

**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 December 8, 2022.
5. Fuqua will process (approved/not approved) by December 12, 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 mid-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.

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**Spring 1 Begins on January 19, 2023 and ends on March 4, 2023.**

Fuqua's Spring 1 drop/add ends on January 21 at 11:59pm. Students who are accepted into a class for Term 1 will automatically enroll on Monday, January 23. Students are expected to attend the first class meeting even if enrollment isn't final in DukeHub.

**Spring 2 Begins on March 20, 2023 and ends on May 3, 2023.**

Fuqua's Spring 2 drop/add ends on March 21 at 11:59pm. Students who are accepted into a Term 2 class will automatically enroll on March 22. Students are expected to attend the first class meeting even if their enrollment isn't final in DukeHub.