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THE DUQUESNE UNIVERSITY MISSION STATEMENT

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation, and the world.

EXPECTATIONS OF A DUQUESNE UNIVERSITY STUDENT

1. Read, understand and live out the values contained in the Mission Statement.
2. Build on the values you have received from those who love you and strive to meet their expectations.
3. Be diligent and sincere in your education, open to learning and change and strive for academic excellence.
4. Be honest and have integrity in all that you do.
5. Recognize the importance of service to others and our community.
6. Grow spiritually, preparing for life, not just for a career.
7. Appreciate diversity, be welcoming to others.
8. Respect your body and avoid addictions.
9. Develop a sense of self around your ethical and spiritual values.
10. Develop friendships and know the value of teamwork.
11. Be proud of Duquesne, show school spirit and support University activities.
12. Be at peace, love God, your neighbor and yourself.
Dear Duquesne Student,

**WHETHER YOU ARE AN UNDERGRADUATE OR GRADUATE STUDENT**, residing off-campus is a much different experience than residing on-campus. Living off-campus provides more freedom and independence, but also greater responsibility. All students who do not reside in University housing are considered to be commuter students.

Whether you live on or off-campus, you represent Duquesne University. The manner in which you interact with your neighbors is a reflection of your role as a Duquesne student. We encourage you to take pride in being a good neighbor. Please get to know your neighbors, provide them with your phone number and acknowledge them when you see them. We encourage you to become active members of your community and always treat your neighbors with respect. Remember that as a Duquesne student, you are expected to uphold the Mission Statement and Expectations of a Duquesne Student.

You are sharing a community with young professionals, individuals who have lived in your community their entire life, families with children, and older adults. It is important to recognize that their lifestyles and schedules are very different from yours. Please keep your property clean, monitor the behavior of your guests and be a good neighbor.

Duquesne’s Office of Commuter Affairs is committed to supporting you in your experience as a commuter student. It is important to know that we also follow up on complaints regarding the behavior of Duquesne students living off campus.

Please be a responsible community member by enjoying and respecting your local community in the same manner you do the Duquesne campus.

Sincerely,

Timothy M. Lewis
Director, Office of Commuter Affairs
Duquesne University
Dear Off-Campus Student,

**STUDENTS CHOOSE TO LIVE OFF-CAMPUS** throughout the City of Pittsburgh for many reasons such as close proximity to campus, affordable housing and to experience the uniqueness of our local neighborhoods.

Your community is home to a variety of individuals including life-long residents, families with children, young professionals and other students. They are proud of their neighborhood and work hard to keep it clean, safe and prosperous. As a resident in this community, you now have these same obligations.

In addition to greater freedom, living off-campus comes with greater responsibility. Your neighborhood has specific community codes and standards. It is important you become familiar with them and abide by them. No matter where you reside, you are a representative of Duquesne University and are expected to live up to the Duquesne University Mission Statement and Expectations of a Duquesne Student subject to the policies and guidelines outlined under the “Code of Student Rights, Responsibilities and Conduct.”

As a Duquesne University student, I expect you to be a good neighbor and responsible community member. Make every effort to get to know your neighbors. Be considerate and respectful of the people and places that have welcomed you to their neighborhood. Remember the importance of service and make every effort to participate in community service opportunities in your area.

Also, remember that you are still a member of the Duquesne University community. You should continue to take advantage of all the programs, activities and services that Duquesne University has to offer.

I hope you enjoy living in your neighborhood and have a successful and productive year.

Sincerely,

Dr. Douglas K. Frizzell
Vice President for Student Life
Duquesne University
Important Reminders from DU CARES

- You can choose your behavior, but you cannot always control the consequences of that behavior. Keep that in mind.

- The drinking age in Pennsylvania is 21. There are no exceptions to that law. Failure to abide by this law can have consequences. Failure to obey the law can have serious consequences.

