Incoming Students: Frequently Asked Questions

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Important Dates & Deadlines

Registrar’s Office Academic Calendar page: <https://registrar.duke.edu/academic-calendar/current-academic-calendar/>

Pratt Academic Calendar page:

<https://pratt.duke.edu/about/events/academic-calendar>

We strongly recommend students bookmark these pages in their browser for easy reference.

## Spring 2025

* January 8 Wednesday - Spring semester begins (8:30 AM). A Monday class schedule is followed (more info). Drop/Add continues
* January 20 Monday - Martin Luther King Jr. Day holiday. No classes are held
* January 22 Wednesday - Drop/Add ends (11:59 PM)
* February 10 Monday - Shopping Carts open for Summer 2025
* February 17 Monday - Registration begins for Summer 2025
* February 21 Friday - Last day to report midsemester grades
* March 7 Friday - Spring recess begins (7:00 PM)
* March 17 Monday - Classes resume (8:30 AM)
* March 24 Monday - Shopping Carts open for Fall 2025
* March 26 Wednesday - Last day to withdraw with W from Spring 2025 classes (undergraduates only)
* April 2 Wednesday - Registration begins for Fall 2025; Summer registration continues
* April 5 Saturday - Optional make-up day (for February 19 classes)
* April 10 Thursday - Registration ends for Fall 2025; Summer registration continues
* April 11 Friday - Drop/Add begins for Fall 2025
* April 12 Saturday - Optional make-up day (for February 20 classes)
* April 16 Wednesday - Graduate classes 700+ end; Some graduate classes 500-699 may end at department/instructor discretion
* April 17 – 27 Thursday – Sunday - Graduate reading period
* April 23 Wednesday - Undergraduate classes end; Remaining graduate classes 500-699 end
* April 24 – 27 Thursday – Sunday - Undergraduate reading period
* April 28 Monday - Final examinations begin
* May 3 Saturday - Final examinations end (10:00 PM)
* May 9 Friday - Commencement begins
* May 11 Sunday - Graduation exercises; Conferring of degrees

## Summer 2025

* February 17 Monday - Registration begins for all summer sessions
* May 14 Wednesday - Summer Term 1 classes begin
* May 16 Friday - Drop/Add for Term 1 ends (11:59 PM)
* May 26 Monday - Memorial Day holiday. No classes are held
* June 11 Wednesday - Last day to withdraw with W from Term 1 classes (undergraduates only)
* June 19 Thursday - Juneteenth holiday. No classes are held
* June 23 Monday - Term 1 classes end
* June 24 Tuesday - Reading period (until 7:00 PM); Term 1 final examinations begin (7:00 PM)
* June 26 Thursday - Term 1 final examinations end
* June 30 Monday - Summer Term 2 classes begin
* July 2 Wednesday - Drop/Add for Term 2 ends (11:59 PM)
* July 4 Friday - Independence Day holiday. No classes are held
* July 28 Monday - Last day to withdraw with W from Term 2 classes (undergraduates only)
* August 8 Friday - Term 2 classes end
* August 9 Saturday - Reading period (until 7:00 PM); Term 2 final examinations begin (7:00 PM)
* August 11 Monday - Term 2 final examinations end (10:00 PM)

Academic Forms & Policies/Procedures

Please review the [Pratt Bulletin](https://prattprofessional.bulletins.duke.edu/) to familiarize yourself with the MEM program’s academic policies and procedures, from degree requirements to academic integrity.

Here are some important pages from the 2022-25 Bulletin:

* [MEM Academic Policies](https://prattprofessional.bulletins.duke.edu/policies/academic/mem)
* [MEM Degree Requirements](https://prattprofessional.bulletins.duke.edu/programs/E-MGT-MEG)
* [Pratt Academic Integrity Policy & Resolution Process](https://prattprofessional.bulletins.duke.edu/about/integrity)
* [Pratt Nonacademic Community Standard Violation Resolution Process](https://prattprofessional.bulletins.duke.edu/about/integrity) (scroll down to the Nonacademic Standard section of the page)

