Fuqua Fridays, speakers, career events, and other opportunities that you may be glad to take advantage of. Current MEM/MBA students generally feel that the advantages of being on the MBA1 listserv outweigh the annoyances of deleting emails that do not pertain to them.

For the few students who start their degree at Fuqua, the sequence will be different. You will be on the MBA1 distribution list during your first year. You will automatically be moved to the MBA2 distribution list at the completion of your first year at Fuqua. You can request to receive both MBA1 and MBA2 emails during your second (middle) year, if desired.

Internet/Intranets

Besides the academic and advising pages of the NSOE website (nicholas.duke.edu/about/advising), NSOE publishes a weekly digest, NicDig, which is your source for student announcements, club information, and other helpful links as a NSOE student. Students also manage a wiki, Nickipedia (<http://sites.nicholas.duke.edu/nickipedia/>), where you can learn more about student leaders and where you can submit announcements to NicDig. New students should refer to the admitted students' web pages for the most current enrollment information (<http://sites.nicholas.duke.edu/admittedstudents/>).

Fuqua has an intranet, FuquaWorld (accessible from the top menu at <https://www.fuqua.duke.edu/>), where you'll be able to access many useful resources for students. Fuqua also uses a platform called OrgSync for all of its clubs: <https://orgsync.com/login/duke-university-fuqua>. Even when you are in your first year at NSOE, you should have access to FuquaWorld and Fuqua OrgSync, and you should be able to join clubs and participate in Fuqua events that interest you. For instance, as a start, you will want to join the MEM/MBA Club and EDGE Center groups on OrgSync. If you have trouble accessing FuquaWorld or OrgSync, email Katie Kross (katie.kross@duke.edu) for help getting an account set up.

9. Career support

Dual-degree candidates have access to career support at both NSOE and Fuqua. During your year at NSOE, you should take advantage of the career support services offered by the [NSOE Career and Professional Development Center](#). If you'd like, you are also welcome to meet with [Fuqua Career Management Center \(CMC\)](#) staff for coaching and internship advice, and to attend CMC workshops and company presentations held at Fuqua. These resources can help you jumpstart your networking and help you better focus your career goals.

One of the great benefits of being a dual-degree student is the opportunity to have two different summer experiences that complement your dual academic work. Most MEM/MBA and MF/MBA students find great value in choosing an "environmental" internship (policy- or science-oriented) during their first summer and a "business" internship during their second summer (that often then translates into a full-time offer at the end of the summer). Having two distinct experiences deepens your subject matter expertise and builds your resume in a way that single-degree students can't do with a single summer internship.

Take advantage of these internships as a means to build out your work experience profile, broaden your professional network, and fill different “gaps” on your resume.

Another advantage of being a dual-degree student is the access to the alumni networks of both NSOE and Fuqua. Our alumni are incredibly well placed in their respective business and environment careers, and you’ll find them to be an invaluable source of advice and networking guidance. You are encouraged to reach out to alumni early in your tenure as a student. The career centers at both NSOE and Fuqua can help you find alumni who are most relevant to your career interests. Katie Kross, managing director of Fuqua’s EDGE Center, also helps MEM/MBA and MF/MBA students talk through career development strategies and connect with industry contacts.

10. Tips & advice

Following are a few additional tips from alumni of the MEM/MBA and MF/MBA program.