- Alcohol is not a legitimate excuse for bad behavior. While some people will dismiss behavior under the guise of “Well, he was drunk. What did you expect?” This is not an adequate response. We expect that someone who drinks will stop drinking before they stop thinking. You are responsible for your behavior. The more alcohol you consume, the less control over your behavior you have. Stay in control.

- Excessive alcohol consumption rarely leads to something good, but often when people get in trouble because of alcohol it is because of the excess. One candy bar may be good, seven may make you sick. For those with a peanut allergy, even one can cause severe problems. Alcohol is not so different.

- You are responsible for the behavior of your guests while they are at your residence. If you serve alcohol, you are responsible for them to some degree even after they leave. There is a reason why bars have “We Don’t Serve Visibly Intoxicated Persons” policies. They share the responsibility for their guests’ behavior.

- While you want to have fun and see your friends, do so without violating the rights of others (especially your neighbors). If there are cups outside, clean them up. Stress to your guests that it is not OK to urinate on the neighbors’ lawn or garage. These are your neighbors! Treat them with respect and dignity – and encourage and expect your guests to do the same.

If I can be of any help, or if you have any questions, please feel free to contact me (Dan Gittins) at 412.396.5834, gittinsd@duq.edu or in my office in Assumption Hall.

Thinking About Hosting a Party?

YOU SHOULD KNOW that the City of Pittsburgh has a Social Host and Underage Drinking ordinance. A host, which is defined as a person who owns, leases or is in possession and control of the residential property where a gathering takes place, may not, knowingly or with constructive knowledge, conduct or accommodate a gathering including under age drinking. Any host who violates the ordinance shall be subject to a fine of up to $500 or, in default thereof, imprisonment not exceeding 72 hours.
A Message from the Office of Student Conduct

DUQUESNE UNIVERSITY STRIVES TO BE A GOOD NEIGHBOR, as our students are members of both the University and local community. To achieve that goal, Duquesne students are expected to exhibit exemplary citizenship at all times. Excessive or unreasonable noise, the illegal use of and/or sale or distribution of alcohol or drugs, excessively large parties and/or disrespect for neighbor and community are incongruent with students’ obligations and the Mission Statement and Student Expectations of Duquesne University. Therefore, the University reserves the right to address these types of behaviors, as well as other disruptive behaviors through the Office of Student Conduct. Violations of the Code could result in disciplinary action and the outcome could have a detrimental effect not only on a student’s continuation at the University, but future prospects as well (graduate school admission and career opportunities).

The most important thing to remember is the word RESPECT. Respect yourself, your neighbors and the community. Take PRIDE in where you live. Uphold the Mission of Duquesne University. Understand and follow the Code of Student Rights, Responsibilities and Conduct, as well as local ordinances and law. The University takes any behaviors that disrupt the local community or your fellow students very seriously and will address these matters accordingly.

To view the Code of Student Rights, Responsibilities and Conduct, please visit: duq.edu/studentconduct.

Think about what type of neighbor you want living next door to your family members. Be that kind of neighbor! Introduce yourself to your neighbors and provide them with your contact information. If you conduct yourself with respect and treat your neighbors the way you would want to be treated, you should have a very positive living experience.

DUQUESNE UNIVERSITY AMNESTY POLICY

A student(s) and/or organization(s) may be reluctant to seek medical help for themselves or others because of potential disciplinary consequences. The Amnesty Policy seeks to remove barriers that prevent students from seeking necessary medical attention and to ensure that the health, safety, and wellbeing of members of the Duquesne community is a primary concern.

Students and/or organizations are expected to contact the Office of Public Safety at 412-396-2677 when they believe that medical assistance is needed for an individual. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When off-campus, students and/or organizations are expected to call 9-1-1.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to University disciplinary action with respect to violations of the Code of Conduct concerning drugs or alcohol. Individuals who call for medical assistance are expected to remain with the intoxicated student until help arrives. Further, all parties involved are subject to timely completion of recommended alcohol/drug education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of concern. Failure to complete recommended follow-up will normally result in disciplinary action. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

Student Organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Code of Conduct and face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in such an emergency situation.

