Orientation Information For Pratt Students Transferring Into Trinity College

December 2013
December 23, 2013

Dear Trinity Student:

On behalf of Trinity College of Arts & Sciences, I extend a warm welcome. 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.

The enclosed materials include:

- A review of your status coming into Trinity College, including:
  - the identification of your academic dean
  - if you’ve already declared a major in Trinity College, whom you should contact about the assignment of an advisor in your major
  - or, if you are transferring in as an undeclared student, the contact info for the Academic Advising Center. The name of your new dean and advisor will be sent to you via e-mail, and will also be listed in ACES.

- For undeclared transfers:
  - an overview of the Academic Advising Center and its functions
  - an orientation to advising services available to undeclared students
  - pre-registration procedures
  - when and how to declare a major in Trinity College.

- A review of Trinity College’s curriculum requirements and other graduation requirements.

- Frequently Asked Questions from Pratt students transferring into Trinity College.

Please look over these materials carefully. If you have any questions or would like to schedule a meeting to go over your current and future academic plans, please contact your academic dean or the Academic Advising Center.

We look forward to working with you in the semesters ahead.

Sincerely,

ElizaBeth A. Fox
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 2-3 semesters at Duke and intend to declare your major during 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 two or three semesters at Duke and are therefore entering Trinity College as a **premajor student**. You will need to declare a major through the Academic Advising Center no later than the Friday before midsemester break of your fourth semester (typically the Friday before spring break).

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

   *If you are an undeclared student, please proceed to page 6.*
FOR STUDENTS WHO HAVE DECLARED A MAJOR

FINDING AN ACADEMIC ADVISOR IN YOUR MAJOR...

Each department or program determines a way to match students and major advisors. Typically, you will either choose or be assigned an academic advisor in your major department or program. If you have a second major or a minor you may be assigned additional advisor(s). If you pursue a double major, your primary academic advisor is always the one in your first major. For details on whom you should contact or the procedure you should follow to be assigned an advisor in your first major, see:

http://advising.duke.edu/major

IDENTIFYING THE ACADEMIC DEAN FOR YOUR MAJOR ...

In Trinity College, each undergraduate major is matched with a particular Academic Dean. S/he will oversee your progress towards graduation and is available to help you navigate academic policies and regulations such as graduation requirements, course registration, withdrawing from a course, leaves of absence, Dean's Excuses, and so on. Assignment of students to an academic dean depends on the student’s first major. You can find the name and contact information of your academic dean here:

http://advising.duke.edu/dean
FOR PRE-MAJOR STUDENTS

IDENTIFYING YOUR ACADEMIC DEAN...

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, drabiner@duke.edu

<table>
<thead>
<tr>
<th>Academic Advising Center at a Glance</th>
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<tbody>
<tr>
<td><strong>Location:</strong> East Campus</td>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Floor, Academic Advising Center</td>
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<tr>
<td><strong>Hours:</strong> Monday—Friday, 8:00 am to 5:00 pm</td>
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<tr>
<td><strong>Appointments:</strong> 919.684-6217</td>
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<tr>
<td><strong>Fax:</strong> 919.684-4515</td>
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<tr>
<td><strong>Website:</strong> <a href="http://trinity.duke.edu/advising">http://trinity.duke.edu/advising</a></td>
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<tr>
<td><strong>Questions:</strong> Call 684-6217 or send an email to <a href="mailto:advising@duke.edu">advising@duke.edu</a></td>
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Some Reasons To See Us:
Understanding all academic policies; 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.

MEETING YOUR ACADEMIC ADVISOR...

You have been/will be assigned 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, academic deans, and staff. The name of your new advisor is/will be listed in ACES (go to the Academics section). 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.

**PRE-REGISTRATION PROCEDURES**

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 students 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. You should also feel free to contact your advisor with some days/times that work well for you.

  **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.

- Prepare to meet with your advisor:
  - Familiarize yourself with the requirements of your major(s), minor(s), and/or certificate programs
  - Check your Advisement Report in ACES to see whether you are up-to-date on curriculum and graduation requirements
  - Review course listings in ACES to see which curriculum code(s) a course carries
  - Use this information as you explore courses and place courses of interest in your bookbag
  - Prepare a set of topics for conversations and a list of any questions you have
  - Your advisor will appreciate if you send her/him email in advance with any questions you have

- 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).
FOR PREMAJOR STUDENTS: 
THE LONG-RANGE PLAN AND DECLARATION OF A MAJOR

When Should You Declare Your 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. You can find the deadline dates here:

[http://advising.duke.edu/joining-a-major](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.

Procedure - To declare a major, you will need to complete the Long-Range Plan (LRP) in ACES. You will then meet in person with your academic advisor in order to review your LRP. After your academic advisor approves your LRP, you will submit it to the Academic Advising Center. The Academic Advising Center will give you information about your new academic dean, as well as the Director of Undergraduate Studies in your new major. More information about declaring a major is available on the Academic Advising Web site.

How Do You Declare A Major?

As described above, the declaration process involves the completion of the **Long-Range Plan** (LRP), which can be found on ACES Web (select Long Range Plan from the drop-down menu on your Student Center page). The Academic Advising Center has prepared a detailed Guide to the LRP for students, which you can find on the **How to Declare** tab here:

[http://advising.duke.edu/joining-a-major](http://advising.duke.edu/joining-a-major)

The Long-Range Plan consists of three main components:

1. If necessary, meeting with a faculty member or the Director of Undergraduate Studies (DUS) in the intended major department or program to go over courses that will be taken to complete all **major requirements**;
2. Writing a reflective **essay**;
3. Preparing an **academic plan** for the remaining semesters at Duke, indicating courses that will be taken to satisfy the major and all other graduation requirements.

As you work on the various parts of the LRP, you should consult regularly with your academic advisor. 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.**
When your LRP has been received and approved by the staff at the Academic Advising Center, you have successfully declared your major. 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.
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 modes:
   - Cross Cultural Inquiry (CCI)
   - Ethical Inquiry (EI)
   - Science, Technology and Society (STS)
   - Writing (W)
   - Research (R)

   and one to three courses in:
   - 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 graduation requirements can be found under “Degree Requirements” at:

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

III. Completion of a departmental, program or interdepartmental major

Only one major is required for the AB or BS degree. Trinity students in Program I may declare a second major (but not a third), a minor, and/or a certificate program. The combined number of Program I majors, minors, and certificate programs may not exceed three.

For a complete listing of majors, minors, and certificate programs available to Trinity College students go to:

http://advising.duke.edu/majors/

Program II Requirements

Program II provides an alternative, self-designed degree program for undergraduates in Trinity College. Students who believe that their intellectual interests are not addressed within the regular curriculum options under Program I can explore the individualized academic opportunities offered through Program II. The Program II Committee must be convinced by the student's written application that the proposed program of study is a coherent plan for learning rather than a sampler of interesting courses 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.

For more information about Program II, contact:

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. The First-Year Seminar Requirement is a requirement of Trinity College but not of the Pratt School of Engineering. When you transferred to Trinity, you had fulfilled all first-year Engineering requirements. You are not expected to complete the First-Year Seminar Requirement in Trinity College.

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://trinity.duke.edu/academic-requirements (go to “credit”).

Will my Pratt coursework fulfill curriculum requirements in Trinity?

It depends. Because Engineering 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: Pratt transfers who successfully completed EGR 110L may petition their academic dean to count this course toward Trinity’s Quantitative Studies (QS) requirement.

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 may view 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. More information about the different components of the advisement report is on T-Reqs. Visit http://trinity.duke.edu/academic-requirements (go to “advisement reports”).

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

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.