
Duke  **SUMMER**
UNIVERSITY **SESSION**



Summer College for High School Students Program

2018

Student Guide for Success

Duke University Summer College for High School Students

July 8 - August 3, 2018

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Duke University Summer College for High School Students

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DUKE UNIVERSITY

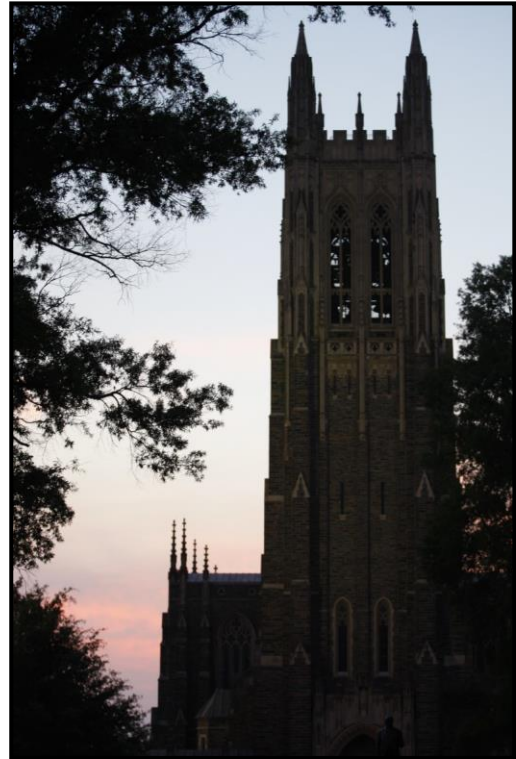
The History of Duke University

Duke University gained its present day title in 1924 when Trinity College was renamed as a memorial to Washington Duke, the patriarch of the Duke Family. Natives of Durham, North Carolina, members of the Duke family built a financial empire based upon the manufacture of tobacco products and production of electricity in North and South Carolina. The Duke family had long been interested in Trinity College and it was at the request of James B. Duke, son of Washington Duke, that the school be renamed.

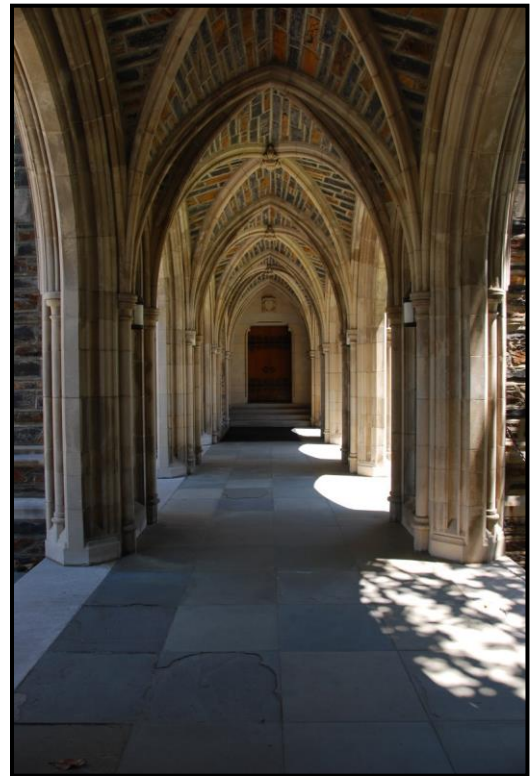
Trinity College's roots extend back to 1838 when Union Institute was formed by local Methodist and Quaker communities in Randolph County, North Carolina. The school officially changed its name to Trinity College in 1859 as a result of further Methodist Church support and was moved to Durham in 1892. By World War I, due much to support from the Duke family and a young and ambitious faculty, Trinity College was a leading liberal arts school in the South.

In December 1924, the trustees of Trinity College accepted the provisions of James B. Duke's indenture, creating the family's philanthropic foundation and The Duke Endowment. Duke University quickly expanded as a result of the Duke family gift. The original Duke University campus (East Campus) was rebuilt and the West Campus was built with Duke Chapel at its center. West Campus opened in 1930 and East Campus served as the Women's College of Duke University until 1972. Today, male and female undergraduates attend Duke University in either the Trinity College of Arts and Sciences or the Pratt School of Engineering.

Visit www.library.duke.edu/uarchives/history for more information.



The Duke Chapel at Sunset



The Duke Chapel

Duke University Schools and Institutes

As a member of the Duke University community you will join highly motivated students and faculty from across Duke's ten schools and eight institutes. Undergraduate students receive their bachelor's degrees from either the Trinity College of Arts & Sciences or the Pratt School of Engineering. However, the interdisciplinary nature of Duke's education offers undergraduates the chance to engage with its many school and institutes in valuable ways.

Visit www.academics.duke.edu for more information.



West Campus Plaza

Getting to Know Duke's Campus

West Campus

Duke's West Campus location is most often identified with the University. The famous Duke Chapel sits at the center of West Campus and its gothic-inspired buildings. Residential quads, academic buildings, athletic facilities, research facilities, and graduate and professional schools make up the geography of West Campus. You will reside on West Campus in one of the University's residential halls during your time here. The William R. Perkins Library, or **Perkins Library**, the hub of library activity on campus, is located on West Campus and will likely be a good place for you to study. The Bryan University Center, or **Bryan Center**, is a student community center with access to banking, several campus eateries, the bookstore, and a small convenience store.

SCHOOLS:

- Trinity College of Arts & Sciences
- Divinity School
- Fuqua School of Business
- The Graduate School
- School of Law
- School of Medicine
- Nicholas School of the Environment
- School of Nursing
- Pratt School of Engineering
- Sanford School of Public Policy

INSTITUTES:

- Duke Institute for Brain Sciences
- Nicholas Institute for Environmental Policy Solutions
- Kenan Institute for Ethics
- Institute for Genome Sciences and Policy
- Duke Global Health Institute
- John Hope Franklin Humanities Institute
- Social Science Research Institute
- Interdisciplinary Studies

East Campus

During the regular school year, East Campus is the residential home for members of Duke's first-year undergraduate class. Every summer East Campus becomes home for hundreds of middle and high school students participating in non-credit academic enrichment programs. **Ninth Street**, a popular place for Summer College students to eat off-campus, is located two blocks from East Campus. **Lilly Library**, a part of the Perkins Library System, is located on East Campus and specializes in art, dance, film and video, and philosophy.

