

**NON-MEMP GRADUATE 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: 4630 EGRMGMT 560.02)  
(class number) (course prefix) (course number) (course section)

Course Title (ex: Project Management): \_\_\_\_\_

<b>Term:</b>	<b>Year:</b>	<b>Grading Basis:</b>
<input type="checkbox"/> Fall Semester	<input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021	<input type="checkbox"/> Credit
<input type="checkbox"/> Spring Semester	<input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021	<input type="checkbox"/> Audit

**I request to enroll in the Engineering Management course listed above and understand the registration process and academic policies as described in the Pratt Master's Program Bulletin and on the second page of this form.**

\_\_\_\_\_  
**Signature of Non-MEMP Student**

\_\_\_\_\_  
**Date**

**To be completed by the Engineering Management Course Instructor:**

Permission to enroll, if space is available?

Yes     No

Override enrollment cap, if necessary?

Yes     No

\_\_\_\_\_  
**Signature of MEMP Instructor**  
(or attach email from MEMP Instructor)

\_\_\_\_\_  
**Date**

**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

(or attach email from Home Department)

\_\_\_\_\_  
**Signature of Home Dept. Official**

\_\_\_\_\_  
**Date**

**Do not write below this line – office use only.**

Non-MEM students are limited to 5 per course.

This student is number: 1 2 3 4 5

\_\_\_\_\_  
**Signature of MEMP Official**

\_\_\_\_\_  
**Date**

## **NON-MEMP GRADUATE STUDENT COURSE REGISTRATION PROCESS AND POLICIES**

### **Academic Policies**

Graduate and professional students who are not enrolled in the MEM Program may register for some MEMP courses (i.e. courses designated with engineering management course numbers) on a space-available basis and with permission of the instructor and their Home Department. Instructors will require students to have sufficient background for the course as needed and may also limit outside enrollment for any pedagogical reason. For example, some courses require very close teamwork and thus may be hindered by allowing students outside of the MEM Program to enroll in the course. Generally, no more than five non-MEMP students will be allowed to enroll in a course at any given time. Students who enroll in MEMP courses as non-MEMP students may not utilize these courses for an MEMP degree. Generally, the MEMP core courses are not available to non-MEMP students. The core courses for the MEM Program are as follows:

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

Non-MEMP students may not enroll in online sections of any Engineering Management course, as they are intended solely for students enrolled in the Distributed Master of Engineering Management Program. In order to ensure cohesion among the working professionals in the d-MEMP program and to preserve the purpose and integrity of the program itself, online courses are reserved for d-MEMP students. Rare exceptions may be considered for students in unique situations; however, exceptions cannot be made due to course conflicts and cannot be approved by course instructors. All exceptions require the written approval of Dr. La Tondra Murray, the Director of Online and Distance Education for the Pratt Master's Programs.

For non-MEMP students enrolling in MEMP courses, no additional fees beyond their degree program fees will be charged by the MEM Program. To enroll into a MEMP course, the student must complete a Non-MEM Program Permission Form and submit it to the Academic Coordinator - MEMP.

### **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 MEMP students to complete registration. If, at that point, space is available for non-MEMP students, the Registrar's Office will enroll you directly into the appropriate course; if space is not available, the Academic Coordinator - MEMP will monitor enrollment during the drop/add period to see if any seats open during that time. Non-MEMP 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-MEMP 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 MEMP enrollment and available space.
- You will not receive a permission number to enroll in the course(s) you registered. The Registrar's Office will enroll you directly into each course, as space becomes available.
- Generally, no more than 5 non-MEMP students can enroll in any MEMP course. Students are enrolled in the order in which their completed registration forms are received.
- Online courses are reserved for students enrolled in the Distributed Master of Engineering Management Program and, as such, are not available to other MEMP or non-MEMP students. Online courses are not intended to serve as convenient alternatives to on-campus courses, even in the event of a course or schedule conflict. (If you believe you have a compelling reason for taking an online course, please send a detailed explanation of the situation to the Academic Coordinator - MEMP via email.)