

## Focus Program Application Process and Instructions

### The Application Process

The Focus Program only accepts online applications. Apply to the Focus Program using the form located here: <http://focus.duke.edu/program/application.php>.

You can apply during these times:

<b>Fall 2008 Clusters</b>	<b>April 1 – May 24, 2008</b>
<b>Spring 2009 Clusters</b>	<b>August 24 – October 20, 2008</b>

The Focus Program accepts up to 32 students per cluster. Incoming first-year students usually apply to the Focus Program during April and May. Spring cluster applicants (first-year and second-year students) apply during August, September, and October of the fall semester prior to spring registration.

The application process is simple. In the online application, you will select four clusters (including your course preferences) and answer a one or two questions about your interest in the clusters. You will not choose a discussion course because, if accepted to the cluster, you will be automatically enrolled in this course.

Consideration of all applicants begins immediately following the application deadline. Applications are not considered on a first-come, first-served basis. Placement in the Focus Program is awarded to first-year undergraduate students on the basis of merit. Selection decisions are made by the Focus Program faculty.

On **June 9, 2008 (fall)** or **October 27, 2008 (spring)** you will be notified of your acceptance status by email sent to the email address you give us on the application.

The Focus Program offices are located in the Academic Advising Center on Duke's East Campus. You can email us at [focus@duke.edu](mailto:focus@duke.edu) or call us at the numbers listed below.

**Angela O'Rand, Program Director**  
**Amy Feistel, Program Coordinator**  
**Lauren Braun, Program Staff Assistant**  
**919-684-9371, 919-684-9370**

---

### Instructions for Focus Program Online Application Application Page One

1. Access Code (required)

Please enter your 7-digit Access Code. This number can be found in 5 locations:

- At the top center of your Duke Admission Reply Form;
- At the bottom right of your Duke Admission Reply Form card (the section you keep for reference);
- In the 3<sup>rd</sup> paragraph of your Duke Application Confirmation Letter;
- In the 3<sup>rd</sup> paragraph of your Duke Deposit Confirmation Letter; and,
- On your personal information page in ACES.

Please contact the Duke University Admissions Office (919-684-8129) if you are unable to locate your 7-digit Access Code.

2. First Name (required)

Please enter your legal first name as submitted on your Duke Application. Do not use a nickname or preferred name.

3. Last Name (required)

Please enter your legal surname as submitted on your Duke Application. Do not use a nickname or preferred name.

4. Email (required)

Please enter your preferred email address. This may be your duke.edu account or any other email address that you use regularly. You will receive important notices regarding the Focus Program at this email address.

5. Cluster Preferences (required)

Please select 4 Focus Program clusters from the drop-down box. You should select clusters that are of interest to you or feature a theme that you wish to explore further in your studies at Duke University. Your preferences do not have to correspond with your desired major or primary areas of academic interest. You must select a different preference for each box (no repeats).

The Focus Program does not guaranteed placement in these clusters. Your preferences are a guideline for us to determine placement within any cluster, should you be accepted to the Program.

6. Additional Cluster Preferences (required)

Please indicate if there are other clusters in which you would accept placement. If you are not interested in any other clusters, please enter “none”.

7. T-shirt Size (required)

Please indicate your t-shirt size. Each year, the Focus Program designs a unique, limited-edition t-shirt for participants of the Program. This information will help us with planning and ordering t-shirts for the upcoming year.

8. Next (required)

Please click on the “Next” button to proceed to the next page of the online application. You will have an opportunity to review your responses at the end.

## **Application Page Two**

1. Please note that the clusters listed on this page are your 1<sup>st</sup> and 2<sup>nd</sup> choice clusters.

2. Course Preferences (required)

Please select your class preferences from the drop-down boxes. You must select two different choices (no repeats). Please choose classes that you are interested in taking during your first semester at Duke.

The Focus Program does not guarantee placement in these particular courses. Your preferences are a guideline for us to determine placement within any course if you are accepted to the Program.

3. Short Answer (required)

Please give a short answer to the question about the clusters. Your answer can be as short or long as you want. You are welcome to add details but this is not required and one sentence is certainly sufficient.

4. Next (required)

Please click on the “Next” button to proceed to the next page of the online application. You will have an opportunity to review your responses at the end.

**Application Page Three**

1. Repeat steps 1 through 4 above for page Three (required).
2. Submit (required)  
Please review your application. Use the back button to return to any page and make corrections. When you are satisfied with your application, please click on the “Submit” button. Click only once.
3. Please print the application verification page and retain it for your records. This is proof that your application was received by the Focus Program.