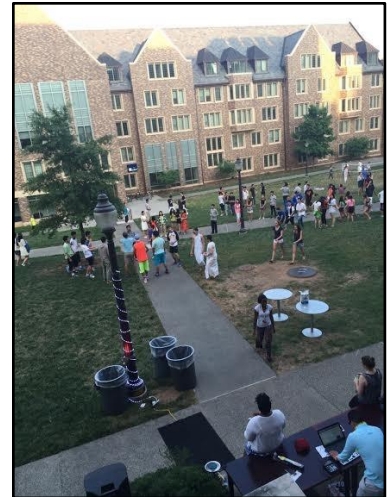
Campus Drive

Campus Drive connects East and West Campuses and is a popular place for Summer College students to walk or jog. Along Campus Drive are several administrative buildings as well as the Nasher Museum of Art and the Freeman Center for Jewish Life.

Duke University Map

An interactive map is available at maps.duke.edu. Here you may search for locations on campus by category as well as by name. It may be beneficial to look over this map and briefly orient yourself before you arrive on campus.

You can also download DukeMobile, the Duke Application to learn more about the campus. Visit <https://oit.duke.edu/what-we-do/applications/dukemobile> for more information and to download the application.



West Campus

ACADEMIC LIFE AT DUKE

Classes

Summer College students will enroll in one four-week daytime Duke University undergraduate course for academic credit. There will also be the opportunity to sign up for optional Weekend Academic Expos in a subject of your choice. You will select your daytime course from approximately 25 courses representing many arts and sciences disciplines. You will also have the opportunity to participate in our optional Weekend Film Series. The schedule for the Weekend Film Series will be given to you during the program. Your Duke course will be scheduled to meet in either the morning (10:00 a.m. - 12:05 p.m.) or the afternoon (2:00 p.m. - 4:05 p.m.). When you are not in class during the morning or the afternoon, you will be engaged in independent study which could include research, academic writing, practice for in-class presentations, or studying for quizzes and tests. Students report an average of three to six hours of independent study daily outside of class per day.

Textbooks and/or Course Packs

Textbooks and/or course packs must be purchased after you arrive on campus. They can be purchased with cash, check, money order, or a credit/debit card, so please come prepared for this purchase. The cost of books and/or course packs can range from \$50 - \$250, depending upon the requirements of the daytime course you select. The textbook and/or course pack purchase amount will be announced on the first day of class. Our on-site staff will help facilitate the purchasing process, but they cannot loan you money for the purchase.

Study Habits

You will be enrolled in an undergraduate level class where your classmates will be Duke University degree candidates as well as visiting undergraduate students from other universities. You should prepare for a fast-paced, intensive learning environment. Keeping up-to-date on course materials, including readings and assignments, is vital to your success in our program. You may make an appointment with one of our Assistant Academic Coordinators who can provide additional advice regarding on-campus resources available should you need assistance. Establishing good study habits and time management skills now will not only help you be successful in this program but will also prepare you for the demands of undergraduate classes in the future.

Duke University Libraries

Duke University takes great pride in having one of the top ten libraries, in terms of size, among private university libraries in the United States. The **William R. Perkins Library** is the hub of library activity on campus and is located near Few Quad on West Campus. Additionally, Duke is a member of the Triangle Research Library Network which provides Duke with access to the library collections of the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University. The Duke University Library system hosts an impressive spectrum of resources from a rare book collection, government documents, maps, and newspapers to a wide array of digitally-powered databases.

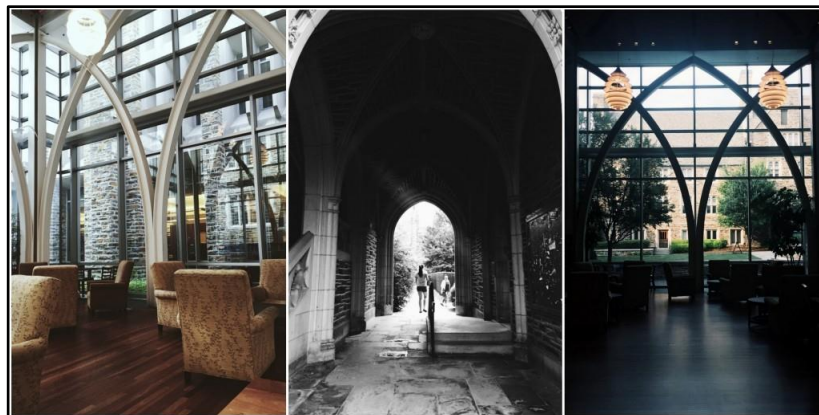
Duke University libraries provide Summer College students with access to computers, printers, photocopiers, and study areas. As a Summer College student, you may borrow from any library on Duke's campus as well as any other member libraries through interlibrary loan using your Duke identification card (i.e., your DukeCard) that will be issued to you upon your arrival on campus.



See performances as part of the evening activities.

During the time that you are a student at Duke, the Duke University libraries and their resources will be available to you in your residence hall or any place that you can connect to the internet by visiting www.library.duke.edu. Failure to return all materials borrowed from the Duke University library system before the end of the program will prevent you from obtaining a copy of your transcript.

Visit www.library.duke.edu for more information.



West Campus, Duke University

Your Transcript

A one-time transcript fee of \$40 is assessed to all visiting students undertaking summer coursework for credit. **This fee is included in the program fee for all Summer College students.** Upon completion of the program you will be able to obtain copies of your Duke transcript without further charge. In order to receive a copy of your transcript, you must **request it directly from the University Registrar's Office.** Please contact the Registrar's Office if you have any questions about how to request a transcript or what information is needed when requesting a transcript.

