

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.duq.edu>.

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.
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**.
Note: you must see your Academic Advisor to drop your last class.
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**”.
Note: the **Waitlist** option is still available.
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**.