

# SPRING 2010

## SCHEDULE OF CLASSES

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## ACADEMIC CALENDAR SPRING 2010 SEMESTER

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October 26	Monday	- Pre-registration
January 7	Thursday	- Classes Begin
January 7-13	Thursday-Wednesday	- Final Registration
January 13	Wednesday	- Latest date to register, change class schedule, and declare pass/fail or audit options.
		- Last day for registration cancellation and full tuition refund for the term.
January 18	Monday	- Holiday: Martin Luther King, Jr.
January 20	Wednesday	- Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University.
January 27	Wednesday	- Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University.
February 3	Wednesday	- Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University.
February 26	Friday	- Latest date for reporting mid-term grades.
		- Instructor deadline for submission of Change-of-Grade Forms to the deans' offices for students receiving an incomplete (I) grade in undergraduate coursework for the Fall 2009 term.
		- Latest date for prospective May graduates to apply for graduation.
		- Latest date for prospective May graduates to submit thesis outlines and schedule comprehensives.
March 1-6	Monday-Saturday	- Spring Break
March 8	Monday	- Deadline for submission of Change-of-Grade Forms from the deans' offices to the Office of the Registrar for students receiving an incomplete (I) grade in undergraduate course work from the Fall 2009 term. "I"-graded courses for which no change-of-grade is received will be converted to a permanent grade of "F".
March 19	Friday	- Latest date for undergraduates other than first semester freshmen to withdraw with a "W" grade.
March 31	Wednesday	- Latest date for graduate students to withdraw with a "W" grade
April 1-5	Thursday-Monday	- Easter Break (No classes. Offices closed Thursday, April 1 and Friday, April 2.)
April 6	Tuesday	- Summer/Fall 2010 Pre-registration.
		- Latest date for prospective May graduates to submit approved thesis and to take comprehensives.
		- Classes meet according to <b>Monday</b> class schedule.
April 27	Tuesday	- Latest date for first semester freshmen to withdraw with a "W" grade.
April 28	Wednesday	- Reading Day
April 29-May 5	Thursday-Wednesday	- Final Examinations
May 5	Wednesday	- Latest date for change of Incomplete (I) grades from Spring 2009 for graduate level courses. Graduate "I" graded courses not completed by this date will receive a permanent grade of "F".
		- Latest date for graduating students to complete degrees and pay accounts.
May 7	Friday	- Official Graduation Date
		- University Commencement
May 8	Saturday	- Diploma Ceremonies

## ACADEMIC CALENDAR SUMMER 2010 SEMESTER

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April 6	Tuesday	- Pre-registration
May 7	Friday	- University Commencement
May 8	Saturday	- Diploma Ceremonies
May 10	Monday	- Summer Sessions Begin (3,4,6,8&12 wk sessions)
May 13	Thursday	- Holy Day: Ascension
May 31	Monday	- Holiday: Memorial Day
June 18	Friday	- Latest date for prospective August graduates to submit thesis outline and schedule comprehensives.
June 21	Monday	- Latest date to apply for August Graduation
July 4	Sunday	- Holiday: Independence Day
July 5	Monday	- Holiday: Independence Day Observance
July 23	Friday	- Latest date for prospective August graduates to submit approved thesis and to take comprehensives.
July 30	Friday	- End of twelve-week session - Latest date for August graduates to complete degree requirements and pay accounts
August 7	Saturday	- Official graduation date
August 15	Sunday	- Holy Day: Assumption

## ACADEMIC CALENDAR FALL 2010 SEMESTER

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April 6	Tuesday	- Pre-registration
August 22	Sunday	- Mass of the Holy Spirit
August 23	Monday	- Classes Begin
August 23-27	Monday-Friday	- Final Registration
August 27	Friday	- Latest date to register, change class schedule, and declare pass/fail or audit options - Last day for registration cancellation and full tuition refund for the term
September 3	Friday	- Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University.
September 6	Monday	- Holiday: Labor Day
September 10	Friday	- Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University.
September 17	Friday	- Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University.
October 8	Friday	- Latest date for reporting mid-term grades. - Latest date for students to obtain an Incomplete Grade Removal Form and to complete "I" graded undergraduate courses for the Spring and Summer 2010 terms. Undergraduate "I" graded courses not completed by this date will receive a permanent grade of "F". - Latest date for prospective December graduates to submit thesis outlines and schedule comprehensives.
October 15	Friday	- Due date for instructors to submit final grades for incomplete undergraduate ("I" grade) courses from the Spring and Summer 2010 terms. - Latest date for prospective December graduates to apply for graduation.
October 25	Monday	- Spring 2011 Pre-registration begins

October 29	Friday	- Latest date for undergraduates other than first semester freshmen to withdraw with a “W” grade.
November 1	Monday	- Holy Day: All Saints Day
November 2	Tuesday	- Classes meet according to <b>Monday</b> schedule
November 12	Friday	- Latest date for graduate students to withdraw with a “W” grade
November 22-27	Monday-Saturday	- Holiday: Thanksgiving (No classes. Offices closed Thursday, November 25 and Friday, November 26.)
November 29	Monday	- Latest date for prospective December graduates to submit approved thesis and to take comprehensives.
December 7	Tuesday	- Latest date for first semester freshmen to withdraw with a “W” grade.
December 8	Wednesday	- Holy Day: Immaculate Conception
December 9-15	Thursday-Wednesday	- Final Examinations
December 15	Wednesday	- Latest date for change of Incomplete (I) grades from Fall 2009 for graduate level courses. Graduate “I” graded courses not completed by this date will receive a permanent grade of “F”.
		- Latest date for graduating students to complete degrees and pay accounts.
December 17	Friday	- Official graduation date. - University Commencement

New students are advised to complete admissions requirements prior to participating in any registration activities.

### Undergraduate Admissions

Undergraduate study is available on a degree and non-degree basis. Degree applicants intend to pursue bachelor's degrees whereas non-degree applicants intend to pursue professional certificate programs, transfer courses to other institutions, select specific courses for personal or career enhancement, or complete prerequisites prior to undergraduate or graduate degree admissions.

Undergraduate admissions information is available through the following offices:

Degree (Day)	Office of Admissions	1st Floor, Admin. Bldg.	412-396-5000
Degree (Evening)	Evening & Summer Programs	216 Rockwell Hall	412-396-6232
Non-Degree	Evening & Summer Programs	216 Rockwell Hall	412-396-6232

### Graduate Admissions

Graduate admissions information is available through the following Graduate Schools:

Business Administration	704 Rockwell Hall	412-396-6276
Education	213 Canevin Hall	412-396-6091
Health Sciences	302 Health Sciences Bldg.	412-396-6652
Law	217 Law School	412-396-6300
Liberal Arts	205 College Hall	412-396-6400
Music	316 Music School	412-396-5983
Natural and Environmental Sciences	103 Mellon Hall	412-396-4900
Nursing	544A Fisher Hall	412-396-6551
Pharmaceutical Sciences	449 Mellon Hall	412-396-5662

## 1. IMPORTANT REGISTRATION INFORMATION

### Opens Monday, October 26, 2009

Web Registration is available for undergraduate and graduate students who qualify at [www.duq.edu/dori](http://www.duq.edu/dori). Spring 2010 registration will take place in Self-Service Banner. Instructions for using Banner are on the Registrar's Web site at [www.duq.edu/registrar](http://www.duq.edu/registrar). Check the Registrar's office channel in DORI for more details.

