

SPRING 2022

REGISTRATION POLICIES

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ACADEMIC CALENDAR

Spring 2022 SEMESTER

January 12	Wednesday	-Classes begin
January 12-19	Wed-Wed	-Final registration
January 17	Monday	-Holiday: Martin Luther King, Jr. Day (No classes. Offices closed.)
January 19	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 25	Tuesday	-Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University
February 1	Tuesday	-Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University
February 8	Tuesday	-Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University
February 18	Friday	-Latest date for prospective May graduates to apply for graduation.
February 28-March 4	Monday-Friday	-Midterm Exam Week
March 4	Friday	-Latest date for prospective December graduates to submit thesis/dissertation drafts and schedule comprehensive exams
March 7-12	Monday-Saturday	-Spring Break (No classes)
March 8	Tuesday	-Latest date for reporting midterm grades
March 14	Monday	-Latest date for change of Incomplete ("I") grades from Fall 2021 for undergraduate level courses. Undergraduate I-graded courses not graded by this date will be converted to permanent grade of "F"
April 5	Tuesday	-Latest date for undergraduates (other than first- semester Freshmen and first-semester transfer students) and graduate students to withdraw with a "W" grade from a 15-week class.
April 13	Wednesday	-Classes meet according to Monday class schedule. -Latest date for prospective May graduates to submit approved theses/dissertations to the Gumberg Library and to take comprehensive exams.
April 14-18	Thursday-Monday	-Easter Break (No classes. Offices closed Thursday, April 14 and Friday, April 15.)
May 2	Monday	-Latest date for first-semester freshmen and first-semester transfer students to withdraw with a "W" grade from a 15-week class -Last class day of 15 week term
May 3	Tuesday	-Reading Day
May 4-10	Wednesday-Tuesday	-Final Examinations
May 10	Tuesday	-Latest date for change of Incomplete (I) grades from Spring 2021 for graduate-level courses. Graduate "I" graded courses not completed by this date will be converted to permanent grades of "F" -Latest date for graduating students to complete degrees and pay accounts
May 13	Friday	-Official graduation date

New students must satisfy all admissions requirements prior to participating in any registration activities.

Undergraduate Admissions

Undergraduate study is offered on a degree and non-degree basis. Degree applicants intend to pursue bachelor's degrees from Duquesne University, whereas non-degree applicants intend to pursue professional certificate programs, transfer courses to other institutions, specific courses for personal or career enhancement, or complete pre-requisites 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. admissions@duq.edu	412.396.6222
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Graduate Admissions

Graduate admissions information is available through the following Graduate Schools:

Business Administration	704 Rockwell Hall rouhierc@duq.edu	412.396.6244
Education	1M Libermann Hall gradadmissions@duq.edu	412.396.6219
Health Sciences	312 Health Sciences Bldg. hilfc@duq.edu	412.396.5653
Law	201 Law School–Hanley Hall lawadmissions@duq.edu	412.396.6296
Liberal Arts	215 College Hall rendulic@duq.edu	412.396.6400
Music	317 Music School musicadmissions@duq.edu	412.396.5064
Natural and Environmental Sciences	100 Mellon Hall gradinfo@duq.edu	412.396.6349
Nursing	545 Fisher Hall nursing@duq.edu	412.396.4661
Online Pharmacy	303 Bayer Learning Center pharmadmissions@duq.edu	412.396.5182
Pharmaceutical Sciences	431 Mellon Hall hosni@duq.edu	412.396.1172
Post-Baccalaureate Pre-Medical & Health Professions	700 Fisher Hall pmhpp@duq.edu	412.396.6335

1. IMPORTANT REGISTRATION INFORMATION

Registration begins on Monday, October 25, 2021

Online registration is available in Self-Service Banner for undergraduate and graduate students who qualify at duq.edu/dori. Instructions for using Banner are on the University Registrar's website at duq.edu/register or check the Office of the University Registrar's 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, reside on campus, 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 student's academic advisor or the University Registrar no later than the end of the add/drop period. Students who register but do not attend will receive the final grade they have earned in the course (typically "F").

Written notification of the intent to withdraw from the University 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 Office of the University Registrar.

INSTRUCTIONS

- Prior to registering for classes, make an appointment with your Advisor (see page 15) to select your classes, determine course alternatives and pass/fail and audit options.
- Online registration is available in Self-Service Banner for those who qualify at duq.edu/dori. First-semester freshmen will be registered by their academic advisors and may use SSB for subsequent semesters. Non-degree-seeking students register with their advisors.
- Students with an account balance will be unable to register. Check your holds in Self-Service Banner under Student Information. See page 5 for further instructions.
- Students will receive e-mail notification regarding their 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 Office of the University Registrar prior to the end of the add/drop period. (see Registration Cancellation, page 6)
- 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 and graduate students using Self-Service Banner can add and drop classes through the end of the add/drop period.
- First-semester freshmen and non-degree-seeking students must see their advisors.
- No schedule changes are permitted after the end of the add/drop period.
- The withdrawal period begins at the conclusion of add/drop. Course withdrawals will result in a final grade of "W." Refunds are not issued for course withdrawals.
- Check the Academic Calendar under "Academics" at duq.edu/academics for dates and deadlines.

REGISTRATION ACTIVITIES

REGISTRATION WILL NOT BE RECOGNIZED AS OFFICIAL UNLESS SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN FINALIZED.

REGISTRATION START-DATES AND TIMES FOR SPRING 2022

IMPORTANT NOTE TO ALL STUDENTS

Since online registration will begin *before* the University opens for the day, it is critical that you confirm your ability to register for classes *before* your Registration Time Ticket begins. Check in Self-Service Banner for holds that stop registration and to confirm your Registration Time Ticket. Log on to DORI and click on Self-Service Banner, then follow these steps:

- **Time tickets:** Self-Service channel > Registration and Planning > Prepare for Registration
- **Holds:** Self-Service channel > Student Profile. (Holds on a student’s record will also appear at the top of the DORI page after logon.)

