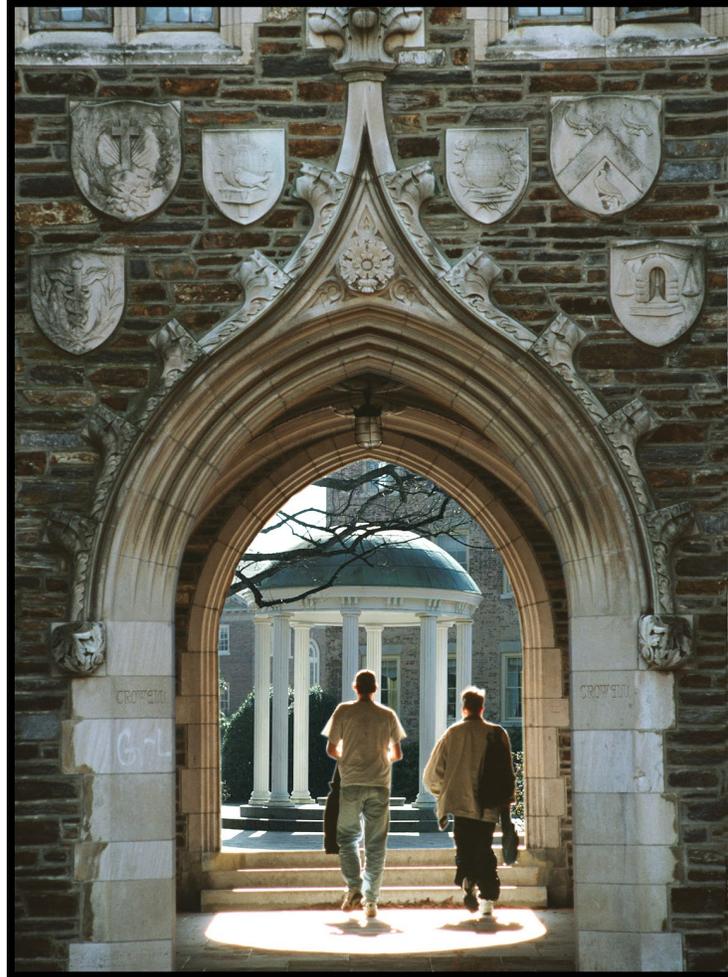


THE ROBERTSON  
SCHOLARS LEADERSHIP PROGRAM



CAMPUS SWITCH GUIDE  
SPRING 2020

# Robertson Campus Switch Checklist

## ***For Duke Scholars***

- Cancel Duke spring housing & dining assignment online *By October 11*
- Complete online UNC housing application *Between November 1-15*
- Enroll in UNC courses through ConnectCarolina *Date assigned by UNC Registrar*
- Optional: Make a reservation with *TROSA Moving* *November 15*
- Set up direct deposit through the Duke Bursar's Office *If you have not already, ASAP*
- Optional: Select a UNC meal plan through UNC OneCard Office *Early January*
- Optional: Complete parking application at UNC Office of Public Safety *Rolling deadline*
- Attend the Campus Switch Orientation for Duke Scholars at UNC *Jan. 7, 3:00-6:00PM*
- Last day to submit Cross-Campus Approval Form *Duke Drop-Add Deadline*

## ***For UNC Scholars***

- Complete online Duke housing and dining application *By October 11*
- Duke course bookbagging begins *October 21*
- Duke course registration begins *October 30*
- If applicable: Cancel spring UNC meal plan *Rolling deadline*
- Optional: Make a reservation with *TROSA Moving* *November 15*
- Optional: Complete a parking application at Duke Parking Services *Rolling deadline*
- Set up direct deposit through the UNC Cashier's Office *If you have not already, ASAP*
- Complete a PO Box application at Bryan Center Post Office *Rolling deadline*
- Attend the Campus Switch Orientation for UNC Scholars at Duke *Jan. 6, 3:00-6:00PM*
- Last day to submit Cross-Campus Approval Form *UNC Add Deadline*

## Goals and Philosophy of the Campus Switch

One goal of the Robertson Scholars Leadership Program is to foster collaboration between UNC-Chapel Hill and Duke. The Program strives to build a community of Scholars who are comfortable on both campuses and have a sense of allegiance to both universities. The Program also endeavors to develop Scholars' ability to succeed in new and challenging environments, encouraging them to be adaptive, resourceful, collaborative, and self-initiating.

