



## Center for Global Engagement

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### **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](http://www.duq.edu/multipass)

(If you have any issues setting up your Multipass Account, please contact the Center for Global Engagement at [intladmissions@duq.edu](mailto:intladmissions@duq.edu).)

2. Access the Class Schedule in [DORI](#) 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.
  - Select Registration and Planning (under Student Services)
  - Select **Browse 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 course title > course description.)

4. Please verify with your home university that the courses you 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**
  - **Email a copy of your selections to [souzas1@duq.edu](mailto:souzas1@duq.edu). The forms will be forwarded to your Success Coach, 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:

| Course Number | Course Name | # of credits | Are Seats Available? |
|---------------|-------------|--------------|----------------------|
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**For Advisors Use Only:**

Advisor's Approval: \_\_\_\_\_