Students must be officially registered for classes in order to be considered bona fide students of Duquesne University. **They are not permitted to attend classes, engage in student affairs, or, generally, have access to the buildings and grounds or use the University's facilities unless registration has taken place and arrangements to meet financial obligations have been made.** Only when arrangements have been made to the satisfaction of the University for payment-in-full of all financial charges is a student permitted to attend and receive credit for classes.

**Students who register for a class or classes and subsequently do not attend remain financially responsible for their registration unless written notification of their decision not to attend is received by the Registrar no later than the end of the add/drop period.**

**Written notification of the intent to withdraw received after the add/drop period is subject to the University's official withdrawal policy which includes varying levels of financial obligation, depending on the formal date of withdrawal.** Even though absences from classes may be observed and recorded, a student is considered enrolled and in attendance until formal (written) withdrawal forms are filed in the Registrar's office.

**INSTRUCTIONS**

- Prior to registering for classes, make an appointment with your Advisor (see page 10) to select your schedule, determine course alternatives and pass/fail and audit options.
- Web Registration is available for those who qualify at [www.duq.edu/dori](http://www.duq.edu/dori).
- Students with an account balance will be unable to register. Check your holds in Self Service Banner under Student Information. See page 8 for further instructions.
- Students will receive e-mail notification regarding their Spring 2010 bills. Billing is handled exclusively online. Preregistration represents a financial obligation to Duquesne University, and students requesting relief of this obligation due to non-attendance must do so in writing to the Registrar's Office prior to the start of classes. (see Registration Cancellation, page 9)
- Make full payment with the Cashier or arrange for payment with the Student Finance and Deferment Staff.
- Students may not register or change their schedules after the end of the add/drop period.

**CHANGE OF CLASS SCHEDULE INSTRUCTIONS**

- Undergraduate students can add and drop classes on Self-Service Banner until the first day of class. During the first week of class, undergraduates must see their advisor to register or add/drop.
- Graduate students may register or add/drop in Self-Service Banner through the end of the add/drop period.
- No schedule changes are permitted after the end of the add/drop period.

**REGISTRATIONS WILL NOT BE RECOGNIZED AS OFFICIAL UNLESS SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN FINALIZED.****IMPORTANT DATES**

October 26, 2009	Pre-Registration begins – undergraduate students
October 27, 2009	Pre-Registration begins – graduate students
January 7-13, 2010	Final Registration and add/drop period
<b>January 13, 2010</b>	<b>LAST DAY TO REGISTER OR CHANGE SCHEDULES FOR SPRING 2010</b>

**2. CROSS REGISTRATION****GUIDELINES**

- The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students at any of the ten Pittsburgh Council of Higher Education (PCHE) institutions to take courses at any other PCHE institution. Member institutions of PCHE are:

Carlow University  
 Carnegie Mellon University  
 Chatham University  
 Community College of Allegheny County

Duquesne University  
 La Roche College  
 Pittsburgh Theological Seminary  
 Point Park University  
 Robert Morris University  
 University of Pittsburgh

- The opportunity to cross register is open to each full-time student enrolled in a PCHE college or university.

- Each college or university accepts registration from the other institutions; however, first priority in registration is given to students of the host college, and not all departments or schools in all institutions are able to participate in this program.
- In each case of student cross registration, the approval of the dean or designated individual from the home college or university must be obtained prior to registration.
- The student's advisor or dean is responsible for assuring his/her eligibility for the course in which he/she intends to enroll.
- Full credit and grade will be transferred; the academic regulations of the host institution will prevail.
- The academic honesty code and other rules of conduct of the institution providing the instruction apply with respect to its courses and behavior on its campus. That institution also determines whether its rules have or have not been violated. The student's own institution will impose such penalties as it considers proper when violations are reported to it.
- Cross registrants do not thereby acquire the status of students in the institutions in which they are receiving instruction (e.g., for purposes of participation in student activities, insurance programs, etc.). They do receive library privileges at the host institution and may purchase course texts at the host bookstore.
- Each qualified student normally may enroll in no more than one course off campus in any one term or semester under this program.
- Duquesne University students who are participating in this program are charged tuition and university fees in accordance with the current rates of Duquesne University; however, students are responsible for paying any additional course or laboratory fees to the host institution.
- This cross registration program does not apply to the Summer Sessions at any of the institutions. However, taking courses at other institutions during those terms is facilitated by "temporary transfer student" procedures separately agreed to by the PCHE colleges and universities.
- Students are encouraged to submit cross registration forms during preregistration in order to provide adequate time to receive proper notification of the approval or disapproval.

#### PROCEDURES

- Pick up a cross registration form at your advisor's office or the Registrar's Office, Ground Floor, Administration Building.
- Select the courses you wish to enroll in from the schedule of classes of the respective host college.
- Submit the completed cross registration form to your Student Advisor for approval.
- Bring all copies to the Registrar's Staff during preregistration.
- The host Registrar will notify you by mail whether your cross registration has been approved or not.

### 3. FINAL REGISTRATION AND ADD/DROP

- The final registration and add/drop period is January 7-13, 2010.
- No registration or changes of class schedule may be made after January 13, 2010.
- Requests for course withdrawals will be processed beginning January 14, 2010 up to deadlines published on the academic calendar with the approval of the Student Advisor. There is no refund of tuition for a course withdrawal, and students will receive a grade of W.
- Check all dates and deadlines of the Academic Calendar at [www.duq.edu/registrar](http://www.duq.edu/registrar).

### FINAL REGISTRATION GUIDELINES Financial Matters

**BILLING PROBLEMS** — Undergraduate students should initially contact their Student Advisor to resolve the problem. If the advisor cannot answer the student's question, the advisor should contact the offices listed below for further information. Graduate students should contact the offices directly.

- a. Balance Forward, Credits, Payments, Deposits —  
STUDENT ACCOUNTS OFFICE,  
208 Administration Building.
- b. Financial Aid Awards, Federal Loans, Guaranteed Loans, Employer Billings —  
FINANCIAL AID OFFICE,  
Ground Floor, Administration Building.
- c. Housing Reservations and Charges —  
RESIDENCE LIFE OFFICE,  
Ground Floor, Assumption Hall.

**LOAN CHECK OR EFT INQUIRIES** — To find out if your loan check has been received at the Cashier's Office or if your loan funds have been applied by electronic transfer, call: 412-396-5562.

**RELIGIOUS** — Priests, brothers and nuns who are sponsored by their order or motherhouse should forward their bills directly to their superior for payment. If payment will be delayed, special arrangements must be made during final registration in the Student Accounts office.

**PERSONAL CHECKS** — Checks offered in payment of tuition and fees, and returned by the bank for lack of funds or other reasons will be assessed a \$20.00 handling charge.

### PREREGISTERED STUDENTS

All aid awards, **except** Loans and Federal Work-Study Employment, which have been finalized prior to the initial billing for the Spring Term should appear on your bill. **If you have preregistered** and aid indicated on the billing statement is not accurate or is incomplete you should obtain an updated printout of courses and financial aid from your advisor.

### NON PREREGISTERED STUDENTS

All aid awards, **except** Federal Work-Study Employment, which have been finalized prior to the date of registration, should appear on your schedule of classes **after** you have completed the registration procedure. If after obtaining your printout of classes you find that the aid listed on it is not accurate, please stop at the Financial Aid Office **before** proceeding any further.

