How to Register in DORI
Adding, Dropping, Waitlisting for Classes

MultiPass

A MultiPass account is needed to log into DORI (Duquesne On-Line Resources and Information) to register for classes. If you have not already done so, set up your MultiPass account at http://www.duq.edu/multipass.

DORI

Access DORI at http://www.dori.duq.edu. A time ticket is needed to register for classes online. To view your time ticket go to Self Service Banner > Student Information > Registration > Registration Status.

- Day classes are designated by section 01, evening classes by section 61 and online classes by section 51.
- Fall courses - 5-digit number beginning with the number 1
- Spring courses - 5-digit number beginning with the number 2
- Summer courses - 5-digit number beginning with the number 3

How to Register

Adding a Class
1. Click on Self Service Banner > Student Information > Registration > Add or Drop Classes
2. Click on Select Term and choose the appropriate semester from the drop-down list.
3. Type in the CRNs for the courses you would like to register for in each of the blocks and submit changes.
   a. Note: A “C” means the course is closed.
4. If your registration is successful, it will say web registered next to each course.

Dropping a Class
1. Click on Self Service Banner > Student Information > Registration > Add or Drop Classes
2. Click on Select Term, and choose the appropriate semester from the drop-down list.
3. From the screen that displays your Current Schedule, click the Action drop-down, and choose Web Drop.
4. 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 drop-down, and click on the Submit Changes bar.
3. If you do not want to be added to the Waitlist, select “None” from the Action drop-down list, and click Submit Changes.
4. If a seat becomes available, you will receive an email message and will have a limited amount of time to add the course to your schedule before the next person on the waitlist is offered the available seat.