

Using *myDU* for Adding/Dropping Classes and Retrieving Grades

To access Dominican University's *myDU* page to register, check your grades, check your unofficial transcript, or look at the variety of other things available, type in the following address from either on-campus or off-campus:

<http://www.dom.edu/mydu>

Once you arrive at the page, type in your student ID and PIN number and click **Login**:

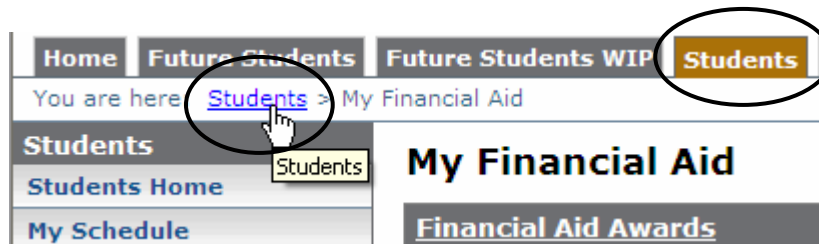


Forgot Your ID or PIN?

Your ID number appears on your student ID card as the last several digits under the bar code, after the zeroes. As for your PIN, note that there is a **Forgot your PIN?** link immediately to the right of the **Login** button, shown on the above screenshot. This will take you to a separate web site where you will enter your ID number, the last four digits of your social security number, and your date of birth to retrieve (or change) your PIN number.

General *myDU* Navigation Tips

Avoid clicking your web browser's **Back** button while using *myDU*. You generally want to use whatever tabs or internal links are available in the system. For example, if you have clicked on the **Students** tab and are viewing financial aid information, there are two ways to get back to the "main" Students page--either by clicking the **Students** tab again, or by clicking the **Students** link in the so-called "breadcrumbs" trail on the page:



If you *do* click the **Back** button, you may see a screen like this:



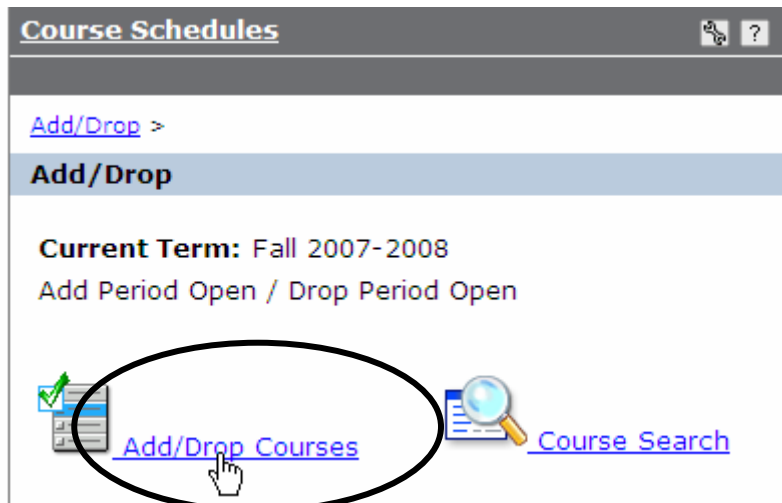
If this happens, simply click your browser's **Refresh** button, which will bring you to this dialog box:



Click **Retry** and you should get back to where you were. The solution to not having this happen at all, of course, is by using internal links in the system.

Registering for Classes

To register for a class, you must first bring up a list of classes to choose from. To do this, click on the **Add/Drop Courses** link under either the **Home** tab (in the portlet called **Course Schedules**, shown below) or under the **Students** tab:



You will then see a screen similar to the one below. The default screen assumes that you know the exact course number and section number in which you wish to enroll. If you have paper copy of a class listing, you already have this information. You may input the course code and section number here, and then click the **Add Course(s)** button. In most cases, it is more likely you will want to do a course search. To do this, simply click the **Course Search** tab, circled below:

Course Schedules - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

Add/Drop

Term: Fall 2007-2008 **Division:** All

The Add Period is open from 8:30 AM on 3/28/2007 until 11:59 PM on 9/19/2007 and the Drop Period is open from 8:30 AM on 3/28/2007 until 11:59 PM on 9/19/2007.
You are currently registered for **12 credits**.