**Course Registration/Enrollment Policies & Forms:**

* [Auditing Course Core Course Exemption](https://sites.duke.edu/mgmt/policies-and-forms/auditing-courses/)
* [Non MEM Student Course Registration Permission Form and Policy (for students enrolled outside of MEM program)](https://sites.duke.edu/mgmt/files/2023/03/Non-MEM-Student-Course-Registration-Permission-Form-and-Policy-1.pdf)
* [Core Course Exemption](https://sites.duke.edu/mgmt/core-course-waiver-exemption-policy/)
* [Course Withdrawal Policy and Request Form](https://sites.duke.edu/mgmt/policies-and-forms/course-withdrawals/)
* [Credit and Program Transfers](https://sites.duke.edu/mgmt/policies-and-forms/credit-and-program-transfers/)
* [Fuqua Course Policies](https://sites.duke.edu/mgmt/policies-and-forms/fuqua-course-policies/)
* [Leave of Absence and Readmission](https://sites.duke.edu/mgmt/policies-and-forms/leave-of-absence-and-readmission/)
* [Undergraduate Course Enrollment Policy and Request Form](https://sites.duke.edu/mgmt/2186-2/)
* [Program Withdrawal](https://sites.duke.edu/mgmt/policies-and-forms/program-withdrawal/)
* [Waitlists](https://sites.duke.edu/mgmt/waitlists/)
* [Request to take Duke Graduate Course (Outside of MEM)](https://sites.duke.edu/mgmt/files/2023/04/Request-to-take-Duke-Graduate-Course-outside-of-MEM_MEng.pdf)
* [MEM Supplemental Internship Course](https://sites.duke.edu/mgmt/academics/mem-supplemental-internship-course-egrmgmt-552/)

**MEM Policy & Syllabus Statement Regarding Class Attendance:**

MEM’s policy is that campus students **are expected to attend class regularly and in person**, adhering to Duke’s Academic Calendar. Attending MEM classes is mandatory. MEM follows the Graduate dates within the calendar when applicable.

**It is especially important that students attend the first day and the last day of class for all courses in which they are enrolled.** Unless and until all coursework and examinations (whether comprehensive final exams, quizzes, or otherwise) have been completed for all courses in which a student is enrolled, a student is expected to remain at Duke in person through the end of final exam week as set forth on Duke’s Academic Calendar.

In their first classes, faculty set course goals and standards, frame the course’s subject matter, form student teams and begin to create the class community.

Instructors may have additional attendance guidelines for their class that you must follow that go beyond the baseline of the MEM attendance policy. Please refer to each course’s syllabus for more specific information regarding individual professors’ attendance policies.

**At the conclusion of the first class of each course, the faculty will report any unexcused absences to the MEM program administration. Thereafter, such students shall be dropped from the course.** If students miss the first classes of the semester, they detract from their own educational experience and undermine that of their classmates. Furthermore, they create additional work for the professors and TAs.

Responsibility for regular and punctual class attendance rests with individual students.The course faculty shall refer a student to MEM’s administrators in the event of excessive absences.

A student seeking an “excused” absence must work directly with her or his course faculty and must initiate the request in advance and as soon as possible. A student may be excused from attendance due to truly extenuating circumstances such as significant illness, personal/family emergency, or important religious observance.

Whether an absence is excused or not, a student will be held fully accountable for any in-class graded participation or assignments an absence caused the student to miss.

Duke IT, NetID, & Email Account Access

**How do I get my NetID and password?**

You should receive a separate email from the Office of Information Technology (OIT) with instructions to set up your NetID and email alias. Your NetID is your electronic key to online resources, including your Duke email account, DukeHub, Sakai, MyDuke, Box cloud storage, and more. Please set up your NetID as soon as possible.

**When will I get access to my Duke email?**  
  
Once you set up your NetID (see above), you will be able to access your email. This [site](https://oit.duke.edu/what-we-do/services/email-and-calendar) provides information about how to access your Duke email account. Once you have access to your Duke email, please begin checking and using this address. Your Duke email address will become the primary source for all your communications from Duke.

**How do I get help with IT issues and concerns?**

Visit Duke OIT’s help page for a range of options for requesting in-person and online IT assistance: <https://oit.duke.edu/help>.

Course Registration

**What classes should I take for my first Fall semester?**

MEM On-Campus students will complete core and other required courses with their fellow students based on cohort assignment. Students will be pre-enrolled in core courses.

Each cohort will take two of the four core management courses in the fall semester and the remaining two in the spring semester.

Please be advised that cohort assignments are fixed and cannot be changed. Please do not approach faculty members to request a change in cohort assignment or class section in which you are enrolled.

In your second fall semester/after your summer internship or project, you will be able to shift from building your foundation with the core courses to exploring your interests with more elective(s).

Students will take at least four electives during their time in the Master of Engineering Program. There are several elective tracks that you might consider. You can find more information about elective tracks [here](https://memp.pratt.duke.edu/campus/elective-tracks).

