

## **PROCESS FOR TAKING A CLASS AT FUQUA:**

1. When available, review available course list posted on the Duke Law website and complete and sign the Fuqua grad/prof registration request form. The form can be printed from the Duke Law website or picked up in the Law School Registrar's Office.
2. Obtain Fuqua faculty approval via e-mail or signature.
3. Obtain permission from James Lambert (JD Students), Dean Laccoff (Dual-degree students), or Dean Kobelev (LLMs).
4. Submit completed, signed grad/prof registration request form to Law School Registrar (Room 2027) by 5pm on Wednesday, December 4, 2025.
5. Fuqua will then process (approved/not approved) requests and notify departments as well as students. Students tentatively accepted for a Term 2 class should have a back-up plan should the course fill by March.

**If you are accepted into a Fuqua class, you will be placed on the waitlist until Fuqua's drop/add ends. You cannot enroll yourself in the class.**

\*\* Fuqua meets on the quarter system. Their exam period may overlap with the Law exam period. Law exams take priority.

\*\*\*\*\*

**Spring 1 Begins on January 16, 2025 and ends on February 25, 2025.**

Fuqua's Spring 1 drop/add ends on Saturday, January 18, 2025 at 11:59pm. Students who are accepted into a class for Term 1 will automatically enroll on January 21st or 22nd. Students are expected to attend the first class meeting even if the enrollment isn't final in DukeHub.

**Spring 2 Begins on March 17, 2025 and ends on April 25, 2025.**

Fuqua's Spring 2 drop/add ends on Tuesday, March 18, 2025 at 11:59pm. Students who are accepted into a Term 2 class will automatically enroll on March 20th or 21<sup>st</sup>. Students are expected to attend the first class meeting even if the enrollment isn't final in DukeHub.