- The [Center for Energy, Development, and the Global Environment \(EDGE\)](#) acts as an unofficial “home” for MEM/MBA and MF/MBA students. Take advantage of the opportunity to meet with EDGE executive director Dan Vermeer and managing director Katie Kross, both of whom have deep expertise and networks in energy and sustainability circles. Katie is also a good person to turn to if you need help finding the right resources or answers to questions about the dual degree while at Duke; she holds regular office hours, or you can send a meeting request through Outlook at any time in your three years on campus. Also, be sure to join the EDGE mailing list and EDGE group on OrgSync.
- Join the [“Duke University MEM/MBA Students and Alumni” group on LinkedIn](#) to connect with alumni and current students. Duke alumni are tremendously helpful and generous with their time. If you are interested in energy, you might also want to join the [“Duke University Energy Network” group on LinkedIn](#).
- During your first year at NSOE, consider joining the [Net Impact Club](#) and/or [MBA Energy Club](#) at Fuqua, in addition to the [MEM/MBA Club](#) and your Nicholas School clubs. You’ll receive emails about career events and speakers that might be of interest. You can also participate in Fuqua events like the annual [Duke University Energy Conference](#) and [Sustainable Business & Social Impact Conference](#).
- **Case competitions** are a great learning experience and a good way to integrate different skills. Consider competing in a competition like the [Renewable Energy Case Competition](#) at the University of Michigan or the [Patagonia Case Competition](#) at UC-Berkeley. (There are many other options, too.) Duke also hosts its own competition—the [Energy for Emerging Markets Case Competition](#), which a Duke team can compete in each year.
- Current students recommend you **try to fulfill as many of your required NSOE classes as possible during your first year at NSOE**. You might even consider “overloading” each semester during your first year, taking five, instead of four, classes at NSOE. Given the differences between the NSOE



and Fuqua calendars, scheduling during your third year can be challenging.

- NSOE and Fuqua provide slightly different resume templates to students. Current MEM/MBA students recommend you **considering using the Fuqua resume template from the outset** so you don't have to have two different versions.
- The [EDGE Seminar on Energy & Environment](#) is a 1.5-credit class that meets on select Wednesday mornings and brings in great speakers with a variety of perspectives from both industry and NGOs. You can take it during any semester of your MEM/MBA, even during your first year at NSOE.
- While at NSOE, try to connect periodically with things happening at Fuqua; likewise, stay involved with NSOE when you are at Fuqua your second year. The true value of the MEM/MBA program is that you can participate and learn from students at both schools so **stay connected** with each throughout the three years!

Duke MEM/MBA and MF/MBA

Key Contacts

A table of key contacts at each school is listed below. For the most up-to-date information, please consult the schools' websites.

	Nicholas School	Fuqua
Academic Policies & Registration	Website: nicholas.duke.edu/about/advising Email: nsoe-registrar@duke.edu Academic Handbook (Bulletin): http://registrar.duke.edu/university-bulletins/nicholas-school-environment	Website: www.fuqua.duke.edu/student_resources/academics/ Phone: (919) 660-7934 Email: registrar-info@fuqua.duke.edu Academic Handbook (Bulletin): http://registrar.duke.edu/university-bulletins/fuqua-school-business
Admissions	Website: https://nicholas.duke.edu/admissions Phone: (919) 613-8070 Email: admissions@nicholas.duke.edu	Website: http://www.fuqua.duke.edu/daytime-mba/admissions/ Phone: (919) 660-7705 Email: Admissions-info@fuqua.duke.edu
Career Support	Website: https://nicholas.duke.edu/career Contacts: Allison Besch, Director, Career & Professional Development Center allison.besch@duke.edu careers@nicholas.duke.edu	Website: Fuqua GTS system (job postings, career events) Contacts: Jessica Wingert, Sector Director for Sustainability & Social Impact jessica.s.stewart@duke.edu Carol Rosenfeld, Sector Director for Energy carol.rosenfeld@duke.edu
Financial Aid	Website: https://nicholas.duke.edu/admissions/finances/financial-aid Phone: (919) 613-8071 Email: nsoe-financialaid@duke.edu	Website: http://www.fuqua.duke.edu/financial-aid/ Phone: (919) 660-8079 Email: finaid-info@fuqua.duke.edu
Information Technology / Tech Support	Website: https://nicholas.duke.edu/it/nicholas-school-information-technology Phone: (919) 613-8148 Email: it@nicholas.duke.edu	Website: http://it.fuqua.duke.edu Phone: (919) 660-7878 Email: help@fuqua.duke.edu
Student Services	Contact: Erika Lovelace, Registrar and Associate Director, Student Services Phone: (919) 613-7459 Email: e.love@duke.edu	Phone: (919) 660-3741 Email: studentservices@fuqua.duke.edu
Student Life	Nickipedia http://sites.nicholas.duke.edu/nickipedia/	The Fuqua 411 https://sites.duke.edu/daytimembapolicies/