**When will the list of courses for next semester be available?**

The list of all courses offered by the Pratt School of Engineering in upcoming term(s) will be made available to all incoming and continuing students on the day that shopping carts open in DukeHub. This list can be accessed using the Simple and Advanced Class Search functions in DukeHub. [See list of important dates and deadlines above to check when shopping carts will open in DukeHub for a given semester.](#urp7igh9uco2)

**How do I register for classes?**

All students register for classes through DukeHub, the self-service application that provides students with an array of information and direct access to academic, financial, and personal data. Access to DukeHub is gained using your NetID and password. For assistance with registration, please see the help guides linked [here](https://registrar.duke.edu/registration/registration-guides).

**What classes outside of the MEM curriculum can I use to fulfill my Technical Elective requirements?**

Approved electives are listed on the [Non-MEM Technical Electives page](https://sites.duke.edu/mgmt/academics/technical-electives/) on the MEM website. There is also a list of rejected technical electives on that page. These lists may change over time - please consult the MEM Academic Coordinator for the most current information.

Additionally, students may take technical electives in other programs and departments across campus with approval from both the course instructor and the director of the MEM program. The student must send the director the course syllabus for consideration.

Graduate courses outside of the MEM Program require the instructor’s permission to enroll and it is ultimately up to the instructor to determine whether or not MEM students will be allowed into a particular class. Decisions are based on classroom size, enrollment caps, students’ academic/personal fit for the class, instructor willingness to take additional students, etc.

Please understand that, just as you are given priority for MEMP courses, students of other programs may be given priority for their program’s courses; therefore, some courses may be limited to students of the program in which the course is offered.

#### Registering for Practicums

Practicums are special projects established with local businesses. The businesses and project topics are confirmed very close to the semester start and are therefore not specifically listed in the course catalog until identified. Once the businesses and project topics are confirmed, the Practicum instructor will email the student listserv with the business and project topic information and to share an application. All students must apply directly to the instructor. Five to six students are selected per Practicum. Once a student is selected, the Academic Coordinator or Faculty member will provide the student with a Permission Number to enroll.

**Can I audit classes? How many classes can I audit per semester?**

MEM students may audit only one course per fall or spring semester.

**How many classes should I register for?**

In order for international students to remain in compliance with their F-1 visas, they must be registered as a full-time student. For visa purposes, full-time enrollment is considered 9 in-person credits per semester (equivalent to three 3-credit courses).

However, a typical full-time load for MEM On-Campus students is 12-13 credits per semester (four 3-credit courses with the 1-credit EGR 590 course in their first fall term). Therefore, full-time residential graduate students pay tuition on a flat-rate, per-semester billing basis and are charged the equivalent of 12 credits per semester. Most full-time students enroll in at least 12 credits per semester.

**What is the limit on credits I can take each semester?**

As stated above, MEM students may enroll in up to 13 credits per semester. Students who attempt to enroll in more than 13 credits per semester will not be able to register.

**What is Drop/Add? What happens during the Drop/Add period?**

The Drop/Add period occurs after the initial registration window and continues until the end of the second week of classes. [See list of important dates and deadlines above.](#urp7igh9uco2)

During the Drop/Add period, students may make changes to their schedules through DukeHub. At the end of the Drop/Add period, students’ schedules may no longer be changed in DukeHub and can only be changed with permission from their dean.

**What is the last day that I can register for classes each term?**

Students may make changes to their schedule up to the end of the Drop/Add period for the Fall term. [See list of important dates and deadlines above.](#urp7igh9uco2)

**When do classes start?**

[See list of important dates and deadlines above.](#urp7igh9uco2) Reference the current Registrar’s Office Academic Calendar for more details regarding class schedules for the first few days of the term.

It is extremely important to attend the first and last days of class. **If you are not able to attend the first day of class, you will be dropped from that course afterward.**

Please reference the [MEM Attendance Policy](https://prattprofessional.bulletins.duke.edu/) earlier in this document for more information.

**How do I get term activated for Summer enrollment for EGRMGMT 550?**

Students must submit a request to the Registrar’s office to be “term activated” for summer enrollment. After you have been term activated for summer, you should be able to register for EGRMGMT 550 for the summer term. [Click here for the Registrar’s office’s guide to requesting summer term activation.](https://summersession.duke.edu/duke-students/register)

**Where do I find other important information about the MEM program?**

The [MEM student resources site](https://sites.duke.edu/mgmt/) contains a wealth of information about the MEM program and life at Duke. The university’s academic policies may also be found on the [Office of the University Registrar website](https://registrar.duke.edu/).