The final registration and add/drop period for Spring 2022 is January 12-19 for all undergraduate, graduate, and non-degree-seeking students.

Use the chart below to determine your registration start-date. **The final registration and add/drop period for Spring 2022 is January 12-19 for undergraduate and graduate students.**

Registration Start Dates and Times for Spring 2022:

SSB Online Registration Begins		
Monday, October 25	7 a.m.	Early registrants and all graduate students
Thursday, October 28	7 a.m.	Undergraduates with 90+ earned credits
Wednesday, November 3	7 a.m.	Undergraduates with 60+ earned credits
Monday, November 8	7 a.m.	Undergraduates with 30+ earned credits
Thursday, November 15	7 a.m.	Undergraduates with fewer than 30 credits
Final Registration		
January 12-19		Final registration for undergraduate and graduate students for Spring 2022
January 19	11:59 p.m.	Last day to register, change class schedules, or cancel registration for Spring 2022

REGISTRATION CANCELLATION

Students who will not attend must give written notice to the Office of the University Registrar or their Academic Advisor BEFORE the end of the add/drop period. Cancellations received after the add/drop period will be processed as a Complete Withdrawal and may be subject to the withdrawal refund policy as stated below. The cancellation period for Spring 2022 ends on January 19, 2022. Students will receive a 100% refund of tuition up to this date.

WITHDRAWAL FROM A COURSE

Once add/drop has ended, the withdrawal period begins. To withdraw from a course, all students must see their advisor, and the instructor’s signature is required to withdraw. Refunds are not issued for course withdrawals in the fall and spring terms but may be issued in the summer based on the summer refund schedule.

First-semester freshmen and first-semester transfers may withdraw from a course with the approval of their advisor up to the last class meeting and will receive a grade of “W”. If a student other than a first-semester freshman or transfer wishes to withdraw from a course, he/she may do so with the approval of an academic advisor up to the deadline as published in the Academic Calendar. (Published dates reflect withdrawal deadlines for a 15-week class. Withdrawal dates vary based on class length.) All course withdrawals result in a final grade of “W” on the transcript.

Students who are in violation of the University’s Academic Integrity Policy are not permitted to withdraw from a course to avoid sanctions.

Students who wish to withdraw from a course after the deadline as stated in the Academic Calendar must seek the approval of their academic advisor, the course instructor and the dean of the school in which the student is enrolled.

Under no circumstance may a student withdraw from a course after it has ended or after the final exam has been given. Students whose withdrawal requests are not approved are still considered to be enrolled and responsible for payment and will receive final grades.

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 University 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 described in the Medical Withdrawal Policy.

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 duq.edu, under “Academics.”

SPRING 2022

January 2580%
February 140%
February 820%
After February 80%

DEGREE APPLICATION

Prospective candidates for May 2022 graduation must apply for graduation no later than February 18, 2022. Students can apply online using Self-Service BANNER. Go to Self-Service BANNER > Student Information > Student Records > Apply to Graduate.

SEMESTER GRADES

Final grades will be available in Self-Service Banner at duq.edu/dori after the conclusion of final exams. Grades are posted daily once final exams have ended and will appear after submission by the course instructor.

TRANSCRIPTS

Current students can request transcripts online. Transcripts cannot be ordered over the phone, by email or by a third party. For more details, go to duq.edu/transcripts.

No transcript will be issued unless all financial obligations owed by the student to the University have been fulfilled.

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.

VETERAN BENEFITS

All veterans or eligible dependents receiving federal educational funds must contact the Office of the University 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 or stop by the Ground Floor of the Administration Building.

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.
- It is the responsibility of the student to notify their academic advisor and the Office of the University Registrar if they wish to cancel or withdraw from their cross-registered class. The Office of the University Registrar will provide a Drop/Withdrawal Request Form that the student must complete, sign, and return to the host institution. The drop/withdrawal dates of the host institution prevail.

PROCEDURES

- Go to duq.edu/pche for the cross-registration form and details.

3. FINAL REGISTRATION AND ADD/DROP

- The final registration and add/drop period is January 12-19, 2022.
- No registration or changes of class schedule may be made after January 19, 2022.
- Requests for course withdrawals will be processed beginning January 20, 2022 up to deadlines published on the academic calendar. 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 duq.edu/academics.

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.

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

LOAN INQUIRIES — To find out if your loan funds have been posted to your student account, log into CASHNet and click: Your Account > View Current Account Activity.

For questions, please contact Student Accounts at 412.396.6585 or studentaccounts@duq.edu. When Federal loans are posted to your account, you will also receive a email to advise this has occurred.

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 with 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.

When a student formally registers for classes at Duquesne University, either by submitting proper registration forms to their advisor or by registering online, the student agrees to the financial obligation terms in the **Financial Responsibility Agreement**.

PREREGISTERED STUDENTS

All aid awards, **except** Loans and Federal Work-Study Employment, which have been finalized prior to the initial billing for the Fall 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 contact the Financial Aid Office.

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 billing statement **after** you have completed the registration procedure. If after obtaining your bill you find that the aid listed on it is not accurate, please contact the Financial Aid Office **before** proceeding any further.

STUDENT LOANS (EXCEPT STAFFORD/PLUS)

Promissory notes must be completed online at <https://www.ecsi.net/promd77/> prior to the end of the second week of classes. Credit will not be applied to your account until notes are completed online and processed by the Office of Financial Aid. **LOANS WILL BE CANCELLED AND PENALTY WILL BE CHARGED ON ANY UNPAID BALANCE FOR ANY STUDENT NOT COMPLETING THE PROMISSORY NOTE ONLINE 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 a.m. and 4:30 p.m. 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 University 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. *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.