Add by Course Code **Course Search**

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you don't know the course or section codes you need, use the course search tab above.**

	Course Code:	Section:		Course Code:	Section:
1.	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>

Add Course(s)

Course Search Screen

First, make sure that the correct **Term:** is set in the drop-down menu on this screen. If it is incorrect, click the drop-down menu and select the term you wish to register for. (Regardless of which term you are in, if you scroll all the way down on the course search screen you will see a listing of any courses you have already registered for--if any--in the academic term.)

The basic Course Search screen allows you to pick a discipline and a School. That's really all that's necessary. It is not recommended you try typing in the **Title:** because the system uses many abbreviations. You can click the **More Search Options** link (circled below) to limit your search even more.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: Fall 2007-2008

Department: All

Division: All

Search [More Search Options](#)

After clicking **More Search Options**, you have the ability to limit by day(s) of the week, faculty member, and several other options. In the screen below, we are searching for Business Administration courses in Rosary College of Arts and Sciences that meet on Tuesdays and Thursdays. Be sure you click the **Search** button at the very bottom to execute the search.

Course Search

Term:

Department:

Course Number Range: to

Undergraduate Core Area Requirements: (all)

Course Code:

Division:

Time: To:

Meets on any day(s)
 Meets only on the selected days
 Monday Friday
 Tuesday Saturday
 Wednesday Sunday
 Thursday

Faculty:

Campus:

Building:

Section Status:

Min/Max Hours: to

Undergraduates, note that you can also limit your search to one of the Undergraduate Core Area Requirements using this drop-down menu.

Search Results Screen and Adding a Course

After doing the search, you will see your search results. Note that all courses meet our search parameters of meeting on a Tuesday and Thursday. Adding a course, as seen on the screenshot below, is as easy as clicking the checkbox in the **Add** column, and then clicking the **Add Courses** button at the bottom. Note, however, that you can easily see the number of seats still open in a course in the **Seats Open** column. The **Status** column reinforces this, displaying the letter **O** if the course is open, and an **F** if the course is full. We have a section below on what to do if your class is full.

Search Results

[Search Again](#) Term: Division:

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>	BAD 220 01	ADV COMPUTER BUS APPLICATIONS	Black, Ken	0/25	F	TR 10:00 AM-11:15 AM	3.00
<input checked="" type="checkbox"/>	BAD 220 02	ADV COMPUTER BUS APPLICATIONS	Black, Ken	8/25	O	TR 3:30 PM-4:45 PM	3.00
<input type="checkbox"/>	BAD 240 01	BUSINESS LAW	Puvogel, Linda	0/30	F	TR 8:30 AM-9:45 AM	3.00
<input type="checkbox"/>	BAD 240 02	BUSINESS LAW	Miller, Robert A.	0/30	F	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD 245 01	HUMAN RESOURCE MGMT	McCarthy, Jerry	0/30	F	TR 10:00 AM-11:15 AM	3.00
<input type="checkbox"/>	BAD 250 02	MARKETING	McCarthy, Jerry	10/30	O	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD 255 01	INTERNATIONAL BUSINESS	Aron, David	11/30	O	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD 275 01	ENTREPRENEURSHIP	Johnson, Arvid	11/30	O	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD 345 01	MANAGEMENT	McCarthy, Jerry	6/30	O	TR 3:30 PM-4:45 PM	3.00
<input type="checkbox"/>	BAD 380 01	OPERATIONS MANAGEMENT	Johnson, Arvid	11/30	O	TR 11:30 AM-12:45 PM	3.00
<input type="checkbox"/>	BAD 499 01	INTL BUSINESS SEMINAR	Aron, David	23/30	O	TR 10:00 AM-11:15 AM	3.00

To add the course to your schedule, just check the appropriate check box and click this button. In this example, we are enrolling in section two of BAD 220.

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All Prerequisites Apply!

