Welcome to the School of Business!
Sarah E. Dalton, Ph.D., LPC, NCC
Assistant Director of Special Services
Duquesne University
309 Student Union
412.396.6657
Debra L. Saffer, M.Ed, NCC, LPC
National Certified Counselor
Licensed Professional Counselor, Commonwealth of PA
Career Counselor

Career Services Center

Duquesne University
Rockwell Hall Commons
Suite 100
600 Forbes Ave.
Pittsburgh, PA 15282
(412) 396-5141

Follow us on social media!
Duquesne University Career Services / @DuqCareer

Facebook  Twitter  Instagram  Snapchat  YouTube  Pinterest
The Career Services Center offers:

- Personalized Career Counseling
- Assistance with Major and Career Exploration, and Job and Internship Search Skills Development
- Connection with Internship and Full Time Opportunities and Employer Networking
- On Campus Recruiting Access, and 2 On Campus Job and Internship Fairs per year
Dr. Roberta Aronson  
Office of International Programs  
601 Student Union

- Consider studying abroad for 1 week, 4 weeks, a full semester and even an internship abroad

- Your Academic Advisor is the key to planning

- Your Freshman Year is the ideal time to begin thinking and planning
Make it your Goal to Graduate with these 2 Essential Credentials:
FREE PASSPORT!!!

Would you like a new U.S. passport, for free? Join CIEE and Duquesne University Study Abroad for the Passport Caravan!

Passport Caravan
October 12th and 13th
9 a.m. – 4 p.m.
Duquesne Student Union, 203

You MUST bring:
• Valid Driver’s License or State ID
• Certified US Birth Certificate (copies not accepted)
• 2 Official Passport Photos

Secure your slot today, sign up!
http://bit.do/FreePassportSignup

Additional instructions will be emailed to those who sign up.
To be competitive in today’s job market, it’s important that students have international experience.

We offer numerous study abroad programs.
1-Week Spring Break Away

www.business.duq.edu

- Integrated into a Spring semester course
- Study Trips occur during Spring break
- Six (6) courses offered for Spring 2017
- Open to Freshmen!
- Satisfy University CORE courses
Spring 2017 Break Away Courses and Destinations

- Spain – HIST-174 Sacred Places: Faith, History & Geography - CORE Faith & Reason
- Greece – CLSX-185 Cult and the Cosmos in Athens - CORE Faith & Reason
- Vienna and Krakow – PSYC-204-b Science, Psychology and the Holocaust - CORE Social Justice, Psychology requirement PSYC-203, Introduction to Psychology as a Human Science
- Ireland – MUNM-170 The Enjoyment of Music with an Irish Twist - CORE Creative Arts
- Paris – ENGL-135W / 335W / 435W – Creative Writing in Paris - CORE Creative Arts AND Writing Intensive Requirement
Study Abroad for a Full Semester

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- Duquesne’s own Italian Campus Program in Rome, Italy (*Top Value – same R&B and tuition as here on the Bluff!*)

- Duquesne in Dublin – Stay in the amazing St. Michael’s House

- Over 30 other sites around the world
Campus in Rome, Italy

- Works best as a Sophomore experience
- Taught by Duquesne faculty
- Primarily University and Business CORE classes
- Fall or Spring semester
- Travel with other Duquesne students

www.business.duq.edu
Duquesne in Dublin

- Works best as a 2nd Semester Sophomore or Junior (either semester) experience
- Primarily business courses
- Enroll at top Irish University – UCD
- Travel with other Duquesne students
Is a Semester Abroad too long?

Is a Spring Break Away too short?

- Earn 6 credits while exploring a different culture
- Programs run for 4 weeks: 1st week of May – 1st week of June 2017
- Program costs are all inclusive (Flight, Credits, Room/Board and cultural activities)
Summer 2017
Maymester – School of Business / China

www.business.duq.edu

Selection Criteria:
- Capacity is 20 students maximum (Will be taken on a first-come, first-served basis.)
- Must be clear of any outstanding academic or disciplinary actions

Cost:
- Same as 6 credits of tuition
- All tuition monies applied to cost of being in China – a great value!
- Frontier MEDEX emergency assistance coverage included
- School of Business scholarships available
- The Financial Aid Office can provide information about summer loans
- No tuition exchange, tuition remission, or Duquesne-based scholarships apply
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Cost:
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- NO tuition exchange, tuition remission, or Duquesne-based scholarships apply
Where Do You Go From Here?

www.business.duq.edu

Your academic advisor is the key to all!
Plan, plan, plan. . .

Business School Programs

Speak with your Academic Advisor

Semester-Long Programs

Contact the Office of International Programs
studyabroad@duq.edu
412.396.4873
Make it your Goal to Graduate with these 2 Essential Credentials:
The Computer Store @ Duquesne University
218 Duquesne Union
600 Forbes Avenue
Pittsburgh, PA 15282

Email: computers@duq.edu

Phone: 412.396.5645
Fax: 412.396.5146

www.facebook.com/DuquesneComputerStore
Your Advisor’s Role

- Scheduling Appointments
  - Via Starfish – accessible through DORI.
- University Advisor vs. High School Guidance Counselor
- Registration
A typical schedule for a School of Business freshman may include the following courses; however your schedule may differ based on AP scores, College in High School credit, and course availability.

**BUAD 103 Gateway to Business, 2cr**
**BUAD 103L Gateway to Business Lab, 0cr**
**UCOR 100* Research & Info Skills, 1cr**
**UCOR 101 Thinking & Writing Across the Curriculum, OR IHP 104 Honors Inquiry, 3cr**

**AND ONE of the following MATH courses:**
-MATH 100 Calculus with Algebra I, 3cr
-MATH 104, Calculus with Algebra & Trig I, 4cr
-MATH 111 Calculus for Non-science Students, 3cr, or
-MATH 115 Calculus I, 4cr

**AND 6 CREDITS from the following courses:**
-COMM 202 Business and Professional Communication, 3cr
-MGMT 261 Intro to Management, 3cr
-MKTG 271 Intro to Marketing, 3cr
-UCOR 132 Basic Philosophical Questions, 3cr

University Core requirement, 3cr

Students admitted under the **test optional criteria** are also registered for
**CLPR 008 Strategies-Academic Success, 1cr**
Schedule changes will be permitted during the Drop/Add period (August 22\textsuperscript{nd} – August 26\textsuperscript{th}), and may only be made by the student.

After August 26\textsuperscript{th}, any course changes would result in a ‘W’ appearing on your transcript.

Please review the Academic Calendar for the 2016 – 2017 school year at http://duq.edu/academics/academic-calendar/fall-2016 for important dates.

Please note it is the student’s responsibility to be aware of University policies and deadlines.
Important Items…

- FERPA - Family Educational Rights and Privacy Act (FERPA)
- Health Services Holds
- High School Transcripts
Additional Important Items

AP Credits
CIHS Credits
Grade Notifications
• Duquesne University MultiPass – If you have not already initialized your MultiPass account, please go to:
  Ø [https://www.duq.edu/webapps/multipass/index.cfm](https://www.duq.edu/webapps/multipass/index.cfm)

✓ Official Student Email Policy –

  Your Duquesne University personal email account is the official method of communication for Duquesne administrative matters. You are required to periodically check your account for time critical notices such as billing notifications, insurance requirements or other important alerts or administrative notices requiring a timely response.

  Notice will be considered received one day following the date the notice is posted to your email account. Failure to check your email account does not excuse or exempt your from any actions required of you by the University
Contact Information

www.business.duq.edu

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We welcome any questions that you may have