### STUDENT LOANS (EXCEPT STAFFORD/PLUS)

Promissory notes must be completed, signed, and delivered to the Financial Aid Office in the Administration Building prior to the end of the second week of classes. Credit will not be applied to your account until notes are received and processed by Financial Aid. **LOANS WILL BE CANCELLED AND PENALTY WILL BE CHARGED ON ANY UNPAID BALANCE FOR ANY STUDENT NOT RETURNING THE PROPER FORMS WITHIN THE STATED TIME FRAME.**

## FREQUENTLY ASKED QUESTIONS

1. *Is there a charge for an unpaid tuition balance?*  
Yes. Unpaid balances will result in a penalty charge of 1-1/2% of the balance per month.
2. *When is the Cashier's Office open?*  
Both the Cashier and Student Account Offices are open between 8:30 am and 4:30 pm Monday through Friday.
3. *Where do I make a name, address, or Social Security number change?*  
All changes should be made with your Student Advisor or the Registrar's Office.
4. *What happens when a check is returned NSF from the bank?*  
Checks returned by the bank will result in a service fee of \$20 being assessed to the student account.
5. *When paying by mail, what should be put on the check?*  
The student's ID number should be included.
6. *How do I find out if my loan check has been received by the Cashier's Office?*  
You may call the Loan Check Line at 412-396-5562.
7. *Where do I sign my loan check?*  
All student loan checks are sent by the banks to the Cashier's Office.
8. *What happens if I have an outstanding balance owed to the University?*  
No transcripts or diplomas will be released and Registration privileges will be suspended until the balance is paid in full.
9. *I paid my balance forward. Why is it still showing on my bill?*  
The balance forward will show on your account until the end of each term. Any payments that you make are credited at the bottom of your bill.
10. *How do I get a bookstore voucher?*  
If you have a credit balance showing on your student account, you may transfer any portion to the University Bookstore. These bookstore accounts remain open through mid-October. Any unused funds are refunded to the student once the voucher has been closed. Please contact the Student Accounts Office to arrange this transfer. We are available by phone at 412-396-6585 or via email at [studentaccounts@duq.edu](mailto:studentaccounts@duq.edu). Please contact us in advance of when you plan to use this voucher, to allow us time to complete the transfer and set up your account at the Bookstore.
11. *What determines my eligibility for a refund and how do I receive it?*  
Various circumstances might cause a student to have an overpayment to their student account. This may result from scholarships, loans, grants or payments.  
If a student account is showing a credit balance, the student might be eligible for a refund. To determine if you have a credit balance, you can check your account status in QuikPAY.  
**GETTING YOUR REFUNDS**  
Students are able to sign up to receive their refunds by direct deposit. This is the safest, quickest, most efficient way to receive your refund. Simply log in to [www.duq.edu/dori](http://www.duq.edu/dori).  
Select: 1. Self Service Banner  
2. Student Information  
3. Student Account  
4. Access QuikPAY  
Choose "Direct Deposit" from the menu and follow the prompts to enroll. Please have your routing and checking/savings account number to complete the process.  
**PAPER CHECKS**  
If you do not enroll for direct deposit, you will receive a paper check. These can be:
  - Mailed to the students' permanent address
  - Mailed to Parents who signed the Parent Plus loan (if applicable)
12. *Why is my financial aid missing from my bill?*  
If you have not correctly completed and submitted all the necessary forms to the Financial Aid Office, the aid will not show on your tuition bill. Also, if you fail to sign Promissory notes for both Perkins and Stafford Loans or do not complete the entrance interviews online, those will not appear on your bill.
13. *When is it necessary to schedule an Exit Interview with the Student Loan Office?*  
Students who are graduating and have any of the loans listed below, must schedule an exit interview with the Student Loan Office prior to the end of the semester. Failure to do so will result in the withholding of the student's transcripts. The loans are: Perkins, Health Profession, Nursing, Gulf, Powers, Heinz, Alcoa and Kerschgens.
14. *How do I get a copy of my bill for my employer or sponsor?*  
You can access your account online to print out a copy of your most current statement.

**WHAT ARE eBILLS?**

eBills are online student billing statements that display the same information as the traditional paper billing statements.

**WHEN ARE eBILLS RECEIVED?**

If you have billable activity on your student account, on or about the 15th of the month, you will receive an email alerting you that the eBill is available. This email is forwarded to your official Duquesne University email address. If you have set up authorized payers and have included their email address, they too will receive this billing announcement.

**ACCESSING eBILLS**

Students may access their eBills through [www.duq.edu/dori](http://www.duq.edu/dori).

Select: Self Service Banner  
Student Information  
Student Accounts  
Access Quikpay

Authorized payers should use [www.duq.edu/quikpay](http://www.duq.edu/quikpay) to access the eBills.

**BENEFITS OF eBILLS**

- Access to updated account information 24/7
- Information is secure and confidential—only you and those you authorize can access your eBill
- Up to 12 months of billing history available
- No stamps or mail delays for payments

**PAYING eBILLS**

You or your authorized payers may make payments online, using either eCheck or credit card. eCheck is a fast and secure method for payment from any checking or savings account without having to mail a check and hope it arrives by the due date. The University does not accept credit card payments. However, for a maximum level of flexibility, our online billing service is associated with a third party vendor who is able to process MasterCard and Discover payments, with a non refundable service fee of 2.55%.

To make an eCheck payment online, simply provide your routing and account numbers from your paper check along with the amount you wish to pay. You will receive a receipt to document the transaction for your records. (Please press the question mark on the payments page if you need help locating the routing or account number.)

**Checks issued from credit card companies, money market account, home equity or other lines of credit cannot be processed as eCheck payments. You may mail this check to the University as a payment, however.**

**ON CAMPUS PAYMENT KIOSK**

For your convenience there are two payment kiosks in the lobby of the Cashier's Office, located on the ground floor of the Administration Building. You can view your account information or make an eCheck payment or credit card payment.

**ADDING AUTHORIZED PAYERS**

If you would like someone else to have access to your online account, simply add them on as an authorized payer. Please be advised that you are releasing financial and other academic information to these users.

To add an Authorized Payer, log in to your online account, select the "Authorize payers" option and simply follow the prompts. You will want to add a secondary email address under "User Preferences", so that these guest users can also receive the email notifications regarding monthly billing statements.

Both eCheck and credit card payments will be posted to your student account almost immediately after you receive your receipt for your payment. You can view your account detail on a real-time basis, by selecting "View Account" link.

**MAILING PAYMENTS**

We encourage you to make payments online. However, you may also mail your payment to:

Duquesne University  
P.O. Box 640094  
Pittsburgh, PA 15264

Please include your student account number on the check.

**PAYMENT PLANS**

To accommodate students who wish to make tuition payments monthly, Duquesne has contracted with Nelnet Business Solutions, a third party vendor, to offer a flexible payment plan. For additional information you can contact Nelnet directly at 1-800-609-8056.

Additional information is also available at [www.duq.edu/payment-plan](http://www.duq.edu/payment-plan).

**OUTSIDE AWARDS AND EMPLOYER BILLING**

To obtain third party billing, A LETTER OR DOCUMENT MUST BE SUBMITTED to the Student Accounts Office specifying the amount of the payment and the name and address of the Sponsor. No credit will be extended without proper written documentation. Please note: Students that receive employer reimbursement DO NOT qualify for third party billing and must pay in full.

# TUITION AND FEE PAYMENT

## SEMESTER TUITION AND FEE CHARGES — FALL 2009 SEMESTER

The University reserves the right to change the tuition and fee charges herein at any time. **Rates shown are Fall 2009 charges.** Additional information is available at [www.duq.edu/tuition](http://www.duq.edu/tuition).

