Welcome! This guide will give you an introduction to Duke - courses, curriculum, areas of study, who to contact for questions, how to declare a major, registration, and more. We hope you enjoy your time here.

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Trinity College of Arts and Sciences
919-684-0515 (direct number and voice mail)
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110 Academic Advising Center, East Campus
Box 90697 Duke University, Durham NC 27708
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to schedule an appointment please use this link:
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Advisors for transfer students:
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919-684-6579
204 East Duke Building, East Campus
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919-684-5590 or 919-684-6600
203 Allen Building, West Campus
anne.light@duke.edu

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919-684-5917
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jen.hoff@duke.edu

(note: if the links in this guide do not seem to work, type the url or copy and paste it into your browser)
Your Summer To-Do List

1. Receive your NET ID and Password from OIT (Office of Information Technology). If you don't receive these by June 15, contact OIT (919-684-2200 or email help@oit.duke.edu). Once you have these, you can access DukeHub and email. After the Registrar's Office opens registration for you, you can enroll in classes.

   dukehub.duke.edu/     quick log-on for registration, courses, financial info etc.

   mail.duke.edu       internet access to email

   my.duke.edu         access to DukeHub, email, and more

2. Contact Dean Murphey-Brown to tell her you are coming so she can begin evaluating your transfer credits. She will tell you how your courses transfer to Duke, how they fulfill curriculum requirements and who your advisor will be. She will also set (or reset) your graduation date.

3. Contact your advisor to discuss courses, registration, possible majors and making plans.

4. Register for classes before July 10. You may still add and drop classes after this, but course offerings may be more limited because incoming freshmen begin registering at that time and classes will fill up.

5. Ask your previous university to send an official final transcript to Dean Murphey-Brown (421 Chapel Drive, Box 90050, Duke University, Durham NC 27708). A final transcript is required before we can add your transfer courses to your Duke record; transcripts that you send to Admissions are not always available to us. Do this as soon as possible.

   IMPORTANT!! If you see a new Student Checklist on DukeHub, or a message that says your enrollment window/date is in July, or you should be reading the BlueBook - then DukeHub does not realize you are a transfer student. This is an error. Let Dean Murphey-Brown know so this can be fixed. You can enroll in classes in June or shortly after you are activated. And the BlueBook is for entering freshmen, not for you.

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Note about Your First-Year Status

You are both a first-year student and a transfer student. You may find information and instructions on Duke websites for first-year students. Information for first-year students will not always apply to you and occasionally transfer students receive a Blue Book for freshman by error. You should follow instructions in this guide instead.

The Division of Student Affairs (which oversees student life at Duke, including Housing, Dining, Residence Life, Career Center, CAPS, Orientation Programs and many other things) will contact you directly during the summer about things you need to do. There will be a Transfer Orientation Program for you in August. For information on Student Affairs and Orientation, see

  studentaffairs.duke.edu
  http://studentaffairs.duke.edu/new-students/orientation/transfer-orientation
  https://studentaffairs.duke.edu/hdrl/student-leadership/tac-program
Graduation Requirements

To graduate, you must complete the following:

- 34 credits
- One major. You may include a second major, minor(s) or certificate(s) up to a maximum of three
- General Education (or Curriculum) Requirements:
  
  **Areas of Knowledge:** 2 courses in each
  - ALP Arts, Literature, Performance
  - SS Social Sciences
  - NS Natural Sciences
  - QS Quantitative Studies
  - CZ Civilizations

  **Modes of Inquiry:** 2 courses in each, except for FL where it is 1 to 3 courses
  - CCI Cross-Cultural Inquiry
  - EI Ethics
  - STS Science, Technology and Society
  - R Research
  - W Writing
  - FL Foreign Language

  Writing 101 in your first year, unless waived
  A seminar in your first year, unless waived
  2 SGLE (Small Group Learning Experiences) - seminars, tutorials, independent studies, honors thesis

**Area of Knowledge** courses serve as the breadth of your liberal education at Duke. You can choose from many courses; the only restriction is for Quantitative Studies (QS), where one of your QS courses must be taken in the math, statistics, or computer science department. If a course has two A of K codes, DukeHub will just count one of them.

**Mode of Inquiry** courses are interdisciplinary and give you specific tools, insight and skills. Here, a course can have as many as three M of I codes and all codes will count.

**Writing 101** is the university writing course.

A **seminar** in your first year and the two **SGLEs** are designed to bring you into close contact with faculty and other students.

Your **major** provides depth and focus in a chosen area.

Fulfilling curriculum requirements is usually straightforward. 34 credits is easy to reach as the minimal course load is 4 credits (courses)/semester. And courses often carry multiple curriculum codes, e.g.

PHIL 104S CZ, EI, W fulfills:
- a seminar requirement (note the "S" after the course number)
- one Area of Knowledge (CZ)
- two Modes of Inquiry (EI, W)
- and can apply toward a major in Philosophy

Your transfer courses will be given Area of Knowledge and Mode of Inquiry codes by Dean Rachael Murphey-Brown. For more details on graduation requirements, go to
trinity.duke.edu/academic-requirements and click on graduation requirements.

**Community Standard**

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect and accountability. You will be asked to uphold these principles in all of your endeavors, both in and outside of the classroom, and to protect and promote this culture of respect and accountability. Reflect on this expectation and your promise to uphold Duke's standards. Be sure to do the plagiarism tutorial this fall, which you will be directed to later. For more information, see studentaffairs.duke.edu/conduct/about-us/duke-community-standard

To uphold the Duke Community Standard:
- I will not lie, cheat, or steal in my academic endeavors
- I will conduct myself honorably in all my endeavors, and
- I will act if the Standard is compromised.

**DukeHub**

DukeHub is how you access Duke student services, register for classes, see grades, review your academic history, access your bursar account, update personal information, see financial aid, request a Duke transcript, and more. You can log on at dukehub.duke.edu/. You can also log in to my.duke.edu/students which will give you access to DukeHub, as well as email, Sakai, the bus locator, DukeList, food/flex and other connections. When you get a chance, take a good look at what DukeHub can do as you'll use it often.

**Course Information**

**Credits**

Most courses are 1.0 credit. Science and math courses may include a required laboratory for no additional credit. A few language departments offer intensive courses that count for 2.0 credits. Music lessons, band, orchestra, physical education, dance, and house courses are examples of partial credit (0.25 or 0.5) courses.

**Course load**

The minimal, normal course load is four 1.0 credit courses each semester. The maximum is 5.5 credits. We encourage you to enroll in four 1.0 credit courses in your first semester here, so that you have time to adjust and transition well into campus life. Adding partial credit courses is fine. At this point in the summer, we are in a drop/add period and so you can enroll freely at this time. During a regular registration period (the next one will be in November when you register for spring classes), you will be allowed to enroll in 4.5 credits on your registration day or window. Then you can add another 1.0 credit for a total of 5.5 credits when drop/add begins. Sophomores, juniors and seniors have already registered for fall classes this year and freshmen will begin registering on July 11.

