

# **Graduate Liberal Studies Duke University Spring 2010 Registration Guide**

**Read this guide carefully and completely before  
Spring 2010 Registration.**

**Spring 2010**

**Course Preview Night, October 22, 5:30 pm, McClendon Commons**

**Book Bags open October 26**

**Registration begins 7:00 am, November 4**

# ACES Online Registration

## General Information

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 GLS students must register by the registration deadline of **November 19**, as follows:

- **Register for either continuation (CTN) only OR a course AND CTN.**

Students not registered by November 19 will be assessed a \$25 late registration fee and could be withdrawn from the Graduate School for failure to register.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.** See page 3 for instructions on enrolling in CTN.

### Preparing for Online Registration (OVERVIEW)

#### 1. You will need the following before you register:

- Access to Internet Explorer or Netscape Navigator browsers, version 4.0 or higher.
- **NET ID and Password.**
  - If your NET account was issued more than two years ago and you have not changed your password, you must change it before using the ACES systems. If you forgot your password, contact OIT at 684-2200 to get a new password. **BE SURE YOUR PASSWORD IS WORKING BEFORE YOU ATTEMPT TO REGISTER.**
- **SPRING 2010 term activation. (READ CAREFULLY)**

PINs are no longer required for registration. The GLS Assistant Director has activated spring 2010 registrations for students who are currently eligible to register. If your registration has not been activated, the most common reason is a delinquent Bursar account.
- 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 have the block removed, contact Margaret Dennis. Arrangements must be made one week prior to registration to guarantee that the block is removed before registration begins.
- Obtain permission for enrolling in more than one course and/or non-LS courses **prior** to registration. *Links to forms are included in this document.*

## 2. Select your courses

- Review the LS course descriptions online at [www.mals.duke.edu](http://www.mals.duke.edu).
- **Request for Permission to Enroll in a Non-LS Course (Three important points to review)**
  1. Requests for permission to enroll in a Non-LS course are required BEFORE you register. In order to register at 7:00 am, November 1, **requests are due in the GLS office by noon, November 2** to guarantee that it will be reviewed and approved before registration begins. You will be notified via email by 5:00 pm on November 2 if your request has been approved.
  2. Do not register for non-LS courses before you receive permission. If you register for a non-LS course before receiving approval to enroll, you will not receive scholarship (if applicable) until permission is received. In addition, you may be asked to drop the course until you receive approval to enroll and in some cases, the course may not count towards the MALS degree.
  3. **Approval is course specific.** If you drop the approved course and want to register for another non-LS course, you MUST repeat the process above before registering.

Review courses in other departments via the ACES website ([www.registrar.duke.edu](http://www.registrar.duke.edu)). **Before registering for non-LS courses, contact the professor GLS director for approval.** Complete “[Permission to Enroll in non-LS Course](#)” form. Submit the course description and proof of permission (i.e. email), via fax (681-8905) or email prior to registration. The director approves course content only. Students are responsible for complying with all 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 students can take only two undergraduate courses for credit towards their degree. You will receive email notification from the GLS assistant director when the request has been approved or denied.

- **Before registering for more than one course**, complete “[Permission to Enroll in More than One Course](#)” form and submit via fax (681-8905) or email for approval. You will receive email notification from the GLS assistant director when the request has been approved or denied.
- **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 “[Request for GLS Scholarship for More than One Course](#)” form and submit it for approval to the GLS assistant director. You will be notified via email whether your request is approved or denied.
- BE COURTEOUS — Please do not HOLD courses while you make a decision.
- **Students are required to maintain continuous registration whether or not they are taking a course.** Students who fail to register will be withdrawn from the Graduate School and must apply for reinstatement if they want to continue in GLS. **\*\*Read the following carefully to avoid being withdrawn.\*\***
  - **\*\*Continuation (CTN)** Students **MUST** be registered for continuation for spring whether or not they are registering for a course. Students will be automatically registered for CTN in spring once they have accessed course planning for the spring term. **DO NOT** put CTN in the book bag as registration is automatic. If you are only registering for CTN

in spring, you must go to course planning in order to be registered in CTN.

### 3. BEFORE Registration opens, take a trial run

- **\*\*Be sure you have been term activated. See page 3, #3.**
- Go through the registration tutorial before November 4 so you are familiar with the process. Having problems? **Read the Registrar's instructions carefully -** <http://www.registrar.duke.edu/registrar/studentpages/student/registrationinfo.html>
- 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 “ENROLL ALL” button above the primary book bag.**

### 4. Register

- **Spring registration opens at 7:00 a.m., Wednesday, November 4.**
- Putting items in your book bag does not register you for courses. You must register your book bag! *Be sure to complete the entire registration process and request a semester schedule to verify actual registration.*
- Students registering for Final Project or Independent Study **must** register for Continuation by **November 19**. After a permission number is issued, add either Final Project or Independent Study.

## GLS Registration Policies

### Independent Study

In consultation with and permission of the GLS director, students may take one independent study as part of the GLS program. Independent Study is a course in which you undertake supervised independent research on a topic of your design. ***Your choice of topic, however, may not duplicate an existing course.*** Independent Study is not intended to be an extension of a Final Project.