Contact Information for the Duke University Registrar's Office:

Mailing Address: Box 104804 Durham, NC 27708-0054

Email Address: registrar@duke.edu

Website: www.registrar.duke.edu

Telephone: (919) 684-2813

Fax: (919) 684-4500

Course credit earned during the Duke Summer College Program can be applied towards a degree at Duke University if you apply and are accepted, or you may apply for this credit to be counted towards your degree at another university. If you desire for this credit to be counted at another university, it is that university's decision regarding how much credit will be awarded. Please remember that you will likely be required to submit a copy of your transcript to any university or college that you apply to in the future. If you do well in your Duke course during this program, you will demonstrate your ability to perform successfully at the college level.

Internet and Computer Access

Before you can access the internet, shared computers, and your Duke email account, you will need to set up your NetID and password. Your NetID will be given to you upon arrival to campus. You will then go to the Perkins Library IT desk with your RA to set up your password. You will be able to use these to login to Duke University computers.

You will have two networks to choose from:

- 1) DukeOpen (not secure) – To access you simply need to provide your NetID and password when prompted.
- 2) DukeBlue (encrypted wireless access) – To access you will need to do the following:
 - a. Go to <https://launch.dukeblue.duke.edu/>
 - b. Click “Join Dukeblue”
 - c. Click the “Join Now” button after confirming that your device was accurately detected.
 - d. If your device was not accurately detected, select your device from the drop down list.
 - e. A program will begin downloading on your device. Please follow the prompted instructions. You will be prompted for your NetID & Password to setup Dukeblue wireless networks.
 - f. If you have difficulty please contact Duke IT at 919-684-2200

You will be able to access your Duke email account by visiting www.mail.duke.edu. To access you will need to provide your NetID and password when prompted.

Once you have your DukeCard, you will be able to access Duke’s printers. If you need to print a document prior before you receive your DukeCard, you can do so at the on-site office.

RESIDENCE LIFE

The Residential Staff

The Summer College residential staff will consist of the administrative and academic staff as well as Resident Assistants (RAs). Along with your Duke professor, you will have the full support of this residential staff. All RAs will be assigned to groups of approximately 20 students.

Housing

Participants in the 2018 Summer College for High School Students will live together in a Duke residence hall on West Campus. You should expect to be assigned to a room designated for two occupants. Occasionally, however, students may be placed in a single or a triple room. Residential staff will complete roommate assignments prior to your arrival on campus. We will make roommate assignments based in part on the responses you give us to the questions on the application form. Residence hall rooms will be air conditioned and you will have access to a communal, single-sex bathroom facility. Some residence hall floors may share a small kitchenette with a refrigerator and a microwave available for your use.

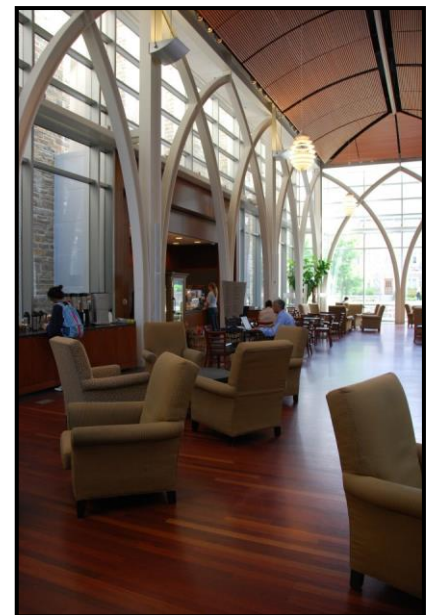
Your room will come furnished with the following:

- a bed for each student
- a dresser for each student
- a desk and desk chair for each student
- an overhead light
- window blinds

Please Note: Your dorm room will not be furnished with linens. While we have a limited number of linen packs available for you to borrow when you arrive, these linen packs contain a very lightweight blanket, so we encourage you to bring your own linens, pillow, towels, and blanket. The residence halls are air conditioned and the lightweight blanket you borrow from us may not be sufficient.



Spend time outside on Duke's campus.



Get some work done in one of Duke's libraries.

Residential Community Standards and Expectations

Your safety is important to us. Please take some time to review the Duke University Housing, Dining, and Residential Life Community Standards and Expectations on the Duke University Student Affairs website (<https://studentaffairs.duke.edu/hdrl/community-standards-expectations/policies/hdrl-policies>). This website outlines important ways to keep yourself, your belongings, and others safe while living at Duke. Some basic safety guidelines to keep in mind during your time at Duke are provided below.

- Always keep your door locked, even when you are sleeping and when you go to the bathroom.
- Do not prop open entrance doors or fire doors.
- Do not let delivery persons enter the residence hall. You must meet them at the entrance door and pay for food there.
- Do not let unfamiliar people into the residence hall.
- Report any suspicious persons or activity to a member of the Summer College staff.

Each individual is responsible for keeping common areas including the kitchenette, restrooms, lounges, stairwells, and hallways free of personal items, excess trash, and/or recycling. The job of the housekeeping staff is to maintain a sanitary living environment, ***not to clean up after you.***

You are expected to respect the rights of others at all times. This includes observing appropriate noise levels. **Quiet hours** begin at 11:00 p.m. in the residence halls. If you experience any disturbance after this time, please mention this issue to your RA or another one of the Summer College staff members.

Residential Activities

At Duke Summer College, we believe the world-class academic experience we offer you should be complemented by a phenomenal residence life. For this reason we provide you with the opportunity to participate in a wide variety of clubs on a daily basis. No matter your interests, we have a club for you. Activities of most clubs take place on campus, but the club leader may arrange for the club to engage in an off-campus excursion. In this case, the participants will be accompanied by a staff member.

