Orientation Information For Pratt Students Transferring Into Trinity College

Spring 2015
January 2015

Dear Student:

Welcome to Trinity College of Arts and Sciences. This booklet of information has been prepared to assist you in making a smooth academic transition. You are probably already quite familiar with Trinity College and its offerings, since you may have completed Trinity College courses while in the Pratt School of Engineering. However, you may have questions about academic advising, declaring a major (if applicable), curriculum and graduation requirements, and the resources and services available to you as a Trinity student. I hope that the enclosed information will answer some of your questions and provide a useful orientation as you begin spring semester.

Please look over this short guide carefully and let your academic advisor, faculty advisor in the major, or academic dean know if you have questions. We look forward to working with you in the semesters ahead.

Sincerely,

ElizaBeth A. Fox (G ’98)
Associate Dean of Trinity College
Director of the Academic Advising Center
YOUR STATUS ENTERING TRINITY COLLEGE

When you applied to transfer from Pratt School of Engineering to Trinity College of Arts and Sciences, you indicated either: (1) that you wished to declare your major as part of the transfer process, or (2) that you had completed 1-2 semesters at Duke and intend to declare your major no later than your 4th semester. Accordingly, one of the following statements describes your status:

1) You **have formally declared a major** upon entry into Trinity College.

   **OR**

2) You have completed one or two semesters at Duke and are therefore entering Trinity College as a **undeclared student**. You will need to declare a major through the Academic Advising Center no later than your fourth semester.

   **If you have declared your major, please proceed to page 4.**

   **If you are an undeclared student, please proceed to page 5.**
FOR STUDENTS WITH A DECLARED MAJOR:

How to find the faculty advisor in your major…

Each department or program determines its own way to match students with faculty advisors in the major. Typically, you either choose or are assigned faculty advisor in your major department or program. For details on whom you should contact or the procedure you should follow to be matched to a faculty advisor, please contact the Director of Undergraduate Studies:

http://trinity.duke.edu/directory/director

You can change your major, or declare a second major via the Office of the University Registrar. Visit their website or email registrar@duke.edu to learn how. In your second major, you are not matched to a faculty advisor automatically, but you can request one. Again, contact the Director of Undergraduate Studies to learn the process for the department/program in particular.

*The faculty advisor in your FIRST major is always the one that makes you eligible to enroll.* The name and contact information of your advisor is in ACES. Ask your faculty advisor about the best way to schedule time with her/him during bookbagging.

How to find your academic dean…

In Trinity College, each student is matched with an academic dean. S/he will oversee your progress towards graduation and is available to help you navigate academic policies and regulations such as course registration, withdrawing from a course, leaves of absence, dean’s excuses for missed class/exams, etc. At present, assignment to an academic dean depends on your first major. The link below lists academic deans by major – s/he is also listed in ACES.

http://trinity.duke.edu/directory/dean

For information about Trinity requirements, go to page 9.

For FAQs, go to page 11.
FOR PRE-MAJOR STUDENTS

How to find your academic dean...

In Trinity College, each student is matched with a particular academic dean. Undeclared students are typically matched to a dean based on their first year residence (East Campus); when you change a major, your academic dean will change to one that oversees students in a particular major (see p. 4, above). An academic dean oversees your progress towards graduation and is available to help you navigate academic policies and regulations such as course registration, withdrawing from a course, leaves of absence, dean’s excuses for missed class/exams, etc.

Your academic dean is one of the five people listed below. This information should be listed in ACES. If your Pratt academic dean is still listed in ACES, please call the Academic Advising Center.

Dean Milton Blackmon, milton.blackmon@duke.edu
Dean ElizaBeth Fox beth.fox@duke.edu
Dean Donna Kostyu, ddkk@duke.edu
Dean Alyssa Perz-Edwards, akperz@duke.edu
Dean David Rabiner, rabiner@duke.edu

Academic Advising Center at a Glance

| Location: | East Campus  
| 1st Floor, Academic Advising Center |
| Hours: | Monday—Friday, 8:00 am to 5:00 pm |
| Appointments: | 919.684-6217 |
| Fax: | 919.684-4515 |
| Website: | [http://trinity.duke.edu/advising](http://trinity.duke.edu/advising) |
| Questions: | Call 684-6217 or send an email to advising@duke.edu |
| Some Reasons To See Us: | Help with any academic issue or problem; assistance with course registration, withdrawals, leaves of absence, dean’s excuses; advice on selecting a major; information on academic opportunities at Duke; guidance and specialized advising for pre-graduate/pre-professional course work. |
How to find your academic advisor...

