Welcome
A START-UP GUIDE FOR NEW GRADUATE STUDENTS
Congratulations!
And welcome to the Duquesne family.

We’re here to guide you through all the logistics so you can hit the ground running when classes begin. We will also help introduce you to the many resources and amenities that await you, both at Duquesne and throughout Pittsburgh, our hometown.

The Countdown to Duquesne website is designed to be a helpful resource available 24/7 as you prepare to attend Duquesne:

duq.edu/grad/accepted

ACCEPTING YOUR OFFER

A $250 nonrefundable deposit is required to hold your seat in class*. The deposit will be applied to your first tuition bill. You will need your Duquesne ID Number to pay via credit card. Check your admissions offer letter for your Duquesne ID number.

Advisors from your academic program will be in regular communication with you prior to the start of classes. Most programs offer an orientation, which is an excellent opportunity to meet your new fellow classmates, as well as your school’s faculty and staff.

If you have received full funding for your degree program, you will not need to submit an enrollment deposit; however, you will still need to accept your offer. Follow the process outlined in your admissions offer letter to do so.

*Weekend Pharmacy students should refer to their acceptance letter for instructions to submit their $1,000 deposit.

Please submit your deposit to verify your acceptance to Duquesne as a new graduate student:

duq.edu/graddeposit
There’s a lot to do to prepare for graduate school — and we’re here to help. We’ve pulled together a checklist so you can take care of everything you need to do before you come to Duquesne, and once you arrive on the Bluff.

You can access this checklist online at duq.edu/grad/nextsteps

FINANCIAL AID

Student Loans
Students seeking a loan should take the following steps:

• File a FAFSA at fafsa.ed.gov using the Duquesne school code 003258. Once taxes are filed, you can easily import the information when filling out the FAFSA.

• Beginning in March, Duquesne’s Financial Aid Office will mail your award letter to your permanent address on file. Check the priority deadline for Duquesne to process loan information on the Financial Aid Office website.

• After you have received your award letter(s), you can sign your Master Promissory Note for your unsubsidized Stafford loans, and apply for Grad PLUS or private loans.

Veterans Benefits
Duquesne is a Yellow Ribbon School, providing student veterans with options to help them cover some tuition and fees for graduate-level studies. For additional information pertaining to veterans benefits, please visit the Veterans Affairs GI Bill website at benefits.va.gov/gibill.

Scholarships are awarded by the individual Duquesne schools and programs, so please contact your intended program of study to explore scholarship possibilities.

Via our graduate financial aid webpage, you can explore the many financial aid options available, including assistantships, outside sources of funding and tuition payment plans: duq.edu/graduate-financing

Loan Deferment
Undergraduate loan deferment or forbearance forms should be given to Duquesne’s Registrar on the first day of classes. The Registrar cannot complete these forms until classes have officially begun and you are a matriculated student.

Duquesne University Office of Financial Aid
Administration Building
600 Forbes Avenue
Pittsburgh, PA 15282
faoffice@duq.edu
412.396.6607

The Office of Military and Veteran Students can connect you with resources and support services. Learn more at duq.edu/veterans or by contacting director Don Accamando, accamandod@duq.edu or 412.396.5366.
SET-UP YOUR MULTIPASS ACCOUNT

MultiPass is a secure username and password combination that is your key to DORI, Blackboard, email, wireless and other electronic resources on your laptop, desktop, phone or any other electronic device. Your MultiPass can be set-up 24 hours after your enrollment deposit has been received by Duquesne.

Register here: webapps.duq.edu/multipass

Need assistance with MultiPass set-up? Duquesne’s CTS Service Center is ready to help. The center is located in the Duquesne Union, Second Floor. Or, contact CTS at 412.396.4357 or help@duq.edu.

STUDENT HEALTH INSURANCE

Full-time graduate students must have adequate medical insurance coverage and provide Duquesne with verifiable proof of coverage.

In order for your personal insurance to be accepted as adequate, the following conditions must apply:
• The policy must not exclude pre-existing conditions
• The policy must pay providers directly
• The policy must have mental health coverage
• The insurance pays claims in U.S. dollars (International student plans only)
• The insurance company has a U.S. based claims processing center (International student plans only)

Visit duq.edu/healthinsurance for more information.

Eligible students who enroll may also insure their dependents, which include spouse and children.

