

Graduate Liberal Studies Duke University Summer 2012 Registration Guide

**Read this guide carefully and completely before
Summer 2012 Registration.**

Summer 2012

Book Bags open 8:00 am, February 13

*******NOTE: Registration begins 12:01 AM, Monday, February 20*******

ACES Online Registration General Information

Course registration is available *exclusively* online.

In order to be prepared for registration, students are responsible for reviewing both the information included in this packet **and** the information provided by the Registrar (<http://www.registrar.duke.edu>). 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 still have questions **after** you have reviewed all of the information provided here, please contact the GLS office.

****IMPORTANT - ALL MALS students must register by the registration deadline of MARCH 15.**

Students not registered by the deadline will be assessed a \$25 late registration fee and could be withdrawn from the Graduate School for failure to register. **The GLS staff WILL NOT be responsible for registering you.**

Preparing for Online Registration (OVERVIEW)

1. You will need the following before you register:

- NET ID and Password.
 - If you have forgotten your password, contact OIT at 684-2200 to get a new password. **BE SURE YOUR PASSWORD IS WORKING BEFORE YOU ATTEMPT TO REGISTER.**
- Check your Bursar account. You can check the status of your bursar account through ACES Web. If your account is delinquent or if you owe fines, your account will be blocked from registration. To make payment arrangements and request the block removed, contact Margaret Dennis. Arrangements must be made one week prior to registration and there is no guarantee that your request will be accepted by the Bursar's Office.
- Obtain permission for enrolling in more than one course and/or non-LS courses **prior** to registration.

2. Select your courses

- Review the LS course descriptions online at www.liberalstudies.duke.edu.
- **Before registering for more than one course, contact the GLS director for permission.** Complete attachment #2 and submit via fax (681-8905) or email prior to registration.
- **Special Note for Scholarship Recipients:**
Availability of scholarship funds for more than one course per semester is not automatic. If you would like to be considered for a scholarship award for more than one course per term, complete attachment #2 and submit it for approval to Margaret Dennis. You will be notified whether your

request is approved or denied. **MALS scholarships are not available for non-LS courses in any of the summer semesters.**

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

3. BEFORE Registration opens, take a trial run

- Go through the registration tutorial before February 20, 2012 so you are familiar with the process. Having problems? See Attachment #1 for FAQ.
- Add courses to your “book bag” so you are ready to register. N.B. Placing courses into your book bag DOES NOT register you for those courses. **You must complete registration by clicking on the “GO TO ENROLL PAGE” button below the primary book bag.**
- Click on the **VALIDATE** button after you have added the course(s) in your book bag. This step will save you having to do this when the registration window opens.

4. Register

- **ALL LS courses are listed in “Summer Semester-Full.”**
- Registration dates and times are different for summer and fall:
 - SUMMER opens at **12:01 AM**, Monday, February 20.
 - FALL opens at **7:00 a.m.** Wednesday, April 4
- Students registering for Final Project or Independent Study **must** register for Continuation by **MARCH 15**. After a permission number is issued, add either Final Project or Independent Study.
- Putting items in your book bag does not register you for courses. You must register for course(s) in your book bag! Be sure to complete the entire registration process and request a semester schedule to verify actual registration.
- **NOTE:** If your account is not blocked, you will have already been registered in CTN by the Registrar’s Office. If your account *is* blocked at the time of registration, you will not be able to enroll in CTN or a course for the summer semester! Once the block has been removed from your record, you will then need to register for CTN (Continuation – Graduate School) in order to maintain student status in the program.

GLS Registration Policies and Semester Instructions

Summer Session (All students MUST register in summer)

- Summer book bags open 8:00 a.m., Monday, February 13
Summer Registration opens **12:01 AM**, Monday, February 20
- For schedule and description of LS courses, see course descriptions on the GLS website at www.liberalstudies.duke.edu. Please note that courses begin and end on different schedules. PLEASE NOTE: LS courses are listed under **2012 Summer Semester—Full** on the online web registration.
- Information for non-LS courses offered by Summer Session is available online for Summer Term 1 and Summer Term 2 and Summer Term-Full. Tuition rates, add/drop deadlines, and course meeting times are set by Summer Session through the Department of Continuing Studies. Adherence to these policies is the student's responsibility. **PLEASE NOTE:** LS tuition scholarships **ARE NOT** available for non-LS summer courses.
- **The add/drop deadline for summer courses is before the second class meeting. No student can add a course after the first meeting and no refunds are available if not dropped by the second meeting.** *For withdrawal policies for study abroad courses, contact Margaret Dennis.*
- Students participating in Study Abroad courses will be issued a permission number by the GLS office. Permission numbers will be issued after the non-tuition fee is paid.

Final Project

- **Summer 2012 Final Project Registration:**
Permission numbers for registration for Final Project (LS 350) will be issued **AFTER** the Proposal has been approved by the GLS Advisory Committee. Proposals **MUST** be submitted to the GLS office by **March 30** and **MUST** be approved by the GLS Advisory Committee before LS summer classes begin. ****Once issued a permission number register for LS 350.**
- **Continuing to work on a Final Project beyond the initial semester:**
We strongly encourage 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 Supervise for the upcoming semester. (Forms are available on the MALS web site and in the GLS office.) Students will also be required to register for Continuation before **MARCH 15** and pay \$100 continuation fee per term until the Project is completed. Students must also be registered during the semester in which they graduate.