All Robertson Scholars are required to live on the sister campus for the second semester of their sophomore year, maintaining as their only residence the campus room that has been assigned to them. No exceptions will be made to this policy. Scholars are not able to study abroad during the second semester of their sophomore year.

## Orientation Sessions

All Scholars are required to attend the orientation session on the sister campus. These sessions contain important information about campus life and university policies. More details will be provided closer to the events.

- Duke Orientation for UNC Scholars: Jan. 6, 3:00-6:00pm
- UNC Orientation for Duke Scholars: Jan. 7, 3:00-6:00pm

## Tuition and Fees

Scholars will be charged their home campus tuition and fees.

### *UNC Scholars*

Tuition, mandatory fees, and housing will be automatically deducted from the spring semester scholarship allotment at UNC, and you will receive your regular stipend, as you have in the prior two semesters. You are responsible for paying the Duke Bursar's Office for the spring dining plan you choose.

### *Duke Scholars*

Tuition, required fees, and housing will be automatically deducted from the spring semester scholarship allotment at Duke, but you will receive a refund that can be applied toward a UNC meal plan. *NOTE:* If you do not have direct deposit set up with your student account, you must pick up your check at the Duke Bursar's Office.

## Housing

The Robertson Scholars Leadership Program works very closely with the Duke and UNC Housing Offices to ensure a smooth transition during the Campus Switch semester. **Scholars are required to complete a housing application for the sister campus in the fall semester prior to the switch.**

## Housing Applications & Cancellations

### *UNC Scholars*

- UNC Scholars must complete the Duke Spring [Housing Application](#) by **Friday, October 11<sup>th</sup>**. If Scholars plan to live with a selective living group (SLG), they should indicate on the application which SLG they will be living with.
- The Program will cancel your UNC housing assignment for the spring semester. Please note that you will not need to submit a housing deposit for the fall (fee waived).

### *Duke Scholars*

- Duke Scholars should complete the Duke Spring [Housing Cancellation form](#) by **Friday, October 11<sup>th</sup>**. The Robertson Program will cancel your spring dining plans.
- Scholars must complete the online [UNC Housing Application](#). This application **goes live in early November** and is **due by November 16<sup>th</sup>**.

## Roommates

Robertson Scholars often swap rooms or roommates with other Scholars during the Switch. If you are interested in rooming with a non-Robertson roommate or a specific Robertson Scholar from the sister campus, please indicate your preference on your housing application (provide that student's name, room, and building).

UNC Scholars seeking roommates at Duke may also wish to take advantage of Duke's "[Roommate Finder](#)" search site.

## Themed Housing

### *UNC Scholars*

Acceptance into themed housing at Duke (e.g., Administrative Houses, Lifestyle Communities, or Non-Greek Selective Living Groups) is not automatic. Students go through an interview process and are ultimately selected by the current group/house membership. If you are interested in living in a themed housing community, you must contact that group directly and inquire about availability and application procedures. You can also consult the Duke Housing website for living group descriptions and locations. *NOTE:* Spaces within these groups are rarely available for assignment to visiting students.

### *Duke Scholars*

Students switching to UNC are encouraged to consider participating in a [Residential Learning Program](#). Spaces are typically available and placements can be made for spring semester. An additional application is required for these organized communities, and acceptance is not guaranteed.

## Meal Plans and Campus Dining

### **UNC Scholars**

Duke University requires all students in residence to have a meal plan; therefore, UNC Scholars must purchase a [meal plan](#) while at Duke. You may select from plans A-E or J. While Plan J is typically only open to 300 Swift Avenue apartments and commuter students, Duke Dining makes it available to

Scholars on the Campus Switch, and it has been a popular plan among UNC Robertsons. You will be able to select a dining plan once your housing application is submitted.

You will be billed directly from the Duke Bursar's Office for the meal plan you select, and **you are responsible for paying this charge** with the scholarship funds disbursed to your UNC account.

To facilitate campus food purchases, you may add discretionary money to your DukeCard FLEX account. If you'd like to contribute to FLEX account funds, visit the DukeCard Office in person or go to the [DukeCard website](#).

## Duke Scholars

UNC does not require students to purchase a meal plan (in fact, most Scholars opt out of purchasing a dining plan while at UNC), but you may sign up for a plan through the UNC [OneCard website](#). More information on UNC meal plans can be found on the [Carolina Dining Services website](#).

