



First Year Handbook

Written by the Biomedical Engineering PhD Student Association

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Introduction

Welcome to Duke! This handbook is written by the BME PhD Student Association (BEP SA) to help you with the transition process. It is filled with the information we think is useful to know as an incoming first year, and we tried to be as thorough as possible. A few key sections of the handbook we **strongly recommend** reading early and before you move to Durham:

1. Parking (**sign up mid-June**)
2. Vaccinations (**documents due mid-June**)
3. Financial Information: Payroll
4. Classes: ACES and Registration, RCR (**registration open**)

Contact Information

Duke BME Main Office – administrative staff & your mailbox location
1427 FCIEMAS
101 Science Drive
Campus Box 90281
Durham, NC 27708
Phone: 919-660-5131

Dr. Adam Wax – Director of Graduate Studies (DGS)
2571 FCIEMAS
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Kristen Rivers – Program Coordinator for PhD Program, Assistant to DGS (DGSA)
1451 FCIEMAS
Phone: 919-660-5590
kristen.rivers@duke.edu

A. Louise Stokes – Payroll Coordinator for BME
1439 FCIEMAS
Phone: 919-660-5057
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Sylvia Harris – Staff Assistant, Purchasing & Reimbursements
1438 FCIEMAS
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sylvia.harris@duke.edu

Biomedical Engineering PhD Student Association ([BEP SA](#))
bep sa@duke.edu

Useful Websites

[Academic Calendar](#) – university-wide dates, some are specific for undergraduates only

[DukeCard](#) – how to sign up for your first Duke ID card

[Duke Campus Map](#) – locations of academic buildings, parking, bus routes

[Duke Library](#) – can search for eJournals, on campus and remotely

[Duke Parking and Transportation](#) – sign up for parking, see bus routes

[Duke Student Health](#) – schedule appointments, view immunization compliance

[My Duke](#) – links to ACES, Sakai, email, Flex

[TransLoc](#) – Duke bus routes in real time

[G&P Guide](#) – guide written by Graduate & Professional Student Council about Duke/Durham (apartment recommendations, things to do in Durham, etc.)

[Duke Graduate School](#) – information about academic programs, professional development opportunities, and student life resources

[Duke BME PhD Program](#) – general program information and list of degree requirements

[BEPSA](#) – official site for the BME PhD student association

Important Dates 2016 – 2017

Fall 2016

Early June – Parking registration opens

June 15 – Immunization submission deadline

Aug. 23 – Graduate student orientation

Aug. 29 – Fall semester begins

Sept. 16-18 – Grad Student Campout

Oct. 8-11 – Fall break (no classes)

Nov. 2 – Registration for Spring 2017

Nov. 23-27 – Thanksgiving break

Dec. 14-19 – Final exams

Spring 2017

Jan. 11 – Spring semester begins
(with Monday schedule)

