**Nicholas school executive education (NSEE)**

**SHORT COURSE POLICY for duke students**

***LL revision 11/21/2016***

#### registration

Some short courses are offered for one graduate-level pass/fail credit, while others are offered for enrichment (i.e. no Duke credit/will not show up on official Duke transcript) only. MEM, DEL-MEM, and other Duke students are eligible to participate in both types of courses on a space-available basis, if they meet course prerequisites. Some courses require instructor permissions to enroll; for these courses, please email Laura Lipps at execed@nicholas.duke.edu, prior to enrolling via DukeHub or the Executive Education website. Nicholas School Executive Education (NSEE) reserves the right to cancel any course due to low enrollment. NSEE reserves the right to assess a course fee (which may be in addition to regular Duke tuition), if applicable, to some NSEE courses.

Graduate Credit Courses

Duke students interested in taking short courses offered for credit will be registered on a priority basis, such that they will be automatically added to the class if space is available and they receive instructor permission when the inquiry is made. If multiple inquiries are received at one time, second years may be given priority. If space is not available, Duke Students will be added to the course wait list and admitted to the course as space becomes available. **Please note**: All interested Duke Students on the wait list are treated equally (no preference is given to MEM or DEL-MEM students), and as space becomes available in the course, interested participants will be contacted in the order they were put on the wait list. Therefore, it is recommended that Duke Students register (as indicated below) as soon as possible, to increase the likelihood of securing a seat in the course.

Non-Credit Courses
If Duke students are interested in short courses that do not carry course credit, they have two choices:

1. Add themselves to the list of interested students and be registered on a space-available basis before the start date of the course; or
2. Secure a spot by paying (either through personal or employer funds) for the space and registering as a regular course participant.

Since our executive education short courses consistently fill, if a Duke student is interested in a non-credit short course, the latter option provides a guarantee of participation and is recommended.

Short Course Registration Procedure

1. Duke students must maintain good academic standing in their other registered courses to be considered for enrollment in NSEE courses. Nicholas School administration reserves the right to deny enrollment in additional courses to any student who may be in jeopardy of falling behind in other degree-related obligations (MP advising, coursework, etc.). Decisions will be made on a case-by-case basis.
2. If a Duke student receives anything besides a passing grade (i.e. Fail or Withdraw), he or she will be ineligible to enroll in any future NSEE short courses.
3. When a Duke student is approved to take a NSEE short course, they must register by taking **TWO** steps:
	1. Go to <https://nicholas.duke.edu/del/upcoming-executive-education-courses>. Click on the course that you’d like to register for and follow the directions. If you are registering tuition-free, enter the promotion code provided by NSEE upon approval. Verbal or written inquiries without the registration form do not count as official registrations. Duke students must abide by the online registration and cancellation deadlines as set forth for all participants.
	2. Register for credit courses through DukeHub during open enrollment. A permission number for any executive education course can be obtained by emailing Laura Lipps atexeced@nicholas.duke.edu, and indicating the course in question. **Please note**: Even if you are on the wait list for a course, obtain a permission number and register for the course via DukeHub.

*For graduate credit courses, Duke Students are responsible for dropping, if necessary, an executive education short course through DukeHub within the appropriate drop/add period. This includes those who were on a wait list, but space was not available to participate in the course.*

1. *For* non-credit courses, qualified DEL-MEM students who wish to add themselves to the list of interested students and be registered on a space-available basis must email a registration request to the DEL Program Coordinator at del@nicholas.duke.edu. In the email, indicate that you are a DEL-MEM student and the course you would like to take. You will be added to the course wait list in the order the request was received. Approxmiately two weeks before the start date of the course, you’ll receive notice of space availability. For those wishing to secure a spot and register as a regular course participant, you must pay for the space and register as a regular course participant at: <https://nicholas.duke.edu/del/upcoming-executive-education-courses>. Click on the course that you’d like to register for and follow the directions.

***TUITIOn***
Meals and travel to and from campus are not included in the tuition fee and are the responsibility of the student.

Please see cancellation policy below for course tuition requirement if you cancel your participation in the course less than 15 days prior to the start of the course and/or fail to show-up for the course.

***CANCELLATION Policy***If for unforeseen and unavoidable circumstances a speaker cannot attend, instructional time will be filled with comparable instructors. If a course is canceled due to insufficient registrations, Duke cannot be held responsible for travel costs or arrangements made by students.

*Duke students must follow the same cancellation policy as all participants* (https://nicholas.duke.edu/programs/execed/registration). Cancellation of registration requires **15 days written notice prior to course start date** (please submit notification toexeced@nicholas.duke.edu). Individuals who do not attend and/or fail to send written notice prior to the deadline will be charged and be responsible for the full advertised tuition of the course to your Bursar’s account. You must cancel your registration (in writing toexeced@nicholas.duke.edu) by 5:00 pm on the refund deadline date for the course.

**Please note**: If a Duke student must cancel registration of a course, the course must also be dropped within DukeHub during the drop/add period.

***ATTENDANCE***

Attendance during all course sessions is required. Courses may involve readings, group project work and presentations; as a result, attendance and participation are an important part of your grade and/or certificate of completion. NO exceptions will be made to this policy. By registering for a course, you are confirming your commitment to attend the entirety of that course.