CAMPUS AMENITIES

As a graduate student, you will have access to great amenities on Duquesne’s campus:

• Extensive recreation and fitness facilities in the Power Center – duq.edu/powercenter
• Multiple bike lock stations and a Healthy Ride bike-share location adjacent to campus
• Center for Wellbeing for counseling options
• Interfaith meditation room
• Multiple dining options in the Duquesne Union, including Starbucks
• Barnes & Noble Bookstore and Café
• Nearby restaurants including Subway, Red Ring Restaurant and Freshens
• Complimentary New York Times and USA Today newspapers at kiosks around campus

Duquesne ranks in top 80 on Best Colleges for Food by The Daily Meal
HOUSING OPTIONS

Whether you choose to live on campus or commute, Duquesne will become your home away from home. You will become part of a tight-knit community as you study, work and socialize with fellow students, professors and staff members, forming strong bonds and lifelong friendships.

On-Campus Housing
[duq.edu/graduate-living]
Duquesne has on-campus housing for graduate students in Vickroy Hall and Brottier Hall.

Vickroy Hall
- Furnished single- or double-room suites
- Utilities, cable, Internet and laundry included
- Large, new common kitchen area
- Quiet study spaces, lounge areas
- Small on-site fitness facility
- 24-hour security
- Meal plans available
- Academic-year leases (August-May)

Brottier Hall
- Furnished studio, one-bedroom and two-bedroom apartments
- Full kitchen and private bath(s)
- Utilities, cable, Internet and laundry included
- Optional on-site, underground parking available
- Study lounge with computers
- Fitness facility in the building
- Meal plans available
- 12-month leases (August-July)

Off-Campus Housing
[duq.edu/off-campus-housing]
For students interested in off-campus housing, our Office of Commuter Affairs is an excellent resource to learn about local neighborhoods and listings: [duq.edu/commuter-affairs]

Pittsburgh offers numerous off-campus housing options in vibrant neighborhoods near campus, including South Side, Oakland, Lawrenceville, Shadyside, Squirrel Hill, the North Side, Uptown and Mount Washington.

PARKING AND TRANSPORTATION

On-Campus Parking
Duquesne offers optional on-campus parking services, permits and spaces, including one of the largest parking garages in Pittsburgh.

All parking permits, other than temporary permits, must be purchased online. Access is available via the link below and your DORI/MultiPass account. The permit will be available after you have been registered for classes. Check out [duq.edu/parking] for details.

Questions about on-campus parking?
Contact Parking and Traffic Management at 412.396.5267 or parking@duq.edu

South Side Shuttle Service
As a Duquesne graduate student, you can use our convenient and inexpensive shuttle service between campus and Pittsburgh's South Side. The shuttle arrives at Duquesne University approximately every 15-20 minutes. Track the shuttle live via Double Map or download the free app.

Shuttle operations follow the academic calendar, and the shuttle is available Monday through Friday from 7 a.m. to 10 p.m. Shuttle permits must be purchased from the parking office each semester. Go to [duq.edu/shuttle] for more info.

Public Transportation
Pittsburgh has an extensive public transportation system, including buses and a light rail system (the "T"). Visit Port Authority of Allegheny County’s website for routes, fares and maps: [portauthority.org/pasc]

Note: If you are downtown, the T light-rail system is free. And you can take the T for easy access to the North Shore for Pirates and Steelers games.
AT HOME IN PITTSBURGH

Duquesne is located in the heart of Pittsburgh, a city with eclectic neighborhoods and competitive cost of living. As a Duquesne graduate student, you can discover the Pittsburgh region’s many cultural and recreational offerings:

- **Numerous bike trails**, including the Great Allegheny Passage linking Pittsburgh and Washington, D.C.
- **Beautiful natural parks**, including Ohiopyle in the Laurel Highlands.
- **World-class museums**, such as the Andy Warhol Museum.
- **The city’s major league sports venues** are all located within about a mile of campus:
  - PNC Park (home of the Pittsburgh Pirates)
  - Heinz Field (Pittsburgh Steelers)
  - PPG Paints Arena (Pittsburgh Penguins)

Discover more about what makes Pittsburgh a great place to live, study and work:

duq.edu/graduate-pittsburgh

*Named among the “Top Destinations on the Rise” by TripAdvisor*
ACADEMIC AND CAREER SUPPORT

Barnes & Noble Bookstore and Café
Duquesne’s bookstore covers two floors and offers a robust rental program through which you can rent textbooks and save up to 80% off the purchase price of a new book. The bookstore accepts all forms of payment, including financial aid, Duquesne Dollars and Barnes & Noble gift cards. Call 412.434.6626 or visit duquesne.bncollege.com.