**How can I track my degree progress?**  
  
Students can track their degree progress using [Stellic](https://duke.stellic.com), a self-service tool that enables students to see which classes they have taken toward their degree and plan for future semesters. Students are strongly encouraged to use Stellic throughout the course of the MEM program so that they can stay on track to graduate within the timeframe they choose.

Tuition and Billing

**How are tuition and fees assessed for MEM students?**

Full-time students in the MEM On-Campus Program are automatically set up on a pay-per-semester billing system.

Students enrolling in fewer than 9 credits can contact the academic coordinator to request to be changed to a per-credit basis.

**NOTE:** International students should pay careful attention to the requirements to maintain their visa status when planning their schedule: <https://visaservices.duke.edu/maintaining-status/>

**Can I change my tuition billing basis from per-semester to per-credit?**

Yes, your tuition can be changed from pay-by-semester to pay-by-credit if you are switching to part-time status.

If you intend to take less than the typical load (three or more 3-credit courses for full-time), please contact Cherie Creten ([cherie.creten@duke.edu](mailto:cherie.creten@duke.edu)), the Pratt Student Records Coordinator, to make this change.

The last day for making changes to a student’s billing structure is the last day of Drop/Add in that semester. [See list of important dates and deadlines above.](#urp7igh9uco2)

**How much does it cost to audit a course?**

For MEM students who pay tuition on a pay-by-semester basis (as is the case for all full-time residential MEM students), there is no charge for auditing a course. For MEM and Certificate students who pay tuition on a pay-by-credit basis, there is a charge per audited course. [Click here for current tuition rates/details.](https://sites.duke.edu/mgmt/academics/policies-and-forms/auditing-courses/)

**Is financial aid available to MEM students?**

Because the MEM degree is a professional degree rather than a research degree, most students pay their own tuition costs. For more information on the most common financial aid resources that our students utilize, please click the link [here](https://memp.pratt.duke.edu/campus/tuition-financial-aid).

**Where can I see my financial aid award?**

You can see your scholarship(s)/financial aid award(s) by going to the “View Financial Aid” page in DukeHub ([click here for tutorial doc](https://sissoffice.duke.edu/sites/default/files/SF%20DukeHub2.0.%20Ver%207.pdf)).

**When does my financial aid award get disbursed to my student account?**

Scholarships do not go through to student accounts until closer to the start of the semester, but they are listed as anticipated aid so that the Bursar's Office ([bursar@duke.edu](mailto:bursar@duke.edu)) can see that information.

As long as the award is enough to pay the balance, no fees should be assessed. But if more is owed on top of the award, you should make arrangements with their office or reach out to Graduate Financial Aid for information on how to apply for Federal Financial Aid.

If you have additional questions regarding graduate aid, please reach out to [grad-finaid@duke.edu](mailto:grad-finaid@duke.edu) and they will be happy to assist.

Student Employment

**How do I apply for a Teaching Assistant (TA) position?**

TA positions are a common way that MEM and MEng students can work on campus, earn money, and give back to their academic community. Most often, course instructors approach students who have done well in their course and ask them to TA in a subsequent semester.

Toward the beginning of each semester, there are usually a few TA positions to be filled, and an announcement about open positions will be emailed out to students. TA positions are not usually available for incoming first-semester students, as these positions are typically filled by continuing students who have taken the course before.

Please do not reach out to or email instructor(s) directly to ask about TAing for their class - apply for the position if it is posted and wait to hear back from them. It may take several weeks.

If you are selected for a TA position, the instructor will email you or speak to you directly to confirm that you would like to accept the TA position before contacting Pratt HR to start the hiring paperwork. Then, Pratt HR will reach out to your Duke email account with next steps.

If you have a question regarding the status of your TA application, please reach out to [memp@pratt.duke.edu](mailto:memp@pratt.duke.edu) to check in instead of emailing the faculty member directly.

**I’m an international student and need a Social Security Number to work on campus. How do I apply for one?**

In order to be on Duke’s payroll, all students must have a Social Security Number on file. If a student intends to work on campus and be paid as an employee of the University, then that student should plan to apply for a Social Security Number [here](https://visaservices.duke.edu/social-security-number-application-covid-19-process/).

**What other roles can I apply for on campus?**

In addition to Teaching Assistantships, MEM and MEng students can apply to a variety of roles around campus, such as the campus libraries and various departments within Duke. Some departments have research assistantships as well.

