

Application Instructions Non-Degree Programs

Thank you for your interest in the School of Leadership and Professional Advancement (SLPA). Please print or save these instructions to assist you in completing the online application process. The list below refers to the screen you will see as you progress through the application. We have provided additional information and instructions for each screen.

Should you have questions regarding the application process, please contact us at 800.283.3853, or email us at slpaadmissions@duq.edu, or via live chat at www.duq.edu/leadership. Our office is open Monday through Thursday, 8:00 am to 6:00 pm EST and Friday through Saturday, 8:00 am to 4 pm EST. We are closed Sundays.

Notice for applicants seeking online courses/programs:

Due to higher education regulation changes, effective August 1, 2011, Duquesne University is unable to accept applications for admission to online programs and courses from students residing in Alabama, Arkansas, Iowa, Massachusetts and Wisconsin. For questions, please contact Paul-James Cukanna in the Office of Admissions at 412.396.5002 or grademg@duq.edu.

Admission Login/PIN (Personal Identification Number)

Once you get to the application page, click on “**First time user account creation**” so that you can create a **Login** and **PIN**. After entering this information, click on “**Login**”. You will need this information if you wish to return to the application or if you are "timed out" while completing the application. If you forget your **Login ID** or **PIN**, contact the Duquesne University Help Desk at help@duq.edu or 412.396.4357.

Application Menu

If this is your first time applying online to the School of Leadership, please click “**New**”. If you have already created an application, you may click on your existing application and proceed.

Application Type

Please select one of the following application types:

- “*UG-SLPA – Non-Degree*” – select this if you are seeking to take classes as prerequisites or for personal enrichment.
- “*UG-SLPA - Visiting*” – select this if you are seeking to take classes to transfer to your home school or university.

Application Checklist

This checklist guides you through entering information about yourself and your academic history. Please work through each link and provide the requested information.

- **Mailing Address**
This optional item is for those who may not be currently located at their permanent home address, including military personnel. From time to time we mail time-sensitive information and a current mailing address is helpful. If you are presently at a location that is not your permanent home address and you would like to receive information at that location, please list that location in this section. The address that you have listed can be changed at any time.
- **Personal Information – Birth Date**
Although providing your birth date is not required as part of the application process, it is strongly recommended because it will eventually be used to create a Duquesne MultiPass account. MultiPass is an identity management system that creates one user name and password to provide access to multiple University electronic resources.
- **Degree Program of Interest**
Please select a program. This is a required field.

Additional Requirements

You are not required to provide any other documents. However, please be aware that if you plan to take an upper level science class, you might be asked to provide an **unofficial** proof that a lower level prerequisite requirement has been satisfied.

To simplify the registration process, please follow up with an email to slpaadmissions@duq.edu or call 1-800-283-3853 and indicate the class/es that you are interested in. The schedule of classes is available online at www.duq.edu/registrar/schedules.