If you try to add a course for which you have not met the prerequisites, *myDU* will generate an error message similar to the one below:

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

ART 413 01	
Course Info:	MW 12:30 PM-2:20 PM
Error:	Failure Errors Causing Failure: Prereq
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the Course Search to search for a different course.
<input type="button" value="Ok"/>	



Similar error messages will appear for time conflicts (registering for more than one class at the same time), and for full classes. The latter is outlined in more detail next.


What If a Class Is Full?

As already seen, a class that is full will show **0/xx** in the **Seats Open** column. You can still "add" the class if you want to be *waitlisted*. (Do **not** assume you are free to attend the class until you check with the Office of the Registrar; only the Registrar knows the waitlist order.) One example is shown below:

<input type="checkbox"/>	BAD_245_01	HUMAN RESOURCE MGMT	McCarthy, Jerry	0/30	F	TR 10:00 AM-11:15 AM	3.00
<input type="checkbox"/>	BAD_255_02	MARKETING	McCarthy, Jerry	10/30	O	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD_255_01	INTERNATIONAL BUSINESS	Aron, David	11/30	O	TR 1:00 PM-2:15 PM	3.00
<input type="checkbox"/>	BAD_275_01	ENTREPRENEURSHIP	Johnson, Arvid	11/30	O	TR 1:00 PM-2:15 PM	3.00

In this case, we would like to enroll in BAD 245, section 1. However, the class is full. One thing to check is to get an idea of how many students are already on the waitlist. To do this, click directly on the course number (circled above), which will bring you to the next screen. As seen on the screenshot below, this screen gives you the course description as well as any cross-listings (in the area marked by the square below). In this case, you can see that BAD 245 is cross-listed with CAS 306. Twenty-six students have enrolled in the course as a BAD course, and four as a CAS course. In addition, there are two students already on the waitlist:

HUMAN RESOURCE MGMT (BAD 245 01)  [Add this course](#)  [Back](#)

Instructor(s): McCarthy, Jerry  [✉](#);

Fall 2007-2008, College of Arts & Sciences	3.00 Credit(s)
Dept: BAD	Clock Hours: 0
Status: F (0 out of 30 seats)	

Note: ALSO CAS 306

Course Schedules

Day & Time	Date(s)	Location
TR 10:00 AM-11:15 AM	9/6/2007 - 12/20/2007	

Course Description

HUMAN RESOURCE MANAGEMENT: Principles, theories, processes and practices relating to the management of personnel. Listed also as Communication Arts and Sciences 306.

[All courses in the BAD Department](#)

Cross-listed Courses					
Course	Type	Title	Capacity	Enrollment	Waitlisted
BAD 245 01	Parent	HUMAN RES MGMT	0	26	2
CAS 306 01	Child	HUMAN RES MGMT	30	4	0
Totals:			30	30	2

If you still wish to add the course, click the **Add this course** icon at the top of the screen (circled above). You are not finished yet, however! You will next see a warning screen, indicating how

many are on the waitlist. If you still wish to register for the course and be added to the waitlist, just click the **Add to Waitlist** button:

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BAD 245 01	
Course Info:	TR 10:00 AM-11:15 AM
Error:	Failure Errors Causing Failure: Course Full
Resolution:	This section is full, but there is a waitlist you can join. Currently there are 2 student(s) on the waitlist. To join the waitlist, click the "Join Waitlist" button below. Otherwise you can (Check for other sections) if you want to try and find one that isn't full that you could register for immediately.
<input type="button" value="Add to Waitlist"/> <input type="button" value="Don't Add"/>	

When you view your schedule, the waitlisted course is clearly separated from your other registered courses:

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	CPSC 140 01	INTRO VISUAL BASIC	MWF 10:30 - 11:20 AM		3.00
<input type="checkbox"/>	HIST 216 01	MCHI-FOUNDATION ISLAMIC CIVIL	MWF 11:30 - 12:20		3.00
<input type="checkbox"/>	NUTR 250 01	NS-NUTRITION	MWF 9:30 - 10:20 AM		3.00
<input type="checkbox"/>	SOC 245 01	SS-CONTEMP SOCIAL PROBLEMS	TR 11:30 - 12:45		3.00

Waitlisted Courses

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BAD 245 01	HUMAN RESOURCE MGMT	TR 10:00 - 11:15 AM		3.00

Again, do **NOT** attend a course that is waitlisted! Only the Office of the Registrar can give you final clearance!

