Before starting an advising meeting or evaluating a student form it's a good idea to open the student in DKU Hub to familiarize yourself with their record. Advisors should always refer to one of the degree reports (What If Report if the student is in year 1 or 2, the Academic Requirements report after the student declares a major) during the meeting/form review to ensure that they know exactly how a student will progress based on what their requests are. It's also highly recommended that an advisor leave a short note in DKU Hub after the meeting so that they can easily look up what happened this visit the next time the student comes in for advising. This is especially useful for students who don't follow recommendations well so that the advisors can indicate what they spoke about with the student, just in case the student chooses to do something different.

Year 1
Fall Semester
- DKU 101 is required for all students in their first session.
- First semester language course must be taken (CHINESE/EAP 101). Students following other sequences should refer to Bulletin for guidance this term and in the future until they clear their foreign language requirement.
- Students need to do 8 credits in Session 1 and may do up to 10 credits in Session 2. Total should be a minimum of 16 credits, or a maximum of 18, not including PE courses.
  S1- sequence is always DKU 101, 2-credit language, 2-credit writing, 4-credit class of choice.
  S2- 2-credit language, then either two 4-credit courses or one 2-credit and one 4-credit.
- Very flexible time for 4-credit courses, take options that appeal as a possible major, distribution requirements, or foundation classes if the student knows what type of major they want to pursue. No specific class is required this semester and any selection will allow students to pursue any major in the future.
- **2-credit writing courses** are required for Session 1, use these to reach a total of 8 credits the first session. Be sure to encourage students to pick one early as popular options will fill.
- Chinese Mainland students should do a PE course in one or both sessions.
- *What-If Report* in DKU Hub should be used to learn about distribution requirements and foundation classes. If student is unsure about which major/track they will declare then pick any as an example.

Spring Semester
- Second semester language course must be taken (CHINESE/EAP 102).
- *GCHINA 101* must be taken this term, there are no exceptions. Schedule should be built around this course.
- Students may do 8-10 credits each session. Total should be a minimum of 16 credits, or a maximum of 20, not including PE courses. **This course load requirement will continue for every subsequent semester until graduation.**
- Still a flexible time for 4-credit courses, take options that appeal as a possible major, distribution requirements, or foundation classes if the student knows what type of major they want to pursue. If student has several majors in mind a good approach is to take classes from each discipline in order to more easily choose between them.
- Chinese Mainland students should do a PE course in one or both sessions.
- *What-If Report* in DKU Hub should be used to learn about distribution requirements and foundation classes. If student is unsure about which major/track they will declare then pick any as an example.

Year 2
Fall Semester
- Students learning Chinese must continue to Chinese 201.

- **GLOCHALL 201** must be taken this term, there are no exceptions. Schedule should be built around this course.
- Still a somewhat flexible time for 4-credit courses, focus on options that appeal as a possible major. Distribution requirements and foundation classes should be nearing completion. If student has several majors in mind a good approach is to take classes from each discipline in order to more easily choose between them.
- Chinese Mainland students should do a PE course in one or both sessions.
- *[What-If Report](#)* in [DKU Hub](#) should be used to determine entry level discipline classes for specific majors or learn about distribution requirements and foundation classes. At this stage student should have at least some idea which major/track they are interested in.

Spring Semester
- Students learning Chinese must continue to Chinese 202.
- 4-credit courses should be much more directed, distribution requirements and foundation classes should be complete. Student should have a good idea on which major they will declare this term so should either take classes in pursuit of that or if they are still deciding between two or more take classes from each discipline in order to choose between them.
- Chinese Mainland students should do a PE course in one or both sessions.
- *[What-If Report](#)* in [DKU Hub](#) should be used to determine entry level discipline classes for specific majors. Courses chosen should be fulfilling major requirements as opposed to electives if they are set on a major.

After Year 2 foundation, distribution requirements, and language courses should be complete. The university makes every effort to keep level appropriate courses from conflicting with each other within a major but that is not done between class years. Major courses <u>will</u> conflict with foundation courses at times and if a student chooses to delay their foundation coursework they run a very real risk of needing to delay graduation because of course conflicts. Students should never prioritize major coursework until their foundation coursework is complete, though this is a common strategy students may hear of from each other it is always a bad idea. Advisors should <u>never</u> advocate for students to delay foundation courses and if they see them planning for this should recommend against this approach.