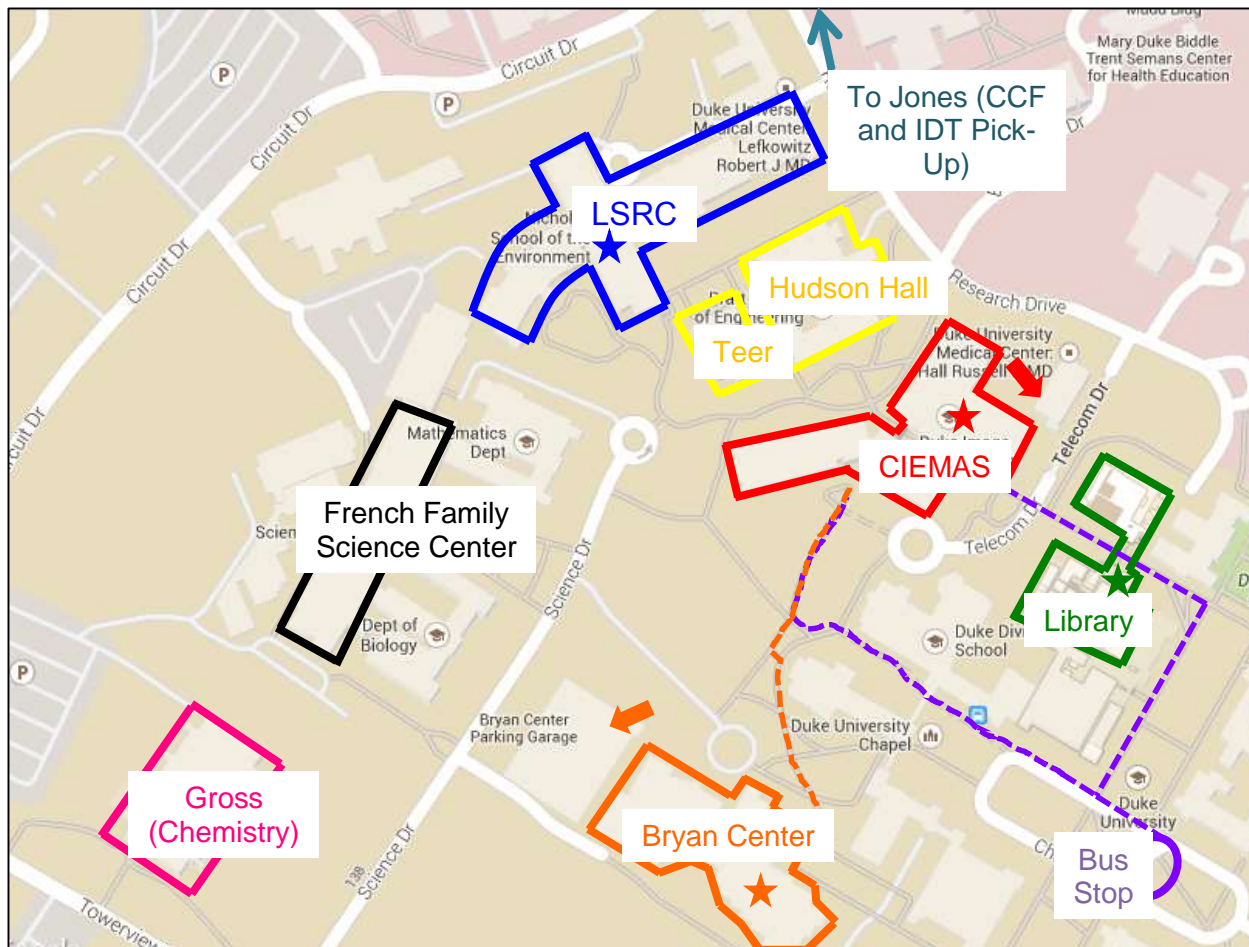
Mar. 11-19 – Spring break (no
classes)

Apr. 5 – Registration for fall 2017

May 1-May 6 – Final exams

May 12-May 14 – Commencement

Campus Map – West Campus



Legend

- ★ Places to eat
- - - Fastest walking routes
- Location of interest

Bryan Center: The student union includes: auditoriums, ATMs, information desk, University Store, University Bookshop, and dining facilities. The lower level of the University Store has a technology center and post office (at technology center counter). Outside of the Bryan Center is a plaza with multiple tables, chairs, and swinging covered benches. Orange dotted line shows fastest route from Bryan Center to CIEMAS.

- ★: McDonalds, Au Bon Pain, The Loop Pizza Grill, Panda Express, Red Mango, Joe Van Gogh. Adjacent to Bryan Center is Penn Pavilion (a large glass building) which has multiple dining venues in a cafeteria style setting. The [Duke Menus, Venues, and Hours website](#) has more information about the operating hours.
- : Bryan Center parking, where you can pay to park for a few hours if you need to come to campus before you have a parking pass/ID.
- - - Fastest route from Bryan Center to CIEMAS

Buses: C1 and C2 bus routes stop on Chapel Drive on West Campus and come as frequently as every 5 minutes, depending on time of day and whether classes are in session. [Duke Transportation website](#) has more information. The bus is free with your Duke ID.

- - - Fastest routes from bus stop to CIEMAS.

CIEMAS (Center for Interdisciplinary Engineering, Medicine, and Applied Sciences): Also called Fitzpatrick (F)CIEMAS, CIEMAS houses most of the BME labs. The office of [Kristen Rivers](#), the administrative assistant for the PhD program, is located in 1451 FCIEMAS in the BME office on the first floor inside of the CIEMAS building wing without Twinnie's. The office of payroll coordinator, [A. Louise Stokes](#), is also located in the BME office in room 1439. Schiciano Auditorium is the location of many seminars and speakers, which is adjacent to the BME office.