Finally, Duquesne considers the reporting of alleged violations of sexual misconduct to be of great importance to our campus community. To encourage reporting, students reporting alleged violations of TAP 31 may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. See TAP 31.
Being Greek and Residing Off-Campus

Duquesne University has long supported the fraternal movement given the direct relationship between our mission and the purposes and espoused values of the college fraternity. Since its founding in 1878, the heart of Duquesne’s Mission is serving God by serving students through the profound concern for moral and spiritual values. In addition, fraternity men and sorority women take an oath to our respective Greek values and principles, which charge us to be better men and women.

This shared or common mission includes preparing ourselves to become productive members of society and good citizens of the world. As Duquesne students and Greek affiliated brothers and sisters, we are expected to uphold our stated values by maintaining a high standard of conduct at all times, regardless of whether we reside on campus, live off campus, or commute from home. Inappropriate behavior on or off campus will be equally addressed. Such behavior is in conflict with the University’s goals and may warrant direct involvement by the Office of Greek Life, Honor Societies and Professional Organizations and the Greek organizations respective judicial or conduct boards.

If you choose to reside off campus, your new neighbors will include families, alumni, senior citizens and students like yourself, all with different daily routines. As a result, cooperation and respect is needed to ensure an enjoyable living experience for everyone. For more information, please contact 412.396.6651 or jamrozikr@duq.edu.

Residential Parking Permit

The Public Parking Authority of Pittsburgh (PPAP) enforces Residential Parking Permit (RPP) zones throughout the City of Pittsburgh. To park in an RPP zone, you must have a valid RPP permit or a valid RPP Visitor’s Pass. Otherwise, your car or guest’s cars are subject to being ticketed.

RPP permits and Visitor’s Passes are enforced using vehicles mounted with license plate recognition technology. So make sure you enroll your car in the program before you park!

For more detailed information on permit parking zoned areas, requirements, application options, etc., please visit www.PittsburghRPP.com. You may also contact the RPP office at 412.560.2500 or rppinfo@pittsburghparking.com.

Thinking About Getting a Pet?

As you move off campus and into your own place you may be thinking about getting a dog or cat. While pets make great companions and often relieve our stress, they represent a significant commitment and deserve a good home.

You should ask yourself a few questions before taking on the responsibility of pet ownership.

• WHY DO YOU WANT A PET? Not every reason is the best reason for you or the animal. If you think they’re fun to play with and have around, just remember they require lots of care and attention.

• DO YOU HAVE ENOUGH TIME? Between class schedules, work, social commitments and family responsibilities, students juggle a lot and are often short on the time required to tend for animals. Dogs left alone bark and disrupt the neighborhood. Cats left to wander the streets are not usually welcomed by neighbors.

• CAN YOU AFFORD A PET? Pet care costs add up quickly. Think about what you will spend on vet bills, grooming, licensing, food and toys.
Be a Wonderful and Respectful Neighbor

The following are suggestions to build a good relationship with your neighbors and foster a healthy community in which to live.

- **Know your neighbors:** It’s always a good idea to introduce yourself to your neighbors, and to create and maintain a positive relationship with them. Exchange cell phone numbers with them and let them know to contact you if they ever have any concerns.

- **Greet your neighbors:** Demonstrate an interest in them. Make an effort to meet them and learn their names.

- **Get involved with your neighborhood:** Be an active member of your community.

- **Lend a hand:** Your neighbors will appreciate any help you offer, so look out for opportunities to lend a hand.

- **Keep noise to a reasonable level:** Whether you like to host social gatherings, listen to loud music, or play video games, you should always be aware of the noise you are creating. The use of outdoor speakers is never a good idea.

- **Maintain your property:** Your neighbors care about the exterior of your home, and litter outside may make things seem “out of control.” Make sure to keep your lawn and sidewalks clean and clear! Take pride in your residence.