We also place all of our students into “RA Groups”. These tight-knit communities are each led by one Resident Assistant (RA) and participate in a wide variety of daily activities. While many of these activities will take place on Duke’s West Campus, others will involve exploring other parts of campus and Durham. You must remain on Duke campus at all times, unless accompanied by a Summer Session staff member. You are allowed to go to the basketball court on Central Campus. You are allowed to use the Duke shuttle bus as a means of transportation. You are not allowed to use public transportation such as public buses, Uber, taxi, or Lyft unless accompanied by a staff member. You are not allowed to be transported in a car of anyone but a staff member without prior permission from your parent or guardian. The RA activities will include on- and off-campus excursions and may include without limitation going to the Nasher Museum of Art or the Duke Forest, Southpoint Mall, Durham’s Ninth Street, the University of North Carolina, downtown Durham, and the Museum of Life and Science. These activities are designed not only to be engaging and enriching, but to cultivate a sense of community and belonging.

Finally, each weekend we offer an assortment of on and off-campus excursions led and accompanied by RAs. Whether you are interested in hiking in one of North Carolina’s premier state parks, eating hot dogs at a Durham Bulls baseball game, or going shopping with friends, our residential staff will ensure that your summer is not only academically enriching, but also lots of fun.

Optional Worship Services

The Duke University Chapel offers non-denominational worship services every Sunday at 11:00 a.m. You are welcome to contact any congregation of worship and request that a member of that congregation give you transport; however as with all self-initiated off-campus activities, you will need to have your parent contact Dr. Nicki Charles or our on-site staff to give permission. You will need to make this request in a timely manner. Both you and the individual offering you transport will need to sign out for the activity, then sign back in at the conclusion of your activity. You are **not** required to attend worship services. For information about Duke Chapel, please visit www.chapel.duke.edu

Typical Daily Schedule

Monday – Friday:

8:00 a.m. – 9:45 a.m.	Breakfast - <i>optional</i>
10:00 a.m. – 12:05 p.m.	Duke Course or Academic Advising - <i>required</i>
12:05 p.m. – 2:00 p.m.	Lunch – <i>optional</i>
2:00 p.m. – 4:05 p.m.	Duke Course or Academic Advising – <i>required</i> <i>You will only be enrolled in one morning or afternoon class</i>
4:05 p.m. – 6:30 p.m.	Clubs, Residential Activities, and Studying - <i>optional</i>
6:30 p.m. – 8:00 p.m.	Dinner and Residential Activities
8:00 p.m. – 9:30 p.m.	Residential Program Activities and Studying - <i>optional</i>
9:30 p.m.	Residence Hall Meeting - <i>required</i>
11:00 p.m.	Quiet Time

Please Note: You are required to be on campus after 9:00 p.m. and to be in the residence hall by 9:30 p.m., unless a structured residential activity has been organized and is supervised by staff.

Important note to parents: Although students are part of a structured learning and residential environment, students **will not** have 24/7 supervision by a Summer College staff member.

Your DukeCard

You will be issued a Duke University identification card. This card will be used for accessing buildings on campus, the residence hall, checking out library books, and accessing your FLEX account (as described below). You will be issued your **DukeCard** upon your arrival on campus. It is important that you keep your DukeCard with you at all times as a means of identification.

Food, Meals, and “Points”

Duke was ranked 1st by the Daily Meal for “Best Colleges for Food in America” in 2017. During the summer, you will have the opportunity to eat your meals at campus dining locations of your choice using meal “Points” for breakfast, lunch, and dinner. Dinner may additionally be provided during special events such as dances. Unused meal “Points” will not be refunded and cannot be used for “Merchants-on-Points” or Duke Stores.



Opportunities may arise for you to eat off campus at your own expense or order food to the residence hall. Please note that **meal “Points” cannot be used at any off-campus location**. If you wish to purchase food off campus you will need cash or a debit/credit card. Off-campus meals during weekend excursions are also your responsibility, so please plan accordingly.

You are encouraged to explore the importance of making healthy food choices before coming to campus. A critical aspect of college life is caring for yourself and your health, including making healthy food choices. While you will have access to “junk food” and “fast food,” Duke’s campus offers a variety of healthy dining options. You can also purchase healthy foods and store them in the refrigerator in the kitchenette.

Let us know if you have any particular dietary restrictions, or preferences and our residential staff will work with you to help identify ways of managing your dietary needs.



Read Outdoors



West Campus, Duke University

Laundry

Washing machines and dryers are located in the residence halls and accept “Points” on your DukeCard. You are responsible for providing your own laundry detergent and laundry supplies as needed. Like any common area, you are responsible for cleaning up after yourself in the laundry room. Clothes and/or garbage are not to be left in the laundry room. If you do not know how to do your own laundry, we suggest that you practice before coming to campus.

Students will have the option of renting a linen pack from the university. There is no extra charge for using the linen pack but it must be returned at the end of the program.

A linen pack includes:

- 1 fitted sheet
- 1 flat sheet
- 1 towel
- 1 wash cloths
- 1 pillow
- 1 pillow case
- 1 very lightweight blanket

Note: You are responsible for washing the contents of the linen pack for the duration of the time that you will be using it and returning the linen pack at the end of the program.

Mail

You will be able to receive mail during your time at Duke. Student mail will be delivered by your RA at your nightly residence hall meeting. Student mail should be directed to the address listed below. If your parents, family, and friends do not use this address to send your mail, you most likely will not receive it.

Regular Mail, Federal Express, or United Parcel Service:

Your Name (RA Name)
c/o Summer College Program
Duke Summer Session Office Room 102
8 East Campus Union Dr.
Durham, NC 27708

*Mail and packages will be initially delivered to the Duke University Summer Session Office and may take 24 hours or more to reach the student. Packages sent via USPS typically take several days longer. The office is not open on weekends, so please do not select any Saturday delivery options. **Also – and very important – do not send mail or packages 10 days before the program end date because delivery is not assured. If a package arrives after the participant has departed, you will be responsible for any costs related to mailing the package back to you.**

Banking

You will have access to several full service automated teller machines (ATM) located on campus during your time at Duke. The Bryan Center, located on Duke's West Campus and a short walk from your residence hall, has several full service ATMs, including Wells Fargo (Wachovia), Bank of America, and Sun Trust Bank. We suggest that you bring cash for the first few days in case you don't have time to go to an ATM, but you **SHOULD NOT** carry large sums of money with you as we cannot be responsible for lost or stolen items.