These positions are paid at an hourly rate, and some positions are posted and filled just a week or two before classes begin each semester. [JobX](https://duke.studentemployment.ngwebsolutions.com/) is one place to look for these opportunities.

**I’m an international student. Can I work off-campus?**

International students on F-1 visas are not permitted to work off-campus except as part of their Curricular Practical Training (CPT). [You can learn more about CPT and OPT on the Pratt Graduate Student Programs & Services website.](https://sites.duke.edu/prattgsps/student-resources/masters-of-science-ms-students-forms/cpt-and-opt/)

Students who are F-1 visa holders may work in on-campus positions, such as teaching assistantships, but must have a Social Security Number to be on Duke payroll.

Graduate Student Services: GSPS, Career Services, & GCIP

The [**Graduate Student Programs and Services (GSPS)**](https://sites.duke.edu/prattgsps/)team works with Duke Engineering students in a number of ways. Their services are part of the comprehensive and integrated structure of support we have at Duke Engineering.

Partnering with the individual programs and departments within Pratt, the GSPS teams look forward to providing you with a variety of support and services to enhance your engineering master’s program experience.

The [**Duke Engineering Master's Career Services & Professional Development**](https://pratt.duke.edu/grad/masters/career-services) team prepares students for success in the world of work. They provide [individual & group coaching](https://pratt.duke.edu/grad/masters/career-services#services), online learning, workshops/events, and more.

MEM’s Career Services representative is [Jenny Johnson](https://memp.pratt.duke.edu/faculty-staff/jenny-sloop-johnson) ([jenny.johnson@duke.edu](mailto:jenny.johnson@duke.edu)).

[**Graduate Communications and Intercultural Programs (GCIP)**](https://pratt.duke.edu/grad/students/comms-intercultural-programs#menu-of-services) is here to help all engineering master's and PhD students with a variety of communication and intercultural needs across all departments of the Pratt School of Engineering. View the [Menu of Services](https://pratt.duke.edu/grad/students/comms-intercultural-programs#menu-of-services) on their webpage for more information.

MEM’s GCIP representative is [Ilana Palmer](https://pratt.duke.edu/grad/students/comms-intercultural-programs/team#palmer) ([ilana.plamer@duke.edu](mailto:ilana.plamer@duke.edu)).

**Is there a comprehensive checklist of things I need to do before I arrive on campus?**

Yes, there is! Please review the [GSPS New Student Checklist](https://sites.duke.edu/prattgsps/checklist/) carefully and make sure you have completed everything you need to before you arrive on campus. There is also a lot of helpful information on that page regarding finding housing, transportation to campus, etc.

**Are there any programs to help international students acclimate to campus life in the US before classes begin?**

If you are an international student, you may be interested in GCIP’s [SLICE (Summer Language Intensive Communication Experience)](https://sites.duke.edu/prattgsps/new-student-information/slice-program-for-new-international-students/) program. The SLICE program is a week-long program the week before Orientation that aims to help participants acclimate to student life at Duke, learn more about Durham, and get to know classmates, faculty, and staff at Pratt. It’s full of interactive and fun activities.

Past SLICE activities have included a variety of tailored communication and intercultural workshops, personalized walking tours of downtown Durham, a curated exploration of local restaurants and their food offerings, and an afternoon of team-building fun at Eno River State Park. [Click here for an article about the 2022 SLICE cohort’s experience.](https://pratt.duke.edu/about/news/slice-2022)

**I don’t want to live alone, but I don’t know anyone else at Duke. How do I find a roommate?**

Your onboarding checklist email sent from Bridget Kerwin includes a number of resources regarding housing. Two resources of particular note if you are looking for a roommate are [DukeList](https://dukelist.duke.edu/) and [Duke Off-Campus Housing Info](https://offcampushousing.students.duke.edu/).

DukeList is a forum for posting information on a range of topics to other Duke students, faculty, and staff. The I-House listserv is a great list to join if you are newly arrived to Duke and/or Durham and are looking for an apartment, roommate, and/or ride-sharing.

**What mental health** **resources are available at Duke to support graduate and professional students?**  
  
[Blue Devils Care](http://bluedevilscare.duke.edu/) provides 24/7 mental health support and gives students a safe space to talk about anything at any time including anxiety, relationships, sadness, isolation and loneliness.

[Counseling and Psychological Services](https://students.duke.edu/wellness/caps/) (CAPS) offers many services to Duke students, including brief individual and group counseling, couples counseling and more.