### Tuition (Full-Time Student 12-18 credits)

Pre-Pharmacy . . . . .	\$ 13,592.50
Arts, Business, Education, Health Management Systems, Health Science Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division . . .	\$ 12,192.50
Music . . . . .	\$ 15,107.00
Health Sciences . . . . .	\$ 14,211.50
Pharm D . . . . .	\$ 17,358.50
Nursing 2nd Degree . . . . .	\$ 11,169.50

### Tuition Per Credit (Part Time, Overload, Graduate)

Undergraduate: Arts, Business, Education, Health Management Systems, Health Science Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division . . .	\$ 795.00
Graduate: Arts, Education, Business . . . . .	\$ 851.00
Undergraduate: Pharm D Program . . . . .	\$ 1030.00
Graduate: Pharmacy . . . . .	\$ 1046.00
Undergraduate: Music . . . . .	\$ 950.00
Graduate: Music . . . . .	\$ 1028.00
Graduate: Natural and Environmental Sciences, Nursing . . . . .	\$ 873.00
Undergraduate: Health Sciences . . . . .	\$ 856.00
Graduate: Health Sciences . . . . .	\$ 902.00

<b>Fees</b> University Services Fee (Full Time) . . . . .	\$ 1,041.50
University Services Fee Per Credit Hour (Part Time, Overload, Graduate) . . . . .	\$ 81.00
Continuous Registration Fee . . . . .	\$ 100.00
Undergraduate Pharmacy Student Activities Fee (3rd, 4th, 5th, and 6th-Year Students) . . . . .	\$ 50.00
Orientation Fee (New Undergraduate Students Only) . . . . .	\$ 150.00
International Services Fee (Graduates Only) . . . . .	\$ 125.00
Credit by Examination (per course credit hour) . . . . .	\$ 30.00
Auditor's Fee . . . . .	Same as those taking the course for credit
Thesis Filing Fee . . . . .	\$ 62.00
Dissertation Filing Fee . . . . .	\$ 72.00
Graduation Fee Juris Doctor Degree . . . . .	\$ 150.00

**DEGREE APPLICATION**

Prospective candidates for December 2009 graduation must file the Application for the University Degree at the Registrar's Office no later than October 16, 2009. The degree application is available with your advisor as well as the Registrar's Office.

**REGISTRATION CANCELLATION**

Students who will not attend must give written notice to the Registrar or their Academic Advisor BEFORE the end of the add/drop period. Cancellations received after the add/drop period will be subject to the withdrawal refund policy as stated below. The cancellation period for Spring 2010 ends on January 13, 2010. Students will receive a 100% refund of tuition and fees up to this date. (Dates may vary for the School of Leadership.)

**COMPLETE WITHDRAWAL FROM THE UNIVERSITY**

When officially withdrawing from the University after the add/drop period, a student receives a refund of part of the tuition charged for the semester in accordance with the Tuition Refund Schedule below. Whether a refund will be given or whether a payment is due depends on the amount of refund and the previous account balance.

The Effective Date of Withdrawal for determining the percent of refund is that on which the appropriate School or the Registrar was notified by letter of the student's decision to request withdrawal. It is also the recorded date of the student's separation from the University and regarded as the last day of attendance. A student is considered enrolled until he or she gives official withdrawal notice.

When a student's attendance is involuntarily terminated in a semester because of personal disability arising from injury or illness, any remission of tuition beyond the limits prescribed by the withdrawal refund policy is subject first to the approval of the Academic Dean, then the Vice President for Academic Affairs, and finally, the Vice President for Management and Business.

**TUITION REFUND SCHEDULE FOR A COMPLETE WITHDRAWAL FROM THE UNIVERSITY**

This schedule governs the refunding of tuition for a complete withdrawal from the University for a semester. Complete withdrawals made after the add/drop period are governed by this policy

schedule. It applies to tuition only. Fees are not refundable. Refunding of room and board is determined separately by the Residence Life Office. Check all dates and deadlines by using the Academic Calendar at [www.duq.edu/registrar](http://www.duq.edu/registrar).

**SPRING 2010**

January 20 . . . . .	80%
January 27 . . . . .	40%
February 3 . . . . .	20%
After February 3 . . . . .	0%

**WITHDRAWAL FROM A COURSE**

There is no refund of tuition for a course withdrawal.

No student, undergraduate, graduate or post graduate, may have official withdrawal after the termination or final examination of the course.

A student who withdraws from a course without authorization receives the failing grade of "F" for the course. Course withdrawals are not recognized until the Course Withdrawal Form is received by the Registrar.

**FIRST SEMESTER FRESHMEN:**

First semester freshmen may withdraw from courses with the approval of their advisor to the deadline date announced in the Academic Calendar and receive the grade of "W".

**ALL OTHER UNDERGRADUATES:**

With the approval of their Advisor, upperclass undergraduate students may withdraw from a course and receive the "W" grade to the deadline date announced in the Academic Calendar. Course withdrawals by upperclass students after the deadline date must be authorized by the Committee of Student Standing of the student's school.

**GRADUATE STUDENTS:**

The deadline to withdraw from a course in the Spring 2010 semester is March 31, 2010.

**VETERAN BENEFITS**

All veterans or eligible dependents receiving federal educational funds must contact the Office of the Registrar to have their record updated each semester. It is important for veterans to verify with the office by the end of the first week of the term that the necessary forms have been submitted to the Veteran's Administration. Please contact the office at 412-396-6211 or email Kathy Scheer at [scheer@duq.edu](mailto:scheer@duq.edu) or stop by the Ground Floor of the Administration Building.

**COMPREHENSIVE STUDENT ADVISEMENT**

Students pursuing undergraduate studies are assigned to a Student Advisor who will work with them throughout their undergraduate career at the University. The Student Advisor, located in the school in which the student is majoring, acts as the point of contact for the student in his/her interaction with all officials throughout the University.

Advisors are trained to assist students in developing and maintaining academic schedules,

in facilitating financial aid, and in interacting with professionals in other fields who will assist them in their social, psychological and spiritual development. To help maximize their success and satisfaction with university life, students are encouraged to meet with their advisor regularly.

Contact Person: Karen Bova, Coordinator  
 Phone: 412-396-5046  
 Fax: 412-396-6346  
 544C Fisher Hall

Student Advisor	College/School	Location	Phone	Fax
Margaret Balmert	Business	Room 705	Rockwell Hall	5702 5304
Keith Solarczyk	Business	Room 705	Rockwell Hall	5702 5304
Cindy Stadtfeld	Business	Room 705	Rockwell Hall	5702 5304
Rebecca Ligman	Business	Room 705	Rockwell Hall	5702 5304
Denise Gallucci	Education	Room 213	Canevin Hall	5713 5585
Karen Davis	Education	Room 213	Canevin Hall	4018 5585
Deborah Durica	Health Sciences	Room 304	Health Sciences	5551 5554
F. Susan Finnegan	Health Sciences	Room 307	Health Sciences	5285 5554
Shawn Martin	Health Sciences	Room 306	Health Sciences	5534 5554
Dixie Baker	Liberal Arts	Room 212	College Hall	6389 5197
William Klewien	Liberal Arts	Room 212	College Hall	6389 5197
Gita Maharaja	Liberal Arts	Room 212	College Hall	6389 5197
Carmen Thomas	Liberal Arts	Room 212	College Hall	6389 5197
Sarah Durney	Liberal Arts	Room 212	College Hall	6389 5197
Karen Kriss	Music	Room 301	Music School	5744 5479
Katie Jones	Nat. & Env. Sciences	Room 100	Mellon Hall	4921 4881
Val Lijewski	Nat. & Env. Sciences/ For. Sci.& the Law	Room 341	Fisher Hall	1084 1402
Karen Bova	Nursing	Room 544C	Fisher Hall	5046 6346
Christopher Hagan	Pharmacy	Room 304	Bayer Learning Ctr.	4831 4375
Joyce Greece	Pharmacy	Room 304	Bayer Learning Ctr.	6375 4375
Amy Whittington	Pre-Health	Room 101	Bayer Learning Ctr.	1312
Meg Barefoot	Ldrshp. & Prof. Adv.	Room 210	Rockwell Hall	5280 4711
Ann Martin	Ldrshp. & Prof. Adv.	Room 210	Rockwell Hall	4435 4711
Kathy Rebholz	Ldrshp. & Prof. Adv.	Room 210	Rockwell Hall	5558 4711
Vicki Bush	Spiritan Division	Room A11	Administration Bldg.	6037 5466

**UNDERGRADUATE EVENING STUDENTS—**

Students registering for evening courses exclusively should arrange an advisement appointment for the evening on which they are registering.