★: Twinnie's, on 1st floor. Serves Starbucks coffee, sandwiches, and pastries. Inside and outside chairs and tables are site of E-social.

→: Location of DukeCard office

French Family Science Center: has chemistry, biology, physics labs, along with some core microscopy facilities. Also has classrooms where some of your classes may be held.

Gross Hall (Chemistry Building): has some BME labs, and classrooms where some of your classes might be as well.

Hudson Hall/Teer: Hudson Hall (red brick building) houses all four engineering disciplines (BME, mechanical, electrical/computer, civil). There are many classrooms and seminar rooms in Hudson Hall. Teer Engineering Building (white building) has classrooms, auditoriums, teaching laboratories, and the Pratt Information Technology Help Desk.

Library (Perkins and Bostock): The two libraries are connected by an indoor walkway on the 2nd, 3rd, 4th floors. There are many [quiet places to study](#) and you can [reserve](#) a private or group study room. You must have your duke ID to swipe into the library outside of [general public hours](#).

★: Saladelia Café in glass building behind/connected to Perkins. Serves coffee, hot breakfast, sandwiches, salads, soups, and pastries.

LSRC (Levine Science Research Center): houses the Nicolas School of the Environment, and the Duke Institute for Brain Sciences (DIBS). The Nicolas School holds an annual Earth Day festival on the lawn of LSRC with free food.

★: Blue Express, on 1st floor. Has hot specials and sandwiches, cafeteria style.

To Jones: Continue up Research Drive to the Edwin L. Jones Building on the right. CCF ([Cell culture Facility](#)) is on 2nd floor at the end of the hallway. CCF has special vending machine orders, which can be found on wire shelves or in -20 freezer. IDT nucleotide/primer orders are on the 1st floor down the red hallway in room 135 Jones.

Housing Arrangements

Below are a few of the apartment complexes where some Duke graduate students live. This is by no means a comprehensive list or an endorsement of these specific places - there are a lot of apartment and housing complexes around Durham. One useful resource is the housing section of the [NearDuke](#) website, which allows you to search for apartments based on price and size. Duke University also hosts their own [Off-Campus Housing](#) search tool.

Safety

Safety can be an important factor in choosing a residence, and depends on your personal comfort level. Like any city, there are some areas of Durham that are safer than others. As with most universities, burglary/theft is the main safety issue; personal safety is generally not a concern for Duke students. One resource that you might find useful in your housing search is the [WRAL Interactive Crime Map](#). You can search for crime data in different neighborhoods throughout Durham and view the types of crimes committed.

Roommates

The [DukeList: Roommates Wanted](#) section is a good resource to find a roommate or find people looking to fill empty rooms from the Duke community. You can submit a posting to look for a roommate and reply to similar posts. Only people with Duke IDs will be able to access this site.