Note: Summer College staff cannot hold money for you or be responsible for your finances while you are at Duke.

Lost Keys

If you lose your room key, you must report the loss immediately to a member of the Summer College staff. You will be required to pay a total of \$125 for the lost key and to have the lock changed. If you do not return your room key prior to your completion of the program and departure from Duke, you will be charged a \$125 lock change fee. We cannot accept keys mailed back to the program as the locks will be rekeyed the day following completion of the program.

Getting Around Campus and Transportation

You will use the Duke Bus System, route **C2 East-Central-West**, to travel between West and East campuses. This bus is free of charge and operates between the hours of 7:00 a.m. and 9:00 p.m. during the summer.

Transportation for off-campus Summer College sponsored events will be arranged by the Summer College staff. Any other off campus activities will have to be approved by Dr. Nicki Charles at +(919) 684-8763 or nicki.charles@duke.edu and appropriate transportation will be arranged at that time. You will not be permitted to use your own vehicle, taxis, ride sharing services (e.g., Uber or Lyft), any form of public transportation, or ride in a vehicle that is not a program vehicle operated by a Summer College staff member unless previous permission has been given by Dr. Charles.

Visit <http://parking.duke.edu> for more information.

All transportation and planning for Summer College-sponsored weekend excursions will be arranged for you by the Summer College staff.

Weekend Excursions

Weekend excursions will be facilitated by the Summer College staff. Weekends may also bring opportunities for nature hikes, college visits, sporting events, museum visits, and more. Remember, **you are responsible for any meals purchased off campus**, including meals during weekend excursions.

Visitors

Participants may choose to go off campus with a parent or family friend during the program. We do not encourage this practice as participants are actively engaged in residential and academic activities. For a participant to go off campus, parents must provide the on-site office with written authorization in order for an individual other than themselves to take their child off campus. This authorization must include the name of this individual and the date(s) on which they are allowed to take their child off campus. Before taking a participant off campus, a parent or authorized individual must stop by the on-site office. He or she must provide the office with a photo ID (e.g., a driver's license) and sign the child out and back in with the on-site office's logistics staff.

While parents are allowed to visit their children on campus, they are not allowed into the dorms except to visit the on-site office and cannot visit classes. Additionally, we ask that parents be mindful not to visit campus or to take a participant off campus during essential academic and residential activities. We encourage parents to check first with our on-site office to see what activities their child might be missing should they visit campus or allow their child to go off campus.

HEALTH AND WELLBEING

The Duke University Student Health Center

Summer College students will not use the Student Health Center or Duke's Counseling and Psychological Services (CAPS). Should you need medical attention while at Summer College, we will transport you to a local clinic, urgent care, or hospital emergency room, and a staff member will remain with you at all times. The Duke Summer College staff will help with transportation to/from medical facilities, but they will not participate in medical decisions of any kind.

Medical Information

It is very important that you provide medical information on our medical forms so we can provide medical professionals with this information should this become necessary. You will be responsible for the care and administration of any medication you need to take during Summer College. Staff members are not authorized to administer or hold medication for you. You should keep any medication in the original prescription bottle with the Rx label. You should notify us if your medication requires refrigeration so we can help you to obtain a refrigerator if needed. You will be responsible for the costs associated with refrigeration. You must keep your medication stored under lock and key at all times.

Health Insurance

Participants in the Summer College for High School Students are required to have health insurance that is written by a company in the U.S. Short-term health insurance is offered by many U.S. companies such as USI Affinity Travel Services (www.travelinsure.com). ***Short-term health insurance is necessary to pay for any medical attention you might need while in the United States.***

Please remember that travel insurance is not the same as medical insurance since it does not cover medical bills. You will be required to submit proof of U.S.-based health insurance after admission to the program.



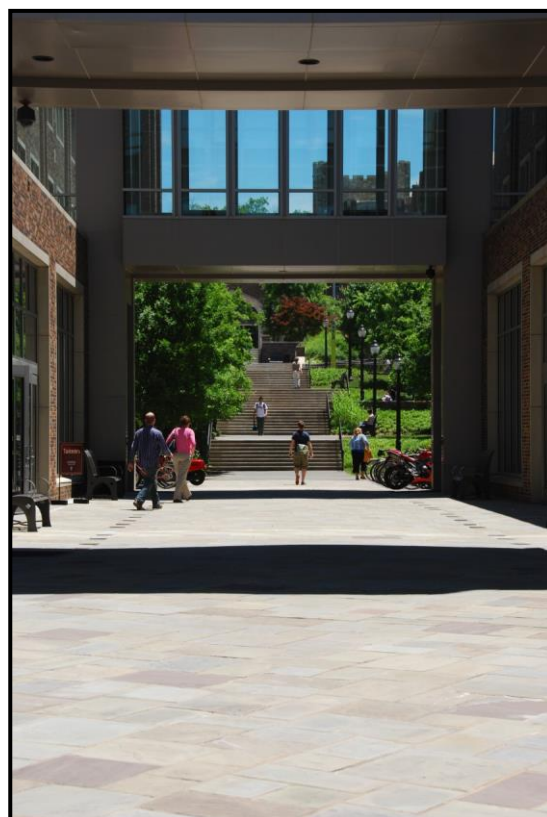
Blue Skies on West Campus

Sleep

Your four weeks at Duke will offer countless opportunities for academic engagement and social and cultural exploration. However, it is important to get enough rest. If you are not getting enough sleep, your academic and social life can suffer. Make sure that sleep is a priority on weekdays as well as the weekends.

Important Disability-Related Information

Duke University, under the provisions of U.S. law (Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act [ADA] of 1990, and the ADA Amendments Act of 2008), is prepared to explore possible coverage and reasonable academic accommodations for individuals participating in Duke academic programs. For this purpose, a student must have a physical or mental impairment that substantially limits one or more major life activities such as, but not limited to, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, and learning. Substantially limiting refers to an impairment that prevents an individual from performing a major life activity or significantly restricts the condition, manner, or duration under which an individual can perform a major life activity. The impairment or medical condition does not significantly restrict a major life activity if it results in only mild limitations or restrictions.