**GRADUATE STUDENTS—**

The graduate schools which have proxy registration will notify their students of the availability of this service. Students must have no financial obligation to Duquesne University if this service is requested.

### UNIVERSITY COUNSELING CENTER

The University Counseling Center, located in Room 308 of the Administration Building, provides personal and career counseling services for all Duquesne students.\* These **free** and confidential services are provided by professional psychologists.

- **Personal Counseling** is available to help students resolve concerns that may be interfering with their academic success, social satisfaction, or personal growth. Many students talk with our counselors about relationship problems, loneliness, family or peer conflicts, low self-esteem, eating difficulties, and other life concerns.
- **Eating Disorders Treatment:** The University Counseling Center, in conjunction with a physician and nutritionist from the University Health Service, provides comprehensive, multidisciplinary treatment for students with eating disorders.
- **Psychiatric Consultation** is provided for those clients who might benefit from medication.
- **Career Counseling:** A number of interest inventories and abilities tests are available to help students investigate and explore academic majors and career fields. There is a \$40 fee to cover the cost of testing materials.
- **Groups and Workshops** are offered on various topics, such as stress management, relationships, women's issues, and test anxiety.

Please call for an appointment and workshop times and dates. We welcome your call at 412-396-6204. Our regularly scheduled office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

### OUR SERVICES ARE FREE AND CONFIDENTIAL FOR DUQUESNE STUDENTS.

Visit our Web site at [www.duq.edu/counseling](http://www.duq.edu/counseling) to learn more about our services and to take an online mental health screening.

*\*Issues requiring long-term intensive psychotherapy may be referred to more appropriate mental health facilities.*

### THE PSYCHOLOGY CLINIC

The Psychology Clinic offers a variety of psychological services to Duquesne's students and families, faculty and staff, as well as to the greater Pittsburgh communities. Doctoral students in Duquesne University's clinical psychology program provide all services. Licensed clinical faculty members and selected licensed adjunct faculty psychologists in the community are involved in the supervision of all doctoral students.

#### Services

The Clinic provides to individuals, couples, families and children:

- Opportunities for short term discussion of personal concerns
- Lengthier psychotherapy for exploring and working through longer standing concerns, such as interpersonal conflicts, anxiety, depression, loss, etc.
- Psychological assessment, for personal exploration or for third parties (employers, physicians, schools)
- Support groups based on the interests of prospective and current clients (e.g. relationship conflicts, grief and loss, dealing with past abuse)
- Psychiatric consultation in coordination with ongoing psychotherapy
- Free counseling to military service members and veterans of the Iraq and/or Afghanistan conflicts, and to their family members and loved ones.

#### Affordable Fees

Students pay \$10 per session. For those clients who are not students, fees are set at \$1 per every \$1000 of annual family income, with a minimum fee of \$10 per session. With extenuating circumstances, fees can be lowered.

The Clinic is located in a pleasant and private setting on the 9th floor of Rockwell Hall. It is open Monday through Friday, 8:00 a.m. to 4:00 p.m. Some appointments are available in the early evening. For more information or to schedule an appointment, please call Linda at 412-396-6562, or e-mail [dupsychclinic@duq.edu](mailto:dupsychclinic@duq.edu), or look for us on the Web at [www.duq.edu/psychology-clinic](http://www.duq.edu/psychology-clinic). Services are provided with exceptional respect for confidentiality and individuality.

## FRESHMAN DEVELOPMENT AND SPECIAL STUDENT SERVICES

The Office of Freshman Development and Special Student Services provides the following services to students at the University.

**Freshmen:** The Office of Freshman Development and Special Student Services serves to coordinate, implement and direct programs which integrate and enhance the academic, cocurricular, and social dimensions of the freshman year. To accomplish this, the office: directs the New Student Orientation Program; implements the New Mentor Program; assists freshmen with finding tutors when needed by interacting with the other departments providing tutorial services; monitors freshman grades; develops freshman leadership through the Freshman Class Advisory Committee; advises the freshman honor society Phi Eta Sigma; and interacts with the Offices of Commuter Affairs, Intramurals, and Residence Life in developing programs for freshman commuters and residents.

**Special Student Services:** The Office of Freshman Development and Special Student Services also provides services to all university students with documented disabilities. Services such as early preregistration, classroom relocation, specialized testing accommodations (extended time testing, seclusion testing, and oral testing, etc.), note-taking and other accommodations can be arranged through the office on an individual basis.

The office works with students on communicating their needs to faculty members and the university community, and assists students in connecting with campus resources, such as the Learning Skills Center, the University Counseling Center, and other campus resources.

Please contact the Office of Freshman Development and Special Student Services, 309 Duquesne Union, at 412-396-6657 or 412-396-6658 for any additional information.

## CAREER SERVICES CENTER

The mission of the Career Services Center is to prepare students to pursue successful and meaningful careers by offering innovative career planning, job search, and employment resources. We facilitate lifelong career management by helping students develop the necessary professional skills to become contributing members of their workplaces, communities, and world. Career Services creates partnerships by serving as a central link among students, faculty, employers, and alumni.

Students should register with Career Services through our online job-search management system called DuqConnection. Students can search for part-time, internship, and full-time professional positions and apply through the system. Opportunities to sign-up for interviews for internships and full-time jobs are also available through DuqConnection.

In addition, approximately 70 companies attend our job fairs each semester, providing you with the opportunity to meet company representatives from some of Pittsburgh's leading employers. Students are encouraged to start their career planning in their freshman year by meeting with a career counselor to discuss career exploration and job search-preparation. For career assistance, visit Career Services at G-1 Rockwell Hall, call 412-396-6644 or on the web at [www.duq.edu/career-services](http://www.duq.edu/career-services).

## THE DU CARD

All currently registered students are entitled to obtain a DU Card, the card that systematically eliminates your need to carry cash or other forms of identification. The DU Card has three functions, 1) it's "virtual" cash, called Duquesne Dollars, 2) an ATM Card, and 3) an ID/security card — all rolled into one.

Use your Duquesne Dollars at various campus locations and receive discounts. For example, make copies, buy your books at our Barnes and Noble Bookstore, eat at any of the dining facilities, pay for daily rate parking — all with the Duquesne Dollars that you place on your card.

Sign up for a checking account from PNC Bank and use your DU Card as an ATM card, anywhere STAR is accepted, world-wide. Already have a PNC checking account, great! Just call PNC at 1-877-PNC-1000 and link your existing account(s) to your DU Card.