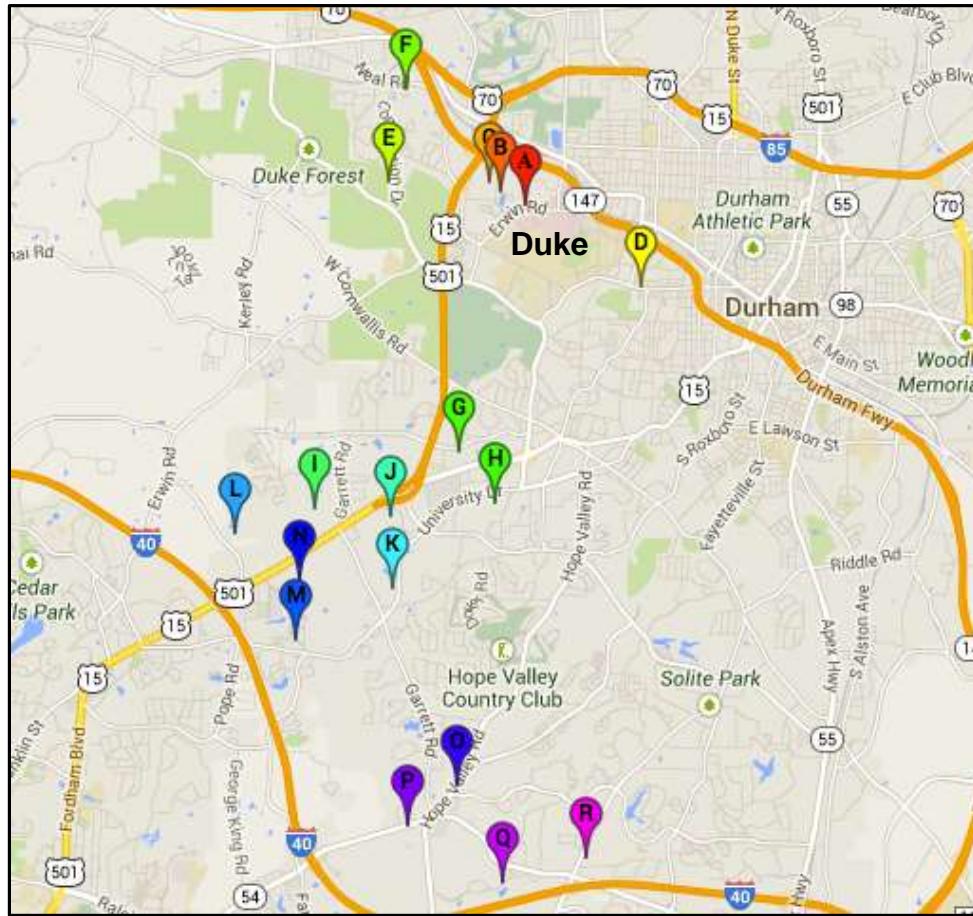
Property Management Companies

There are a few property management companies that own a lot of duplexes/triplexes, townhomes, and houses near campus that aren't part of apartment complexes.

- [Allenton Management](#)
- [Apple Reality](#)
- [Bob Schmitz](#)
- [Red Door Company](#)
- [Acorn & Oak](#)

Additionally, most of these property managers, as well as private renters, post on websites that compile housing options like [Zillow](#) and [Trulia](#).