**Course numbers**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-199</td>
<td>Introductory level undergraduate courses</td>
</tr>
<tr>
<td>200-399</td>
<td>Mid-level undergraduate courses</td>
</tr>
<tr>
<td>400-499</td>
<td>Advanced undergraduate courses, senior seminars, capstone courses, honors thesis</td>
</tr>
<tr>
<td>500-699</td>
<td>Graduate courses, also open to juniors and seniors and declared sophomores</td>
</tr>
<tr>
<td>700-999</td>
<td>Graduate courses only for graduate students, not open to undergraduates</td>
</tr>
</tbody>
</table>
Course suffixes:

- "A" course is taught abroad or away; do not enroll (e.g., Biology 201LA)
- "FS" course is in a Focus program; only students accepted to Focus are enrolled (e.g., Biology 180FS)
- "D" course has an associated discussion/recitation section (e.g., Econ 201D)
- "L" course has an associated laboratory (e.g., Math 105L)
- "S" course is a seminar (e.g., English 89S)

A few notes:

- Some courses include one large lecture class along with smaller discussion or recitation sections. You enroll in a discussion section and that also places you in the associated lecture, e.g. you enroll in ECON 201D-06D Disc and DukeHub automatically enrolls you in ECON 201D-001 Lecture.

- Some science and math courses include a lecture AND discussion/recitation section AND lab. Sometimes you enroll in the components separately. For example:

  MATH 105L: enroll in a single lecture/lab combination.
  CHEM 101L: enroll in recitation and lecture (CHEM 101DL) and separately in the lab (CHEM 101L9).
  PHYSICS 141: enroll separately in the lecture (PHYSICS 141L) and recitation (PHYSICS 141D) and lab (PHYSICS 141L9).

Prerequisites

For a few courses, you will need to have AP credit, transfer credit, or some other substantial background before enrolling. This information will be noted on the class detail page on DukeHub (see p. 21). It is important to know there are 2 kinds of course prerequisites: those that are enforced and those that are not.

| Enforced prerequisites: | If a course has an "Enrollment Requirement" on the class detail page, then this course has an enforced prerequisite. This means that you can bookbag the course, but DukeHub will not allow you to enroll until the prerequisite course is listed on your transcript on DukeHub. For example, Intermediate Economics Econ 201D requires previous credit in economics and math. If you have AP or transfer credit for these, check to see if these show on your transcript. If they do, then you can enroll. If they don't, Dukehub will not allow you to enroll. You can postpone enrollment until later or contact the instructor and see if he/she will give you a permission number. Permission numbers override enrollment restrictions. Enforced prerequisites are not common; they tend to occur in midlevel economics courses, Biology 201L and occasionally in other departments. |
| Unenforced prerequisites: | If a course mentions a prerequisite in the course summary or synopsis but there is no specific Enrollment Requirement listed in the middle of the class detail page, then the prerequisite is NOT enforced. This means that you can bookbag the course AND enroll. DukeHub will not check your transcript to see if the prerequisite is there. However, you should be sure you have the required background before beginning the course. If you have any concerns, talk with the course instructor when classes begin in August. |

Permission numbers

There are three occasions when you may need a permission number to enroll in a class.

1. **Permission only course.** The instructor wants to approve each student to be sure s/he has a sufficient background. Contact the instructor, explain your interest, and ask for a permission number.

2. **Second week of every semester.** In the second week of every fall and spring semester, you can continue to drop a course freely, but all course enrollments now require a permission number from the instructor.
3. **Enroll in a full class.** You might ask an instructor for permission to join a full class at any time during enrollment; if the instructor gives you a permission number, you often can use it on DukeHub to override an enrollment limit or reserve seating capacity.

To find an instructor’s contact information, type their name into the search box at duke.edu. Departmental websites may also list faculty and contact information. Links to departmental websites are at trinity.duke.edu/majors.

**Cross-listed courses**

Occasionally a course will be sponsored or cross-listed in two or more departments, e.g. the course “Biological Bases of Behavior” is listed as both PSY 106 and NEUROSCI 101. It's the same class. If you enroll in PSY 106 and later wish to have it listed on your transcript as NEUROSCI 101, you can ask the Office of the University Registrar after the drop/add period has ended to change it for you. There is a form on the registrar’s website.

**Writing 101 and a Seminar in the first year**

All first-year students at Duke are required to complete Writing 101 and a 1.0 credit seminar during their first year. Writing 101 is the university writing course. We recommend you enroll in a Writing 101 section in the fall because you will enroll before freshmen and so will have a wide choice of Writing 101 classes. For a seminar, you can choose any 1.0 credit seminar and enroll in the fall or spring. You can choose an 89S seminar which is specifically for first-year students or a seminar up to the 499 level. Seminars are offered in most departments. A seminar in an advanced foreign language course could also fulfill the foreign language requirement. To identify seminars, look for an “S” following the course number, e.g. ENGLISH 89S. On rare occasions, a seminar may lack the S, but if you look at the course detail page on DukeHub, it will indicate “seminar”. You can also do an advanced course search in DukeHub specifically for seminars. See registration instructions at the end of this guide.

If you have taken a university writing course or a seminar at your previous university, they may fulfill the Writing 101 and seminar requirements. If you have completed three semesters of study at your previous institution, these first year requirements may be waived. Dean Murphey-Brown will evaluate these when they review your transfer courses.

**Science and math courses**

You may need to review the departmental websites for course information and placement. Many of the courses in these areas are sequenced, and your choice of course will depend on your background and/or previous credit. If you are considering a health-related career, see the later section on Prehealth planning. Here are links to departments in which you may need to check on placement.

**Placement information:** advising.duke.edu/students/incoming/course-placement

**Foreign language (FL) courses**

All Trinity students are required to complete from one to three courses in a foreign language. The languages generally offered at Duke are below. See trinity.duke.edu/languages for the complete list of languages and links to each department.

| Asian and Middle Eastern Studies: Arabic, Chinese, Hebrew, Hindi, Japanese, Korean, Persian, Sanskrit, Tibetan |
| Classical Studies: Greek, Latin |
| Germanic Languages and Literature: German |
| Romance Studies: Creole, French, Italian, Portuguese, Spanish |
| Slavic and Eurasian Studies: Polish, Russian, Turkish |
| Languages occasionally taught include Balto-Finnic, Bosnian-Croatian-Serbian, Czech, Georgian, Hungarian, K’iche’ Maya, Pashto, Quechua, Romanian, and Uzbek |

Foreign language courses are usually numbered as follows. The two courses at the introductory level are numbered 101 and 102; the two courses at an intermediate level as 203 and 204; and then there may be a variety of courses at
the advanced (300) level. You are required to complete one course at the advanced level or three courses at a lower level whichever comes first. Thus in Spanish, fulfilling the language requirement would consist of one of these sequences:

- SPANISH 101, 102, 203 (3 courses)
- SPANISH 102, 203, 204 (3 courses)
- SPANISH 203, 204, 300-level (3 courses)
- SPANISH 204, 300-level (2 courses)
- SPANISH 300-level (1 course)

In addition, some departments offer accelerated 2.0 credit language courses. It is also possible to take foreign language courses while on study abroad in the country in which the language is spoken. All courses that count toward the foreign language requirement will have an FL code.