The Robertson office will cancel all Duke Sophomore spring dining plans on your behalf. Duke Sophomores who cancel spring dining plans will be permitted to keep unused fall dining points for use in the spring. *If you would like to keep your Duke dining plan or switch to Plan J for the spring, please email a Robertson staff member directly.*

## Coursework

Scholars are not required to enroll in sister campus courses while in residence there; however, to fully engage in the sister campus, you are encouraged to take most of your courses there for the Switch semester. Remember, the Robertson Program requires that all Scholars take four cross-campus courses while they are in the Program (not including the First-Year Colloquium). All Scholars must maintain a full academic course load (12+ hours for UNC Scholars and 4 credits for Duke Scholars) in order to remain in good standing with the Program.

### Cross-Campus Course Approval

To enroll in any sister-campus course, two steps must be completed:

1. Select the course through the sister-campus' online registration system (DukeHub for Duke courses and ConnectCarolina for UNC courses)
2. Fill out and submit a Cross-Campus Approval (CCA) Form (thus obtaining transfer credit via approval signatures from the appropriate officials at your home institution).

Approval signatures on a CCA form must be obtained for each course taken at the sister campus, and the form must be turned in to your [home campus registrar](#) – ideally upon enrollment, but ultimately before the end of your home campus drop-add period.

### Other important notes:

- Make sure to read CCA form instructions in their entirety. Scholars can access the forms under the “Resources for Current Scholars” section of [robertsonscholars.org](#). The password is “robbieinfo”.
- DO NOT enroll in a full load of courses on both campuses (i.e., in an effort to have “backup courses” at the start of the semester). This causes problems for the registrar and our office- if we find out that you have enrolled in a full course load on both campuses, you will be subject to Program penalties.

- Aside from open enrollment at the sister campus, your **HOME institution's deadlines** (for add-drop and withdraw, etc.) are the dates that are applicable to you. It is *critical* you pay close attention to all home campus registration deadlines and follow cross-campus approval instructions. *If you do not follow CCA form instructions and deadlines, the registrar will drop your cross-campus course. This could put you in an "unapproved underload" situation, which would jeopardize your standing with the Program.*

## Undergraduate Bulletins

While planning your cross-campus course schedules, please take advantage of the following bulletins:

- [Duke Undergraduate Bulletin](#)
- [UNC Undergraduate Bulletin](#)

## UNC Honors Courses

### *Duke Scholars*

You are permitted and encouraged to take Honors courses at UNC. Course descriptions for the coming spring can be accessed from the [Honors Program website](#). You have permission to register for these courses via ConnectCarolina. Please be on the lookout for an email from the registrar with more details, and contact the Honors Program with any questions.

### *UNC Scholars in the Honors Program*

UNC Scholars in the Honors Program should remember that they must complete a certain number of honors courses each year, maintaining the minimum GPA requirement, in order to earn the "Completed Honors Program" notation on their transcript. Scholars who have questions about the requirement should meet with an advisor in the Honors Program.

## Moving Service

The Robertson Scholars Leadership Program has set up a contract with [TROSA Moving](#) to pick up and store your personal belongings in December and deliver them to your room in January. Scholars must personally schedule a date and time for items to be picked up and delivered. The deadline to make an appointment for this service is **5:00pm on Friday, November 15<sup>th</sup>**.

A few notes:

- Scholars must provide and pack *their own boxes*. No boxes or packing will be provided by TROSA.
- All boxes must be **clearly labeled** with the Scholar's name and phone number; they should also include the label "Robertson Scholar".
- Large, non-boxed items (e.g. storage drawers) should be clearly labeled as well. Storage of these items can be very costly, so please make sure to consolidate as much as possible.

### **To schedule your appointment:**

1. Call TROSA Moving at (919) 419-1059 and ask for Tasha.
2. Let them know you are a Robertson Scholar.
3. Arrange the dates and times of your pickup and drop off (be sure to avoid the Switch Orientation timeframe for the latter).

## Technology

### ***Duke Scholars***

For important information regarding UNC campus computing, internet access, network registration, ONYENs, please visit the UNC [IT Help website](#).

### ***UNC Scholars***

For important information regarding Duke campus computing, internet access, network registration, and NetIDs, please visit the Duke [Office of Information Technology website](#).

## Campus Mail and Packages

### ***UNC Scholars***

Your Duke campus address will be listed on your housing assignment letter. Unlike UNC, all postal mail and packages come to a centralized campus post office. Your mailing address will look like this:

Name (as it appears on your student account)  
Residence Hall Name and Room Number  
Duke University Box [Number]  
Durham, NC 27708

Before you depart for winter holiday, please visit the Duke Post Office in the Bryan Center and complete a PO Box Request Form.