West Campus, Duke University

Those who are admitted to Summer College for High School Students will receive information about the procedure for requesting accommodations. Such requests should be made as soon as possible to allow for the University's review and implementation. Students are reminded that receiving services and/or accommodations in elementary or secondary schools does not necessarily qualify a student for the same services and/or accommodations at a post-secondary level; however, documentation demonstrating a history of receiving accommodations is preferable.

IMPORTANT PROGRAM INFORMATION AND DATES

Arrival on Campus

You must plan to arrive on campus on ***Sunday, July 8, 2018, between noon and 3:00 p.m.*** Check-in time will be from **noon to 3:00 p.m.**

Arrival by Airplane

If you are arriving by air, you will arrange transportation to and/or from the Raleigh-Durham (RDU) International Airport with the Duke University Summer College for High School Students program. You must submit your flight information via the Summer College website. Transportation to and from RDU is included in the cost of the program. If you will be flying as an unaccompanied minor, some airlines will require the name, address, and phone number of the person that will be meeting you at the airport. You and your parents should check with the airline for further information.

If, due to travel complications, you will be arriving later than 3:00 p.m., please contact Dr. Nicki Charles at +(919) 428-0925 or nicki.charles@duke.edu. Please note that the first required orientation activity is at 7:00 p.m. on Sunday, July 8, 2018.

Arrival by Car

Duke University and the Duke Summer College Program do not permit you to drive your car during your time here. There will be signs posted on West Campus to direct you to the Summer College check-in location. Upon arriving at check-in you will be allowed temporarily to park and unload your belongings. Directions to the Duke Summer College Program will be available on our website during the program at <http://summersession.duke.edu/high-school-students/summer-college-for-high-school-students>.

Note: If you plan to visit campus with your parents or whoever is dropping you off, you must do so before check-in. When arriving by car you will be permitted to park at the check-in location only as long as it takes to unload your belongings. For more information about visiting Duke University please see <http://admissions.duke.edu/setting/plantrip>.

Departure

Check-out will be from 10:00 a.m. to 2 p.m. on August 3. If your departure time falls outside of the check-out window you must contact Dr. Nicki Charles at +(919) 684-8763 or nicki.charles@duke.edu and receive approval before purchasing airline tickets or planning departure time.

Program Fee

The program fee of \$8895 USD includes tuition for your Duke class, meals on campus, dormitory housing, dining, ground transportation to/from the Raleigh-Durham International Airport (RDU), transcript fee, optional linen packet rental and recreational activities sponsored by Summer College.

NOT included in the program fee are airfare, books, and meals purchased off campus.



"It is a great opportunity for you to improve your academic strength and meet a lot of excellent friends from all over the world. The program is fascinating and will render you an amazing experience and lovely friendship which you shall cherish for the rest of your life." — Participant

Money

How much spending money should you bring? There is no simple answer to this question because individual preferences can vary widely. All on-campus meals and many structured activities are included in the program fee. We estimate that you will need approximately \$50-\$250 for textbooks plus enough money for shopping and all off-campus meals and food purchases, including those purchased on weekend excursions. The actual amount will vary depending on how often you choose to eat off campus. However, you will need to plan accordingly for weekend excursions where the option to eat on campus is not available. You may also want to purchase souvenirs or special Duke items such as hats or shirts.

Phones and Communication

Our communication plan is to notify students of emergencies and send out non-emergency reminders through a group WeChat account. You are required to bring a phone with you that will work in the United States, has the WeChat app loaded, and can access Wi-Fi at all times. For international students: Please check with your carrier to learn about any potential roaming charges associated with your phone account prior to coming to Duke so you are not surprised by any unexpected charges. We encourage you to discuss a global phone plan with your carrier for the time you are at Duke.

Important Dates

December 4, 2017: Applications may be submitted beginning this date.

Note #1: You will likely receive an admission decision within three weeks of submitting your complete application. Course placement for Duke daytime classes will begin February 19, 2018.

Note #2: A nonrefundable deposit of \$500 is due within two weeks of your admission notification email.

April 16, 2018: Deadline for final application and final payment

May 1, 2018: Program participation forms are due.

July 8, 2018: Arrival Day – Check-in will be from noon to 3:00 p.m. Student orientation begins at 7:00 p.m.

July 10, 2018: First day of classes.

August 2, 2018: Last day of classes

August 3, 2018: Departure Day – Check-out will be from 10:00 a.m. to 2:00 p.m.

Packing Guidelines

Below are some recommendations for packing. This is not an exhaustive list, but only a guide that you can use in thinking about what you will need and what you might want to bring.

Clothing Items

Dress on campus during the summer tends to be quite casual. You should be fine with shorts, skirts, and jeans for most occasions. Keep in mind that you will be in an academic setting and that if any of the Summer College staff believes that a particular outfit is inappropriate for that setting you will be asked to change. Summers in Durham are often hot and humid with an occasional cooler, rainy day. You may want to bring a nicer outfit if you plan to attend optional worship services. Please pack accordingly.

Non-Clothing Items

- Linens, if not using linen pack (sheets, blanket, towels, pillow, etc.)
- Cell phone that works in the United States
- Personal toiletries, sunscreen, insect repellent
- Container to carry toiletries to and from the bathroom
- Shower sandals and robe
- Alarm clock (or cell phone for alarm clock purposes)
- Backpack
- Class supplies such as pencils, pens, notebooks, etc. (these items may be purchased at nearby campus stores)
- Laundry supplies (these may be purchased at nearby campus stores)
 - Credit or debit card and cash—at least enough in case you need it within the first week and you do not have time to go to the ATM (see the section titled “Banking” for more information). We advise students NOT to carry large amounts of cash with them as we will not be responsible for lost or stolen items.