If you are an international student whose primary language is not English, you may take an advanced (300-level or higher) course in your native language if it is taught here, or you may wish to begin a new language. The foreign language requirement is not waived for any student.

CAUTION!! Many foreign language courses are taught each semester. However, language courses offered through Asian and Middle Eastern Studies (e.g. Arabic, Chinese, Hebrew, Japanese, and Korean) as well as Greek and Latin have the first course in the language level offered in the fall, with the second course taught in the spring. For example, JPN 101 is taught only in the fall, and JPN 102 is taught only in the spring. If you are considering one of these languages, be careful to check when courses are taught.

AP, IPC, PMC credits

Scores on AP and International Placement Exams (IPC) may give you credit for some Duke courses. For instance, a score of 5 on the Calculus AB exam will give you credit for Math 21. You might also receive credit for Pre-Matriculation courses (PMC), courses you completed during high school or before enrolling as a full-time student at your previous university.

All AP, IPC and PMC credit that Duke awards you will be listed on your transcript on DukeHub. These credits can be used to fulfill prerequisites for courses or for majors, depending on the major and the program. In addition, any two of them will apply to the 34 credits for graduation, as long as you have not exceeded the maximum of 17 non-Duke credits toward graduation. AP, IPC and PMC credits do not carry curriculum codes and cannot be used to fulfill Area of Knowledge, Mode of Inquiry, seminar or small-group learning requirements.

AP, IPC, and PMC credits are evaluated by the Office of the University Registrar. You will need to have your official information (scores, grades, transcript, etc.) sent to them. When the credit is posted to your Duke record, you will see it on your transcript on DukeHub. More information and details on procedures can be found at:

- trinity.duke.edu/undergraduate/academic-policies/AP-credit-by-department (table of scores and equivalents)
- trinity.duke.edu/undergraduate/academic-policies/credit-AP-IPC-PMC (policies on AP, IPC and PMC credit)

A note on types of transfer credits
There are multiple types of "transfer credit". See also the section later on "How your classes will transfer."

(1) AP, IPC and PMC credits are college-level credits you received before enrolling as a full-time, degree-seeking student at a college or a university (e.g. they are pre-matriculation credits) and these are evaluated by the registrar's office. These do not carry curriculum codes, but can apply to major or prehealth requirements. All will be listed on your Duke transcript; 2 may count toward the 34 credits for graduation. (More would count if you graduate early).

(2) Transfer courses from your previous university are evaluated by Dean Murphey-Brown; these courses will be given curriculum codes, can apply for majors etc., and all that are approved will appear on your Duke transcript, whether you have 9 or 19. However, there is a maximum of 17 transfer credits of any kind that can be applied toward the 34 credits required for graduation. All transfer students must take a minimum of 17 Duke credits to graduate.

(3) There are also post-matriculation transfer credits, which are courses you might take away (at another university or on a study abroad program) after becoming a Duke student. If you haven't reached 17 transfer credits already, you are eligible for 2 more transfer courses that you enroll in on your own, and from 8 to 10 transfer credits through study abroad. Note that "Duke-In" study abroad programs are usually run by Duke and these are Duke credits and not transfer credits. You are eligible to participate in most "Duke-In" programs, even if you have reached 17 transfer credits, because these are Duke courses. (The exception would be a few hybrid Duke-In programs which combine Duke courses and transfer courses). Duke-approved study abroad programs are run by other institutions; these courses appear as transfer courses on your Duke record and thus you are limited to a maximum of 17 transfer courses that can count toward the 34 credits for graduation.

Who is Who?

**Summer Advisor.** Your advisor this summer will answer academic questions, explain the curriculum, help you decide on and plan a major, and will direct you to appropriate offices and individuals for specialized questions. If you are a sophomore and not declaring a major this summer, your summer advisor will continue to advise you during the fall and spring, up until the time you declare a major. He/she will open registration for you in November when you enroll in spring courses. If you declare a major this summer or in September, then your advisor will change to someone in your major department at that time. Contact information for your summer academic advisor will be on your Student Center Page on DukeHub in mid-June.

**Academic Dean.** Your dean (his/her name will also be listed on DukeHub) will monitor your progress to graduation, review grades, notify you of academic honors, and approve requests for course withdrawals, leave of absence, or other issues. When you finish all courses and requirements, your dean will clear you to graduate. If you experience difficulties that affect your ability to attend or complete classes, contact your dean to discuss policies and options. Once you are assigned a dean this summer, he/she will remain your dean until you graduate.

**Directors of Academic Engagement (DAEs).** There are three Global and Civic DAEs who work with students who are interested in global and civic service and wish to incorporate these opportunities into their program at Duke. This might include Study Abroad (GEO) and Duke Engage, as well as service-learning courses, the Hart Leadership Program, Duke Immerse, and so on. If you would like to speak with a DAE this summer, call the Academic Advising Center at 919-684-6217. You can also email them. For more information, see advising.duke.edu/network/dae/global

**Peer Advisors.** Each year there are 18 juniors and seniors who serve as peer advisors and who can give you a student's perspective. Peer Advisors are available for questions during the summer. For more information, see advising.duke.edu/meet-the-peer-advisors.

**Transfer Advisory Counselors (TAC).** Later this summer, you will be assigned an upper class peer mentor who can help you adjust to life at Duke. This is done through the Student Affairs Office. For information see studentaffairs.duke.edu/hdrl/student-leadership/tac-program

**Directors of Undergraduate Study (DUS).** There is a Director of Undergraduate Study in each major/department. This person oversees the undergraduate courses and requirements for the major. You may wish to consult with a
DUS for questions of placement, course sequencing, major requirements, or for assistance in developing a plan for that major. Feel free to contact them at trinity.duke.edu/directory/director.

Areas of Study

Duke has more than 40 majors and minors and 20 certificate programs. A major generally consists of 10 courses (credits), although some majors (especially in the sciences) require extra courses. A minor is 5 courses. Certificates represent interdisciplinary studies and are usually 6 courses. A few students choose to do an interdepartmental major (7 courses each in 2 majors), and others will devise their own program (Program II).

If you are entering as a rising sophomore, you can declare your major this summer, fall or early next spring. The deadline is March 8, 2019. If you are entering as a rising junior, then you must declare your major this summer or in early September. A general list of majors, minors or certificates (and the abbreviations for how courses are listed) is on the next page.