7. *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 to your account.

8. *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 approximately 4 weeks after term begins. Any unused funds are refunded to the student once the voucher has been closed. Please contact the Student Accounts Office to arrange this transfer and to complete the required authorization form. We are available by phone at 412.396.6585 or via email at 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.

9. *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 CASHNet.

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 duq.edu/dori.

Select: 1. Self Service Banner
2. Access CASHNet

Choose eRefund 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)

10. *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 Stafford Loans or do not complete the entrance interviews online, it will not appear on your bill.

11. *When is it necessary to complete an Exit Interview?*

Students who are graduating and have any of the loans listed below will need to complete an online exit interview. This online process is required if you are graduating, have separated from the university or dropped below half time status. You will be sent an email and letter with information regarding this process at the appropriate time. The loans are Nursing, Nurse Faculty, ARRA Nurse Faculty, Health Profession, Gulf, Powers, Heinz, Alcoa and Kerschgens. The link can be found by logging into duq.edu/studentaccounts. Click: Loans>Entrance and Exit Interviews.

12. *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 or contact Student Accounts for assistance.

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 first Tuesday 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 duq.edu/dori.

Select: Self Service Banner
Access CASHNet

Authorized users should use <https://commerce.cashnet.com/cashnetg/static/epayment/duqpay/login>

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, VISA, American Express and Discover payments, with a non-refundable service fee of 2.75%.

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 “where are my routing transit and account numbers”.)

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 is one payment kiosk 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 USERS

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

To add an Authorized User, log in to your online account, select the “Authorize Users” option and simply follow the prompts.

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
Cashier’s Office
600 Forbes Avenue
Pittsburgh, PA 15282

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 CASHNet /Higher One, a third party vendor, to offer a flexible payment plan. For additional information you can contact CASHNet /Higher One directly at 1.877.821.0625.

Additional information is also available at duq.edu/admissions-and-aid/student-accounts-billing/payment-plan.

OUTSIDE AWARDS AND EMPLOYER BILLING

To qualify for third party billing, you must submit a letter or financial guarantee to Student Accounts each term.

Students receiving tuition reimbursement are required to submit a letter from their employer, on company letterhead, indicating that you are an employee of that company and are entitled to tuition reimbursement. Students are then required to enroll in a deferred payment plan with our vendor, CASHNet /Higher One. There is a \$35 enrollment fee for this deferment plan. Payment is deferred approximately four weeks after the end of the term.

Contact Student Accounts directly with questions related to these options.

TUITION AND FEE PAYMENT

SEMESTER TUITION AND FEE CHARGES — SPRING 2022 SEMESTER

The University reserves the right to change the tuition and fee charges herein at any time. Additional information is available at duq.edu/admissions-and-aid/tuition. (Rates shown are Fall 2021 charges.)

Tuition (Full-Time Student 12-18 credits)

Undergraduate: Arts, Business, Education, Health Management Systems, Health Science and Pharmacy Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division, Biomedical Engineering, Health Admin, BS/BA Public Health, BS Health Science	\$ 21,763.00
Pre-Pharmacy	\$ 22,948.00
Health Sciences, Health Care Supply Chain Management (Pharm)	\$ 25,082.00
Music	\$ 24,296.00
Nursing 2nd Degree	\$ 18,734.00

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, Biomedical Engineering, Health Admin., BS/BA Public Health, BS Health Science	\$ 1,442.00
Graduate: Arts, Education, Business, Health Management Systems	\$ 1,363.00
Undergraduate: PharmD Program	\$ 1,723.00
Graduate: Pharmacy	\$ 1,723.00
Graduate: Music	\$ 1,842.00
Undergraduate: Music	\$ 1,553.00
Graduate: Natural and Environmental Sciences, Nursing	\$ 1,568.00
Undergraduate: Pre-Pharmacy	\$ 1,409.00
Undergraduate: Health Sciences, Health Care Supply Chain Management (Pharm)	\$ 1,540.00
Graduate: Health Sciences	\$ 1,615.00

Fees Tuition Remission/Exchange Administrative Fee (Full Time)	\$ 1,710.00
Tuition Remission/Exchange Administrative Fee Per Credit Hour (Part Time, Overload, Graduate)	\$ 134.00
Continuous Registration Fee	\$ 790.00
Undergraduate Pharmacy Student Activities Fee (3rd, 4th, 5th, and 6th-Year Students)	\$ 250.00
International Services Fee (Graduates Only)	\$ 125.00
Credit by Examination (per course credit hour)	\$ TBD
Auditor's Fee	Same as those taking the course for credit
Graduation Fee Juris Doctor Degree	\$ 150.00

COMPREHENSIVE STUDENT ADVISEMENT

Students pursuing undergraduate studies are assigned to an Academic Advisor who will work with them throughout their undergraduate career at the University. The Academic 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: J.D. Douglas, Director Undergraduate Education and Student Success
 Phone: 412.396.1589
 612E Duquesne Union