You have been matched with an academic advisor who is a faculty member or administrator in Trinity College of Arts & Sciences. Each academic advisor works closely with the Academic Advising Center’s director, directors of academic engagement, academic deans, and staff. For more information about the full complement of the Advising Center’s advisors, please see:

http://advising.duke.edu/advisor

The name of your academic advisor is listed in ACES. S/he is always the person that makes you eligible to enroll, and you are required to meet in person (not email) with your academic advisor every semester until you declare a major. This policy is strictly upheld in Trinity.

If you have questions about your advisor, please call the Academic Advising Center at 684-6217.

We recommend that you contact your advisor as soon as possible to set up an introductory meeting. It is important that your advisor has an opportunity to learn more about you so that s/he can be effective in giving you advice on course selection, working with you to explore Duke’s many undergraduate opportunities (e.g., studying abroad and research), and referring you to the appropriate resources and co-curricular opportunities.

How to register every semester until you declare a major...

Students in Trinity College must meet with their academic advisor before their registration window opens to go over bookbag selections and discuss how courses planned for the upcoming semester fit with short- and long-term academic goals. Only when such a meeting has taken place will you be made eligible to enroll for courses.

Our expectation is that students will be proactive in scheduling pre-registration appointments with their advisor and that they come to such meetings prepared to engage in discussion. Please be sure to follow these guidelines:

- Check ACES Web to see when your registration window opens. Mark this date on your calendar.

- Your academic advisor may send you an email about scheduling a pre-registration meeting, but ultimately you are responsible for arranging to meet with your academic advisor. Check your duke.edu email regularly to look for messages from your advisor, and be sure to respond and sign up for an appointment promptly.

  IMPORTANT NOTE: Do not wait until a day or two before your registration window opens to try and schedule a meeting with your advisor! S/he may not be available to see you on such short notice, compromising your readiness to register when your registration window opens. Remember: only your academic advisor can clear you for registration.
o Prepare to meet with your advisor:
  o Familiarize yourself with the requirements of your major(s), minor(s), and/or certificate programs.
  o Check your Advisement Report in ACES to see whether you are up-to-date on curriculum and graduation requirements
  o Review course listings in ACES to see which curriculum code(s) a course carries
  o Use this information as you explore courses and place courses of interest in your bookbag
  o Prepare a set of topics for conversations and a list of any questions you have
  o Your advisor will appreciate if you send her/him and email in advance with any questions you have

  o If unforeseen circumstances cause you to miss your pre-registration meeting, contact your advisor as soon as possible (send an email and call) and attempt to reschedule. If you are undeclared, you should also contact the Academic Advising Center (684-6217). Your academic dean can assist you if you are unsuccessful in attempts to reschedule an appointment.

How to declare a major…

When should I declare my major?

As a Trinity College student, you must declare a major no later than the Friday before mid-semester break during your fourth semester of enrollment. Unless you took time away from Duke, the deadline is the Friday before spring break. You can find the deadline dates here:

http://advising.duke.edu/joining-a-major

If you do not declare a major by this date, a hold will be placed in ACES that prevents you from registering for your 5th semester. The hold is lifted once you complete the major declaration process.

How do I declare my major?

To declare a major, you will need to complete the Long-Range Plan (LRP) in ACES. The most time-consuming part of the LRP, and the one that requires the most thought and planning, is the What-If-Report, when you craft a first iteration 4-year plan. Detailed instructions with ACES screen shots are here:

http://advising.duke.edu/joining-a-major

When you submit your What-If-Report, ACES runs a check to see whether the plan includes all graduation requirements. It does a good job of allocating courses to fulfill the most requirements allowable.

You will then meet in person with your academic advisor in order to review your LRP. Once you and your academic advisor agree that the LRP is ready, your academic advisor will sign the LRP. Once it is signed, you must submit the signed hard copy to the Academic Advising Center. Remember: Before you can file your LRP at the Academic Advising Center, it must be signed by your academic advisor.
Any subsequent changes you make (e.g., adding/dropping a second major, minor, or certificate program) should be made directly at the Registrar's Office at 114 S. Buchanan Blvd., Smith Warehouse, Bay 9, Room A289, registrar@duke.edu.
FOR ALL TRINITY STUDENTS:
REQUIREMENTS FOR THE A.B. OR B.S. DEGREE
IN TRINITY COLLEGE

Students in Trinity College may earn a Bachelor of Arts (AB) or Bachelor of Science (BS) degree by earning 34 course credits (at least 17 of which must be earned at Duke and not more than two with a grade of D), achieving the curricular breadth appropriate for a liberal arts education, and completing the requirements of one major (Program I) or self-designed course of study (Program II).