IMPORTANT! Note that the course listings on DukeHub include undergraduate courses, as well as graduate and professional school courses for which you are not eligible. It can be confusing, so refer to the departments and abbreviations on the next page if that helps. DukeHub will not allow you to enroll in a course which is not appropriate for you.

For links to websites for most of the majors, minors and certificates, see the following:

- trinity.duke.edu/undergraduate/majors-minors
- trinity.duke.edu/undergraduate/certificates
AREAS of STUDY (course abbreviations on DukeHub are in parentheses)

African and African American Studies (AAAS)
Art, Art History, and Visual Media Studies (ARTSVIS and ARTHIST and VMS)
Asian and Middle Eastern Studies (AMES)
Arabic (ARABIC)
Chinese (CHINESE)
Hebrew (HEBREW)
Hindi (HINDI)
Japanese (JPN)
Korean (KOREAN)
Persian (PERSIAN)
Sanskrit (SANSKRIT)

Biography (BIOLOGY)
Biophysics
Chemistry (CHEM)
Classical Studies (CLST)
- Ancient History, Culture, Literature, Archaeology
- Greek (GREEK)
- Latin (LATIN)

Computer Science (COMPSCI)
Cultural Anthropology (CULANTH)
Dance (DANCE)
Earth and Ocean Sciences (EOS)
Economics (ECON)

Education (EDUC)
English (ENGLISH)

Environmental Sciences / Policy (ENVIRON)
Evolutionary Anthropology (EVANTH)
Germanic Languages and Literature (GERMAN)
Global Health (GLHLTH) - second major only
History (HISTORY)
International Comparative Studies (ICS)

Linguistics (LINGUIST)

Literature (LIT)
Mathematics (MATH)

Medieval and Renaissance Studies (MEDREN)
Music (MUSIC)
Neuroscience (NEUROSCI)

Philosophy (PHIL)
Physics (PHYSICS)

Political Science (POLSCI)
Psychology (PSY)

Public Policy Studies (no minor) (PUBPOL)
Religious Studies (RELIGION)

Romance Studies (ROMST)
- Creole (CREOLE)
- French (FRENCH)
- Italian (ITALIAN)
- Portuguese (PORTUGUESE)
- Spanish (SPANISH)

Slavic and Eurasian Studies (SES)
- Hungarian (HUNGARN)
- Pashto (PASHTO)
- Polish (POLISH)
- Romanian (ROMANIAN)
- Russian (RUSSIAN)

Leadership
- Turkish (TURKISH)
- Ukrainian (UKRAIN)

Sociology (SOCIOL)
Statistical Science (STA)
Theater Studies (THEATRST)
Women's Studies (WOMENST)

Unique minors (most majors have a minor; these programs are minors without a matching major)
- Classical Archeology
- Computational Biology, Bioinformatics
- Creative Writing
- Education
- Electrical, Computer Engineering
- Finance
- Greek
- Latin
- Photography
- Polish Culture, Language
- Russian Culture, Language
- Russian Literature in Translation
- Turkish Language and Culture

Certificates
- Arts of the Moving Image (AMI)
- Child Policy Research (CHILDPOL)
- Decision Science (DECISION)
- Documentary Studies (DOCS)
- Early Childhood Education
- Energy and the Environment
- Genome Sciences and Policy (GENOME)
- Human Development (HUMANDEV)
- Information Science, Studies (ISIS)
- Innovation & Entrepreneurship (I&E)
- Jewish Studies (JEWISHST)
- Latin American Studies (LATAMER)
- Latino/a Studies in the Global South
- Marine Science, Conservation

- Markets, Management Studies (MMS)
- Marxism and Society
- Philosophy, Politics and Economics
- Policy Journalism, Media Studies (PJMS)
- South Asian Studies
- Study of Ethics (ETHICS)
Courses may be spread across several departments. For example, if you are interested in the following areas, you might look for courses in these departments:

<table>
<thead>
<tr>
<th>Department</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, Music, Film</td>
<td>ARTHIST, ARTSVIS, CLST, DOCST, DANCE, MUSIC, THEATRST, VMS</td>
</tr>
<tr>
<td>Business</td>
<td>CULANTH, ENGLISH, ECON, HISTORY, PHIL, PSY, SOCIOL, PUBPOL, I&amp;E</td>
</tr>
<tr>
<td>Environment</td>
<td>ENVIRON, EOS, PUBPOL</td>
</tr>
<tr>
<td>Ethics</td>
<td>EDUC, PHIL, POLSCI, PSY, PUBPOL, SOCIOL, RELIGION</td>
</tr>
<tr>
<td>Government, Politics</td>
<td>ENGLISH, HISTORY, PHIL, POLSCI, PUBPOL, SOCIOL, GSF</td>
</tr>
<tr>
<td>Health, Medicine</td>
<td>BIOLOGY, CHEM, EVANTH, GLHLTH, PSY, NEUROSCI</td>
</tr>
<tr>
<td>History</td>
<td>ARTHIST, CULANTH, DOCST, HISTORY, POLSCI, SOCIOL</td>
</tr>
<tr>
<td>Math, Computers</td>
<td>COMPSCI, MATH, PHYSICS, STA, ISIS</td>
</tr>
<tr>
<td>People, Cultures</td>
<td>AAAS, AMES, CLST, CULANTH, EDUC, ENGLISH, HISTORY, ICS, LATAMER,</td>
</tr>
<tr>
<td></td>
<td>LINGUIST, MEDREN, POLSCI, PUBPOL, SOCIOL, RELIGION, SXL, GSF</td>
</tr>
<tr>
<td>Psychology</td>
<td>BIOLOGY, EDUC, PSY, NEUROSCI</td>
</tr>
<tr>
<td>Writing, Journalism</td>
<td>ENGLISH, LIT, PUBPOL, and courses with a &quot;W&quot; (Writing) code</td>
</tr>
</tbody>
</table>

**Looking Ahead to ....**

**Medicine or health career**

For premed/prehealth courses and advice, see the prehealth website (prehealth.duke.edu/prepare)  
All pre-health questions should go to Dean Kostyu, Director of Duke Pre-Health Advising. There will be a Prehealth Info session during Orientation. You should sign up for the email listserve at prehealth.duke.edu.