Dropping Classes

Dropping a class can only be done during the add/drop period of the term. To drop a class, you can go to the same **Add/Drop Courses** link used to add courses from either the **Home** tab or the **Students** tab. On the resulting screen, scroll down towards the bottom to see your list of courses:

Your Schedule (Registered)					
Drop	Code	Title	Schedule	Location	Credits
<input checked="" type="checkbox"/>	BAD 220 02	ADV COMPUTER BUS APPLICATIONS	TR 3:30 PM - 4:45		3.00
<input type="checkbox"/>	CPSC 140 01	INTRO VISUAL BASIC	MWF 10:30 - 11:20 AM		3.00
<input type="checkbox"/>	HIST 216 01	MCHI-FOUNDATION ISLAMIC CIVIL	MWF 11:30 - 12:20		3.00
<input type="checkbox"/>	NUTR 250 01	NS-NUTRITION	MWF 9:30 - 10:20 AM		3.00
<input type="checkbox"/>	SOC 245 01	SS-CONTEMP SOCIAL PROBLEMS	TR 11:30 - 12:45		3.00

[Drop Selected Courses](#)

Waitlisted Courses					
Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	BAD 245 01	HUMAN RESOURCE MGMT	TR 10:00 - 11:15 AM		3.00

[Leave Selected Waitlist\(s\)](#)

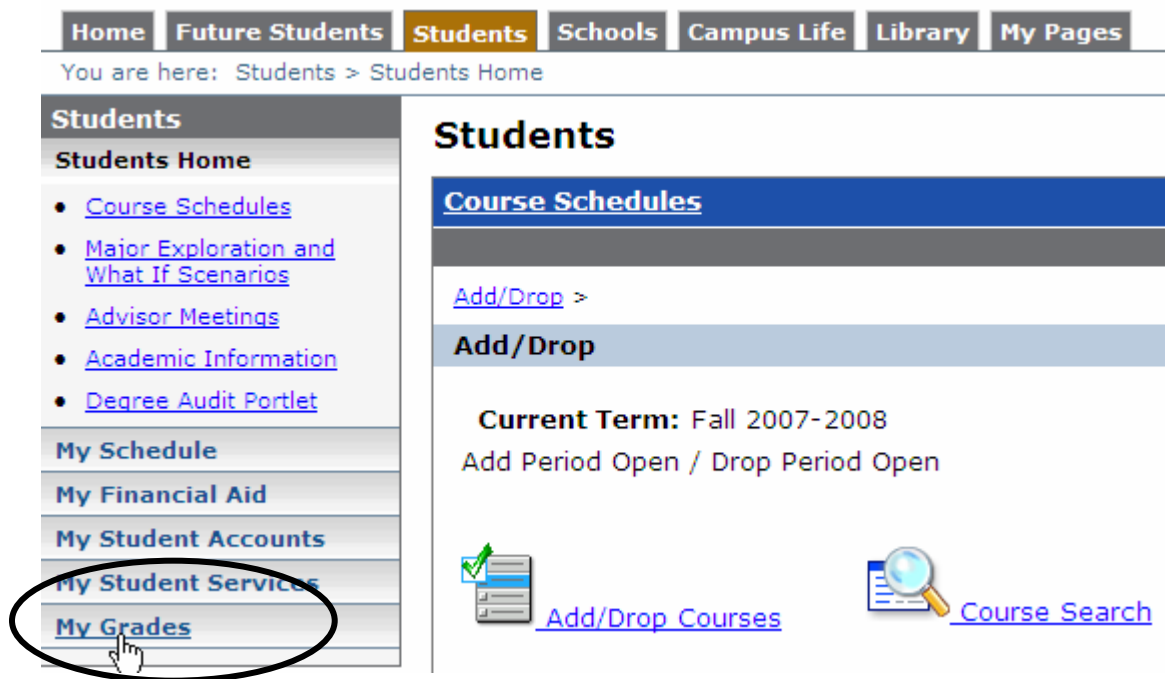
[My Account Info](#)

At this point, you need only click the checkbox for the course you want to drop (BAD 220, section 2 in the example above), and then click the **Drop Selected Courses** button. **Be aware that this causes an immediate drop!** There is no "Are you sure you want to drop this course?" dialog box or other friendly reminders we have gotten used to seeing on the web!

