Please read this guide carefully and completely before Fall 2013 Registration opens at 7:00 a.m. on Wednesday, April 3
ACES Online Registration

You are not registered for any courses until you move them from your book bag into your registration record!

In order to be prepared for registration on April 3rd, students are responsible for reviewing both the information included in this packet and the information provided by the Registrar (http://registrar.duke.edu). GLS (LS) courses fill quickly! Your chances of getting your first choice of courses will be better if you are ready to proceed when registration opens. If you have questions after you have reviewed all of the information provided here, please contact the GLS office.

Preparing for Online Registration (OVERVIEW)

1. You need the following before you register:
   - Net ID
   - Net ID Password
     - If you have forgotten your Net ID password, complete a Net ID Password Change form (http://oit.duke.edu). If you have problems logging in, contact OIT at 684-2200. BE SURE YOUR PASSWORD IS WORKING BEFORE YOU ATTEMPT TO REGISTER.
   - Check your Bursar account online through ACES web. If your account is delinquent or if you owe fines, your account will be blocked from registration.

2. Select your courses
   - Review the LS Course Offerings online (www.liberalstudies.duke.edu)
   - Review courses in other departments via the ACES website (http://www.registrar.duke.edu). Before registering for non-LS courses, submit the “Request Permission for Non-LS Course form (Attachment 3). This form is due no later than 5:00 p.m. on Monday, April 1, and must have the course description attached. You will be notified via e-mail if your request is approved or denied. In addition, students must contact the course instructor before enrolling in a non-LS course. The director approves course content only. Students are responsible for complying with any prerequisites and ensuring that a non-LS course qualifies for credit from the Graduate School (i.e., course must be graded – courses CANNOT be taken pass/fail). GLS student can take only two undergraduate 200-level courses or higher and must receive a B grade of better for credit towards their master’s degree.

The director’s permission is ONLY for the course(s) submitted on the request form. If you want to change your registration after approval is granted, you MUST submit a new request. Registrations are monitored closely by the GLS office. If your registration has changed and you have not obtained approval, you will be contacted by the GLS office.
Special Note for Scholarship Recipients:
Availability of scholarship funds for more than noted on your award letter is NOT automatic. If you would like to be considered for scholarship for more courses than noted on your award, complete Attachment 4 and submit it for approval to Margaret Dennis. You will be notified via e-mail whether your request is approved or denied.

- BE COURTEOUS – Please do not HOLD courses while you make a decision.

- Add courses to your book bag so you are ready to register on April 3rd. Book bags were activated on Monday, March 25th.

3. BEFORE April 3rd take a trial run

- Go through the registration tutorial before April 3rd so you are familiar with the process.

- Add courses to your book bag so you are ready to register on April 3rd. Book bags were activated on Monday, March 25th.

- Validate your book bag.

- Having problems? See Attachment 1 for FAQ.

4. Register

All students must be registered in Continuation (CTN) whether or not they are taking a course.

- IF THERE IS NO REGISTRATION BLOCK ON YOUR RECORD, you have been automatically enrolled in CTN by the Registrar’s Office. DO NOT ADD CTN or you will be registered for it twice.

- If you have NOT been automatically enrolled in CTN, you must add CTN to your book bag and register for it BEFORE you can register for a course.

- Registration opens at 7:00 a.m. on Wednesday, April 3rd. Priority registration for graduate students ends at midnight on April 3rd.

- Putting courses in your book bag DOES NOT register you for courses! Be sure to complete the entire registration process and view your fall semester schedule to verify actual registration.

- Student registering for Final Project (LS 850.01) must be registered in Continuation. Permission number for LS 850, Final Project Colloquium, will be issued after proposals are approved.

- After you register, go back to “schedule” to make sure your registration is correct. Drop any unwanted courses from your alternate book bag.
GLS REGISTRATION POLICIES

- ALL GLS students must be registered for Continuation (CTN) for the fall semester whether or not they plan on taking a course. The Registrar’s Office has already registered all students in CTN **IF THERE WAS NO REGISTRATION BLOCK ON THEIR RECORD**. If you have a balance on your bursar’s account, you must pay it off and then register for CTN for the fall.