Here are the minimal courses we recommend for premed students. You may place out of some of these courses with AP or transfer credit:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>or 110L, 201L, 202L (AP Chem 20)</td>
</tr>
<tr>
<td></td>
<td>or 201L, 202L (AP Chem 21) (you may need to add 210DL as well for some schools)</td>
</tr>
<tr>
<td>Biochemistry:</td>
<td>Bch 301L</td>
</tr>
<tr>
<td>Biology:</td>
<td>Biology 201L, 202L and one of these: Bio 329, 329L, CellBio503, or Bio 278 at DUML</td>
</tr>
<tr>
<td>Physics:</td>
<td>Physics 141L, 142L</td>
</tr>
<tr>
<td>Math</td>
<td>Math 21 or 121 or 105L/106L or 111L (these are all Calculus I credits)</td>
</tr>
<tr>
<td>Statistics:</td>
<td>an introductory course</td>
</tr>
<tr>
<td>Psychology:</td>
<td>an introductory course</td>
</tr>
<tr>
<td>Sociology:</td>
<td>an introductory course</td>
</tr>
<tr>
<td>English:</td>
<td>Writing 101 and one of these: ENG course or W course or AP credit</td>
</tr>
</tbody>
</table>

**Law, business, or graduate school**

There are no required courses for students interested in law, business, or graduate school. For more information, see the websites below. There will be prelaw and prebusiness Info sessions during Orientation at which time you can ask questions and hear advice about courses, requirements, timing of applications, etc.

Prelaw Advising Center:  
advising.duke.edu/network/major-preprofessional/prelaw

Prebusiness Advising Office:  
advising.duke.edu/network/major-preprofessional/prebusiness

Pregraduate School Advising Office:  
advising.duke.edu/network/major-preprofessional/pregraduate
Study away: GEO (Global Education Office for Undergraduates)
Nearly half of Duke Trinity students study away. This includes Duke-In programs which are run by Duke, as well as Duke-Approved study abroad programs which are run by other universities. You can study the arts or finance in New York City, film and culture in LA, or marine biology at the Duke Marine Laboratory and others. Browse through the GEO website when you have a chance. If you find a study away program that interests you and you have specific questions on that program, call GEO or meet with a GEO advisor this fall. You can make an appointment online.  globaled.duke.edu

If you are not sure of where and when you might study away, or how to incorporate civic or global opportunities into your time at Duke, talk with a Director of Academic Engagement. See page 8 for more information, and also advising.duke.edu/network/dae/global

Interdisciplinary studies, engagement, experience, and service
Taking classes is only a small part of your education at Duke. You may be interested in interdisciplinary programs that include service, experience, and coursework.

| Bass Connections (interdisciplinary programs) | bassconnections.duke.edu |
| Community Service Center (opportunities at Duke) | community.duke.edu |
| Duke Engage (8 weeks of civic engagement in the summer) | dukeengage.duke.edu |
| Duke Immerse (1 semester, 4 courses, 1 topic) | undergrad.duke.edu/programs/dukeimmerse |
| Global Health programs | globalhealth.duke.edu/research |
| Hart Leadership Program (programs on leadership) | hart.sanford.duke.edu |
| Humanities Laboratories (focus on a social challenge) | fhi.duke.edu/labs.html |
| Partnership for Service (Duke service groups) | dukgroups.com/organization/DukePartnershipforService |
| Service Learning Classes | servicelearning.duke.edu/courses |
| Winter Forum (2-day conference in January on a major global issue (Crisis in China, US, South China Sea) | undergrad.duke.edu/winter-forum |

Research
There are many ways to be involved in research at Duke. You can enroll in a course with an R (research) curriculum code, volunteer in a research lab or on a project with an instructor, find a work/study job, participate in summer research programs, enroll in independent studies for course credit or finish your studies at Duke with a senior honors thesis. See the Office of Undergraduate Research website for information and how to begin.

undergraduateresearch.duke.edu  ursoffice@duke.edu  919-684-6536
dukelist.duke.edu  (volunteer and paid positions)
How Your Classes Will Transfer

For approval of transfer credits, Dean Murphey-Brown will evaluate your courses based on available course descriptions from your university bulletin or website. If you can provide a syllabus, that will be very useful. In mid to late June, you will be given a summary of your transfer credits, listing your courses that transfer to Duke, the equivalent Duke course, and which curriculum requirements your courses fulfill. This should help you register for fall classes. After we receive a final transcript from your previous institution, we will ask the registrar's office to place your transfer courses on your Duke record. When that is completed, you will see your TR courses on your transcript on DukeHub. Note that because each transfer course has to be entered into your Duke record by hand, it can take some time to complete. Use the spreadsheet that you are given for your transfer courses as a reference while your transfer courses are being processed.

3-hour and 4-hour courses that you have taken on a semester system or 5-hour courses on a quarter system should transfer to Duke if there is a department here that offers similar courses. For example, history, English, political science, visual arts etc. courses should all transfer. What would not transfer is a course on adapting to a university, learning about university resources, or a course on bread baking without an academic component. You must have a grade of C- or better for a course to transfer. If you are coming to Duke with 3 and 4 hour/credit courses on a quarter system, then talk with Dean Murphey-Brown. These need to be individually evaluated.

If Duke offers an identical course to one you have taken at your previous institution, you will be given credit for the Duke course. If there is no identical course, you may be given credit for a generic Duke course numbered 100, 200, 300 or 400, depending on whether the course is an introductory course or advanced.

Laboratories are included with a course and not listed separately for credit. If you have taken a 3-hour biology course and a 1-hour laboratory, these will transfer to Duke as a 1.0 credit biology course (e.g. Bio 201L). If the equivalent course here has a laboratory, but you've not taken the lab, then you will be given generic credit (100, 200, 300, 400).

No credit is given for physical education, orchestra, dance, military science or music lessons. A half-credit may be given for 2-hour academic courses taken on the semester system.

Biology, chemistry, physics, mathematics, computer science, economics, and foreign language courses are sequenced. We may need to consult with the Director of Undergraduate Studies (DUS) in these departments, as attention will be given to both transfer credit and your potential placement into higher-level courses.

Math courses. No transfer credit is awarded for pre-calculus course work. For calculus courses, the course must be taken in the normal sequence that leads to advanced, multivariable calculus.

Foreign language courses. Foreign language courses that you have taken at your previous institution may be given FL credit at Duke if the courses were taught completely in the foreign language and by instructors in a foreign language department. If you are given transfer credit for one or two foreign language courses and will need to continue your foreign language at Duke, then you must progress at least through the first semester of the intermediate level (e.g. Spanish 203) to fulfill the Duke FL requirement. Foreign language courses usually transfer in as generic courses (numbered 100, 200, 300 and with an FL code).

All first-year students are required to take Writing 101 and a 1.0 credit seminar in their first year. However, these requirements may be waived if you have completed at least 3 semesters of study elsewhere. You may also be given credit for Writing 101 or a seminar depending on your transfer courses. Note that to be given credit for a seminar, the course must have “seminar” in the title or course description. A course with only a few students would not constitute a seminar.

General education/curriculum requirements. Transfer courses can fulfill all curriculum requirements, including seminars, small-group learning experiences, Areas of Knowledge and Modes of Inquiry.

TR and TR* credits. One Duke credit is equivalent to 3.75 semester hours. This is based on the comparison of a normal course load of 4.0 credits at Duke vs. 15 semester hours elsewhere. If your university operates on a 1.0
credit system or if you have taken courses that are 4 semester hours each at your previous institution, then your courses will transfer in as 1.0 credit Duke courses and all of your courses will count toward the 34 credits required for graduation.