Optional Items

You are welcome to bring your own laptop computer. You will have access to library computers. You may find it useful to bring a small study or desk lamp. You may bring a musical instrument, but you are responsible for any loss or damage. If you have any questions about whether or not a certain item is permitted, please contact Dr. Nicki Charles at +(919) 684-8763 or nicki.charles@duke.edu.

Do Not Bring

You may not bring a microwave for your dorm room. Both a microwave and a refrigerator will be available for your use in the kitchenette of each residence hall floor. Don't forget that you are not permitted to drive a car during the program.

EXPECTATIONS, RULES AND POLICIES

As a Duke Summer College student, you will be a member of the Duke community with certain rights and responsibilities. You will be expected to behave with the highest conduct standards. Because the Summer College for High School Students' experience is an authentic college experience, you will not be directly supervised by a Summer College staff member at all times. We expect you to behave as a responsible young adult, taking personal responsibility for your behavior, behaving in a trustworthy and safe manner, and making decisions that will enhance your experience and the experience of your peers and the Summer College staff.

Your safety is our primary concern, and we provide guidelines to help keep you safe. You will be required to be on campus no later than 9:00 p.m. every evening, unless there is an arranged program activity supervised by a Duke Summer College staff member. You will be expected to be in the residence hall at 9:30 p.m. to attend your residential meeting and all students will be respectfully quiet after 11:00 p.m. You will be permitted to take the Duke University campus shuttle bus from West Campus to East Campus. Other than the campus shuttle bus, the only transportation you will be permitted to use will be Summer College vehicles driven by our trained staff members. The behavioral guidelines, established for your safety, will be further explained during your student orientation and residential meetings. We encourage you to ask questions if you do not fully understand any of the rules associated with Summer College.

Your residence hall room will be inspected for damage prior to your arrival. You are expected to maintain your room and treat all Duke University facilities with the utmost care and respect. If you damage any facilities on or off campus, you will be required to pay for any damage caused by your actions.

Duke University has high academic and ethical standards. During orientation we will explain the importance of academic honesty and the implications of the Duke University Community Standard as well as provide an explanation of plagiarism and other forms of academic dishonesty that should be avoided. Below you will find the Duke University Community Standard which you signed as a part of your application to Summer College for High School Students. Take a moment to review the Community Standard to ensure you have a full understanding of this important policy.

Duke University Community Standard

Duke University is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. Students share with faculty and staff the responsibility for promoting a climate of integrity. As citizens of this community, students are expected to adhere to these fundamental values at all times, in both their academic and non-academic endeavors.

The Pledge

Students affirm their commitment to uphold the values of the Duke University community by signing a pledge stating:

I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do.

I will conduct myself responsibly and honorably in all my activities as a Duke student.

The Reaffirmation

Upon completion of each academic assignment, students will be expected to reaffirm the above commitment by signing this statement: I have adhered to the Duke Community Standard in completing this assignment. [Student Signature]

Students' Obligation to Report Potential Cases of Academic Dishonesty

Under the Duke Community Standard, students affirm their commitment not to lie, cheat, or steal in academic endeavors, nor accept the actions of those who do.

Thus, a student who has direct knowledge of a potential case of academic dishonesty is required to:

- Provide a signed written statement of the observed behavior to the appropriate faculty member and/or to the Dean of Students Office within one week of the alleged occurrence; and
- Provide the name or identity of the person(s) alleged to have committed the violation(s).

The observing student is encouraged first to confront the person(s) alleged to have committed the violation(s) for at least two reasons: (1) to correct any misassumption about alleged act(s), and (2) to let the accused student(s) know that the situation is being reported so the accused student(s) might choose to self-report as well. (Accepting responsibility to the faculty member and/or the Dean of Students Office prior to the reporting of an alleged offense will be considered as a positive factor in the determination of an appropriate sanction.)

Students who knowingly do not fulfill this obligation are themselves subject to sanctions.

Dismissal from Summer College

The safety of Duke Summer College students is our primary concern and our guidelines and rules have been developed with your safety and security in mind. We expect your own decisions to be guided by maturity, respect, and trustworthiness for the duration of the program.

In the event of inappropriate behavior or violation of Duke Summer College rules, the Director of Summer College will confer with the Dean of Duke Summer Session. Although we do not desire for any student

to be dismissed from Summer College, we will not hesitate to withdraw you from the program should your behavior warrant this decision. Withdrawal/dismissal decisions will be made by the Dean of Summer Session after conferring with the appropriate Duke University officials. Withdrawal/dismissal decisions are not made by staff members at the program site.

If you engage in the following actions on campus, including instructional and residential environments, or at any off-campus locations, you will be **immediately** dismissed from Duke Summer College:

- failure to sleep in assigned sleeping quarters each night
- possession, sale, or use of alcohol or illegal drugs as evidenced by observation, behaviors, social media sites, video, photographs, etc.
- possession or use of weapons of any kind
- non-adherence to the Duke Smoking policy:

Duke University seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members. Smoking any substance is not permitted in any university building, including residence halls and apartments. Examples of prohibited smoking devices include, but are not limited to, cigarettes, e-cigarettes, and vaporizers.

Smoking is neither permitted within 10 feet of residential buildings, academic buildings, and dining facilities nor anywhere on the campus of the Medical Center. Smoking is prohibited in specifically designed outdoor areas as determined by the manager of those spaces (e.g. Bryan Center Plaza).

If you engage in the following actions on campus, including instructional and residential environments, or at any off-campus locations, you may be dismissed from Duke Summer College:

- academic or social dishonesty (examples include but are not limited to copying, plagiarism, theft, pranks, and bullying)
- tampering with fire alarms, fire extinguishers, or hoses
- damage to Duke University's facilities
- risky, damaging, disruptive, or uncontrolled behavior that endangers a student's safety or the safety of others
- physical altercation with another person, whether initiating the behavior or as a response behavior
- visiting the opposite sex, or having visitors of the opposite sex, in a residence hall room
- interaction of a sexual nature or sexually suggestive manner with any other person, including faculty, staff, and program participants
- use of matches, lighters, candles, fireworks, or any other incendiary device anywhere on Duke University's campus

The dismissal decision will be made at the discretion of the Dean of Duke Summer Session in consultation with the appropriate University officials and will take the details of each situation into account on an individual basis.