Student Advisor	College/School	Location		Phone	Fax
Karen Kriss	Business	Room 705	Rockwell Hall	5702	5304
Patty Moore	Business	Room 705	Rockwell Hall	5702	5304
Keith Solarczyk	Business	Room 705	Rockwell Hall	5702	5304
Saundra Bondo	Education	Room 213	Canevin Hall	5713	5585
Lisa Patrick	Education	Room 213	Canevin Hall	6118	5585
Heather Haskins	Health Sciences	Room 315	Health Sciences	5551	5554
Jessica Roscoe	Health Sciences	Room 306	Health Sciences	5534	5554
Justine Valenti	Health Sciences	Room 307	Libermann Hall	2611	2596
Mike Williams	Health Sciences	Room 307	Health Sciences	5285	5554
Janet Addlespurger	Liberal Arts	Room 212	College Hall	6389	5197
William Klewien	Liberal Arts and Online Degree Program	Room 212	College Hall	6389	5197
Gita Maharaja	Liberal Arts	Room 212	College Hall	6389	5197
Ariana Sampson	Liberal Arts	Room 212	College Hall	6389	5179
Carmen Thomas	Liberal Arts	Room 212	College Hall	6389	5197
Jane Cubbison	Music	Room 301	Music School	5744	5479
Diana Dawson	Nat. & Env. Sciences	Room 329	Fisher Hall	4834	4881
Dorothy Rigby	Nat. & Env. Sciences	Room 321	Fisher Hall	4921	4881
Karen Bova	Nursing	Room 550	Fisher Hall	5046	6346
Alana Harteis	Nursing	Room 550	Fisher Hall	5586	6346
Emily Lottes	Nursing	Room 550	Fisher Hall	1743	6346
Christopher Hagan	Pharmacy	Room 304	Bayer Learning Ctr.	4831	4375
Julie Mihelcic	Pharmacy	Room 304	Bayer Learning Ctr.	6375	5130
Amy Whittington	Pre-Health	Room 700	Fisher Hall	1312	5587
Vicki Bush	Spiritual Division	Room A11	Administration Bldg.	6035	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.

VISION

The Bridges Common Learning Experience (“Bridges”) is designed to educate students through the distinctive lens of Duquesne’s Catholic and Spiritan heritage, and thus prepare students to become leaders in this region, nation, and around the world for a new era. Through Bridges, Duquesne students build knowledge and skills to become life-long, agile learners, succeed professionally, act ethically, and contribute to the common good.

BRIDGES LEARNING OUTCOMES

Grounded in Duquesne’s Catholic and Spiritan mission, and leveraging our historic expertise in the liberal arts and sciences, as well as Duquesne’s other academic strengths, Bridges prepares students who are informed, equipped, inspired, and engaged:

1) **Informed:** Duquesne graduates are agile learners and integrative thinkers. They develop abilities to learn across contexts and integrate information from diverse fields, disciplines, and perspectives. They evaluate information, think critically, integrate and transfer knowledge, persevere and adapt, and demonstrate curiosity.

2) **Equipped:** Duquesne graduates are skilled professionals and versatile leaders. They engage deeply with peers and community members to develop unique solutions to problems and concerns. They communicate effectively, collaborate with others. They recognize, define, and creatively solve problems, using appropriate methods of research, technological tools, and the soft skills that are essential to professional and civic efficacy.

3) **Inspired:** Duquesne graduates cultivate lives of purpose and creativity. Duquesne students contribute to the human search for truth and make original contributions to their professions and communities. They grapple with essential questions and grow in wisdom. They stretch themselves beyond their comfort zones. They generate ideas and motivate others by their example. Formed within Duquesne’s Catholic and Spiritan environment, Duquesne students, like our founders, extend our mission across the globe.

4) **Engaged:** Duquesne graduates are agents for the common good. Duquesne students harness their knowledge of local and global communities in order to foster conditions that create respect for human dignity and social justice. They are culturally competent citizens who appreciate and foster diversity. They understand local and global systems. They exercise

ethical judgment and navigate moral diversity with confidence. As professionals and as citizens they build equitable and inclusive communities.

BRIDGES CURRICULUM

Incoming students are encouraged to complete the Bridges On-ramp module.

Foundational Courses

Information Literacy	1 cr.
This is usually satisfied through BRDG 100	1 cr.
English Composition	6 cr.
BRDG 101 Writing and Analysis (Honors College: HONR 101)	3 cr.
BRDG 102 Writing and Literature (Honors College: HONR 102)	3 cr.
Essential Questions Seminar	3 cr.
Students complete an Essential Questions Seminar, which are designated as EQ-XXX. Honors College students may take HONR 154 to fulfill their Essential Questions requirement.	
Introduction to Ethical Reasoning	3 cr.
BRDG 105 Introduction to Ethical Reasoning (Honors College: HONR 155)	3 cr.

Competencies

Students will complete at least seven courses approved for Bridges competencies for a minimum of 21 credits, and will fulfill each of the six competency areas. Some courses carry two attributes for two competencies. Students may receive credit for both.

- 1) Communication and Creative Expression
- 2) Quantitative and Scientific Reasoning
- 3) Critical Thinking and Problem-solving
- 4) Ethical Reasoning and Moral Responsibility
- 5) Social and Historical Reasoning
- 6) Cultural Fluency and Responsiveness

Mission and Heritage

Students will take at least one Theology course and at least one Philosophy course. These courses are ordinarily identified by as THEO-xxx and PHIL-xxx. If a student takes a course which is cross-listed with a THEO or PHIL course, they will receive credit as though they were enrolled in the cross-listed course. Honors College courses that fulfill the Theology or Philosophy requirements will have a special attribute.

Writing Enrichment

Students will complete 3 Writing Enriched courses, at least one of which will be in the student's major. These courses are ordinarily identified by a W in the course number.

Experiential Learning

Students will complete at least one form of experiential learning. Courses which are identified in the Master Catalog as internships, externships, clinicals, practicums, field work will meet this requirement. For many students approved experiential learning opportunities are already embedded in their majors. In such cases students program requirements that fulfill this requirement may or may not carry academic credit. Students may also apply to have a form of experiential learning approved to meet this requirement. Details and a proposal are available at duq.edu/bridges.

Capstone Experience

Students will complete a capstone experience. For many students approved experiential learning opportunities are already embedded in their majors. In such cases students program requirements that fulfill this requirement may or may not carry academic credit.

Students must meet the minimum number of credit hours required to graduate..

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

COMMUNITY-ENGAGED LEARNING

The Spiritan Catholic nature of Duquesne University calls us to offer an educational experience that develops within students the desire and ability to respond to the issues that undermine a just society. Many classes throughout the University utilize “community-engaged learning,” which is a teaching strategy that involves students in community-based public problem solving. Doing so helps students use disciplinary knowledge, acquire civic skills, and develop knowledge of the larger world through work in its communities.