The difficulty comes if you have taken many courses that are only 3 semester hours, as these are not fully equivalent to one Duke credit. To deal with this equitably, we give you 1.0 Duke credit for each of your 3 semester hour courses (meaning all will be listed on your transcript and all can count for major, minor, certificate and curriculum requirements). However, not all can count toward the 34 credits for graduation. We add up the total number of semester hours we approve for transfer (for instance, 10 courses at 3 semester hours each = 30 semester hours). Then we divide by 3.75 to give us the equivalent number of Duke credits. In this case, 30 semester hours/3.75 hours per Duke credit = 8 Duke credits. So we would approve all ten of your 3-hour courses (meaning all will be listed on your transcript and all can count for major, minor, certificate and curriculum requirements). However, not all can count toward the 34 credits for graduation. We distinguish between these courses by marking them with a TR and TR*. Transfer courses that apply to the 34 credits for graduation are marked with a "TR" on DukeHub. Courses that transfer but which will not count toward the 34 credits for graduation are marked with a TR*. Note that if you are coming in as a rising sophomore, with 10 transfer credits and 8 credits that count toward graduation, you will be similar to Duke sophomores, who have who have completed 8 credits during their freshman year.

**Limit on transfer credits.** All students at Duke must complete 17 Duke credits to graduate. So the maximum number of non-Duke credits a transfer student can use toward the 34 credits for graduation is 17. These non-Duke credits include AP, IPC and PMC credits, transfer credits from your previous university, study abroad transfer credits taken on Duke-approved study away programs, and the two institutional transfer credits that students may apply for after matriculation to Duke (post-matriculation transfer credits). If you enter Duke as a junior and have, for example, 21 approved transfer credits, then all 21 transfer courses will appear on your Duke transcript and can fulfill major and curriculum requirements. However, only 17 of them will apply to the 34 credits for graduation. Seventeen courses/credits will be marked TR, and the remaining courses/credits will be marked TR*.

As a transfer student to Duke, you may be eligible for further transfer credits, under the following rules:

- **Have 17 TR credits?** If you transfer to Duke and have 17 transfer (TR) credits from your previous university (or 2 AP credits and 15 TR credits), then you must complete 17 Duke credits to graduate. And you’ve reached the maximum of allowable non-Duke credits. You are not eligible for further transfer credits on Duke approved Study Abroad programs. However, you can participate in “Duke In” Study Abroad programs, as long as the courses are Duke courses/credits.

- **Less than 17 TR credits?** If you have fewer than 17 transfer (TR) credits, you are eligible for further transfer credits after matriculating to Duke, up to a maximum of 17 credits, following the usual guidelines for students. You are allowed 2 transfer credits from another college or university after you matriculate to Duke, and 8 to 10 international transfer credits taken through Duke Approved study abroad programs.

- **You should consult with the Director of Undergraduate Studies in your major if you have questions about taking courses in your major on a study away program and whether they will apply toward your major. Some departments have restrictions on the number of transfer credits (pre-matriculation and post-matriculation) that will count toward a major. Departments that indicate on a website that only a small number of transfer credits can be used for a major may be referring to current Duke students studying away, and not transfer students. Be sure to check with a DUS on this.**

- **If you are unsure of the number of courses/credits that you can take away after transferring to Duke, ask Dean Murphey-Brown to check your record and let you know.**
How to Declare Your Major

1. **Make a list of courses required for the major.** Look up the requirements on the departmental website and confer with your advisor and/or the DUS if you need clarification.  trinity.duke.edu/majors

2. **Determine curriculum requirements that you still need to fulfill.** Check your advisement report on DukeHub. If your transfer credits haven’t yet been posted on your Duke record, use the spreadsheet that you were given listing your transfer courses and how they apply to curriculum requirements here.

3. **Add courses to your planner on DukeHub.** Enter all of the courses you intend to take in future semesters. If you have 5 semesters left at Duke after this fall, enter 20 courses (5 semesters x 4 courses/semester). These courses should include those you will take for your major, those for curriculum requirements, and any others that interest you.

4. **Rearrange the courses in your planner.** When you have a set of courses in your planner, use the drop-down menu to assign courses to future semesters so that you can see what your future semesters will be like. Make sure that a course is taught in the semester in which you plan to take it. Do not include courses you are already enrolled in.

5. **Run a what-if report.** Go to the "What If" report. From the pull-down menus, select:
   - Career scenario: undergraduate
   - Academic program: Trinity College
   - Area of study: your intended major (AB = Bachelor of Arts degree, BS = Bachelor of Science degree, 1 = first major, 2 = second major)  Minor and/or certificate are optional

   Then click on "Submit Request".

DukeHub will then present you with a theoretical advisement report (or what-if report) that tells you if all of your past courses, your currently enrolled courses, and the courses in your planner will allow you to fulfill all graduation requirements. If your report says everything is "satisfied", then go on to Step 6. If you have many "unsatisfied" requirements, then you need to add courses to your planner or change the courses in your planner and run the what-if again until all categories are satisfied.

6. **Write an essay.** Write 1 or 2 paragraphs explaining why you are declaring this major. Go to the Long Range Plan tab, answer the questions in step 1, and then write or paste your essay into step 2.

7. **Sign and turn it in.** Print the what-if report and essay page, meet with your advisor and have him/her check it and sign it, and then you turn in both the what-if report and the signed essay page to the Academic Advising Center, room 110. Then you are done!

Shortly thereafter, you will see your “major” listed on your transcript on DukeHub. Your advisor will then change to someone in your major department.

For more information see the Student Information Services &Systems (SISS) website: sissoffice.duke.edu/students/index.html (look in the left margin and click on DukeHub Login and DukeHub How To)

Detailed instructions are at: advising.duke.edu/students/second-year/declaring-major

Resources
Academic Resource Center (ARC)  duke.edu/arc
Their programs include:
- Academic Skills Instructional Program - consultation with an advisor on enhancing academic skills and strategies, tailored to the courses you are in. This includes time-management and how to balance study, work and extracurricular activities, and successful strategies such as how to take notes, how to talk with a professor, how to best study for an exam, etc.
- Peer Tutoring - assistance with selected introductory classes.
- Group Learning - special assistance for students in math and science.
- Program for Students with Disabilities - support for students with diagnosed learning disabilities and/or attention deficit disorder; any student requesting services can be given an individualized academic support plan which might include compensatory learning, skills time-management support, ADHD peer group meetings, testing modifications, and tutoring.