If you are dismissed from Duke Summer College, you will be responsible for all associated costs, including program costs, travel-related costs, and any damages resulting from prohibited behaviors. You will be required to depart from campus within 24 hours from the time you are dismissed from Summer College.

Dismissal from Summer College constitutes withdrawal from the University and you will not be allowed to attend class as a commuter student for the remainder of the summer term if you are dismissed from Summer College. Your course transcript will reflect a withdrawal from the course via a "W" on your transcript.

Important Behavioral Reminders

- In our efforts to create a safe, supportive, and respectful community, you must refrain from profanity, teasing, harassment, and bullying whether in person or on social media. Cyber-bullying and cyber-stalking are expressly prohibited.
- You are governed by U.S. laws as well as the Duke University Community Standard. In the event of the suspicion of illegal conduct, we will consult with Campus Safety. You are expected to report prohibited actions by others in accordance with the Duke Community Standard.
- Remember that you are prohibited from:
 - * Distributing, transmitting, trafficking, manufacturing or attempting to manufacture drug paraphernalia
 - * Participating in a gathering involving alcohol, illegal drugs, or misuse of prescription drugs even if the participant did not consume or intend to consume those substances
 - * Using objects or other means with the intention of inducing results or effects similar to intoxication or impairment even if the substances are not necessarily illegal.
- In the event that we need to reach you for any reason, we expect you to notify the site office of your whereabouts at all times using the procedures which will be outlined during orientation.
- Should you wish to have a visitor during the program, you will need to follow the procedures as outlined in orientation. Visitors are not permitted in the residence hall. Duke University and Duke Summer Session will not assume liability for any visitor.
- Residence hall doors will remain closed and locked at all times. Students and staff will refrain from propping open doors, even on arrival and departure days.
- You will be responsible for the care and administration of any medication you need to take during Summer College. Staff members are not authorized to administer or hold medication for you. You should keep any medication in the original prescription bottle with the Rx label.

- Harassment of any individual for any reason is not acceptable at Duke University. Harassment is a form of prohibited discrimination and may arise in situations unique to a given interpersonal relationship or in actions rooted in an attitude toward a group. Harassment on any demographic basis – including age, color, disability, national origin, sex, gender identity, race, religion, class, institutional status, or sexual orientation – is expressly forbidden.
- You will be expected to follow all procedures and guidelines as presented in the student orientation.

Remember that you are prohibited, as a member of the Duke community, from attempting to commit any violation of laws and/or university policies, or from acting as an accomplice through action or negligence to the commission of any prohibited act.

You should review the Duke Community Standard in Practice: A Guide for Undergraduates 2017– 2018 to fully understand Duke University policies. A copy of this guide can be found here:

https://registrar.duke.edu/sites/default/files/dcs_guide/2017-18/files/assets/basic-html/page-1.html#

Losses and Damages

Keep in mind our policy on lost or stolen items that you agreed to during the application process:

I/We understand that Duke University and Duke Summer College for High School Students are not responsible for items that are lost or stolen and that the student is responsible for his/her own possessions. I/We agree to accept responsibility for expenses incurred during the program for lost or damaged keys and cards and damages to University property caused by the student. Damages to residence hall rooms will be divided equally among roommates, if one roommate does not claim responsibility for damages. Duke Summer Session recommends that students not be in possession of valuable equipment or merchandise during the program. Should a student wish to bring valuable equipment or merchandise, Duke Summer Session recommends that this property be insured against loss, theft, or damages.

Campus Safety

The Duke University Police Department provides 24-hour law enforcement and security services to the University's academic and residential campuses, health system facilities, and off-campus areas it owns or leases. Security staff and police officers regularly patrol on foot and by bike, Segway, and vehicle. In addition, there are more than 140 "Help" phones located all across campus that dial directly to Duke Police emergency dispatchers. Finally, Duke maintains the DukeALERT emergency mass notification system comprising campus sirens, e-mail alerts, and text messages.

Under the federal Campus Security Act (20 U.S.C. 1092f), prospective students may obtain a copy of the University's annual security report by visiting the Duke University Police Department at 502 Oregon Street, Durham, NC or by calling (919) 684-4602. This report includes campus crime statistics and the University's safety and security policies.

Non-Discrimination Policy

Duke University prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, or age. The university also makes good faith efforts to recruit, employ, and promote qualified minorities, women, individuals with disabilities, and veterans. It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students. The university also does not tolerate harassment of any kind.

Sexual Harassment Policy

Duke University does not tolerate any form of harassment. Below are the definitions of harassment, sexual harassment, and sexual violence. Additional information will be provided at student orientation:

Harassment Definition: Harassment is unwelcome verbal or physical conduct based on race, color, religion, national origin, sex, gender identity, gender expression, sexual orientation, age, or disability that, because of its severity, persistence, and/or pervasiveness, creates a hostile environment by interfering significantly with an individual's work or education, or adversely affecting an individual's living conditions.

Sexual Harassment Definition: Sex- or gender-based harassment may take two forms:

One form of harassment is unwelcome verbal or physical conduct based on sex that, because of its severity, persistence, and/or pervasiveness, creates a hostile environment by interfering significantly with an individual's work or education, or adversely affecting an individual's living conditions.

The other form of harassment is use of a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is explicitly or implicitly made a term or condition of an individual's education; or
- submission to or rejection of such conduct is used as a basis for decisions affecting an individual's education.

Sexual Violence Definition: Sexual violence is a particularly severe form of harassment defined as any physical act of a sexual nature based on sex and perpetrated against an individual without consent or when an individual is unable to freely give consent.

Physical acts of a sexual nature include, but are not limited to, touching or attempted touching of an unwilling person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or sexual penetration (however slight) of another person's oral, anal, or genital opening with any body part or object.

For more information, see Duke's Harassment Policy at <https://oie.duke.edu/sites/default/files/u32/Harassment%20Policy%20and%20Procedures%20November2016.pdf>