Program I Requirements

I. Completion of the General Education curriculum

A. Five Areas of Knowledge – Two courses in each of the following areas:
   - Arts, Literature and Performance (ALP)
   - Civilizations (CZ)
   - Natural Sciences (NS)
   - Quantitative Studies (QS)
   - Social Sciences (SS)

B. Six Modes of Inquiry – Two courses in each of the following 5 Modes of Inquiry:
   - Cross Cultural Inquiry (CCI)
   - Ethical Inquiry (EI)
   - Science, Technology and Society (STS)
   - Writing (W)
   - Research (R)

   and one to three courses in the 6th Mode of Inquiry:
   - Foreign Language (FL)
     This requirement is satisfied by successful completion of one 100-level (or higher) course or three lower level (i.e., < 100-level) courses (whichever comes first). All courses must be taken in the same language.

II. Completion of other graduation requirements

- Writing 101 (the only course required of all Duke undergraduate students)
- First-Year Seminar (waived for Pratt students who transfer into Trinity College)
- Small Group Learning Experiences. In the sophomore, junior and/or senior years, students must complete two SGLEs, which include seminars, tutorials, and independent study courses.

Detailed information about the Trinity College Curriculum:

http://trinity.duke.edu/undergraduate/academic-policies/curriculum
Program I Requirements, cont.

III. Completion of a departmental, program or interdepartmental major

Trinity students must declare a minimum of 1 major and maximum of 2 majors. You can add one or more minors or certificates, but the maximum of the combination of majors, minors, and certificates can not exceed three.

For a complete listing of majors, minors, and certificate programs:

http://advising.duke.edu/choosing-a-major

Program II Requirements

Program II provides the opportunity for a self-designed degree program in Trinity College. A Program II Committee must be convinced by the student’s written application that the proposed program of study is a coherent plan for learning and that the student’s interests can not be satisfied by some combination of currently available majors, minors, and certificates.

Applications are evaluated by the Program II Committee, which meets four times each year. Information sessions are offered regularly throughout the academic year. Please visit the Program II website for more detailed information, including a listing of past Program II topics.

Program II Information

Web site: http://program2.duke.edu/

Program II office: Dean Norman Keul
011 Allen Building
Box 90043
nkeul@duke.edu
FREQUENTLY ASKED QUESTIONS

Do I need to satisfy Trinity’s first-year seminar requirement?

No.

Does Writing 101 count as one of the two Writing courses required by the Trinity curriculum?

No. All students in Trinity, including students who transfer in from Pratt, must complete two additional Writing courses (coded "W"); at least one must be taken after the first year.

Do my AP credits count in Trinity College?

Yes, but differently. Advanced Placement credit (AP), International Placement Credit (IPC) and pre-matriculation credit (PMC) for college courses taken prior to your matriculation at Duke, are credited differently in Trinity College than in the Pratt School of Engineering. Only two AP/IPC/PMC credits count toward the 34 credits needed to graduate in Trinity College. Additional details about how pre-college work is credited in Trinity College may be found at:

http://advising.duke.edu/placement

Will my Pratt coursework fulfill curriculum requirements in Trinity?

It depends. Because Pratt courses do not bear Trinity College curriculum codes (ALP, FL, W, etc.), they do not fulfill general education requirements in Trinity College. However, presumably a number of the courses that you have taken to date were taken in Trinity College and these do fulfill curriculum requirements. Note: EGR 103L fulfills one of Trinity’s two Quantitative Studies (QS) requirements.

How can I make sure that I am on track to graduate now that I have Trinity curriculum requirements?

The combination of your Advisement Report in ACES and regular communication with your academic advisor is the most accurate way to monitor your progress toward completing all graduation requirements in Trinity College. You can review your Advisement Report any time by logging onto ACES and selecting Advisement Report from the drop down menu on your Student Center page. This document can be viewed by you, your academic advisor and your academic dean.

Where do I go if I have a question about academic policies and regulations?

Check the Academic Advising Center’s website (http://advising.duke.edu), as well as “T-Req’s” for policies and regulations (http://trinity.duke.edu/undergraduate/academic-policies). We encourage you to schedule an appointment with a Director of Academic Engagement, who is an expert on all global and civic engagement opportunities at Duke (http://advising.duke.edu/dae). If you read about academic requirements on the Trinity College website and have further questions, do not hesitate to contact your academic dean. S/he is happy to help you understand requirements and procedures.