

Banner Self-Service Registration Procedure Adding, Dropping, Waitlisting for Classes

MultiPass

MultiPass is needed for login to DORI Duquesne On-Line Resources and Information. In order to register for classes and access other information and resources, you need to login using MultiPass.

If you have not already done so, set up your MultiPass account at <http://www.duq.edu/multipass>.

DORI

Duquesne On-Line Resources and Information is your portal to registration and much more. Access DORI at <http://www.dori.eduq.edu>.

Day classes are designated by 01 and Evening classes by 61.

Fall courses - 5-digit number beginning with the number "1".

Spring courses - 5-digit number beginning with the number "2".

How to Register

Adding a Class

1. Click on the Self-Service Banner tab.
2. Click on the Student Information sub-tab.
3. Click on Registration from the menu.
4. Click on Select Term and choose the appropriate semester from the dropdown list.
5. Click on Add or Drop Classes.
6. Type in the CRN or click on the Class Search tab from the bottom of the page.
 - a. Note: A "C" means the course is closed.
7. Click either the Register bar or the Add to Worksheet bar from the bottom of the page.

Dropping a Class

1. Click on Self-Service Banner tab.
2. Click on the Student Information sub-tab.
3. Click on Registration from the menu.
4. Click on Select Term, and choose the appropriate semester from the dropdown list.
5. Click on Add or Drop Classes
6. From the screen which displays your Current Schedule, click the Action dropdown, and choose Web Drop.
7. Click the Submit Changes bar from the bottom of the screen.

Waitlisting for a Class

1. If you attempt to register for a closed class section, you will see a Registration Add Error with the status of "Closed- Waitlisted- X."
2. If you want to be added to the Waitlist, highlight "Waitlist" in the Action dropdown, and click on the Submit Changes bar.
3. If you do not want to be added to the Waitlist, select "None" from the Action dropdown list, and click Submit Changes.