In addition to the above features, the DU Card can be used for, but not limited to, admittance into residence halls and academic buildings, for checking out books or performing on-line searches at the Library, attending a Dukes Basketball game, and for dining meal plans or flex dollars.

DU cards that are lost or stolen are subject to a \$20 replacement fee. DU cards that are damaged will incur an incremental fee ranging from \$5 to \$20. Damaged DU Cards will be confiscated. For more information on this policy, please visit our Web site, [www.duq.edu/ducards](http://www.duq.edu/ducards).

The DU Card Center is located in room 210 Student Union. Normal business hours are Monday through Friday, 8:30 a.m.-4:30 p.m. If you have special requirements or need additional information, please call the DU Card Center at 412-396-6191.

## INSURANCE

There is a Medical Insurance Health Program designed specifically for full-time graduate and undergraduate students of Duquesne University. Participation in the program is required unless a student demonstrates they have other insurance. General information is available at [www.duq.edu/health-insurance](http://www.duq.edu/health-insurance) or at the office of Genny Hughes, Risk Management, 412-396-6677 or 1-877-344-9795.

**MICHAEL P. WEBER  
LEARNING SKILLS CENTER (LSC)**

The Michael P. Weber Learning Skills Center (LSC) provides personalized learning support services for Duquesne University students, staff, faculty, and community residents in a number of important areas.

First, as the major dispenser of tutorial services, any Duquesne student may request tutorial assistance from the LSC. Tutoring services are free, provided by paid, trained tutors and are available for most courses offered by the University.

Second, our free counseling services address self-exploration, career goals, decision making, financial and academic concerns, stress management and test anxiety issues for University students. Our counseling services may include diagnostic and learning disabilities testing and prescriptive writing.

Third, we administer the Outreach Opportunity Program for Students (OOPS) for University students with QPAs below 2.00.

Fourth, we provide a comprehensive study skills program including a one-credit study skills course, mid-term and final exam prep sessions, and individualize assistance when needed. We also provide test preparation services for students required to take the PRAXIS, LSAT, GRE, AND GMAT.

Fifth, we coordinate the Project for Academic Coaching Through Tutoring (PACT), a service learning initiative housed at the Center since 1990.

And lastly, we offer a one-week, residential Summer Institute for high school juniors and seniors, in which they learn about the world of higher education and earn college course credit.

The LSC is located on the ground floor of the Administration Building. Our days and hours of operation are Monday through Thursday, 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 5:00 p.m. Stop by or call 412-396-6661. Visit us online at [www.duq.edu/learning-skills](http://www.duq.edu/learning-skills).

**OFFICE OF COMMUTER AFFAIRS**

Duquesne Union, room 117. If you are a commuter student and have a question, suggestion, complaint, concern or need information—the Office of Commuter Affairs is the place for you. All students who live off campus (undergraduate/graduate, day/evening, full time/part time) are encouraged to use the services of this office. Services include:

- Commuter Center including: quiet study room, computer lab, and lounge with refrigerator, microwave, television, and comfortable furniture
- Transportation Information
- Off-Campus Housing Information
- Programs for Commuters and their Families
- Commuter Assistant Program
- Commuter Message Center

Office hours are as follows:

Monday - Friday                      8:30 a.m. - 4:30 p.m.

Additional evening and weekend hours are available by appointment. For further information call 412-396-6660.

**UNIVERSITY HEALTH SERVICE**

The Health Service, second floor Duquesne Union, is available to all full-time Duquesne Students—graduates and undergraduates, commuters and residents. Services include:

**Primary Nursing Care (Academic Year)**

7:30 a.m. - 6:00 p.m.	Monday thru Thursday
7:30 a.m. - 4:30 p.m.	Friday
Closed	Saturday & Sunday

**Board Certified Physician**

1:00 p.m. - 5:00 p.m.	Monday
9:00 a.m. - 12:00 p.m.	Tuesday
9:00 a.m. - 1:00 p.m.	Wednesday
8:30 a.m. - 12:30 p.m.	Thursday
8:00 a.m. - 4:00 p.m.	Friday

Routine primary care is provided along with some laboratory tests at no additional cost to students. Routine screening physicals are available by appointment for a nominal fee.

After hours telephone consultation is provided by UPMC Adolescent Medicine, 412-692-5325.

For further information or for an appointment call 412-396-1650.

### ENGLISH AS A SECOND LANGUAGE

Students whose first language is other than English are referred for required testing in the English as a Second Language (ESL) Program. Assignment to ESL courses is based upon results of language placement tests administered by the ESL Program. ESL advisors may clear eligible students to take selected credit-based courses in their academic majors along with English language courses.

**ESL courses are fee-based courses, and the graduated refund schedule on the academic calendar does not apply. Therefore, students whose requests for a change in schedule result in dropped ESL courses receive no refund of course fees unless the request is made within the first two weeks of classes or, in the case of a late arrival, within one week of the student's enrollment in the ESL Program.** Inquiries and referrals may be directed to the ESL Office at 412-396-5091, 8:00 a.m. to 4:30 p.m., Monday through Friday, Room 434 College Hall. Additional information is available at [www.duq.edu/esl](http://www.duq.edu/esl).

### MODERN LANGUAGE TESTS

Students who have previously studied a modern foreign language and intend to register for the same language must take a computerized placement test given by the Department of Modern Languages and Literatures. The results of the student's test determine his/her class level. If the student does not have previous experience with a modern foreign language, he/she should enroll in a 101 level class.

The placement exams for French, German, Italian, Japanese, and Spanish are given in January, July and August. The Offices of Freshman Orientation and Advisement will notify students—via mail—of the exact dates and times of the exams.

Students may earn up to 3 credits retroactively for previous language study if they enter a foreign language course beyond 101 and complete the course with a B or better. For further information, please contact the department at 412-396-6415.

### MODERN LANGUAGES GRADUATE READING EXAM

The graduate reading exam is offered the second Tuesday of every month from September to May. The student must register at the Department of Modern Languages and Literatures two weeks before the date of examination. For further information, please call 412-396-6415.

### OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs, located on the sixth floor of the Duquesne Union, helps international students and scholars come to Duquesne University. The office provides: application and pre-arrival information; arrival orientation focused on initial adjustment; information on U.S. Citizenship and Immigration Service (USCIS) requirements; and a variety of nonacademic and counseling services.

The Office of International Programs also assists current students who would like to study abroad. Duquesne University offers a wide range of study abroad opportunities, from its own Italian Campus located in Rome, Italy, to semester-long study abroad programs in many countries all over the world. In addition, students can take advantage of a variety of short-term study abroad programs offered by various faculty members.

We welcome inquiries for further information. Call 412-396-6113 during regular office hours of Monday through Friday, 8:30 a.m. to 4:30 p.m. or check out the Web site at [www.duq.edu/international-programs](http://www.duq.edu/international-programs).

### TRANSCRIPTS

Current students can request transcripts in Self-Service Banner at [www.duq.edu/dori](http://www.duq.edu/dori). All other students must submit a request in writing with their signature to the Office of the Registrar. Transcripts cannot be ordered over the phone or by email. For more details, go to [www.duq.edu/registrar](http://www.duq.edu/registrar). All official transcripts issued by the Registrar's Office bear the signature of the Registrar and are printed on secured paper. Whenever an official transcript is released directly to the student it will also bear the stamped designation, "Issued to Student."

No transcript will be issued unless all financial obligations owed by the student to the University have been fulfilled. A 48-hour processing time is required for pick-up service from the Registrar's Office.

**SEMESTER GRADES**

Final grades will be available on Banner at [www.duq.edu/dori](http://www.duq.edu/dori) after the last day of finals. Grades will appear as submitted.