Year 3
- Students will be aware of which semester they will study away, if they will choose to do so, by the time they register for the fall. During the semester they are at DKU they must enroll in **ETHLDR 201**, there are no exceptions, and their schedule must be built around this course. If a student is scheduled to study away during the spring term they must pass the course in the fall or their study away trip will be canceled.
- Students who neglected to take (or failed to pass) GCHINA 101 or GLOCHALL 201 at the appropriate time will also need to prioritize these depending on which semester they are on campus.
- Students will move to using the *[Academic Requirements](#)* tool in [DKU Hub](#) to view their degree progress since they already declared their major. This is more precise than the what-If report since it is tied to the student and any adjustments made to a student's degree will be reflected here but not on the what-If report. Course selection for the semester at DKU should be based around completing degree requirements then major requirements. Priority is to finish remaining non-disciplinary degree requirements (language, PE, distribution/quantitative requirements, foundation, if any) then move on to the specific courses required for their major. Electives should not be focused on unless major coursework and remaining degree requirements are complete.

- Before a student begins their study away at Duke they should use the Office of Global Education Equivalency List to determine which equivalents to their major classes, if any, are going to be offered the semester they are there. Registration priority should be on finding several major classes to take there then filling out the remaining space with other degree requirements also available there, then look for electives to reach the correct number of credits.
- Signature Work should become an important consideration this year. Students should consult with their Mentors to make sure the coursework they choose and opportunities they take part in align well with their upcoming SW project.
- Students in the following majors may only study away in the spring since their required Junior Seminar (390) course will only be available in the fall:
    - Cultures & Movements
    - Ethics & Leadership
    - Global China Studies
    - Global Cultural Studies (there may be alternate options available but plan on taking in fall)
    - US Studies

Year 4
- Students must use the ***Academic Requirements*** tool in DKU Hub to view their degree progress. Every requirement listed on the degree must be complete to graduate at the end of the year. Students should work with their advisor and the advising office to create a plan which allows them to complete all requirements by the end of the year.
- Signature Work is a priority, taken either in Sessions 1&2 or 2&3. Students should work closely with their mentor to hit milestones and complete their capstones on time. Failing a capstone is possible and has a high chance to lead to a delay in graduation.

Advising Cheat Sheet

Year 1

Fall Semester
- DKU 101
- Chinese/EAP 101
- Exactly 8 credits S1, up to 10 in S2
- 16 – 18 credits total, not including PE
- Foundation, DR, or major exploratory classes
- **2-credit writing in S1 required**

Spring Semester
- **GCHINA 101 required**
- Chinese/EAP 102
- 8-10 credits/session from now on, not including PE
- Foundation, DR, or major exploratory classes

- Chinese Mainland & HMT students should do a PE one or both sessions each semester.
- Use ***What-If Report*** in DKU Hub. If unsure about a major pick a random one for example.

Year 2

Fall Semester
- **GLOCHALL 201 required**
- Chinese 201 if applicable
- Major exploratory classes priority, foundation or DR classes if needed

Spring Semester
- Chinese 202 if applicable
- Last semester of exploring majors, finish foundation and DR classes
- Student will need to identify SW mentor by end of term

- Chinese Mainland & HMT students should do a PE one or both sessions each semester.
- Last year to use ***What-If Report*** in DKU Hub. Should become sure about major choice by the spring.

After Year 2 foundation, DR, and language courses should be complete, Mainland & HMT students should have plan on when they will complete PE. Major courses will conflict with foundation courses moving forward, risk of graduation delay. Students should never prioritize major coursework over foundation until their foundation coursework is complete.

Year 3
- Students likely to study away, ask which term:
    - DKU semester – **ETHLDR 201 required**. Student cannot study away for spring if they do not complete in fall. Remaining non-major degree requirements priority, then major classes, followed by electives.
    - Duke semester – consult Global Education for equivalency list. Prioritize available major classes, other degree requirements, fill remaining space with electives.
- Use ***Academic Requirements*** tool in DKU Hub. What-If Report may no longer be accurate depending on adjustments a student needs.
- Signature Work should start becoming important, ask if they are communicating with their mentor.
- Following majors can only study away in Spring – CULMOV, ETHLDR, GCHINA, GCULS, USTUD

Year 4
- Use ***Academic Requirements*** tool in DKU Hub. Student should have a plan to complete all sections over the next two semesters. Do not use What If Report.
- Signature Work is a priority, ask about progress and if they are meeting mentor regularly.
- Connect with Advising office for any challenging situations.