Student Disability Access Office (SDAO)  access.duke.edu
Duke is committed to providing educational opportunities for students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.  919-668-1267  sdao@duke.edu

The Writing Studio/Thompson Writing Program  twp.duke.edu/students/undergraduate
Writing tutors can help at any stage of the writing process - ideas, drafts, revising, edits etc. You can schedule both in person and online (E-Tutor) appointments. The Writing Studio also has tutors who are specially trained to work with ESL (English as a Second Language) students. Schedule appointments online.

Duke University Libraries  library.duke.edu
Duke has ten libraries. On West Campus, the Perkins and Bostock Libraries form the University’s main library complex where you will find study space, computers, and librarians who can assist you. The main website links all of the libraries’ combined resources and might be your first stop for doing research at Duke. For help, click “Ask Us Now” on any page of the library website.

Office of the University Registrar  registrar.duke.edu
The registrar’s office will verify enrollment for you for insurance or other purposes, provide/send a Duke transcript, change a cross-listed course on your transcript, add AP, IPC and PMC credits to your Duke record, and provide other services. Their website contains enrollment information AND the final exam schedule for each semester. Final exams are scheduled before a semester even begins, so be sure to check your exam schedule before you make travel plans for the end of a semester. Once you register for classes, your final exam schedule will be on ACES.

Office of the Information Technology (OIT)
Contact this office for computing problems.
Help desk:  oit.duke.edu/help
Phone: 919-684-2200
Email:  help@oit.duke.edu
How to Register for Classes
For detailed information and screen shots of DukeHub, see sissoffice.duke.edu/students/howto.html

Step 1 Verify personal information; affirm the Duke community standard

Log in to my.duke.edu > DukeHub or dukehub.duke.edu/

1. Enter your NetID and password.

2. You may need to go to the Profile tab on your Student Homepage to verify/update your permanent address, preferred first name, phone number(s), emergency contact(s), and relationship information--parent(s)/guardian(s).

Step 2 Bookbag classes using "Class Search" or "Advanced Class Search".

Class search:

1 DukeHub > Registration > Class Search

2 The term should read 2018 Fall Term. Be sure to check that you are looking at the correct semester. DukeHub sometimes doesn't update properly. If DukeHub won't allow you to bookbag classes, you are probably looking at the wrong semester.

3 Click on a letter and then arrow to see course listings.

4 Click on the course name to see course details.

5 Click on "Add to Bookbag" if you like the course. A confirmation message will appear at the top of the Class Search page letting you know the course was successfully added.

Advanced search: (to look specifically for time/day taught, curriculum codes, seminars)

1 DukeHub > Registration > Advanced Search (be sure it says Fall 2018)

2 Check the box that says "Show Open Classes Only".

3 Select characteristics of the classes you are looking for
   - subject (e.g. biology)
   - time and day the class is taught
   - course attributes:
     Curriculum - Areas of Knowledge (values = ALP, CZ, NS, QS, SS)
     Curriculum - Modes of Inquiry (values = CCI, EI, FL, R, STS, W)
     Interest Area (value = Service Learning Course)
     Seminar/Lab/Topics (value = Seminar)

4 Click the search button. Click on "Add to Bookbag" if you like the course.
Schedule Builder:

Schedule Builder generates every possible combination of classes that you have selected. The schedule can be imported to your DukeHub bookbag if you want. For information, see sissoffice.duke.edu/students/howto.html

To delete a course from your Bookbag:

Go to your Bookbag and click on the trash can icon next to the course name.

To add a permission number:

If a course requires a permission number, you will see a "Yes" in a column labeled "Permission Required". This means that you will need to contact the instructor and ask for a permission number. You can bookbag the course, but DukeHub will not allow you to enroll until you have entered the number on DukeHub.

To enter a required permission number, go to your bookbag and click on the "Add" in the permission number column. An enrollment preference page will appear. Type the number into the box labeled "Permission Nbr". Then click on "Next" to return to your bookbag. If the number has been processed correctly, you will see the "Yes" change to "Added" in the Permission-Required column.

Step 3 Validate a prospective schedule

This allows you to check for time conflicts, required permission numbers and prerequisites. You can also view your prospective schedule graphically to see the arrangement of classes during the week.

To validate:

1 DukeHub > Registration > Bookbag
2 Check the "Select" boxes of the four courses you wish to enroll in.
3 Click on view graphic schedule to see your prospective weekly schedule.
4 Click on the validate button.

You will see a status report that will tell you if enrollment will not be possible because of a time conflict, missing permission number, missing prerequisite, or other error. You can update your bookbag by adding and deleting courses and choosing other combinations of courses, then validate again until you find a schedule that works.

You may validate multiple schedules to see what is possible. Courses whose boxes you have checked for validation will remain checked when you next log in to DukeHub.

When you check your schedule graphically, you may find that you like having some courses on MWF and others on TuTh, for a more balanced schedule. You might also consider the time required (usually 20 minutes) to travel between East Campus and West Campus if necessary. The room number and building of your courses are displayed in your bookbag and on class searches. East/West buses run every few minutes throughout the day. You can find the location of buildings at maps.duke.edu

The Duke BlueBook for freshman also has maps of East and West Campus and the approximate time needed to get from one place to another. Look at page 13 of the Trinity Registration section of the freshman BlueBook ... https://my.duke.edu/docs/BB2021_Trinity.pdf
Step 4 Enroll

Registration will open for you shortly after you become an active Duke student and will remain open until the end of the second week of fall classes. While you can enroll any time this summer, we recommend that you do so before July 12, when incoming freshmen begin registering. When registration opens, you will see a green check on your Student Center Page under "Eligible to Enroll".

<table>
<thead>
<tr>
<th>Register for classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DukeHub &gt; Registration &gt; Bookbag</td>
</tr>
<tr>
<td>2 Check the courses you wish to enroll in and validate if you haven't already done so; check the Enrl/Cap and Status columns to be sure there are seats available.</td>
</tr>
<tr>
<td>3 Click on the &quot;Go to Enroll&quot; button.</td>
</tr>
<tr>
<td>4 Click on &quot;Finish Enrolling&quot; button to complete registration. If you don't want to enroll, click on cancel.</td>
</tr>
<tr>
<td>5 View the results screen shot to see the outcome of your enrollment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to drop a class you are enrolled in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DukeHub &gt; Registration &gt; Bookbag (scroll to bottom)</td>
</tr>
<tr>
<td>2 Click in the box next to the course you want to drop.</td>
</tr>
<tr>
<td>3 Click on the &quot;Drop Selected Classes&quot; button. You will be asked to confirm your selection.</td>
</tr>
<tr>
<td>4 Click on the &quot;Finish Dropping&quot; button. DukeHub will then confirm the success of your drop request.</td>
</tr>
<tr>
<td>5 Click on &quot;Bookbag/Schedule&quot; to review your new schedule.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to add another class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DukeHub &gt; Registration &gt; Class Search or Advanced Class Search</td>
</tr>
<tr>
<td>2 Click on the course to see the Course Detail page.</td>
</tr>
<tr>
<td>3 Click on the &quot;Add to Bookbag&quot; button and the class will be added to your bookbag. Remember that DukeHub will not allow you enroll in more than 5.5 credits; this includes courses you are enrolled in and classes you are waitlisted for.</td>
</tr>
</tbody>
</table>

A note on waitlisting. If a class is full, you can choose to be waitlisted for the class; if a seat opens up, DukeHub will then enroll you. However, DukeHub will allow you to schedule a time conflict for a waitlisted class but in this case, you can never come off of the waitlist. You cannot enroll in two classes which meet or overlap in time.