Some schools (such as the Bayer School of Natural and Environmental Sciences) require that their undergraduate students have at least one of these classes prior to graduation. Sections of these courses are identified by the FCEL (Foundational Level Community-Engaged Learning) or ACEL (Advanced Level Community-Engaged Learning) attributes in Banner.

Students enrolled in community-engaged learning classes must complete the community-based learning component of the class as it is designed by the instructor. Community-engaged learning is not the same as a volunteer activity; it is a teaching strategy that connects specific community experiences to particular learning outcomes of the class. Students may not substitute their own ongoing service activities in place of the pre-designed community-based work that is part of the class. Participation in the community-based learning experience is required of all students enrolled in the class.

The Center for Community-Engaged Teaching and Research (CETR) 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 duq.edu/CETR.

DISTANCE LEARNING COURSES

Duquesne University offers several online degrees, online certificates and online courses. Online courses are delivered through Blackboard, the University's learning management system (LMS). Blackboard is accessed through DORI, Duquesne University's information portal at duq.edu/dori.

Online courses are designated by the campus code OL (online) and are offered in 2 formats, asynchronous or remote. Online courses typically do not have campus-based meetings.

Asynchronous online courses may feature some real-time virtual meetings, however most course requirements, interaction and activities are completed throughout the week by students.

Remote online courses have regularly occurring (real-time) synchronous class meetings at days and times as indicated on the schedule.

Visit duq.edu/online for a listing of online programs available at Duquesne University. Contact a program representative to learn about specific degree program requirements.

After you have registered for an online course, you will be notified via your Duquesne University email address about when and how you can access the course syllabus, the Blackboard course site, and for other course specific expectations.

If you have any questions about online learning contact Online Learning & Strategy at online@duq.edu or contact your academic advisor.

HONORS COLLEGE

DUQUESNE UNIVERSITY HONORS COLLEGE

The University Honors College provides its members with enhanced educational opportunities both within the Bridges Common Learning Experience (CLE) and their individual majors or courses of study. The University Honors College is intended for qualified students who wish to accept the challenges of smaller classes, deep critical inquiry in the humanities and liberal arts, and undergraduate research within their respective majors. Applicants to Duquesne are invited to join the University Honors College after a review of their credentials, including SAT or ACT scores, high school or university QPA, and high school class rank. Applicants to Duquesne who opt not to submit standardized test scores may apply separately to the Honors College. Students must demonstrate a commitment to intensive study in core curriculum courses in order to participate. In their final undergraduate semester, students must have successfully completed six HONR courses and hold a 3.3 overall QPA in order to graduate from the Honors College. Further information is available from the University Honors College Director (x1142).

WRITING ENRICHMENT REQUIREMENT

It is universally recognized that the ability to write clear and effective prose is an indispensable component of being an educated person. Therefore, Duquesne includes among its central objectives the development of the abilities to write effectively. Writing is central to students' academic experience and is a shared responsibility of the entire University community. Students more fully understand their major fields by analyzing and learning to compose the discourse of their majors as well as the discourse of other disciplines.

Though the genres, forms, and styles of writing may vary from discipline to discipline, what unites Writing Enriched courses across campus is the belief that writing is deeply connected to thinking, and that writing enhances learning when it is meaningfully and intentionally embedded into a course. A Writing Enriched course is more than a course that simply assigns writing. It is a course in which students are afforded opportunities, through targeted, explicit instruction, to improve their writing.

Every graduating student must have completed a minimum of three Writing Enriched courses beyond the two-semester foundational writing sequence (BRDG 101 and 102 or HONR 101 and 102). At least one of the courses must be taken in the student's major field. The other two courses may be taken in the student's major field or in another discipline as approved by the major field department. Writing Enriched courses are offered in every department at the 200 level and above and emphasize the conventions and practices of writing unique to the respective field.

CENTER FOR CAREER DEVELOPMENT

The mission of the Center for Career Development 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.

Students should register with Career Development through Handshake, our online job-search management system. 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 Career Development.

In addition, we coordinate six job fairs each year, 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 consultant to discuss career exploration and job search-preparation. For career assistance, visit the Center for Career Development, Union 614, call 412.396.6644 or visit us on the web at duq.edu/career-development.

CENTER FOR GLOBAL ENGAGEMENT

The Center for Global Engagement, located on the sixth floor of the Duquesne Union, assists international students and scholars who wish to study at Duquesne University. The Center 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 advisement services.

The Center for Global Engagement also assists current students who wish to study abroad. Duquesne University offers a wide range of study abroad opportunities, from its own Duquesne in Rome Program and the Duquesne in Dublin Program, 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 such as Spring Break Away courses, many Maymesters, and summer programs of 1-6 weeks 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 website at duq.edu/global.

OFFICE OF COMMUTER AFFAIRS

Duquesne Union, 1st floor. All students not living in University-owned housing (living with parents or living in off-campus apartments; undergraduate/graduate, day/evening, full time/part time) are considered commuter students. Commuter students who have a question, suggestion, concern or need additional information can utilize the Office of Commuter Affairs. You are also encouraged to make use of the following information and services we provide:

- **Commuter Center**, located on the 1st floor of the Duquesne Union includes computer lab and lounge with refrigerator, microwaves, television, and comfortable furniture.
- **Parking and Transportation Information**
- **Off-Campus Housing Assistance**
- **Programs for Commuters**
- **Commuter Assistant Program:** This program is a support network of upperclassmen commuter students who serve as advisors and provide resources for new undergraduate commuters. CAs plan activities, provide information and supply encouragement.
- **Commuter Council:** A student run governing body designed to identify commuter concerns and to provide educational, social and service-oriented programs for the University's large commuter population.