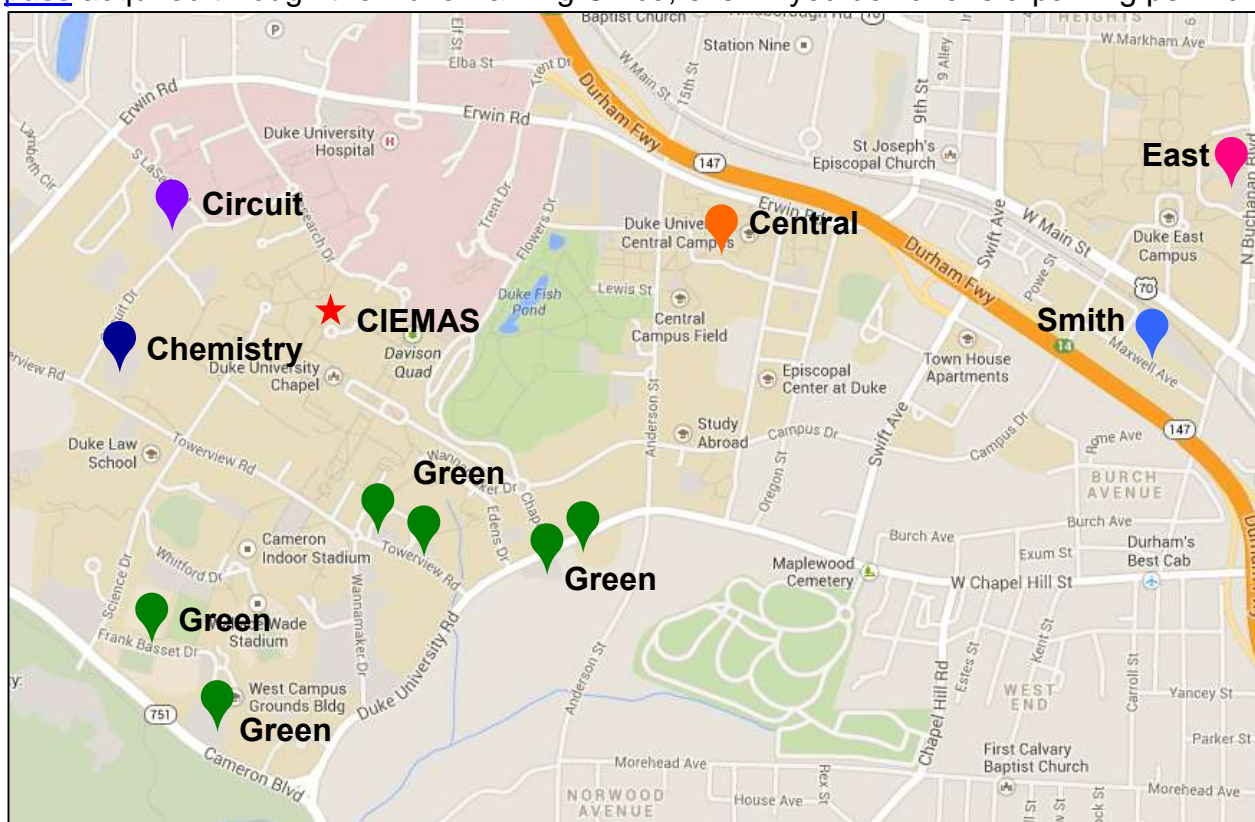
Apartments



Name	Distance (mi.)	Duke Bus Route?
A Trinity Commons	0.6	Yes
B The Belmont	~ 1	Yes
C The Heights at South LaSalle	~ 1	Yes
D University Apartments and Commons	1.8	Yes
E Colonial Village at Deerfield	2.6	No
F Lenox East and West	2.9	No
G Parc at University Tower	3.2	No
H Pinnacle Ridge	3.8	No
I Alexan Garrett Farms	4.4	No
J Alden Place at South Square	4.5	No
K Beech Lake Apartments	4.5	No
L The Flats @ 55Twelve	6.1	No
M Lenox at Patterson Place	6.2	No
N Colonial Grand at Patterson Place	6.3	No
O Woods Edge	8.3	No
P Copper Mill	8.3	No
Q Audubon Lake Apartments	8.6	No
R The Berkeley at Southpoint	9.3	No

Parking

Parking lots close to West Campus have limited space and permits for these lots can be difficult to get. There is generally a long waitlist for the most desired lots. You can sign up for 2 waitlists – choose one lot that you might be able to get in your 2nd year (Green Zone, Central) and one that you might be able to get in your 3rd or 4th year (Circuit, Chemistry). As a first year, you will be able to at least get a permit for East Campus. From East Campus, you can take the C-1 or C-2 bus to the Chapel Dr. stop and walk to your buildings. Although the Green Zone has the most lots, the closest ones have fewer spaces and are often filled by students who park there overnight. For reference, it takes about 15-20 minutes to walk from the furthest Green Zone lots to CIEMAS. The good news is that you can park on West Campus after 5 pm and on weekends with a [free pass](#) acquired through the Duke Parking Office, even if you don't have a parking permit.



Make sure to sign up for the waitlists as soon as the parking website allows. You will need your Duke NetID, so be sure to set that up before early June. Typically, the permit registration process opens on June 17th. Check the [Duke Parking](#) website often to see the date for this year's registration. This website also has pricing for the permits, which are charged to your Bursar account.

If you need help getting a permit last-minute or notice that you aren't moving up on the waitlist, visit the parking office on campus –they may be able to give you a permit more easily than going through the website. There are two offices – one at 2010 Campus Drive and the other in the basement of the Duke Clinic, next to the Medical Center Bookstore.

Classes

ACES and Registration

You can register for classes as soon as you get your Duke NetID. You can discuss classes with your PI or current graduate students in your lab. Most classes are 3 credits, so the 36 credit requirement translates into approximately 12 classes.

To find classes, first go to [My Duke](#) and select ACES, then 'Registration'. Under 'Class Search', first set the term to Fall 2016. Classes are sorted by subject. You will have to select a letter to find the subjects that start with that letter, and then find classes within that particular subject. For example, selecting 'B' will bring up Biomedical Engineering. You can also search for classes by number (such as BME 702S) by selecting the 'Advanced Search' tab.