[DukeReach](https://studentaffairs.duke.edu/dukereach1) provides comprehensive outreach services to identify and support students in managing all aspects of their well-being. They work with departments and groups across campus and in the community, including Housing, CAPS, Student Health, community health providers, and more.

[DuWell](https://urldefense.com/v3/__https:/t.e2ma.net/click/tpfq2c/tpj58yg/l77hqh__;!!OToaGQ!8W4pyUn30QBPscN-exX9thckJe9ejnNElks0wRcGjK3NVegj8pgyNYo5xUPakgCFpK6qXw$) engages students through a variety of wellness experiences across campus in an effort to manage stress and reduce anxiety while emphasizing self-care. Weekly activities can be found [HERE](https://studentaffairs.duke.edu/duwell/wellness-activities).

See [the GSPS website](https://sites.duke.edu/prattgsps/mental-health-resources/) for more detailed information about each of these programs.

**What other community support and/or food insecurity resources are available to graduate and professional students?**   
  
[Duke Office of the Ombuds](https://ombuds.duke.edu/) offers neutral and confidential guidance on a variety of issues for all students at Duke. They listen to concerns and complaints and discuss appropriate options, assist students in resolving problems, mediate conflicts, and refer students to appropriate campus resources.

[Duke Women’s Center](https://studentaffairs.duke.edu/wc) provides therapeutic services to survivors of gender violence. It also provides education and training initiatives focused on preventing gender violence. The Women’s Center is an inclusive space and serves all genders. All services are confidential.

[Lactation Support Services](https://hr.duke.edu/benefits/family/lactation) are available in the Fitzpatrick Building, Hudson Hall Annex, and Wilkinson Building (along with 25 other rooms across Duke’s Campus) to support our faculty, staff, and students who are nursing young children.

[Feed Every Devil](https://fed.oit.duke.edu/) allows students to donate extra Food Points to a Duke-managed Food Points bank. In turn, students experiencing food insecurity can request supplemental Food Points from the bank to go towards their balance.

[GPSG Community Pantry](https://gpsg.duke.edu/resources-for-students/community-pantry/) is a student-run campus pantry that provides non-perishable food & goods for graduate and professional students.

See [the GSPS website](https://sites.duke.edu/prattgsps/mental-health-resources/) for more detailed information about each of these offices/programs.

**What physical health and recreation resources and opportunities are available to graduate and professional students?**   
  
[Duke Recreation & Physical Education](https://recreation.duke.edu/) provides exceptional and diverse opportunities that promote healthy active lifestyles in a safe, inclusive environment.

[Student Health](https://studentaffairs.duke.edu/studenthealth) is the primary source for a wide range of health care services, many of which are covered by the Duke student health fee.

[Student Health Nutrition](https://students.duke.edu/wellness/studenthealth/nutrition/) offers nutrition support to Duke students living or staying in North Carolina.

[Personal Finance@Duke](https://personalfinance.duke.edu/) is a program designed to empower Duke students to navigate life events that affect everyday financial decisions, discuss issues surrounding personal finances, and plan for the future.

See [the GSPS website](https://sites.duke.edu/prattgsps/mental-health-resources/) for more detailed information about each of these offices/programs.

English Language Placement

**Is there a minimum English language test score to be admitted to the MEM program?**There is no minimum IELTS/TOEFL/DET score required for admission. Admission decisions are made at the program director’s discretion, and English language test scores/proficiency are one of many factors considered holistically in the admission process.

**Why do I have to take the DuoLingo English Test (DET) even though I already submitted IELTS or TOEFL scores as part of my application?**The Duolingo English Test is the preferred language testing option of the Admissions & Recruiting team at the Pratt School of Engineering. For more information on the Duolingo English Test, visit the Duolingo website at [englishtest.duolingo.com/applicants](https://englishtest.duolingo.com/applicants).

### Why Duolingo?

* Costs a fraction of the other leading language assessments
* Offers reduced test time
* It is a convenient, secure at-home exam
* It is accepted by universities around the world
* Provides results within 48 hours of exam completion
* Your results can be shared with unlimited institutions at no extra cost

### Important Notice:

If you do attend Pratt School of Engineering, you will not have to be additionally assessed for language classes when you submit a Duolingo English Test as part of your application.

If you opt to submit scores from other standardized assessments (such as TOEFL or IELTS), you may be required to complete additional language testing upon acceptance into our programs.