- Schedules and descriptions of LS fall courses are available on the GLS website. **PLEASE NOTE:** LS courses are listed under **2013 Fall Semester on the online web registration**.

- Information for non-LS courses is available online. If necessary, contact the professor for more information.

Late Registration/Failure to Register

- After April 12th, registration is considered late and subject to a late registration fee. This includes registration for Continuation (CTN). Students who fail to register for the fall semester may be withdrawn and must apply for readmission if they wish to return.

Course Audit Procedure

Students may audit a course on a space-available basis (**priority is given to students registering for credit**) and require the permission of the course instructor. In order to audit a course, a graduate student must have the approval of the instructor of the course. Complete the form (http://gradschool.duke.edu/documents/policies_and_forms/audit_form.pdf) and deliver it to the Registrar’s Office either in person (Bay 9, Room A289, Smith Warehouse), via fax*, or as a signed, scanned pdf sent to registrar@duke.edu for manual registration by 5:00 p.m. on the last day of drop/add for the current semester. Any student registered full-time in a degree program may audit courses without charge during the Fall and Spring semesters. Otherwise an audit fee is charged. Once enrolled in a course for regular credit, the student cannot change it to an audit after drop/add. Similarly, after drop/add, a course taken on an audit basis may not be changed to a course for regular credit.

ADD/DROP Deadline

The deadline to add/drop a course is on Friday, September 6, 2013. Any drops after that date require the permission of the GLS director and the instructor. Students must complete the “Course Withdrawal Form” (http://gradschool.duke.edu/documents/policies_and_forms/CourseWithdrawalForm.pdf), have the instructor and the director sign it, and then submit the form to the Graduate School. The course will remain on your transcript and a “W” will be recorded instead of a letter grade after the Graduate School approves the course withdrawal form. **Please note that students are responsible for full tuition for courses dropped after the add/drop deadline.**

Final Project Registration

- **Fall 2013 Final Project Registration:**
  During the registration period, register for Continuation (CTN). Permission numbers for registration for Final Project (LS 850.01, Final Project Colloquium) will be issued **AFTER** the proposal has been approved by the GLS Advisory Committee. Proposals **MUST** be submitted to the GLS office by **June 28** and **MUST** be approved by the GLS Advisory Committee before LS fall classes begin. Students enrolled in Final Project are expected to attend Final Project Pro-seminars. Dates/times for the Pro-seminars are TBA.
Continuing to work on a Final Project beyond the initial semester:
GLS strongly encourages students to complete their Projects within one semester. However, if students need to extend their Final Project work beyond one semester, they must request their faculty supervisor to officially renew the “Agreement to Continue to Supervise” form for the upcoming semester. (Form is available on the GLS website.) Students will also be required to register for Continuation and pay the $100 fee. Students must be registered during the semester in which they graduate. **Students continuing work on the Final Project must attend the 2nd Final Project Pro-seminar each semester.**

Leave of Absence
GLS students are allowed to take up to a one-year leave of absence during their GLS program. Leaves of absence are usually approved for three reasons: serious illness, severe financial difficulties, or a temporary move away from the area. Students on “leave” do NOT have access to faculty advising or University resources. If you plan to take a leave of absence, or plan to extend a leave you are already on, you must do the following:

♦ Contact the GLS office to arrange a time to discuss a leave of absence with the director. All leaves must be approved by the director and the Graduate School


♦ Requests for a leave of absence or any request for an extension of a leave must be approved **BEFORE** classes have begun. *If you do not register for a course or Continuation and do not have an officially approved leave, you will be automatically withdrawn from the GLS program and you will have to pay a substantial reinstatement fee if you decide to continue your graduate study.*

Withdrawal from University
If circumstances require that you withdraw from the GLS program, you must notify the GLS director prior to the add/drop deadline. Requests for withdrawal received after that date will be processed the following semester and you will be required to pay the $100 CTN fee.

Tuition

♦ Tuition for the fall 2013 semester is $3,600.00 per three-unit course; you will be billed for this on June 24th. Payment for fall tuition is due by **August 1, 2013**.