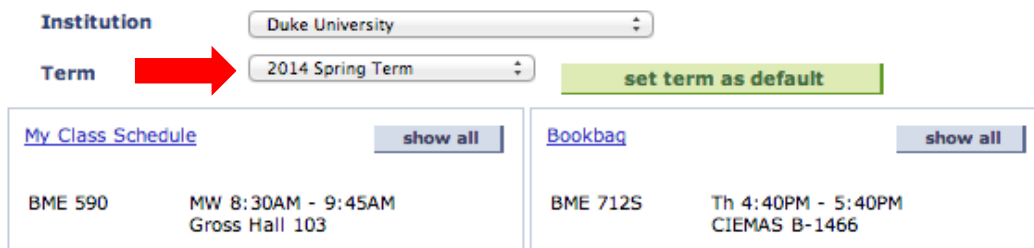


Search By Subject

Instructions

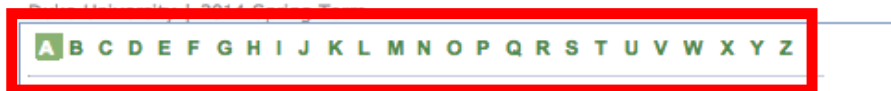
Click on the icon next to a subject to view the classes for that subject. Click on a class to view the details for the class. The Select Class hyperlink next to the class will allow you to add the class to your book bag.

UNDERGRADUATES - Beginning Fall 2012, undeclared undergraduates cannot enroll in 500 or above level courses without permission from their Academic Dean.



Course Subject Lookup

If a course number changed due to course renumbering, the old number will be displayed below; for a sortable list of all renumbered courses [click here](#).



Clicking on the green arrow will display all BME classes for that term. 500 level and up classes are graduate level. The [requirements](#) for graduation are very flexible – out of the required 36 units, you are required to take a Life Science and

an Advanced Math, as well as two semesters of BME Seminar. The list of approved classes is found [here](#) – but if there are other classes you think fit the requirements, you can bring them up with your committee in your Preliminary Exam. You should register for BME 702S, a required introductory seminar series you should take during your first semester.

Selecting the green arrow for a particular class will give you more information about that class.

Course Subject Lookup

If a course number changed due to course renumbering, the old number will be displayed below; for a sortable list of all renumbered courses [click here](#).

Duke University | 2014 Spring Term

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- ▶ BA Business Administration
- ▶ BCS Black Church Studies
- ▶ BES Biomedical Engineering St Prog
- ▶ BIMP Biomed Imaging & Med Physics
- ▶ BIOCHEM Biochemistry
- ▶ BIOLOGY Biology
- ▶ BIOSTAT Biostatistics
- ▼ BME Biomedical Engineering
- ▶ 90L INTRODUCTION TO BME
- ▶ 102 INTRO BIOSTATISTICS
- ▶ 244L QUANT PHYSIOLOGY BIOSTAT APPL

Clicking on “View Detail” will take you to a screen where you can see a description of the class. You’ll have to click “Return to Search by Subject” in order to put the class in your Bookbag. Clicking “Add to Bookbag” won’t register you for the class; it will just save it so that you can register for it later. You can add classes to your Bookbag before registration opens.

▼ 563 HIV TRANSPORT PROCESSES

● Open ■ Closed ▲ Wait List

Classes											
Status	View Detail	Description	Days & Times	Room	Instructor	Enr/ Cap	Wait/ Cap	Required Sections	Pre- Reqs	Textbook Store Status	Bookbag Status
●	BME-563-01 LEC (4299)	HIV TRANSPORT PROCESSES (LEC)	MW 3:05PM - 4:20PM	Hudson Hall 216	David Katz	29 32	0 10		Pre-Reqs	No information available at this time	Add to Bookbag

Under the 'Bookbag' tab, select your classes and look at your schedule by selecting 'View in Graphic Schedule'. You can also add a permission number, if the class requires it. Email the professor teaching the class to get a permission number. If you are unable to reach the professor, you can contact Kristen Rivers for a permission number. Permission numbers are unique for each spot in the class. Finally, click 'Go to Enroll Page' to officially register for the selected classes.

2014 Spring Term Bookbag

Select	Delete	Class	Description	Days/Times	Room	Instructor	Textbook Info	Prereqs Exist?	Permission Required?	Permission Number	Units	Enr/ Cap	Status
<input type="checkbox"/>		BME 563-01 (4299)	HIV TRANSPORT PROCESSES	MW 3:05PM - 4:20PM	Hudson Hall 216	D. Katz	No information available at this time	Yes	No*	Add	3.00	29 32	

for selected: [view in graphic schedule](#) [validate](#) [go to enroll page](#)

[Go to Class Schedule](#)

Click 'Finish Enrolling' to register.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2014 Spring Term | Graduate | Duke University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BME 563-01 (4299)	HIV TRANSPORT PROCESSES (Lecture)	MW 3:05PM - 4:20PM	Hudson Hall 216	D. Katz	3.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

At the end of the term, your grades will be posted to ACES under 'My Academics' → 'Grades'.