### ***Duke Scholars***

Your mail will be sent directly to your UNC residence hall or designated mailroom. Depending on your residence hall, either your room key will open the mailbox or you'll use a mailbox combination code. To ensure prompt delivery, mail and packages should be addressed as follows:

Name (as it appears on your student account)  
Street Address of Residence Hall  
Residence Hall Name and Room Number  
Chapel Hill, NC 27514

For more information about how mail works at UNC, please visit the "What's My Address?" link on the [Housing and Residential Education website](#).

## Parking

### ***Duke Scholars***

Parking in Chapel Hill is extremely limited. Parking permits for a remote lot (PR) on Airport Road or Estes Drive may be available to you during the semester. You will need to sign up for this at the UNC Parking Services, located in the Department of Public Safety building. Be sure to bring your insurance and registration information. In the past, some Scholars have chosen to pay for parking in private lots near campus (check the *Daily Tar Heel* and *Craigslist* for listings) or have requested UNC Hardship Parking as alternatives to the remote lot. *NOTE: The Program will not* write letters to support hardship parking requests based solely on the Campus Switch, as the Program provides bus service between the two universities.

### **UNC Scholars**

For UNC Scholars wishing to park at Duke during the Campus Switch, applications are available at the Duke [Parking and Transportation Services](#) office. The permit and parking area for West Campus residents is the [Blue Zone](#). The annual permit cost will be pro-rated for the spring term.

## **Student Health**

During the Campus Switch, Robertson Scholars are eligible to receive health services at either Duke or UNC. When not participating in the Campus Switch, Scholars should visit the health center on their home campus.

## **Student Life**

### **Clubs, Teams, and Student Organizations**

Scholars are encouraged to get involved in the various clubs and activities of the sister campus and take advantage of student life offerings. For more information on student organizations and activities, please visit the [UNC](#) and [Duke](#) organizational directories.

## **Appendix I: Campus Switch Advice**

*The Robertson Scholars Leadership Program surveyed previous classes about their Campus Switch experience and asked them "What do I wish I had known (or done) prior to arriving that would have made my life easier?" Here are some responses that were repeated often:*

- Join clubs on the sister campus in advance to make friends
- Decrease commitments to home-campus activities/groups to allow more time on the sister campus (and to drop extracurriculars that are no longer a high priority)
- UNC Scholars should rush a Duke SLG
- Take as many classes as possible on the sister-campus. Don't set yourself up for constant trips back and forth between campuses
- Dining options are very different on the two campuses - be sure to budget carefully
- Consider dorms close to the Robertson bus stop
- Stereotypes are often incorrect. Stay open-minded!
- Don't be nervous. Just jump in with both feet and that will make the transition a lot easier
- Get to know the Robertson bus schedule
- Take care of parking in advance

## **Appendix II: Scholar Comments**

*When surveyed each spring, previous classes of Scholars offered the following comments about their Campus Switch experience:*

- It really is an amazing experience. I feel like I finally understand what being a Robertson Scholar is all about. You have two whole worlds of resources, professors, courses, friends, facilities, events, programs, even restaurants, all at your fingertips.

- It has made me realize what I really care about. I can't maintain every commitment at Duke, so I've let things go and I saw that I never really cared about them in the first place.
- I have really enjoyed the different perspectives on work and friendships that the UNC environment fosters, like valuing friends and sleep more and recognizing that work should not be all-consuming.
- I have fallen in love with UNC, and have met fantastic students and faculty members I want to keep in touch with long after I return to Duke. Challenging myself to step out of my comfort zone this semester has revealed much about my own interests and abilities.
- For me, the campus switch allowed me to do what I had been unable to do until now: give myself time to explore and be creative. College students are notoriously busy (I am one of the top culprits) and so the switch comes at a perfect time half-way through your college career to really evaluate how you spend your time. Don't be afraid to quit things back home. In fact, I encourage it. It's not easy, but abstaining from an activity for one semester doesn't kill anyone.
- You will NOT enjoy your semester if you are running around with zero time to think and explore. The semester switch is one of the best things that has happened to me. It upsets me that the experience is anything but incredible for other people. My best advice is to give yourself free time and honor this opportunity. The rest will fall into place.
- Find a niche. Find something on the sister campus that will allow you to engage with people outside class.