The Office of Commuter Affairs is open Monday through Friday, 8:30 a.m. - 4:30 p.m. For further information call 412.396.6660 or email commuteraffairs@duq.edu. Visit the office website at duq.edu/commuter-affairs.

DISABILITY SERVICES

The Office of Disability Services provides services to all university students, staff, and faculty with documented disabilities. Services such as early pre-registration, classroom relocation, specialized testing accommodations (extended time testing, reduced distraction testing, and oral testing, etc.), C.A.R.T services 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 Disability Services, 309 Duquesne Union, at 412.396.6658 for any additional information.

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 — all with the Duquesne Dollars that you load onto 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 \$25 replacement fee. DU cards that are damaged will incur an incremental fee ranging from \$5 to \$25. Damaged DU Cards will be confiscated. For more information on this policy, please visit our website, duq.edu/ducard.

The DU Card Center is located in room 210 Student Union. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. If you have special requirements or need additional information, please call the DU Card Center at 412.396.6191.

ENGLISH AS A SECOND LANGUAGE

Students whose first language is other than English may be referred for English Proficiency testing in the English as a Second Language (ESL) Program. All non-degree ESL students are placed into ESL courses according to test results upon arrival. Applicants to undergraduate programs may submit TOEFL (iBT), IELTS, Duolingo (DET), or Pearson Test of English (PTE) scores, which determine their Gateway level or readiness for full-time academic study (link to [Duquesne Gateway](#)). Undergraduate students without a test score from one of the tests indicated above are

referred for required English Proficiency Testing upon arrival. Placement into full-time ESL courses, combined ESL and academic courses, or full clearance for academic courses depends upon test results.

ESL courses are fee-based courses, and the graduated refund schedule on the academic calendar does not apply. Therefore, students who request a change in schedule will receive no refund for dropped ESL courses if the request is made after the first two weeks of classes (or, in the case of a late arrival, after one week of the student's enrollment).

Questions may be directed to the ESL Program Office at 412.396.5091, 8:00 a.m. to 4:00 p.m., Monday through Friday, Room 435 College Hall. Additional information is available at duq.edu/esl.

FERPA

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).

Under FERPA, Duquesne University may release Directory Information without a student's consent. Students wishing to request nondisclosure of Directory Information must log on to DORI and use **Self-Service Banner>Personal Information> Answer a Survey> FERPA Waiver and Nondisclosure** to complete the FERPA Waiver and Nondisclosure form.

FRESHMAN DEVELOPMENT

The Office of Freshman Development serves to coordinate, implement and direct programs which integrate and enhance the academic, co-curricular, and social dimensions of the freshman year. To accomplish this, the office: directs the Freshman Advisement Summer Transition Program (FAST), The New Student Orientation Program and Family Weekend; implements the New Student 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 Council; advises the freshman honor society Phi Eta Sigma; and interacts with the Offices of Commuter Affairs, Intramurals, Programs and Leadership, Student Organization Services, and Residence Life in developing programs for freshman commuters and residents.

Please contact the Office of Freshman Development, 309 Duquesne Union at 412-396-6657 or freshmandev@duq.edu for any additional information.

HEALTH INSURANCE

Duquesne University is concerned about the health and well-being of our students and as such understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. The University partners with insurance administrator, QM Services Inc. The firm assists in answering all student health insurance questions.

Duquesne University requires Full-time Undergraduate and Graduate students, and all International students to login to the student health insurance website at qmservicesinc.com. On the website, they will be asked to either enroll in the school-sponsored medical insurance or waive out of the school-sponsored plan with verifiable proof of comprehensive medical coverage meeting the criteria below.

To waive out of the school plan with personal insurance, the alternative coverage must meet the following criteria:

- The policy must NOT exclude pre-existing conditions.
- The policy must pay providers directly.
- The policy must have mental health coverage.
- The policy must NOT exclude payment for illness or injury occurring under the influence of drugs and alcohol.
- The policy must span the entire student registration (no short-term policies).

International student health coverage must be reviewed prior to be accepted for waiver. Students need to submit an English version of the full policy document, including all limitations and exclusions, to QM Services for review. Please email the policy to anne.kocsis@qmservicesinc.com. To be accepted for a waiver, the coverage must:

- Include all conditions in previous category above.
- Pay claims directly to providers in US dollars. No reimbursement policies are permitted.
- Use a US-based claims processing center.
- May NOT exclude coverage for testing and treatment of epidemics, such as COVID-19.

Students who do not login to the student health insurance portal at qmservicesinc.com to provide the required information **by the established deadline** will automatically be enrolled in the Duquesne-sponsored Student Health Insurance plan and the charge will remain on their student accounts.

Visit QMServicesinc.com for more information. Students may also contact QMS via email or phone at university@QMServicesinc.com or 1.800.273.1715 ext. 2

PLEASE NOTE: Duquesne University has an on-campus health center. The center bills for

services and you will receive bills for out-of-pocket expenses and non-covered services. Contact the health center directly for billing questions.

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 Duquesne University courses.

Second, our free counseling services address self-exploration, decision making, careers, stress management and other student concerns. Our counseling services may also include diagnostic and learning disabilities testing and prescriptive writing.

Third, we oversee the five University Success classes that serve first-year students.

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

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

Sixth, we coordinate the Program for Academic Coaching Through Tutoring (PACT), a service learning initiative housed at the Center since 1990 that provides tutorial services to Pittsburgh-area elementary, middle and high school students.

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 duq.edu/learning-skills.

MODERN LANGUAGES PLACEMENT TESTS

Placement Policy:

- 1-2 years of high school language: Students take the placement test to determine appropriate level (typically 102; possibly higher). Instructors may recommend placement above 101 based on student performance during the drop/add period.
- 3 years of high school language: Students register for 102 or take placement exam; instructors can determine during the drop/add period if student in 102 should go into 201. Placement exam optional but often recommended.
- 4 years of high school language: Students placed according to placement test or in consultation with Department.