Career Services Center
Located in Rockwell Hall, our Career Services Center offers a wide variety of events and services to assist you in every step of your career development. And as a Duquesne alum, you have full access to the center’s resources and services throughout your career. Contact careerservices@duq.edu, 412.396.6664 or visit duq.edu/careerservices.

Center for Teaching Excellence
Through the Center, you’ll interact with faculty and other graduate students, while focusing on implementing evidence-based, high-impact educational practices with the Duquesne community of teachers and learners. Call 412.396.5177 or visit duq.edu/cte.

Commuter Affairs
The Commuter Affairs team works diligently to help students feel at home and part of the Duquesne family by assisting students in seeking various academic resources, off-campus housing, and information related to commuting. The center, located on the first floor of the Duquesne Union, offers space for you to connect with classmates, as well as quiet study areas, a kitchen and computer lab. Contact commuteraffairs@duq.edu, 412.396.6660, or visit duq.edu/commuteraffairs.

Computer Store
Duquesne’s Computer Store is a vital resource available to all Duquesne students, faculty, staff and alumni, providing the perfect solution for your computing needs at competitive prices. Contact computers@duq.edu, 412.396.5645, or visit duq.edu/computerstore.

CTS Help Desk
The Computer and Technology Services (CTS) Help Desk prides itself in exceptional customer service. Located on the second floor of the Duquesne Union, help desk staff members are available to provide technology support and assistance. Contact help@duq.edu, 412.396.4357, or visit duq.edu/cts.

Gumberg Library
Duquesne’s main library houses nearly 750,000 print volumes as well as nearly 135,000 e-books and over 200 research databases. Gumberg provides a number of resources exclusively for graduate students, including loaner laptops and a dedicated graduate student study room. Resources are available for online learners as well. Call 412.396.6130 or visit duq.edu/gumberg.

Office of Diversity and Inclusion
This office helps to develop a diverse student population by providing support services and opportunities for learning. We are further committed to meeting the needs of historically underserved and underrepresented students of color. Call 412.396.1117 or visit duq.edu/odi.

Writing Center
Located in College Hall, the Writing Center’s staff provides one-to-one feedback on your papers or other writing assignments. Contact writingcenter@duq.edu, 412.396.5209, or visit duq.edu/writingcenter.

Duquesne’s global alumni network is more than 90,000 strong, spanning every career field.

Each year, our Alumni Relations Office hosts more than 50 events for Duquesne alumni chapters and affinity groups.

Learn more at duq.edu/alumni

All Duquesne graduate and professional students are automatically members of our Graduate and Professional Student Council (GPSC). GPSC presents opportunities for you to meet other students across all of Duquesne’s programs. Several events for networking and professional development are scheduled each year. duq.edu/gpsc
CONTACTS

If there is anything that the Admissions Office can do to assist you, please contact us!

Regular Mailing Address
Duquesne University
Attn: EMG-Graduate Admissions
600 Forbes Avenue
Pittsburgh, PA 15282

If you have a question about... please contact:

Personal visits, general inquiries, application documents
Office of Graduate Admissions
gradadmissions@duq.edu
412.396.6219

Loans, Financial Aid
Financial Aid
faoffice@duq.edu
412.396.6607

Career Services
Career Services Center
careerservices@duq.edu
412.396.6644

Graduate and Professional Student Council
gpsc@duq.edu

Tuition billing and payment, financial aid disbursement
Student Accounts
studentaccounts@duq.edu
412.396.6585

DORI or your MultiPass ID
Computing and Technology Services
help@duq.edu
412.396.4357

Parking (Locust Garage, Forbes Avenue Garage, Brottier Garage or Surface parking)
Parking and Traffic Management
parking@duq.edu
412.396.5267

South Side Shuttle

Zipcar

On-campus Housing (Brottier Hall)
Brottier Hall
brottierinfo@duq.edu
412.396.1600

On-campus Housing (Vickroy Hall and other)
Office of Residence Life
orl@duq.edu
412.396.6555

Off-campus Housing
Office of Commuter Affairs
commuteraffairs@duq.edu
412.396.6560

Student Health Insurance
Office of Human Resources
hrservices@duq.edu
412.396.6575

Accessibility and Accommodations
Special Student Services
412.396.6657

Psychological Counseling
University Counseling Center
412.396.6204

Policies and information in this guide are subject to change.

The Countdown to Duquesne website has everything you need to start your Duquesne experience. The website is updated frequently, and by summer will include any program-specific orientation details, so please check back often.

duq.edu/grad/accepted