Here is an example of a class detail page:
**Class Detail**

**BIOLOGY 2011 - 001  Gateway to Biology: Molecular Biology**

If a course number changed due to course renumbering, the old number will be displayed below; for a sortable list of all renumbered courses click here.

Return to Search By Subject  
Course Eval

<table>
<thead>
<tr>
<th>Class Details</th>
<th>Course Eval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td></td>
</tr>
<tr>
<td>Wait List</td>
<td></td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
<td></td>
</tr>
<tr>
<td>3762</td>
<td></td>
</tr>
<tr>
<td><strong>Session</strong></td>
<td></td>
</tr>
<tr>
<td>Regular Academic Session</td>
<td></td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td></td>
</tr>
<tr>
<td>1 units</td>
<td></td>
</tr>
<tr>
<td><strong>Instruction Mode</strong></td>
<td></td>
</tr>
<tr>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td></td>
</tr>
<tr>
<td>8/25/2014 - 12/5/2014</td>
<td></td>
</tr>
<tr>
<td><strong>Grading</strong></td>
<td></td>
</tr>
<tr>
<td>Graded</td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td></td>
</tr>
<tr>
<td>Durham</td>
<td></td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td></td>
</tr>
<tr>
<td>Duke University</td>
<td></td>
</tr>
<tr>
<td><strong>Class Components</strong></td>
<td></td>
</tr>
<tr>
<td>Laboratory</td>
<td>Required</td>
</tr>
<tr>
<td>Lecture</td>
<td>Required</td>
</tr>
<tr>
<td>class has a lab</td>
<td></td>
</tr>
</tbody>
</table>

**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 10/05AM - 11:20AM</td>
<td>Biological Sciences 111</td>
<td>Alison Hill, David McClay, Steve Haase</td>
<td>08/25/2014 - 12/05/2014</td>
</tr>
</tbody>
</table>

**Enrollment Information**

<table>
<thead>
<tr>
<th>Enrollment Requirements</th>
<th>Prerequisite: CHEM 20 or 21 or 101DL or 110DL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attributes</td>
<td>(STS) Science, Technology, and Society</td>
</tr>
<tr>
<td></td>
<td>Check prerequisite (NS) Natural Sciences</td>
</tr>
</tbody>
</table>

**Class Availability**

<table>
<thead>
<tr>
<th>Class Capacity</th>
<th>Wait List Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>272</td>
<td>305</td>
</tr>
<tr>
<td>Enrollment Total</td>
<td>Wait List Total</td>
</tr>
<tr>
<td>228</td>
<td>4</td>
</tr>
<tr>
<td>Available Seats</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
</tr>
</tbody>
</table>

**Description**

Introduces major concepts in biology through the lens of molecular biology. Molecular mechanisms that comprise the Central Dogma and variants, DNA structure and function, replication, transcription, and translation. Protein synthesis, folding, structure and function. Supporting topics related to the structure of cells, metabolism and energetics. Integration of physical and quantitative principles to molecular biology. Relevance to human diseases and the biotechnology industry. Laboratory includes an introduction to recombinant DNA technology. Prerequisite: Chemistry 101DL or equivalent. Instructor: Bucher, Haase, Kielhart, Wray

**Textbook/Other Materials**

Textbook Assignment Pending (assignments not shown to students)
### Useful Websites

<table>
<thead>
<tr>
<th>Topic</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to your personal information</td>
<td>my.duke.edu</td>
</tr>
<tr>
<td>Aces – course registration, grades, accounts, etc.</td>
<td>dukehub.duke.edu/</td>
</tr>
<tr>
<td>Academic Resource Center</td>
<td>duke.edu/arc</td>
</tr>
<tr>
<td>Office of the University Registrar</td>
<td>registrar.duke.edu</td>
</tr>
<tr>
<td>List of majors, minors, certificates and links to all</td>
<td>trinity.duke.edu/undergraduate/majors-minors</td>
</tr>
<tr>
<td>List of directors of undergraduate studies (DUSs)</td>
<td>trinity.duke.edu/directory/director</td>
</tr>
<tr>
<td>List of Trinity policies and procedures</td>
<td>trinity.duke.edu/academic-requirements</td>
</tr>
<tr>
<td>University calendar</td>
<td>registrar.duke.edu/academic-calendar</td>
</tr>
<tr>
<td>Information on foreign languages at Duke</td>
<td>trinity.duke.edu/languages</td>
</tr>
<tr>
<td>Directors of Academic Engagement (global advisors)</td>
<td>globaladvising.duke.edu</td>
</tr>
<tr>
<td>Global Education Office (Study Away)</td>
<td>gloalead.duke.edu</td>
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<tr>
<td>Peer advisors</td>
<td>trinity.duke.edu/academic-advising-center/your-peer-advisor</td>
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<td>Prehealth website</td>
<td>prehealth.duke.edu</td>
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<tr>
<td>Prelaw website</td>
<td>trinity.duke.edu/prelaw-advising</td>
</tr>
<tr>
<td>Prebusiness website</td>
<td>trinity.duke.edu/prebusiness-advising</td>
</tr>
<tr>
<td>Research</td>
<td>undergradueresearch.duke.edu</td>
</tr>
<tr>
<td>Maps and buildings at Duke</td>
<td>maps.duke.edu</td>
</tr>
<tr>
<td>Online course materials (available after you register)</td>
<td>sakai.duke.edu</td>
</tr>
<tr>
<td>Office of Information Technology (computer problems)</td>
<td>oit.duke.edu/help (919-684-2200, <a href="mailto:help@oit.duke.edu">help@oit.duke.edu</a>)</td>
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</table>

### Bulletin of Undergraduate Instruction

The Undergraduate Bulletin will give you a comprehensive view of departments, programs and classes. It begins with a description of the curriculum of Trinity College and general academic information. Then it describes all academic departments and programs in alphabetical order, the classes offered, as well as course descriptions, curriculum codes, and major/minor/certificate requirements. Not all courses in the bulletin are taught every semester or even every year, but it is an easy way to find academic information all at one site. And it doesn’t require the repetitive clicking on DukeHub to see courses and curriculum codes.

You can find the bulletin on the Registrar’s Office website. The 2017-2018 version is currently there; the 2018-2019 version will appear sometime this summer. registrar.duke.edu/university-bulletins/undergraduate-instruction