

Non-MEM Student Course Registration Permission Form

NON-MEM STUDENT COURSE REGISTRATION PERMISSION FORM

Duke Student ID (NOT Unique ID): _____ Duke E-mail Address: _____

Name (print clearly): _____ Duke Net ID: _____

Graduate/Professional School: _____

Degree Pursuing: _____

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

_____ [ex: EGRMGMT 560.02 (4630)]
(course prefix) (course number) (course section) (class number)

Course Title (ex: Project Management): _____

Term: Year: Grading Basis:
 Fall Semester 2023 2024 2025 Credit
 Spring Semester 2023 2024 2025 Audit

I understand the registration process and academic policies as described in the [Pratt Master's Program Bulletin](#).

Student Signature Date

To be completed by the Engineering Management Course Instructor:

Permission to enroll, if space is available?

Yes No

Permission to enroll (by overriding the enrollment limit) even if no available space?

Yes No

MEM Instructor Signature Date
(or attach email from MEM Instructor)

To be completed by Home Department Official (e.g., Faculty Advisor, DMS, or Master's Coordinator):

Permission to enroll in course outside of program?

Yes No

Signature of Home Dept. Official Date
(or attach email from Home Department)

COURSE REGISTRATION PROCESS AND POLICIES FOR NON-MEM STUDENTS

Graduate and professional students who not enrolled in the MEM Program may register for some MEM courses (i.e. courses designated with Engineering Management course prefix EGRMGMT) on a space-available basis and with permission of the instructor and their Home Department.* Instructors may require students to demonstrate necessary sufficient background and may also limit outside enrollment for any pedagogical reason. (For example, some courses require close teamwork and may be hindered by allowing Non-MEM students to enroll.)

Generally, the MEM core courses are not available to non-MEM students. The core courses for the MEM Program are as follows:

- EGRMGMT 510: Marketing
- EGRMGMT 520: Intellectual Property, Business Law, and Entrepreneurship
- EGRMGMT 530: Finance in High-Tech Industries
- EGRMGMT 540: Management of High-Tech Industries

For non-MEM students enrolling in MEM courses, no additional fees beyond their degree program fees will be charged by the MEM Program. To enroll into a MEM course, the student must complete a Course Registration Permission Form and submit it to the MEM Academic Coordinator via email to: memp_ac@duke.edu.

Registration Process

Once you have submitted your completed registration form(s) you will be added to the MEM Program's internal waitlist for the appropriate course(s). Your registration form(s) will be held until the week before classes begin in order to allow MEM students to complete registration. If, at that point, space is available for non-MEM students, the MEM Academic Coordinator will coordinate the enrollment process. If space is not available, the MEM Academic Coordinator will monitor enrollment during the drop/add period to see if any seats become available during that time. Non-MEM student enrollment will continue throughout the drop/add period as space becomes available and in the order in which students submitted their completed registration forms.

Important Notes:

- Non-MEM student enrollment begins no earlier than the week before classes begin. Enrollment may be delayed until the first or second week of classes, depending on MEM enrollment and available space.
- Students are enrolled in the order in which their completed registration forms are received.
- If space becomes available, the MEM Academic Coordinator will facilitate your enrollment by issuing you a permission number to enroll yourself, or by submitting a request to the University Registrar's Office to enroll you directly into the requested course.
- Generally, no more than five non-MEM students will be granted permission to enroll in an MEM course.
- Students who enroll in MEM courses as non-MEM students may not utilize these courses for an MEM degree.
- Online courses are reserved for students enrolled in the Master of Engineering Management Online Program and, as such, are not available to other MEM or non-MEM students