**CONFIDENTIALITY OF STUDENT RECORDS**

The University regards the student's personal information and academic record as a matter of confidence between the student and the University. The contents of either may be revealed only in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended).

In order that parents of students may receive from University officials information concerning the college attendance academic record of their child, it is required by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, that either the parents must prove financial dependence of their child upon them according to the dependency test as defined in section 152 of the Internal Revenue Code of 1954, or the child must grant a waiver of rights given by FERPA.

Students wishing to waive the requirement of FERPA relating to the release of academic information to parents must complete the waiver obtainable at the Registrar's Office. Students wishing to be excluded from the Duquesne University Telephone Directory must complete the form available in the Registrar's Office no later than mid-June.

**PARKING**

For up-to-date information, consult the Web site at [www.duq.edu/parking](http://www.duq.edu/parking). You may contact Parking and Traffic Management via e-mail at [parking@duq.edu](mailto:parking@duq.edu) or by phone at 412-396-5267.

**PROPOSED COURSE OFFERINGS**

The courses listed in the Schedule of Classes represent the proposed offerings. Cancellations of proposed offerings are infrequent and avoided when possible; however, the University reserves the right to cancel the course due to insufficient enrollment or for any other valid reason.

"Writing-intensive" courses are an important University graduation requirement. The intention of this requirement is for students to build on the college writing skills developed in the University Core English composition courses (UCOR 101 and 102). In order to graduate, a student must have completed a minimum of four "writing-intensive" courses at the 200 level or above. At least two of the courses must be taken in the student's major field during undergraduate course work. The remaining two courses may be either major or elective courses. This requirement applies to all undergraduates who matriculated in Fall Semester 1993 or thereafter. "Writing-intensive" courses are identified on Banner by a "W" following the course identification code.

The mission of Duquesne University calls for service of others by persons with consciences sensitive to the needs of society. As part of the University Core Curriculum, every student will take a minimum of one course that includes a required Service-Learning component. These courses are identified by the UCSL attribute in Banner.

Service-Learning is a teaching method that combines academic instruction, meaningful service, and critical reflective thinking to enhance student learning and social responsibility. It differs from volunteerism, community service, internships, and field education through the use of ongoing, structured reflection and an emphasis on sustained, reciprocal partnerships between faculty and community partners.

The Office of Service-Learning (OSL) is available to assist students, faculty, and their community partners and can be reached by calling 412-396-5893 or by visiting the Web at [www.duq.edu/service-learning](http://www.duq.edu/service-learning).

The University offers many programs and specific sections of courses at a distance, typically online via the Internet or via videoconferencing to specific locations. These courses usually do not have on-campus meetings, though some may require a few on-campus sessions. Please contact the School or department to inquire about a specific course. Online courses are designated by the Campus of OL (online). Before registering for a distance learning course, visit [www.duq.edu/online](http://www.duq.edu/online) for information about distance learning courses and programs offered through Duquesne University. After you have registered for a distance learning course, you will be notified via your Duquesne University e-mail address about when and how you can access your course syllabus, information about resources, and guidance for participation. Distance learning courses are delivered through the University's learning management system, Blackboard. Blackboard is accessed through DORI, Duquesne University's portal at [www.duq.edu/dori](http://www.duq.edu/dori). If you have questions about distance learning not addressed on the Web site, please contact the Learning Technology Center at 412.396.5625 or send an e-mail to [ltc@duq.edu](mailto:ltc@duq.edu).

## VISION

Education that informs the mind, engages the heart, and invigorates the spirit is the guiding vision of the University Core Curriculum of Duquesne University, an urban Catholic university in the Spiritan tradition. This vision takes its inspiration from the University's mission, specifically the commitment to excellence in education and concern for moral and spiritual values, especially the Spiritan values of global justice and the kinship of all peoples. The Duquesne Core Curriculum prepares students to search for truth, with attention to how faith and reason together contribute to that search, and to exercise wise, creative and responsible leadership in the service of others and in the fashioning of a more just world.

## PURPOSE

In keeping with this Catholic-Spiritan vision, the purpose of the University Core Curriculum is the education of the whole person through a study of the liberal arts that emphasizes the students' intellectual and ethical development. Through acquiring the modes of inquiry particular to the humanities and the social and natural sciences, students expand their self-understanding and their knowledge of the world. The University Core provides students with the opportunity to explore how religious faith and spiritual values enrich human life. By connecting learning in the classroom to community service, students are encouraged to develop as responsible, global citizens.

## UNIVERSITY CORE COURSES

### *Discipline Specific Courses*

101 Thinking and Writing Across the Curriculum	3 cr.
102 Imaginative Literature and Critical Writing	3 cr.
111 Problem Solving with Creative Mathematics	3 cr.
132 Basic Philosophical Questions	3 cr.
Natural Science (Students choose one course)	3 cr.
121 Core Biology	
122 Core Chemistry	
123 Core Physics	
124 Core Earth Science	
125 Core Astronomy	
126 Energy and the Environment	
129 Special Topics in Science	
Theology (Students choose one course)	3 cr.
141 Biblical and Historical Perspectives	
142 Theological Views of the Person	
143 Global and Cultural Perspectives	
Ethics (Students choose one course)	3 cr.
151 Philosophical Ethics	
152 Theological Ethics	

### *Theme Areas Courses*

In addition to the seven University Core Courses, students are required to take one course in each of the following Theme Areas:

Creative Arts	3 cr.
Faith and Reason	3 cr.
Global Diversity	3 cr.
Social Justice	3 cr.

These additional 12 credits must include 3 credits in history and 3 credits in the social sciences (sociology, psychology, or political science.)

Students will complete the University Core requirements according to guidelines established by their respective schools.

**INTEGRATED HONORS PROGRAM**

The Honors College provides its members with enhanced educational opportunities both within the University Core Curriculum and their individual majors or courses of study (IHP classes). The Honors College is intended for qualified students who wish to accept the challenge of an accelerated learning experience. Acceptance is based on a review of credentials, includes SAT or ACT scores, high school or university QPA, and high school class rank. All students with exceptional high school or university records are encouraged to apply. Further information is available from your academic advisor or from the Honors College Office (x1142).

## FALL SEMESTER 2009

### EXAMINATION DATES

Wed. Dec. 9      Thurs. Dec. 10      Fri. Dec. 11      Sat. Dec. 12      Mon. Dec. 14      Tues. Dec. 15

### EXAMINATION LOCATION AND TIME

The final examination is conducted in the regularly assigned classroom of the course, and held at a time according to the schedule below, unless otherwise announced by the instructor.

### EVENING AND SATURDAY CLASSES

Examinations for evening classes, except those with common examinations, are given at the regular class meeting time during the final exam week. A class which meets more than once weekly will take the examination on the class day first occurring in the examination days.

### HOW TO USE THE FINAL EXAMINATION SCHEDULE

Example: A class which meets at 9:00 - 9:50 a.m. MWF will take the final examination on Wednesday, December 9, 2009 from 8:30 a.m. to 10:30 a.m.

### PLEASE NOTE

Common Exam times supercede the regular exam meeting times. All MWF regular class meeting times include MTWF, MWHF, and TWHF time variations for purposes of the final exam schedule.