Sakai

This part of the My Duke website is the location of your specific class information – homework, notes, grades, etc. will be posted here. Your classes are listed across the top of the screen. Selecting a particular class will allow you to navigate through the resources for that class.

Responsible Conduct of Research (RCR)

Another requirement for graduation is 12 hours of RCR training. During orientation, you will get 6 hours from the all-day [RCR Orientation](#). Various RCR seminars are held throughout the semester, and most will be worth 2 hours of credit. At the beginning of the term, you will receive an email listing all the RCR events that semester. The events are also listed on the [Graduate School website](#).

Financial Information

Payroll

After coming to campus, contact [A. Louise Stokes](#), the payroll coordinator for BME. You will need your Duke ID, a photo ID (license, passport), and your social security card or birth certificate (a photocopy of these is acceptable). More information about acceptable forms of identification for the I-9 form is found [here](#). Whether or not you have a fellowship won't affect the payroll process, and will still be handled through Duke's payroll office. To set up direct deposit, you will need to fill out this [form](#) along with a voided, pre-printed check from your bank account or a letter from a bank representative with routing number, account number, and signature.

NOTE: You receive your first paycheck on the last business day of September, so plan accordingly for moving/your first month in Durham.

Bursar

Your bursar account is found on your ACES site and has information about your student account, previous payments, and taxes. This is also where you pay outstanding balances on your student account for parking or if you decide to put "Flex" money on your Duke ID. You will have to pay any outstanding balance in your bursar before you can register for Spring 2017 classes.

To clarify, the charges you are not responsible for are:

- Grad & Professional Student Services
- Graduate Student Activity Fee
- Health Fee
- Insurance
- Tuition
- Recreation Fee (gym membership is currently covered for first 3 years)

The charges you are responsible for are:

- University Parking Permit
- Parking Tickets

Health Information

Immunizations

Submitting proof of certain vaccinations is required before you start classes. The deadline for submission is June 15th. You will need your Duke NetID to access or submit the forms. The information regarding immunization compliance, along with the form that must be filled out can be found [here](#).

Health Insurance

If you don't have external health insurance, you will need to enroll in Duke's Student Medical Insurance Plan (SMIP) through Blue Cross Blue Shield of North Carolina ([BCBSNC](#)). If you do have external health insurance, you will need to fill out a waiver and be able to prove that your current plan meets certain criteria listed [here](#). You must submit the waiver by September 15th if you intend to provide your own insurance.

Dental Coverage

While Duke does not offer dental insurance for graduate students, there is a reduced price dental discount program available for graduate students enrolled in Duke's SMIP called [Duke Basix](#).

Student Health Center

After submitting your proof of vaccination and having proof of health insurance, you will be able to make appointments with the student health center. Instructions for doing so are found [here](#).

Counseling and Psychological Services

[CAPS](#) is the campus center for mental health. In addition to providing individual and group counseling and psychotherapy, CAPS runs a series of [workshops](#) and discussions and offers an [online anonymous mental health screening](#).

PhD Program Specifics

Committees and Advisors

Your committee will consist of 5 faculty members, one of which will be your research advisor, who is almost always the chair of your committee. You should have 4 of the 5 members chosen by the end of your second year and your full committee by the end of your fourth year. In your first year, it is recommended that you find a departmental advisor who is not your research advisor. The breakdown of the composition of your thesis committee is as follows:

- a) Three BME faculty members, one of whom must have a primary appointment in BME
- b) One cognate member from outside the department
- c) An additional member at your discretion

The department will maintain a list of BME faculty who are interested in serving on committees if you are in need of an additional member. Contact Dr. Adam Wax for more information.

Preliminary Exam

In the time frame between the end of your second year and the end of October of your third year, you will need to complete the Preliminary Exam with 4 members of your committee (see a & b above). This consists of both a written component, with the format of an R21 proposal, and a 25-30 slide oral presentation component. More information about the preliminary exam can be found [here](#).