- **Take out your trash:** It’s important to know when your trash pick-up days are so that your trash is out at the appropriate time.

- **Be cautious when parking:** Be considerate of your parking habits and avoid taking numerous parking spots, blocking sidewalks and driveways and always consider safety implications.

- **Watch your speed:** Make sure to pay special attention to the children, elderly and pets in your neighborhood.

- **Keep drinking age in mind:** If you are serving alcohol at your residence, ensure your guests are of legal drinking age. It is illegal to provide or serve alcohol to minors, and there are consequences for these acts.

- **Host friends, not parties:** Large parties create noise, trash and parking problems that your neighbors may not appreciate. Keep your gatherings to a minimum and at appropriate times.

- **Take responsibility for your guests:** While at your residence, your guests are your responsibility. Instruct them to respect your neighbors’ property and the community.

- **Report suspicious activity:** One thing your neighbors certainly value is the safety of their community. Therefore, if you see any suspicious activity in the area, it’s always a smart idea to report it!

- **Respect local codes and ordinances:** Be aware of any local codes and ordinances that may be in effect, as these were developed to protect you and your neighbor’s rights.

- **Remember to represent Duquesne University:** Lastly, it’s essential to remember that even when you’re away from campus, you are still a representative of the Duquesne University community. Being a respectful neighbor will ensure a positive experience for you, your neighborhood and the University.

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Trash Removal and Recycling

To find information regarding the City of Pittsburgh’s trash removal and recycling as well as your collection day and/or schedule reminders, please visit: pittsburghpa.gov/dpw/collection-schedules.

- **Refuse – Weekly**
- **Recycling – Every Other Week**
- **Bulky Waste – Weekly (Limit Two Items Per Week)**
- **Yard Debris – Biannual**

All trash/garbage must be tightly bagged before placing in cans and cans must have tight lids. If possible, cans should not be visible from the street.

Place refuse at the curb no earlier than 7 p.m. on the night before collection.

Recycling is required by the City of Pittsburgh. Recyclable materials should be placed in either a blue bag or blue bin no bigger than 35 gallons and set out away from your refuse.

In the event that the tenant is out of compliance with City regulations governing trash storage, disposal, and recycling, then the City shall issue a citation.
Renter’s Insurance – Protecting Your Property

Renters’ insurance is an insurance policy that provides most of the benefits of homeowners’ insurance. Renters’ insurance does not include coverage for the dwelling, or structure, with the exception of small alterations that a tenant makes to the structure. This provides liability insurance. The tenant’s personal property is covered against named perils such as fire, theft and vandalism. The owner of the building is responsible for insuring it, but bears no responsibility for the tenant’s belongings. If you are still on your parent or guardian’s insurance, you may be covered by your parent’s homeowners’ insurance. Your car insurance provider may offer renters insurance.

A Tenant’s Guide to Renting

This Guide, prepared by Neighborhood Legal Services Association, provides useful information to you as a tenant.

928 Penn Avenue  |  Pittsburgh, PA 15222  |  866.761.6572 or 412.255.6700

Transportation Options

- **PORT AUTHORITY** (Buses and the T)  
  412.442.2000  |  www.portauthority.org

- **TAXI SERVICES**  
  Classy Cab: 412.322.5080  |  zTrip: 412.777.7777

- **UBER**  
  www.uber.com/pittsburgh

- **LYFT**  
  www.lyft.com

Create and maintain a great relationship with your neighbors.

Be Safe: Do NOT go out onto rooftops.