If you wish to submit a proposal for an independent study, schedule a meeting with the director before registration in order to discuss your topic and determine whether or not an Independent Study is appropriate for your course of study and to discuss an appropriate supervisor for your course. It is the student's responsibility to generate a topic of study, to provide an initial bibliography, and to develop with the faculty supervisor a plan of study. You then must submit to the GLS office a statement describing the course of study that you propose. The proposal must be signed by the faculty supervisor. Give the course a title with no more than 25 characters. Deadline for submitting an Independent Study Proposal for spring is **October 30, 2009**.

Permission numbers will be issued **AFTER** the proposal is approved. Students **MUST** register for Continuation prior to **November 19**. Students will be notified by the GLS office when the approved course is available on ACES for registration.

### Final Project

#### ■ Spring 2010 Final Project Registration:

- ▶ Proposals **MUST** be submitted to the GLS office by **October 30** and **MUST** be approved by the GLS Advisory Committee before GLS spring classes begin.
- ▶ During the registration period, register for Continuation. Permission numbers for registration for Final Project (LS 350.01) will be issued **AFTER** the proposal has been approved by the GLS Advisory Committee in mid-November.
- ▶ Note that students registered in LS 350.01 are required to attend Final Project Proseminars. Dates and location of Proseminars will be posted on the GLS web site.

#### ■ 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** do the following:

- ▶ Request their faculty supervisor to officially renew the Agreement to Supervise for the upcoming semester. (Forms are available on the GLS web site and in the GLS office.)
- ▶ Register for Continuation before **November 19** and pay \$100 continuation fee per term until the Project is completed.
- ▶ Attend Final Project Proseminars. Dates and locations will be posted on the GLS web site.

## 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 (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 GLS program, and you will be required to pay a reinstatement fee if you decide to continue your graduate study.*

## Add/Drop

The add/drop period for spring 2010 begins Thursday, November 19. Students not registered in either Continuation (CTN) or a course by November 19 will be assessed a \$25 late registration fee for each term. During the add/drop period, students may make changes to their course registrations.

For spring 2010, **the add/drop period ends at noon on Wednesday, January 27**. For late withdrawal (drop) penalties, see below.

## Withdrawal from Courses

For **spring 2010**, the last day to drop a course and receive tuition reimbursement is noon, Wednesday, January 27. After January 27, students cannot drop a course through ACES. Late drops **must** be approved by the GLS director and the Graduate School. **Students who drop courses after the add/drop deadline are responsible for full tuition.** Therefore, students are strongly urged to drop courses by the deadline.

## Wait Lists

If a course selection is full, ACES Web offers you the next space on the wait list. GLS 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

### ■ Spring 2010

Tuition for the spring 2010 term is \$3,111.00 per three-unit course. You will be billed for this in November. Payment for spring tuition is due by date noted on the statement. If you are enrolled in the deferred payment plan, payments must be made in four installments - January 5, February 5, March 5 and April 5.

- **Statements for graduate students are available online only**, through ACES in the finance section. To view your statement online, visit the [ACES Web](#). It is your responsibility to check your statements.

- Tuition payments may be made by mailed check or E-check:

Mail tuition payments directly to:  
Duke University Bursar's Office  
Payment Processing Center  
P.O. Box 403636  
Atlanta, GA 30384-3636

or

E-check at:

<https://www.dukeonline.duke.edu/bursar/accountentry.html>

## Deferred Payment Plan

All students currently signed up for deferred payment will automatically continue to be in the deferred payment program **IF THEIR ACCOUNTS ARE CURRENT**. If you are not currently enrolled in the deferred payment plan and want to participate, or if you are currently using the deferred payment option and do not wish to continue, please call Margaret Dennis or email her at [mdennis@duke.edu](mailto:mdennis@duke.edu) before November 15, 2009.

**REMEMBER:** All deferred payments **MUST** be made in monthly installments. Registration will be blocked if your account is delinquent.

## Duke Employees

### Tuition Benefit for Student/Employees enrolled in GLS

Complete and submit the Employee Tuition Assistance Program Application ([form](#)) **PRIOR TO THE BEGINNING OF THE SEMESTER**. Duke employees participating in the Tuition Assistance Program must make arrangements to pay their bursar bills prior to reimbursement.

### Payroll Deduction

If you are a Duke employee, you are eligible to participate in the payroll deduction plan. 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. Employees should complete a payroll deduction form at the Bursar's web site (<http://www.bursar.duke.edu/FormsPubs/>) and send it via email. An account representative will review the form for accuracy and forward it for processing.

## **Books**

Textbooks for GLS classes are available at the *University Bookstore* (located in the Bryan Center).

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

## Frequently Asked Questions

(For full details see: <http://registrar.duke.edu/index.html>)

### **Is a Personal Identification Number (PIN) required to register for courses?**

No. PINs have been replaced by “term activation” which is authorized by the GLS office.

### **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 "Enroll All" within ACES Web to register for courses that you have added to your **primary** 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 PIN from the GLS office 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 term activated. Contact the GLS office.
- There is a hold attached to your student record because of an overdue balance, etc.

If there is 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.