



**DUKE GRAD/PROF STUDENT COURSE REGISTRATION PERMISSION FORM  
THE FUQUA SCHOOL OF BUSINESS**

Name (print clearly): \_\_\_\_\_ Date \_\_\_\_\_

Student ID #: \_\_\_\_\_ Duke Unique ID#: \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Duke E-mail Address \_\_\_\_\_  
 Graduate/Professional School \_\_\_\_\_ Degree Pursuing \_\_\_\_\_

**Honor Code:** Duke University is a community of scholars and learners, committed to the principles of honesty, trustworthiness, fairness, and respect for others. Students share with faculty and staff the responsibility for promoting a climate of integrity. As citizens of this community, students are expected to adhere to these fundamental values at all times, in both their academic and non-academic endeavors.

The objective of **The Fuqua School of Business Honor Code** is to promote these standards. As the Fuqua community benefits from the atmosphere of trust fostered by the Honor Code, each member is responsible for upholding the spirit as well as the letter of the Code. By signing this registration request form you are agreeing to adhere to The Fuqua School of Business Honor Code. Visit our Non-Fuqua student registration site for more information on the Honor Code. [http://www.fuqua.duke.edu/student\\_resources/registration/non fuqua students/](http://www.fuqua.duke.edu/student_resources/registration/non_fuqua_students/)

\_\_\_\_\_  
**Student's Signature (Required)** **Date**

**Fuqua Classroom Norms** – Please review attached document and sign below to indicate that you have read and will adhere to Fuqua's Classroom Norms.

\_\_\_\_\_  
**Student's Signature (Required)** **Date**

**Seeks permission to register for the following course if space is available:**

Course: \_\_\_\_\_ (ex: ACCOUNTG 592.102) (course prefix) (course #) (course section)

Course Title: \_\_\_\_\_ Class Number \_\_\_\_\_ (4or 5 digit number)

\*Course Schedule \_\_\_\_\_ (ex. Tues/Fri 1:30-3:45)

**\*\*Time Conflicts and registration blocks will prevent you from being enrolled into this course.\*\***

**Term** \_\_\_\_\_ (ex: Fall 2013) **Session:** \_\_\_ Fall 1 \_\_\_ Fall 2 \_\_\_ Spring 1 \_\_\_ Spring 2

\_\_\_ Credit \_\_\_ Audit

**Note: If a course has a course pack, you must buy it. You will be billed if you are approved to enroll in the class and have not purchased the course pack.**

\* \_\_\_\_\_  
 Departmental approval (see NOTE below) Signature or email of Fuqua Professor – **Required**

NOTE: \*Law and Nicholas School require Academic Dean's approval. \*Masters of Engineering Management requires departmental approval. **NOTE: Completed Request from should be returned to your Home School for processing.**

# Fuqua Classroom Norms

## Learning Partnership



- Collective role
  - Develop a strong and supportive section dynamic that makes everyone feel comfortable, free to express their views, and able to learn
- Faculty role
  - Clear expectations, prepared for class, start and end on time, timely feedback, respect for students, hold everyone accountable
- Student role
  - Prepare in advance, come to class ready to engage and participate, respect Classroom Norms

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## Courtesy—in general



1. Don't leave the classroom while class is in session. Wait until a break or until class ends. If you are ill, or awaiting news because of a family emergency, let the instructor know before class and sit in the back of the classroom.
2. All electronic devices should be turned off during class. If you need to be in touch because of a family emergency, let the instructor know before class and keep your device on vibrate.
3. Eat before you come to class; beverages are okay.
4. Clean up after yourself and others.

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## Promptness



1. Classes will start on time and end on time; breaks will end at the time specified. Students should be in their seats and prepared for class discussion *before* class starts and *before* the break ends.
2. Always bring your name tent.
3. Some classes have handouts and/or require you to turn in an assignment before class starts. You should arrive in time to pick up a handout at the front of the class or turn in an assignment. Don't walk to the front once class has started.
4. If you arrive late, take a seat at the back of the classroom so as to avoid disturbing others. It is fine to move into a better seat at the break.

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## Courtesy—class discussion



During the class discussion:

1. Listen carefully: to the professor, to your classmates.
2. Raise your hand when you want to speak and wait to be acknowledged by the professor
3. Do not interrupt someone else who is speaking.
4. If someone else makes the comment you planned to make, put your hand down. Don't repeat a comment someone else has already made.
5. Be respectful of others' comments and ideas.

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## Preparedness



1. Come to class having completed all the assigned readings, cases and other assignments.
2. Bring all the necessary class materials with you to class including cases, readings and an extra copy of your assignment (if one is due).
3. Cold calls are fair game, though it is better if you initiate the discussion.

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