### NOTE: NEW EXAM TIMES WITH 30-MINUTE INTERVALS BETWEEN EXAMS

#### Regular Exam Meeting Times

Exam Days	Wednesday Dec. 9	Thursday Dec. 10	Friday Dec. 11	Saturday Dec. 12	Monday Dec. 14	Tuesday Dec. 15
<b>Exam Times</b>	<b>Class Meeting Times</b>					
<b>8:30 AM to 10:30 AM</b>	9:00 - 9:50 M W F	8:00 - 8:50 M W F	10:00 - 10:50 M W F		11:00 - 11:50 M W F	12:00 - 12:50 M W F
<b>11:00 AM to 1:00 PM</b>	8:00 - 9:15 T T H	3:05 - 4:20 T T H	1:40 - 2:55 T T H	5:00 - 5:50 M W F	2:00 - 2:50 M W F	4:00 - 4:50 M W F
<b>1:30 PM to 3:30 PM</b>	1:00 - 1:50 M W F	3:00 - 3:50 M W F	9:25 - 10:40 T T H	4:30 - 5:45 T T H	10:50 - 12:05 T T H	12:15 - 1:30 T T H

#### Common Examinations for Business (all sections) and Chemistry

<b>4:00 PM to 6:00 PM</b>	201-Economics 202-Economics II 367-Supply Chain/ Operations	121-General Chemistry		281-Bus Anal I 284-Bus Anal II 331-Finance		182- Decision Tools/ Bus Analytics 283- Bus Info Systems
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#### Common Examinations for Business and Chemistry

Saturday, December 12		
8:45 AM to 10:45 AM	11:00 AM to 1:00 PM	1:00 PM to 8:30 PM
121L-Gen Chem Lab 211-Organic Chemistry 214-Financial Accounting 215-Managerial Accounting 311-Interm Accounting I 315-Cost Accounting	121L-Gen Chem Lab	121L-Gen Chem Lab

## SPRING SEMESTER 2010

### EXAMINATION DATES

Thurs. April 29      Fri. April 30      Sat. May 1      Mon. May 3      Tues. May 4      Wed. May 5

### EXAMINATION LOCATION AND TIME

The final examination is conducted in the regularly assigned classroom of the course, and held at a time according to the schedule below, unless otherwise announced by the instructor.

### EVENING AND SATURDAY CLASSES

Examinations for evening classes are given at the regular class meeting time during the final exam week. A class which meets more than once weekly will take the examination on the class day first occurring in the examination days.

### HOW TO USE THE FINAL EXAMINATION SCHEDULE

Example: A class which meets at 9:00 - 9:50 a.m. MWF will take the final examination on Tuesday, May 4, from 8:45 to 10:45 a.m.

### PLEASE NOTE

Common Exam times supercede the regular exam meeting times. All MWF regular class meeting times include MTWF, MWHF, and TWHF time variations for purposes of the final exam schedule.

#### Regular Exam Meeting Times

Exam Days	Thursday April 29	Friday April 30	Saturday May 1	Monday May 3	Tuesday May 4	Wednesday May 5
<b>Exam Times</b>	<b>Class Meeting Times</b>					
<b>8:30 AM to 10:30 AM</b>	10:00 - 10:50 M W F	11:00 - 11:50 M W F		12:00 - 12:50 M W F	9:00 - 9:50 M W F	8:00 - 8:50 M W F
<b>11:00 AM to 1:00 PM</b>	1:40 - 2:55 T TH	2:00 - 2:50 M W F	5:00 - 5:50 M W F	4:00 - 4:50 M W F	8:00 - 9:15 T TH	3:05 - 4:20 T TH
<b>1:30 PM to 3:30 PM</b>	9:25 - 10:40 T TH	10:50 - 12:05 T TH	4:30 - 5:45 T TH	12:15 - 1:30 T TH	1:00 - 1:50 M W F	3:00 - 3:50 M W F
<b>Common Examinations for Business (all sections) and Chemistry</b>						
<b>4:00 PM to 6:00 PM</b>	182-Decis Tools 283-Bus Info Sys 312-Interm Accounting II		202-Macro Econ. 367-Supply Chain	122-Gen Chem II 281-Business Analytics I 331-Bus Finance	284-Business Analytics II 311-Interm Accounting I	

#### Common Examinations for Business and Chemistry

Saturday, May 1		
8:30 AM to 10:30 AM	11:00 AM to 1:00 PM	1:00 PM to 8:30 PM
122L-Gen Chem Lab 201-Micro Economics 212-Organic Chem II 215-Managerial Accounting I	122L-Gen Chem Lab 214-Financial Accounting 315-Cost Accounting	122L-Gen Chem Lab

ADMIST	Administration Building	MELLON	Mellon Hall
AGEN	Agency	MERCY	Mercy Hospital
ALLEGH	Allegheny General Hospital	MERCYH	Mercyhurst College
BAYER	Bayer Learning Center	MONROE	Monroeville
CANEVI	Canevin Hall	MOONTO	Moontownship
CHINA	China	NIRE	Northern Ireland
COLLGH	College Hall	OC	Off Campus
CORA	Congregation of the Oratory	PAPT	Pappert Lecture Hall, Bayer
CRARLA	Cranberry Regional Learning Alliance	PFM	Pittsburgh Filmmakers
DDAI	Digital Dynamics Audio	PITT	University of Pittsburgh
DEPT	Department	PTSD	Peter's Township S.D.
DESPLA	Des Places Language Center	RCTL	Recital Hall, Music School
DUITAL	Italian Campus	ROCKWL	Rockwell Hall
FISHER	Fisher Hall	SHIPPE	Shippensburg University
GUMBER	Gumberg Library	SHLTHS	Rangos Health Sciences Building
HARRIS	Harrisburg	SMUSIC	Music School
INDIAN	Indiantown Gap	STPL	St. Paul's Seminary
ITL	Italy	STVINC	St. Vincent's College
LAUR	Laura Falk Lecture Hall, Mellon Hall	THEOLIB	Theology Library
LEC1	Lecture Hall 1, Rockwell Hall	THTR	Theater, Rockwell Hall
LEC2	Lecture Hall 2, Rockwell Hall	VKAAM	Van Kaam Building
LS	Learning Skills	WOLF	Wolfe Lecture Hall, Bayer
MAUR	Maurice Falk Lecture Hall, Mellon Hall		

M = Mon.    T = Tues.    W = Wed.    R = Thurs.    F = Fri.    S = Sat.    SU = Sun.    TBA = To Be Arranged

# CLASS SCHEDULE PLANNING SHEET

## DAY CLASS HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 8:50
9:00 - 9:50	9:25 - 10:40	9:00 - 9:50	9:25 - 10:40	9:00 - 9:50
10:00 - 10:50		10:00 - 10:50		10:00 - 10:50
11:00 - 11:50	10:50 - 12:05	11:00 - 11:50	10:50 - 12:05	11:00 - 11:50
12:00 - 12:50	12:15 - 1:30	12:00 - 12:50	12:15 - 1:30	12:00 - 12:50
1:00 - 1:50		1:00 - 1:50		1:00 - 1:50
2:00 - 2:50	1:40 - 2:55	2:00 - 2:50	1:40 - 2:55	2:00 - 2:50
3:00 - 3:50	3:05 - 4:20	3:00 - 3:50	3:05 - 4:20	3:00 - 3:50
4:00 - 4:50		4:00 - 4:50		4:00 - 4:50
5:00 - 5:50	4:30 - 5:45	5:00 - 5:50	4:30 - 5:45	5:00 - 5:50

## EVENING CLASS HOURS ONCE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40

## EVENING CLASS HOURS TWICE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15
7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45

AVOID TIME CONFLICTS: Plot your weekly class schedule on this chart before submitting it during registration. Keep it with you as a handy reference guide.