

Dear Public Policy Major,

Congratulations on declaring public policy as your major! We're happy that you've joined us in the Sanford School of Public Policy and we're looking forward to getting to know you.

You will be assigned a faculty advisor within three weeks of declaring your major. In the meantime, here is some information to help you get started. The PubPol student handbook and majors' worksheet are terrific resources with lots of information about the course requirements, the public policy internship, the honors project, study away programs, and other opportunities in Sanford.
<https://sanford.duke.edu/academics/undergraduate/forms>

We encourage you to become an active member of the Public Policy Majors Union, read the newsletter and Facebook page. You may also want to regularly check the Sanford events page to find out about upcoming special lectures and other events. <https://sanford.duke.edu/policy-connect/events>

At the beginning of the fall semester, check out the list of available research assistantships. You can contact the faculty directly to apply for the positions or to learn about other opportunities.
<https://sanford.duke.edu/academics/undergraduate/research-assistantships>

Welcome to the Sanford School of Public Policy! The next steps are outlined on the following page. Please feel free to contact us if you need additional information.

Sincerely,



Christina Gibson-Davis
Director of Undergraduate Studies

PUBPOL Undergraduate Contacts

SUZANNE PIERCE | Undergraduate Program Coordinator | suzanne.pierce@duke.edu

PAM LEWIS | Undergraduate Program Assistant | pamela.d.lewis@duke.edu

CHRISTINA GIBSON-DAVIS | Director of Undergraduate Studies | cgibson@duke.edu

CATHERINE ADMAY | Assistant Director of Undergraduate Studies | admey@duke.edu

ELISE GOLDWASSER | Director of Undergraduate Internships | elise.goldwasser@duke.edu

SUZANNE VALDIVIA | Assistant Director of Undergraduate Internships | suzanne.valdivia@duke.edu

Public Policy Majors Next Steps

1. **Review PUBPOL Major Worksheet** <https://sanford.duke.edu/academics/undergraduate/forms>
Still have questions? Email suzanne.pierce@duke.edu for help!

2. **Sign up for Sanford CareerLink**

<http://sanford.duke.edu/academics/undergraduate/internships>

Once you've completed the sign up process, email elise.goldwasser@duke.edu letting her know you've completed this task. *Make sure your name is in the subject line!* Within two business days of signing up you will receive an email from your internship TA requesting an appointment to help you get the ball rolling on your policy internship requirement. It is never too soon to schedule your first meeting with your internship TA.

3. **Check your Faculty Advisor Assignment**

Within a few weeks of joining the major you'll be able to view your Faculty Advisor assignment in DukeHUB. We strongly encourage you to meet with your faculty advisor each semester.

4. **Read all PUBPOL Department Emails**

We know your @duke.edu inbox is flooded with "IMPORTANT" & "READ ME" emails so our PUBPOL Majors Union sends out a condensed newsletter once a week to let you know what's going on in Sanford. You'll also receive a Majors Letter from the department once a semester with ***Really Important Information***. You'll need to read these emails, so flag them and make sure they don't hit your junk box. PPSMU@duke.edu, suzanne.pierce@duke.edu, and the email contacts below will be the ones to watch out for.

5. **Are you Eligible to Enroll?**

PUBPOL students are required to meet with Suzanne Pierce, PUBPOL Undergraduate Program Coordinator each advising period prior to course registration. This meeting allows for discussion of degree progress and clearance for enrollment eligibility in ACES. Meetings are held during the 2-week advising periods after Fall/Spring breaks before registration windows open. **If you join the major within this window and haven't heard from one of the contacts below please email suzanne.pierce@duke.edu ASAP for enrollment eligibility instructions**

6. **Join the Public Policy Majors Union**

The Public Policy Majors Union is an influential and creative voice in the administration of the Sanford School, providing input on the curriculum, and the internship program. The Majors Union encourages students and faculty to meet informally by sponsoring social functions and lunches throughout the year. Feel free to contact them at PPSMU@duke.edu regarding any issues about the major and keep an eye out for their weekly newsletter regarding Majors Union news & events as well as key major information.