♦ Please note: There are two monthly payment plans available to GLS students. Late fees will be charged if balances are not paid in full by August 1 unless you are enrolled in either the TMS monthly payment plan or the Duke Employee Payroll Deduction plan.

Monthly Payment Plan (Select GLS plan)
Duke University partners with Tuition Management Systems (TMS) to allow currently enrolled students to pay all or part of the academic year expenses in monthly payments as follows:

♦ Fall balance – August 1 – November 1
♦ Spring balance – December 1 – March 1
♦ Summer balance – April 1 – July 1
♦ Fee for one semester at a time $40/Fee for two or more semesters $55 if signed up at start of plan.

As a TMS participant, you will continue to receive statements on a regular basis from the Duke Bursar’s Office. This statement should reflect your TMS payments made to date. The balance on your statement, which includes charges for the current term, must be covered by your remaining scheduled TMS payments for that term. Payments made to TMS for August 1 to November 1 must clear fall charges; payments made December 1 to March 1 must clear spring charges; payments made April 1 to July 1 must clear summer charges. If the balance due on your statement will not be cleared by your remaining scheduled payments for the term, please submit a payment for the difference directly to Duke. For more information, visit www.afford.com/duke or contact TMS at (800) 722-4867.

Send tuition payments as follows:

as an E-check (electronic payment) – preferred method
https://www.dukeonline.duke.edu/bursar/accountentry.html

with remittance form:
Duke University – Payment Processing Center
PO Box 602538
Charlotte, NC 28260-2538

Payroll Deduction
If you are a Duke employee, you may elect payroll deduction. Employees MUST contact the Bursar’s Office to arrange for payroll deduction for tuition payments. Students are responsible for setting payment amounts that will ensure that their accounts are current before registration. The form for payroll deduction is available online and may be filed via e-mail:
http://finance.duke.edu/bursar/Payments/index.php

Duke Tuition Assistance

Tuition Benefit. If you are eligible for Duke tuition benefit, you must file an application prior to the start for each semester. For program details, refer to the Duke HR website:
http://www.hr.duke.edu/benefits/education/tuition_assistance/index.php
Late applications will be denied by HR!!!!

Scholarship
Awards are distributed on one course per semester for a maximum of three courses per year unless noted otherwise in your award letter. Students enrolled in more than one class per semester and wish to use their scholarship in a more concentrated manner must complete Attachment 4. Such requests are decided on a case-by-case basis, depending on budgetary constraints.

Special Note – If your registration changes after scholarship awards have been made, contact Margaret Dennis (mdennis@duke.edu) in order for the award to be adjusted accordingly.

Student Loans
Students enrolled in two or more courses may qualify for student loans. To apply for a student loan, refer to: http://gradschool.duke.edu/financial_support/loan.php. All questions regarding student loans should be addressed to the Graduate School Financial Aid Office – (919) 684-5708.
Books
Textbooks for LS courses are available at the University Bookstore located in the Bryan Center. Some faculty will occasionally order books only from The Regulator Bookshop located on Ninth Street in Durham.

**The University Bookstore** (919) 684-6793
Bryan Center
Hours: 8:30 a.m. – 5:00 p.m., Monday-Saturday

**The Regulator Bookshop** (919) 286-2700
720 Ninth Street
Durham, NC
Hours: Sunday, 12:00 noon – 6:00 p.m.; Monday-Saturday, 10:00 a.m. – 9:00 p.m.
[http://regulatorbookshop.com](http://regulatorbookshop.com)
What are course permission numbers and how are they obtained?
Course permission numbers are required to register for designated courses and can be obtained from Instructors and Deans. (For LS courses, contact the GLS office.) Permission numbers are not required to put courses in your book bag and alternates.

How do I register for courses in my book bag?
Once your registration window opens, you must explicitly click the "Click here to register your entire book bag" button within ACES Web to register for courses that you have added to your book bag. Book bags are provided as a convenience for students to do as much up-front planning as possible before their registration window opens. Make sure you have your Personal Identification Number (PIN) from your advisor and any course permission numbers you may require.