You may also remove yourself from any waitlisted courses through a similar action, by clicking the checkbox in the **Drop** column and then clicking the **Leave Selected Waitlist(s)** button. Again, this action is immediate AND you will lose your place in the waitlist should you later have a change of heart.

Retrieving Your Grades

Printed grade reports are not mailed out at Dominican. Instead, you can access your grades at virtually the same time your instructor submits them using *myDU*. To do this, click the **Students** tab. On the menu on the far left, you will see a link for **My Grades**:



Home | Future Students | **Students** | Schools | Campus Life | Library | My Pages

You are here: Students > Students Home

Students

Students Home

- [Course Schedules](#)
- [Major Exploration and What If Scenarios](#)
- [Advisor Meetings](#)
- [Academic Information](#)
- [Degree Audit Portlet](#)

My Schedule

My Financial Aid

My Student Accounts

My Student Services

My Grades



Students

Course Schedules

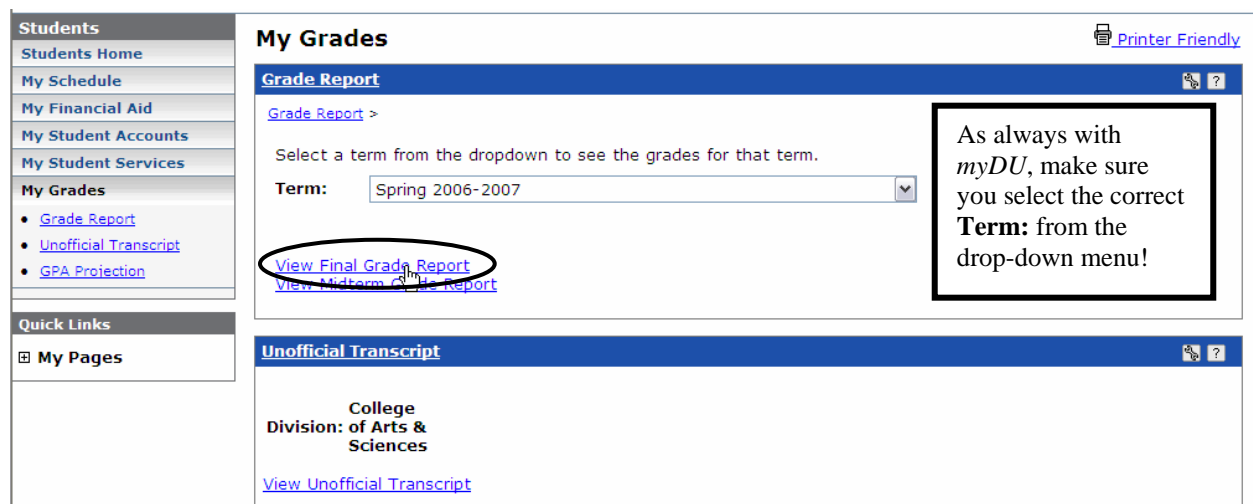
[Add/Drop](#) >

Add/Drop

Current Term: Fall 2007-2008
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)  [Course Search](#)

Depending on the time of year you are doing this, you may have to select the correct term on the ensuing screen:



Students

Students Home

My Schedule

My Financial Aid

My Student Accounts


My Student Services


My Grades

- [Grade Report](#)
- [Unofficial Transcript](#)
- [GPA Projection](#)

Quick Links

My Pages

My Grades  [Printer Friendly](#)

Grade Report  ?

[Grade Report](#) >


Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)

[View Midterm Grades Report](#)

As always with *myDU*, make sure you select the correct **Term:** from the drop-down menu!

Unofficial Transcript  ?

College
Division: of Arts &
Sciences

[View Unofficial Transcript](#)

Once you have done this, just click the **View Final Grade Report** link, circled above. Note that you can also click a link to **View Unofficial Transcript** from this screen.