For more information, please visit: <https://meng.pratt.duke.edu/apply/requirements/english-testing>

**Will having a low placement test score on the Duolingo English Test *after* being admitted/matriculating negatively impact me?**Your Duolingo English test/other English language testing scores will not have a negative impact on your admission outcome. The purpose of the DuoLingo English Test specifically is to make sure you receive the correct level of language support to have a good start in the program and get the most out of your classes.

Depending on placement results, students are either exempt from, or placed into, English course(s). Students with English course requirements must make satisfactory progress toward completing these requirements while in the program.

MEM Student Life, Cohorts, & Clubs

**How do I find out about student activities and clubs to participate in?**  
  
There is a wide variety of student activities and clubs to get involved in at Duke. A list of activities/clubs of interest is contained on the [MEM student resources site](https://sites.duke.edu/mgmt/campus-engagement/mem-student-clubs/). There are also several clubs offered through [Pratt Engineering Master's Programs](https://sites.duke.edu/prattgsps/). You are also encouraged to check out the [Duke Event Calendar](http://calendar.duke.edu) to check out upcoming events in a variety of topics, including the arts, athletics, academics, and civic engagement.

**What leadership opportunities are available in clubs/other activities?**The Program Development Committee (PDC) is a student-led organization within the Master of Engineering Management program dedicated to working with and strengthening student activities, programs, and events. The PDC is comprised of one PDC Board President and several professional and activity clubs.

All students who have selected to join the club are eligible to submit an application for a club cabinet position. After one semester, club members can apply for the club president position, and all former club presidents can submit an application for the PDC Board President position.

There are also opportunities to participate in Duke’s [Graduate and Professional Student Government](https://gpsg.duke.edu/).

**What is the cohort model?**Each student is assigned a cohort before they begin their first semester in the on-campus MEM program. Students will be pre-enrolled in their core courses dependent on their cohort. The purpose of the cohort model is to foster strong peer relationships and to support students in the transition to Duke.

Cohorts are led by a pair of Student Mentor Coaches and two Faculty Mentor Coaches who will support students in their academic journey.

**What is Community Building Time?**Community Building Times (CBTs) happen three times a week during the semester: Tuesdays 12-1pm, Thursdays 12-1pm, and Fridays 12-1pm. If a Community Building Time falls on a school holiday or break, no programming will be scheduled for that day.

The purpose of Community Building Times is to support students in building relationships with different stakeholders: peers, faculty, alumni, and industry partners. The Student Service Coordinator collaborates with Student Mentor Coaches, the Executive Director, faculty, student clubs, and the Administrative Manager to develop programming for these blocks of time.

**What is a Student Mentor Coach? How can I apply to be a Student Mentor Coach in the future?**Student Mentor Coaches mentor and build relationships with students in their cohort as incoming students transition to Duke. They assist students with questions regarding career planning, course registration, academic policies and procedures, Student Services resources, and other Duke/Pratt resources. This is a paid position and Student Mentors are expected to spend 10-19.9 hours per week performing their duties.

Applications for Student Mentor Coaches become active in the spring term and will be evaluated by the MEM administrative team.

Visa Services & CPT/OPT

**Who do I contact with visa questions?**

You can check the [directory on Visa Services’ website](https://visaservices.duke.edu/about/staff-directory) to find your departmental liaison. You can reach out to Paige Eppenstein Anderson ([pne4@duke.edu](mailto:pne4@duke.edu)), the departmental liaison for Pratt graduate students, for assistance with visa forms. You can reach out to Pratt Admissions ([pratt\_masters@duke.edu](mailto:pratt_masters@duke.edu)) if Paige is out-of-office.

In the Duke Visa Services Office, Betty Henderson ([betty.henderson@duke.edu](mailto:betty.henderson@duke.edu)) is the Visa Services Advisor for Pratt students with last names A-K. Adriane Brown ([adriane.brown@duke.edu](mailto:adriane.brown@duke.edu)) is the Visa Services Advisor for Pratt students with last names M-Z.

To reach out to Visa Services with general questions, call (919) 681-8472 or email [visahelp@duke.edu](mailto:visahelp@duke.edu). You can usually reach a representative right away during business hours by calling them.

Our Visa Services contacts may change periodically - if you need help finding the correct representative, email [memp@pratt.duke.edu](mailto:memp@pratt.duke.edu) for assistance.

**How does the visa application process work?**

Here is the [Visa Process Overview](https://visaservices.duke.edu/visa-process-overview/) on the Duke Visa Services website.