Under what circumstances will I not be able to register for courses in my book bag?
You will not be able to register for courses in your book bag if:

Your assigned registration window has not yet been opened.
You have not been made eligible to enroll by your department.
You have a hold attached to your student record because of an overdue balance, etc.

If you have a hold on your student record that prevents you from registering for courses in your book bag, ACES Web will print a message directing you to contact the appropriate department. You will be able to put courses in both your book bag and alternates even though you have a hold attached to your student record. If you have a bursar block on your account, contact Margaret Dennis.

What is the purpose of the alternates?
The alternate book bag is a time saving device in which you can store second and third choice courses in case your first choice is closed. If you are unable to register for one of the courses in your book bag because it has reached maximum enrollment capacity, then you can either quickly enroll for courses in your alternates or you can move courses from your alternates into your book bag.

How are course time conflicts handled?
You cannot put courses that have time conflicts into your book bag. If you attempt to put a course into your book bag that has a time conflict with either classes in your book bag or classes in which you are already enrolled, you will receive a notification that this course has been placed into your alternates.
Attachment 2

Permission to Enroll in More than One Course

Semester __________________________________________ Number of Courses _________

Name __________________________________________________________________________

EMAIL ______________________________________________________________________

GLS is designed for the part-time adult student usually taking one course per semester. If you intend on enrolling in more than one course, briefly describe your reason for taking additional courses and provide course information below. If any of the courses is a non-LS course, complete “Permission Request for non-LS Course” in addition to this form.

Note to scholarship recipients: Most awards are distributed based on one course per semester for a maximum of three courses per year. Students enrolled in more than one class per semester and who wish to use their scholarship in a more concentrated manner must complete Attachment 4, Request for GLS Scholarship Award for More than One Course. Such requests are decided on a case-by-case basis, depending on budgetary constraints.

Please explain your circumstances and why you are requesting to enroll in more than one course (use reverse side if necessary):

Course Number: ___________ Course Title: __________________________________________

Course Number: ___________ Course Title: __________________________________________

Signature __________________________________________________ Date ______________________

For Office Use.
Reviewed by: __________________________________________ Date: ______________________

Number of Courses: ___________ Award Amount: ______________________________________

Approve/Decline: ______________________________

Date Student Notified: ________________________
Attachment 3

Permission Request for non-LS Course

Semester __________________________________________

Name ________________________________________________________________________

EMAIL ________________________________________________________________________

When requesting permission to take a course outside of GLS, provide information about the course (i.e. course description or syllabus), including units of credit, to the GLS director. Students are also required to obtain the permission of the instructor before registering for a non-LS course.

Students should be aware that credits for courses outside of GLS are variable. It is YOUR responsibility to confirm that your chosen course constitutes three units of credit. In addition, courses graded as pass/fail rather than with a letter grade will NOT be credited towards your degree. Courses in schools other than the Graduate School (e.g. Divinity School, Fuqua School of Business, Law School, Medical School, Nicholas School of the Environment, Pratt School of Engineering) may have registration restrictions or special registration procedures and limited availability to GLS students.

Course Number: _______________ Course Title: _______________________________________

Instructor: ___________________ Units: _______________________________________________

Date Instructor Contacted: _____________________

Attach a brief synopsis. You will be contacted via e-mail of permission to register for the course.

Signature ___________________________________________ Date _______________________

_____________________________________________________________________________________

For Office Use.

Reviewed by: ____________________________________________ Date: ________________________

Number of Courses: __________ Award Amount: ___________________________________________

Approve/Decline: _________________________________

Date Student Notified: ______________________________
Attachment 4

Request for GLS Scholarship Award for More Than One Course

Semester ____________________________ Number of Courses ____________

Name ________________________________________________________________

E-Mail _______________________________________________________________

Please explain your circumstances and why you are requesting an award for more than one course:

______________________________________________________________

Signature ___________________________________________  Date ___________________________

For Office Use.

Reviewed by: _____________________________________________  Date: ___________________________

Number of Courses: ________________  Award Amount: _________________________________________

Approve/Decline: _____________________________________________

Date Student Notified: ____________________________