Exchange Student Course Selection Process

In order for your registration meeting with an academic advisor to proceed smoothly, we are requesting that you complete the following steps prior to your meeting:

1. Setup your MultiPass account: www.duq.edu/multipass

   (If you have any issues setting up your MultiPass Account, please contact the Office of International Programs at intladmissions@duq.edu)

2. Access the Class Schedule at the following website: www.dori.duq.edu and sign on with your MultiPass Username and Password.

3. Search for courses that are being offered for the semester in which you plan to enroll. From DORI (www.dori.duq.edu):
   - Select the **Self Service Banner** tab at the top of the page
   - Select **Student Information**
   - Select **Registration**
   - Select **Look Up Classes**
   - Choose **[semester in which you plan to enroll]** in the drop down menu
   - Choose a subject area (i.e. International Business, History, etc.)
   - Choose the courses for which you would like to register and confirm that a seat is available
     - Please be sure to indicate any course they may have no seats available, but for which you would still like to be considered.

   (To view the course descriptions click on the five digit CRN number and click on View Catalog Entry.)

4. Please verify with your home university that the courses you are choose are approved by your home department.

5. Fill out the attached form to make your course selections.

   - **Undergraduate Students**: Choose five (5) to eight (8) course possibilities
   - **Graduate Students**: Choose three (3) to five (5) course possibilities
   - Email a copy of your selections to intladmissions@duq.edu. The forms will be forwarded to your academic advisors, who will then communicate any questions or concerns to you.
Exchange Student Course Selection Sheet

Name: ________________________________________________________________

Home University: _______________________________________________________

School of Study at Duquesne: _____________________________________________

Semester Attending: _____________________________________________________

List your course selections below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th># of credits</th>
<th>Are Seats Available?</th>
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For Advisors Use Only:

Advisor’s Approval: ______________________________________________________