You should receive an email from Pratt Admissions asking you to fill out paperwork in iForms as your first step. Once your paperwork is complete, it goes to Duke Visa Services for review.

After Duke Visa Services sends you your SEVIS number, you are able to set up your consulate appointment/interview.

Communications regarding your visa paperwork will usually be sent to your Duke Outlook email account, not to your personal email account. Please keep a close eye on your Duke email inbox for updates on Pratt’s portion of the visa processing paperwork.

Note that it can be a several-week wait to get a consulate appointment. Some countries may have an additional security screening process after the interview, which can take several additional weeks.

**What are the requirements to maintain my visa status?**The [Duke Visa Services website](https://visaservices.duke.edu/) has information about how to maintain your status for various types of visa. Here are some of the common ones:

* [F-1 Student Visa](https://visaservices.duke.edu/visa-categories/f-1-visa-classification/)
* [H1-B Worker Visa and/or H-4 Dependent Visa](https://visaservices.duke.edu/visa-categories/h-1b-visa-classification/)
* [NAFTA TN Worker Visa](https://visaservices.duke.edu/visa-categories/tn-visa-classification/)

This is not an exhaustive or complete list. Please reference the [Duke Visa Services website](https://visaservices.duke.edu/) for more detailed information.

Please contact [Duke Visa Services](https://visaservices.duke.edu/) directly for any questions or concerns regarding maintaining your visa status.

**I am an international student. How can my parents apply for a visa to attend Commencement and the graduate Hooding Ceremony?**You can email Cherie Creten ([cherie.creten@duke.edu](mailto:cherie.creten@duke.edu)), Pratt’s Student Records Coordinator, for assistance with this process.

**Am I eligible for CPT?**Students who are F-1 visa holders and have been enrolled in their graduate degree for at least two semesters of full-time enrollment are eligible for CPT to work in the United States. Once you have received an internship offer and are ready to apply for CPT, you will need to do the following:

1. Enroll in the appropriate section of EGRMGMT 550
2. Begin the [CPT application process](https://visaservices.duke.edu/categories/f1/cpt) through visa services. For the department recommendation letter, add the Pratt Student Records Coordinator, Cherie Creten (cherie.creten@duke.edu).
3. Email Cherie Creten ([cherie.creten@duke.edu](mailto:cherie.creten@duke.edu)) your offer letter so that she can complete the recommendation letter. Your offer letter and any supporting documents must include the following information to be approved:
   1. Employment start and end dates must be listed. The dates must fall within the dates of the EGRMGMT 550 course you have registered for. Dates must be firm – a date of “on or before” will not be approved.
   2. Description/examples of the work you will be doing to confirm the work relates to your field of study. You can also include a copy of a job description if your offer letter does not include this information.
   3. Number of weekly working hours - can be full-time (40+ hours) during summer term.

**What are the dates that I can work my internship next summer if I am using CPT?**If you are using CPT, your internship must fall within the start and end dates of the EGRMGMT 550 course. These dates are different depending on which section you register for and whether or not you are planning to graduate in Summer 2024.

* If you are registering for EGRMGMT 550.01 (i.e., you will continue your MEM studies into the Fall 2024 semester), you may start your internship as early as Monday, **May 13, 2024**, and your internship must end by Friday, **August 23, 2024**.
* If you are registering for EGRMGMT 550.02 (i.e., you will be graduating in Summer 2024), you may start your internship as early as Monday, **May 13, 2024**, and your internship must end by Thursday, **August 8, 2024**. *The end date for Summer 2023 graduates is earlier due to the time required for graduation clearances to be processed.*

**Can I continue my internship after the summer?**F-1 visa holders may continue using CPT for an internship through the new EGRMGMT 552 course. Here are some important details about this process:

* You will need to register for EGRMGMT 552 in the fall term. This 3-credit course does not carry any tuition and does not count towards your required 30 credits for graduation.
* While you may work full-time during the summer from May 15-August 25, you are only able to work part-time (less than 20 hours per week) during the fall term (August 28-December 1).
* You will need to apply for CPT for the summer internship and fall internship separately, meaning you would need one offer letter with the 5/15-8/25 work dates which can be any number of hours per week and then a separate letter with the 8/28-12/1 dates specifying that you will be working less than 20 hours per week. You will follow the same process listed previously to apply for fall CPT.

**If you have further questions about how to apply for CPT/OPT, please contact Cherie Creten (**[**cherie.creten@duke.edu**](mailto:cherie.creten@duke.edu)**,Pratt Student Records Coordinator).**