Remember: No matter where you reside, you are a Duquesne student!
Safety Tips

• You should never walk alone. However, if you must walk alone, have a plan and travel in lighted and well traveled areas.
• When walking you should walk facing traffic. Be cautious of drivers that stop to talk.
• BE AWARE of your surroundings! Giving the appearance of not paying attention and not alert is what offenders look for in a victim.
• Always tell someone where you’ll be and what time you are going to return.
• Do not wear headphones while walking or jogging.
• Do not read while walking or standing on the street.
• If you feel that you are being followed: Cross the street, change directions, keep looking back.
• TRUST YOUR INSTINCTS: If something “feels wrong”, something probably is wrong.
• If you find yourself in a situation with an assailant, don’t be afraid to loudly call for help.
• Keep doors and windows locked at all times; check to make sure your locks are working properly.
• Do not leave your car keys or valuable items in the open where they would be easily found.
• Do not invite strangers, or just casual acquaintances, into your home where they will have the opportunity to case your residence.
• Lock your bedroom door while sleeping; keep your laptop, car keys and other valuables in your bedroom.
• If you are home alone and believe someone has unlawfully entered your residence, call 911 immediately – tell the dispatcher your address and where you are located within the house. Yell out to the intruder, “I have called the police, you better leave!”
• Do NOT go onto rooftops! Doing so is NEVER a good idea.

Fire Safety Information

Take a moment to watch this campus fire safety video from the U.S. Fire Administration. These tips can save your life!

National Fire Protection Association: Fire Safety Tips

City of Pittsburgh Code

Students who live off-campus should be advised that according to City of Pittsburgh Code, no more than three unrelated individuals are permitted to reside together in one rental housing unit.

Updating Your Local Address

If you plan to live off-campus at a location different from your permanent residence, you must provide your local address to Duquesne University. To update this address, log into DORI and then click on Self-Service Banner. Once in Self-Service Banner, click on “Personal Information” and then “Update Addresses and Phones.”

Additional Resources

Living Off-Campus and Roommates
Landlords, Understanding Apartment Listings, Inspections and Leases
Neighbor Relations, Rights & Responsibilities, Moving In Home, Personal & Fire Safety, Renters Insurance
Non-Emergency Response Center, Trash Removal & Recycling, Bulk Items
Moving Out
Other Important Information

For more information, visit www.duq.edu/off-campus-housing.

Sexual Misconduct

Duquesne University is dedicated to providing an educational environment that supports our Catholic, Spiritan mission and values. This includes a profound respect for the dignity of each person, and a commitment to preserve and protect the physical, emotional and spiritual well-being of all members of the campus community. Verbal, nonverbal or physical sexual misconduct of any kind will not be tolerated. It threatens this mission and is prohibited by local, state and federal laws, Title IX, by Duquesne’s Student Policy on Sexual Violence and by Duquesne’s Sexual Misconduct Administrative Policy. Use this link to find Duquesne University resources available to assist victims of sexual assault, and to help educate students about sexual misconduct.

duq.edu/titleix
Sign Up for Duquesne’s S.A.F.E. Program

Violent crimes are crimes of opportunity – when you remove the element of opportunity, you reduce the risk of attack.

Duquesne University’s Department of Public Safety offers the S.A.F.E. program, which stands for Self-Defense Awareness & Familiarization Exchange, from the National Self-Defense Institute. The goal of this program is to prevent crimes of sexual violence in our communities through programs of education and training, focusing primarily on awareness and prevention. This is a two-hour program that educates women about realistic options that will help them avoid, escape and survive assaults if they do occur. Our three trained instructors have instructed more than 400 students, faculty and staff in Strategies, Techniques, Options and Prevention (S.T.O.P) to make them aware of their options to prevent an assault. There is no cost to any Duquesne University student to attend this class. Contact Public Safety at publicsafety@duq.edu for more information on attending or organizing a class.

Duquesne University Department of Public Safety is accredited by the Pennsylvania Chiefs of Police Association.