Students who do not have previous experience with a modern foreign language should enroll in a 101 level class.

Placement exams for French, German and Spanish are available in the language lab during the academic year and in the summer. For Arabic, and Italian placement, please check with the department.

MODERN LANGUAGES GRADUATE READING EXAM

The graduate reading exam is offered upon request. The student must register with the Department of Modern Languages and Literatures two weeks before the date of examination. For further information, please call 412.396.6415.

PARKING SERVICES

For up-to-date information, consult the website at duq.edu/parking. You may contact Parking Services via e-mail at parking@duq.edu or by phone at 412.396.5267.

THE RITA M. MCGINLEY PSYCHOLOGY CLINIC

The Rita M. McGinley 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)
- Group psychotherapy and peer support groups; these groups assist people in developing greater self-awareness, self-confidence, and improving relationships with others
- 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

The Clinic is located in a pleasant and private setting on the 2nd floor of Rockwell Hall. It is open for appointments Monday through Thursday, 9:00 a.m. to 8:00 p.m. and on Fridays, 9:00 a.m. to 12:00 p.m. For more information or to schedule an appointment, please call Linda at 412.396.6562, or e-mail dupsychclinic@duq.edu, or look for us on the web at duq.edu/psychology-clinic. Services are provided with exceptional respect for confidentiality and individuality.

COUNSELING SERVICES

Counseling Services, located in Fisher Hall 636, provides personal and academic support through a variety of services. **THESE SERVICES ARE CONFIDENTIAL AND FREE TO ALL DUQUESNE UNIVERSITY STUDENTS.**

Individual Psychotherapy offers confidential treatment provided by licensed psychologists, post-doctoral residents and practicum students for issues such as:

- Difficulty adjusting to college/life stressors
- Personal and/or emotional distress
- Sadness/worry
- Troublesome eating behavior
- Other issues interfering with daily functioning
 - Anxiety
 - Depression
 - Grief/Mourning
 - Relationship Issues
 - Identity
 - Trauma

Group Counseling can help students identify and express feelings, develop more effective coping strategies, and experience acceptance and support from others.

Psychiatric Referral Resource is available for students who need medication evaluation and management. The student will work directly with the UCWC Case Manager or her/his counselor to find the appropriate provider, which can include a referral to the Duquesne University Health Service.

Biofeedback can decrease stress, anxiety, panic and depression. The client participates in a fun computer game that teaches players how to increase emotional well-being, regulate affect, remain calm in response to stressful situations, and respond to events in ways that are congruent with context.

Outreach Programming includes workshops and information sessions scheduled by request of the students, faculty or staff. Workshops can be presented in a manner that addresses a wide variety of topics that address particular needs. Examples of specific workshops can include, but are not limited to: Mindfulness and Meditation, Stress Management, Masculinity and Femininity, Life Balance, and other workshops that can be tailored to specific interests and/or needs.

Online Resources and Self-Help are available through the website with free, anonymous online screenings for depression, bipolar disorder, alcohol issues, eating disorders, anxiety disorders, and PTSD.

Call for an appointment at 412.396.6204, Monday through Friday from 8:30 a.m. to 4:30 p.m.

Wellbeing Coaching provides an opportunity for students who want to improve their overall quality of life through Mind-Body-Spirit Cross-Training. It is designed to facilitate genuine contentment through specific practices in each core area of a student's being.

An Interfaith Meditation Room is available to all students, faculty, and staff. The room can also be reserved for workshops, classes, and small group retreats.

Call for an appointment at 412.396.6204, Monday through Friday from 8:30 a.m. to 4:30 p.m.

UNIVERSITY HEALTH SERVICES

Duquesne University Health Services, second floor Duquesne Union, is available to all full-time registered Duquesne students (undergraduate, graduate, residents and commuters).

Phone: 412.396.1650

COVID HOTLINE: 412.298.8980

Email: duhealth@duq.edu

Hours of Operation:

Monday - Thursday	8 a.m. - 6 p.m.
Friday	8 a.m. - 4 p.m.
Saturday - Sunday	Closed

Requirements:

Students are required to submit dates of **required immunizations:** 2MMR and a Meningitis Quadrivalent Vaccine given after age 16 (for students living in residence), *or other specific immunizations based upon course of study*, and a **Health History** online in DORI (Go To > STUDENT > Resources and Information > Health Service Student Portal).

Services:

- Family Medicine Physicians, Nurse Practitioners and Physician Assistant available daily (*by appointment*) for confidential routine acute primary care; same day scheduling available, telemed videoconferencing utilized as able for well-care and when appropriate as pre-screening for sick visits.
- Appointment and phone call Triage by Registered Nurses during hours of operation
- Nutritionist Consultation (*by appointment only*)
- Allergy Injections (*must contact office to arrange*)
- Health and Wellbeing Outreach Programming / CPR Instruction (*available upon request*)
- Pre-Clinical Requirement Nurse Coordinator for students in health-related professional schools (*by appointment*)
- We provide a broad range of medical services including routine, acute healthcare and related procedures and treatments, in-office COVID testing, routine physical examinations, and wellness screenings. Health Services collaborates closely with other campus services, including the Center for Pharmacy Care for immunizations, travel medicine services and specialized medical testing. Health Services is a component of the Center for Student Wellbeing, a subdivision within the Division of Student Life. We are closely integrated with Counseling Services and together provide collaborative care for students including prescribing of common mental health related medications.

* After hours, emergency care is available at UPMC Mercy Hospital, adjacent to campus on Locust Street by contacting Campus Police 412.396.2677, or by summoning 9-1-1 when off campus.

