

DUQUESNE UNIVERSITY

OFFICE OF THE UNIVERSITY REGISTRAR

Ground Floor, Administration Building • 412.396.6212 • www.duq.edu/registrar

The Office of the University Registrar, located on the ground floor of the Administration Building, provides essential academic services to current and former students including the oversight and maintenance of academic records and transcripts, scholastic and registration policies, course offerings, and graduation. As a new student, you should familiarize yourself with the academic policies and pay particular attention to the Academic Calendar, which will provide you with dates and deadlines associated with registration, class meetings, exams, and graduation. Information about these topics is available on our website: www.duq.edu/registrar.

By logging on to DORI and using Self-Service Banner (SSB), you can gain access to the following information and services.

COURSE OFFERINGS

Course offerings are published approximately two weeks before the registration period begins, and course information may be viewed online on SSB or on the University Registrar's website.

From SSB > Student Information > Registration > Look Up Classes

REGISTRATION

As new students, you must meet with your advisor in order to register for classes. Most second-semester freshmen can begin to register themselves online.

From SSB > Student Information > Registration > Add or Drop Classes

GRADES

Midterm and final grades are available in Self-Service Banner. Midterm grades are posted only for undergraduate students who are considered to be at-risk. An at-risk student is defined as one who has earned a grade of D, F, or N at the point of the midterm. Final grades are posted beginning the day after the last day of final exams and are updated daily during regular business hours as submitted by instructors.

From SSB > Student Information > Student Records > Midterm Grades or Final Grades

ENROLLMENT VERIFICATION*

An enrollment verification is a university-issued document that provides proof of enrollment which is often needed by insurance companies, health care plans, or student loan officials to prove that you are an enrolled student at Duquesne University. These can be obtained or requested online in SSB.

To print your own as needed:

From SSB > Student Information > Student Records > Print Enrollment Verification

To request one for mailing directly from our office:

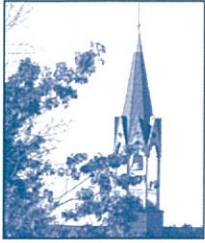
From SSB > Student Information > Student Records > Request Enrollment Verification

TRANSCRIPT REQUESTS*

You can request an official transcript online through DORI and SSB. All financial obligations to the University must be met in order to request a transcript. **Transcripts will not be faxed or emailed**, and no fees are charged for transcripts. Express mail service is available, and students selecting this delivery option must pay the express mail charge at the time the transcript is requested. See www.duq.edu/transcripts for details.

SSB > Student Information > Student Records > Transcript Request

***Only students can request transcripts and enrollment verifications.** These cannot be requested by parents or by third-parties, and requests cannot be made over the phone or by email. See www.duq.edu/registrar for details.



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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits colleges and universities, including Duquesne, from disclosing the education records of students to third-parties without the students' consent. Under the provisions of FERPA, parents are considered to be third-parties, and student information may not be disclosed to parents without the student's consent.

One of the exceptions to the release of student information is "Directory Information." The University, at its discretion, may disclose Directory Information without a student's consent. Directory Information includes: *student name; address and telephone (local and home); place of birth; major field of study; dates of attendance; class level; full-time/part-time status; dates of attendance; participation in officially recognized organizations, activities, and sports; academic awards and honors; degree/s conferred including dates; previous institution(s) attended; weight and height of members of athletic teams; student's Duquesne University email address.*

Current students may request that their Directory Information not be disclosed but should carefully consider the consequences:

- The University cannot acknowledge the fact of your enrollment to most parties other than university employees without your specific written consent.
- The University may not be able to verify your enrollment to someone who wants to provide you with financial aid or insurance or verify attendance to a prospective employer.
- The University will not be able to publish your name on certain honors lists or organization membership lists, and you cannot participate in athletics which require the publication of team rosters.

Duquesne University assumes no liability for the consequences of compliance with this order to withhold information about you.

In summary, Directory Information may be disclosed to third-parties without the student's consent unless the student requests that it not be. Disclosure of all other information to third-parties (e.g., parents) is prohibited by the provisions of FERPA. In order to share non-directory information with third-parties, including parents, students must waive their rights.

As a student, if you wish to waive your FERPA rights to particular individuals or a third-party, or if you wish to request non-disclosure of Directory Information, please log on to DORI and use **Self-Service Banner > Personal Information > Answer a Survey > FERPA Waivers and Nondisclosure** to complete the FERPA Waiver and Nondisclosure form.

Information provided by the student will remain in effect until such time that it is changed by the student.

Details are available at www.duq.edu/ferpa.