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

1. 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 Dean Barnes (JDs), Professor Erika Buell (LLM-LEs) or Dean Maher (LLMs).

4. Submit completed, signed grad/prof registration request form to Law School Registrar (Room 2027) by **Monday, August 20th**.

5. Fuqua will process (approved/not approved) by **August 24th** 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 October.

**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.

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Fall 1 Begins on Thursday, September 6th, 2018.

Fuqua’s Spring 1 drop/add ends on Saturday, September 8th, 2018 at 11:59pm. Students who are accepted into a class for Term 1 will automatically enroll on September 9th. Students are expected to attend the first class meeting even if enrollment isn’t final in DukeHub.

Fall 2 Begins on Monday, October 29th, 2018.

Fuqua’s Spring 2 drop/add ends on Tuesday, October 30th, 2018 at 11:59pm. Students who are accepted into a Term 2 class will automatically enroll on October 31st. Students are expected to attend the first class meeting even if their enrollment isn’t final in DukeHub.