SPRING SEMESTER 2022

EXAMINATION DATES

Wed May 4 Thur May 5 Fri May 6 Sat May 7 Mon May 9 Tues May 10

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 instructions below, unless otherwise announced by the instructor.

CLASSES THAT MEET TWICE EACH WEEK

Classes that meet M/W; W/F; M/F from 3:00-4:15 p.m. will have their final exam according to the MWF 3:00-3:50 p.m. exam time. Classes that meet two days/week on M/W; W/F; M/F from 4:25-5:40 p.m. will have their final exam according to the MWF 4:00-4:50 p.m. exam time. Classes that meet on M/W; W/F; M/F from 8:00-9:15 a.m. will have their final exam according to the MWF 8:00-8:50 a.m. exam time.

EVENING AND SATURDAY CLASSES

Examinations for evening classes will begin at **6:15 p.m.** on the regular class evening during the final exam week. Saturday class examinations are given at the regular class meeting time on the Saturday during the final exam week. An evening class which meets more than once weekly will take the examination on the class day first occurring during final exam week.

HOW TO USE THE FINAL EXAMINATION SCHEDULE

Locate your standard meeting pattern or course in the body of the grid. Use the top horizontal border to identify your exam day and the left vertical border to find your exam time. Common exam day and times are at the bottom of the page. As an example: A class which meets at 9:00 - 9:50 a.m. MWF will take the final examination on Monday, May 9, 2022 from 8:30 a.m. to 10:30 a.m..

PLEASE NOTE

Common Exam times supersede the regular exam meeting times. All MWF regular class meeting times include MTWF, MWRF, and TWRF time variations for purposes of the final exam schedule.

Regular Exam Meeting Times

Exam Days	Wednesday May 4	Thursday May 5	Friday May 6	Saturday May 7	Monday May 9	Tuesday May 10
Exam Times	Class Meeting Times					
8:30 AM to 10:30 AM	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
11:00 AM to 1:00 PM	1:40 - 2:55 T R	3:00-3:50 M W F	2:00-2:50 M W F	5:00-5:50 M W F	8:00 - 9:15 T R	3:05 - 4:20 T R
1:30 PM to 3:30 PM	9:25 - 10:40 T R	10:50-12:05 T R	12:15-1:30 T R	4:30-5:45 T R	1:00 - 1:50 M W F	4:00 - 4:50 M W F

Common Examinations (all sections) for Biology, Business and Chemistry

4:00 PM to 6:00 PM	122-Gen Chem II 152-Quant Analysis 203-BIOL Intro Micro 285-Business Statistics	209-BIOL A & P II 267-Supply Chain Oper	201-Microecon 202-Macroecon 112-Biology II 117-Adv Biology II		101 - College Algebra	313-Business Finance
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Common Examinations for Business and Chemistry

Saturday, May 7		
8:30 AM to 10:30 AM	11:00 AM to 1:00 PM	1:30 PM to 3:30 PM
212-Organic Chem II 214-Financial Accounting	215-Managerial Accounting	

LOCATIONS

ADMIST	Administration Building
AFR	Africa
ASSUMP	Assumption Hall
BAYER	Bayer Learning Center
CANEVI	Canevin Hall
COLLGH	College Hall
DEPT	Department
DB	Dublin Campus
DUBLIN	Dublin Campus
DUITAL	Italian Campus
ENGL	England
FISHER	Fisher Hall
GENES	Genesius Theater
GUMBER	Gumberg Library
IC	Italian Campus
ITL	Italy
LAUR	Laura Falk Lecture Hall, Mellon Hall
LEC1	Lecture Hall 1, Rockwell Hall
LEC2	Lecture Hall 2, Rockwell Hall
LEC3	Lecture Hall 3, Rockwell Hall
LIBERM	Liebermann Hall
MAUR	Maurice Falk Lecture Hall, Mellon Hall
MELLON	Mellon Hall
MN	Main Campus
OC	Off Campus
PAPT	Pappert Lecture Hall, Bayer
PITT	University of Pittsburgh
RCTL	Recital Hall
ROCKWL	Rockwell Hall
SHLTHS	Rangos Health Sciences Building
SMUSIC	Music School
VKAAM	Van Kaam Building
WOLF	Wolfe Lecture Hall, Bayer

LETTERS AT THE END OF A COURSE NUMBER

C	Reserved for Learning Communities
E	Reserved for ESL students
H	Honors
L	Laboratory
P	Preparatory
R	Recitation
W	Writing Enrichment

For BRDG 105 courses, the H, P, and T suffixes are for internal use only

LETTERS THAT PRECEDE THE SECTION NUMBER OF A COURSE

B	Spring Breakaway – requires an international study trip during Spring Break
BE	Reserved for Bio-Medical Engineering students
N	Reserved for Nursing students
P	Reserved for Pharmacy students
R	Reserved for Health Sciences students
SP	Reserved for Spiritan Division students
Y	Reserved for Bayer School of Natural and Environmental Sciences students

DAYS OF THE WEEK

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
TBA	To Be Arranged

BRIDGES COURSE ATTRIBUTES

BRCC	Communication and Creative Expression
BRCF	Cultural Fluency and Responsiveness
BRCP	Capstone Experience
BRCT	Critical Thinking and Problem Solving
BREL	Experiential Learning
BRET	Ethical Reasoning and Moral Responsibility
BRIL	Information Literacy
BRPH	Bridges Philosophy
BRQS	Quantitative and Scientific Reasoning
BRSH	Social and Historical Reasoning
BRTH	Bridges Theology
BRWR	Writing Enrichment

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

DAY CLASS HOURS | TWICE WEEKLY

MONDAY / WEDNESDAY	MONDAY / FRIDAY	WEDNESDAY / FRIDAY
3:00 - 4:15	3:00 - 4:15	3:00 - 4:15
4:25 - 5:40	4:25 - 5:40	4:25 - 5:40

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.