Thesis Proposal

Near end of your fourth year, you will propose your thesis to your full committee (see a, b, & c above). This consists of a written component, with the format of an R01, and an oral presentation of approximately 30-45 minutes. Your committee will also evaluate the completion of degree requirements at this meeting. More information is found on the last page [here](#).

Teaching Assistant Experience

As part of the BME PhD program, you must complete two semesters of teaching assistant experience. You can choose which semesters you would like to complete this requirement. When you decide to complete a semester of TAing, you will fill out a matching survey distributed via email by Kristen Rivers, which will pair you with an appropriate course to TA. You will also be required to register for the TA course for that same semester. The course numbers are BME728S for first-time TAs or BME729S for subsequent TA positions. The course will cover basic pedagogical training, host discussions about the experience, and require documentation of your work as a TA.

Social Life

E-Social

On Friday afternoons at 4:30 pm during the academic year, there is an E-social with food and drinks, located either inside CIEMAS on the first floor near Twinnie's or outside if the weather is nice. This is sponsored by the Engineering Student Government, and is open to all engineering graduate students. Bring your Duke ID and a government-issued ID if you plan to drink.

Campout

Graduate students may enter themselves in a lottery for Duke basketball season tickets by participating in campout in the fall. This year's campout is scheduled for September 16-18th. This involves spending the weekend in an on-campus lot and being present for spontaneous check-ins. The rules are listed [here](#) and many people participate and have a great time! To increase chances of winning, people will form groups and enter the lottery together. Bring a sleeping bag or a tent for this when you move!

What to do in Durham

The best way to maximize your time here in Durham is getting out there and doing what interests you. Durham is a small city, but does have a lot to offer. The restaurant scene is great – there are a variety of places to eat at different price points. The food trucks around Durham are affordable and yummy, and several come to campus near the chapel. A short list of fun things to do (there are many more):

1. The [Durham Farmer's Market](#) is year-round in [Central Park](#). Central Park also frequently hosts food truck rodeos showcasing Durham's food truck population
2. Bars: Rigsbee Ave area (Fullsteam Brewery, Motorco, Surf Club), Brightleaf Square area (the Federal, Alivia's, James Joyce pub, Satisfaction), American Tobacco/Downtown area (Tyler's, Bull McCabes, Criterion)
3. Trivia: Fullsteam, Doolin's, Bull McCabe's, and James Joyce
4. Great restaurants: Dame's Chicken and Waffles, Guglhupf, Revolution, Geer St. Garden, Foster's Market, Watts Grocery, Parker and Otis, Nana's, Nana Taco, Nosh, Bull City Burger, Only Burger, Dos Perros, The Parlour, Q Shack
5. Coffee: Cocoa Cinnamon, Beyu Caffe, Durham Co-op
6. Check the [Durham Performing Arts Center](#) website or [Duke Performances](#) for upcoming shows and performers that interest you
7. Take a picnic to the [Sarah P. Duke Gardens](#)
8. Go shopping at [Southpoint](#), in [Brightleaf Square](#), or on [Ninth Street](#)
9. See a vintage film at the [Carolina Theatre](#) or a blockbuster at AMC Theaters in Southpoint Mall
10. Take a hike through [Duke Forest](#) or [West Point on the Eno](#) park
11. Go for a run around [Washington Duke Inn](#) (beautiful 3 mile loop)

12. Head down to Franklin Street in [Chapel Hill](#) for more restaurants, shopping, and bars
13. Sports: go see a Hurricanes hockey game, a Duke basketball game, a [Durham Bulls](#) baseball game

For a list of weekly events in the triangle (Raleigh, Durham, Chapel Hill, Carborro), you can check the website of our local independent newspaper, the [Independent Weekly](#). The Independent Weekly also conducts an annual “[Best of the Triangle](#)” survey to identify the most popular vendors and places to go in Durham. This list can be a fun way to explore the area as it includes locals’ favorite restaurants, services, goods, media outlets, and places to go. Also, some Twitter feeds that post interesting/fun events around Durham include: @carpedurham, @durhammag, @DurhamNC, @durhamsocialite. On Facebook, be sure to like the [Duke GPSC](#) page, as they often post upcoming events and outings, sponsored by GPSC (Graduate and Professional Student Council). These include Thirsty Thursdays, tailgating at football games, and various fun cultural events.