Leave of Absence

LS students are allowed to take up to a one-year leave of absence during their MALS 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 (this discussion can be in person, by telephone or via email). All leaves must be approved by the Director and the Graduate School.
- Complete the leave of absence request form.
- Requests for a leave of absence or any request for an extension of a leave must be approved **BEFORE** the first day of classes. *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 MALS program, and you will have to pay a reinstatement fee if you decide to continue your graduate study.*

Add/Drop

The add/drop period for summer 2012 begins March 15. Students not registered in a course by this date will be assessed a \$25 late registration fee. During the add/drop period, students may make changes to their course registrations. For summer 2012 add/drop deadlines, see page 5 of this guide. For late withdrawal (drop) penalties, see below.

Withdrawal from Courses

For **Summer 2012** withdrawal (drop) deadline and penalties, see page 4.

Wait Lists

If a course selection is full, ACES Web offers you the next space on the wait list. MALS students are encouraged to enroll in a “second” course choice if they are placed on a wait list. Although course lists and wait lists can change close to the time classes begin, there is no guarantee you will get into a particular course even if you are first on the list.

You should periodically check your schedule via ACES Web to determine if you have been moved from the wait list. **If you are moved from “wait list” status to “registered” status, you will be charged tuition for the course.** Therefore, it is your responsibility to verify your registration status via ACES Web. *As a precaution, you should verify your status after the end of the wait list period and before the add/drop deadline.* Note: All wait lists will be erased at the end of the first week of classes.

Tuition

- **Summer 2012**
Tuition for the Summer 2012 term is \$3,402.00 per three-unit course. The summer tuition for GLS is due by May 12. Contact the Summer Session office for tuition rates for its classes which differ from MALS tuition. Tuition for summer session courses (courses outside the MALS program) is due 5 days before the first class meeting.

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

Note: The preferred method of paying tuition is by the electronic option, DukePay, on ACES

Monthly Payment 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 - July 1 – November 1
- ▶ Spring balance - December 1 – April 1
- ▶ Summer balance – April 1 – July 1 (for new accounts)

An annual, non-refundable fee of \$55 is charged for TMS participation.

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 due 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 July 1 to November 1 must clear fall charges; payments made December 1 to April 1 must clear spring term 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.

Duke Employees

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://www.bursar.duke.edu/FormsPubs/PayrollDeduct.html>

Duke Tuition Assistance

Tuition Benefit. If you are eligible for the Duke tuition benefit, you must file an application *prior to the start* for each semester. For program details, refer to the Duke HR web site:

http://www.hr.duke.edu/benefits/education/tuition_assistance/index.php

Late applications will be denied by HR!!!!

Scholarship

Most 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

Most often, textbooks for MALS classes are available at the *University Bookstore* (located in the Bryan Center). Occasionally a professor will request that his/her books be ordered through The Regulator Bookshop on Ninth Street in Durham.

The University Bookstore (919) 684-6793
Bryan Center
Hours: 8:30 am-5:00 pm, Mon.-Sat.

The Regulator Bookshop (919) 286-2700
720 Ninth Street
Durham, NC
Hours: 10:00 am-9:00 pm, Mon.-Sat.
12:00 noon-6:00 pm, Sun.

Attachment 1

Frequently Asked Questions

For full details see:

<http://www.registrar.duke.edu/registrar/studentpages/student/acesinfo.html#notregister>

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 click the green "Go to Enroll" to register. Book bags are provided as a convenience for students to do as much upfront planning as possible before their registration window opens. Make sure you have been made eligible to enroll by your department or advisor and have entered any course permission numbers that may be required.

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 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.

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 _____

MALS is designed for the part-time adult student usually taking one course per semester. If you intend on enrolling in more than one course, contact the GLS Director prior to enrolling for more than one course. Briefly describe your reason for taking additional courses. 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 this form. 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

(Note: Scholarship is NOT available for non-LS course(s) in any of the summer semesters)

Semester _____

Name _____

EMAIL _____

When requesting permission to take a course outside of MALS, provide information about the course, 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 MALS 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 MALS students. **Refer to MALS Student Handbook – Chapter 3, Section IIC (page 17) – for more information.**

Course Number: _____

Course Title: _____

Instructor: _____

Units: _____

Date Instructor Contacted: _____

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

Signature _____ Date _____

For Office Use.

Reviewed by: _____ Date: _____

Approve/Decline: _____

Date Student Notified: _____

Attachment 4

Request for GLS Scholarship Award for More than One Course

Semester _____ Number of Courses _____

Name _____

EMAIL _____

Please note, because GLS is primarily designed for the part-time student, most awards are distributed based on one course per term for a maximum of three courses per year. Students enrolled in more than one class per term and wish to use their scholarship in a more concentrated manner must complete this form. Such requests are decided on a case by case basis, depending on budgetary constraints.

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: _____