BE SAFE
Sexual violence, relationship violence, sexual harassment and bullying are coercive behaviors and are supported by patterns of disrespect and peer pressure. Working together we can change these patterns with Bystander Intervention. As a responsible bystander, you can play an important role in promoting a culture of profound respect for the dignity of each person. By understanding this role and being aware of problematic situations, we can all be effective proponents for a safer community. For more information on Bystander Intervention and Bystander Awareness, go to the website listed below for steps to action and techniques to try.

duq.edu/titleix

BE SAFE
with BYSTANDER INTERVENTION

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UNIVERSITY RESOURCES

- Counseling Services 412.396.6204 (confidential)
  * An on-call counselor is available after hours at 412.396.2677
- Health Services 412.396.1650 (confidential)
- Spiritan Campus Ministry 412.396.6020
- Residence Life 412.396.5888
- DU CARES 412.396.5834
- Public Safety 412.396.6002
- Title IX Coordinator 412.396.2560

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COMMUNITY RESOURCES

These agencies offer 24-hour confidential helplines, crisis intervention, individual support and group counseling, and/or legal advocacy.

Pittsburgh Action Against Rape (PAAR)
24 hour helpline: 1.866.END.RAPE

Center for Victims of Violence and Crime (CVVC)
24 hour helpline: 1.866.644.2882

* These off-campus counselors and advocates may have certain reporting or other obligations under state law.

OTHER RESOURCES

Campus Safety Escort Service: 412.396.6002
Campus Code Blue Phones
SGA Weekend Loop Bus
Yellow Cab Service: 412.321.8100

For campus emergencies, call DUPS at 412.396.2677
For off-campus emergencies, call 911

duq.edu/titleix
Important Phone Numbers and Contacts

ON CAMPUS EMERGENCY
412.396.COPS (2677)

ON CAMPUS NON-EMERGENCY
412.396.6002
www.duq.edu/campus-safety

DU EMERGENCY ALERT
www.duq.edu/dualert

In the event of a crisis, this automated emergency notification system will send an alert to your mobile device, a “land line” of your choosing and your Duquesne email.

OFF CAMPUS EMERGENCY
911

CITY OF PITTSBURGH NON-EMERGENCY
311 or outside of Pittsburgh call 412.255.2621
www.pittsburghpa.gov/innovation-performance/311.html

MT. WASHINGTON/SOUTH SIDE POLICE STATION - ZONE 3
830 E Warrington Avenue
Pittsburgh, PA 15210
412.488.8326

UPTOWN POLICE STATION - ZONE 2
2000 Center Avenue
Pittsburgh, PA 15219
412.255.2827

MT. WASHINGTON FIRE STATION NO. 22
1945 Arlington Avenue
Pittsburgh, PA 15210

UPTOWN FIRE STATION NO. 4
1324 Forbes Avenue
Pittsburgh, PA 15219

DUQUESNE UNIVERSITY ANTI-DISCRIMINATION POLICY AND COMPLIANCE
TITLE IX COORDINATOR
Sean F. Weaver, Director
412.396.2560
weavers2@duq.edu

DUQUESNE UNIVERSITY OFFICE OF COMMUTER AFFAIRS
Tim Lewis, Director of Commuter Affairs
412.396.6660
lewis@duq.edu

PITTSBURGH ACTION AGAINST RAPE (PAAR)
1.866.363.7273

ALLEGHENY COUNTY

HEALTH DEPARTMENT
412.687.2243
www.achd.net

HUMAN SERVICES
412.350.6897
www.alleghenycounty.us/DHS

DUQUESNE UNIVERSITY WEATHER HOTLINE
412.396.1700

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION
412.255.6700
1.866.761.6572
www.nlsa.us

POISON INFORMATION CENTER
1.800.222.1222
www.upmc.com/Services/poison-center
Connect with Commuter Affairs

Join our group, search for:
“Duquesne University Commuter Affairs”

Follow us @ducommuteraffairs

Follow us @DuqCA

Become a member of our group. Log into DORI,
click Campus Link on the upper right-hand side of the page.
Search for “Commuter Affairs”

Visit Duquesne University’s Commuter Center:
1st Floor, Duquesne Union
412.396.6660 | duq.edu/commuter-affairs