

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, PA, our hometown.

FIND IT INSIDE:

<input type="checkbox"/> Next Steps and Important Information.....	3
<input type="checkbox"/> Financial Aid.....	4
<input type="checkbox"/> Set Up Your MultiPass Account.....	5
<input type="checkbox"/> Student Health Insurance.....	5
<input type="checkbox"/> Campus Amenities.....	6
<input type="checkbox"/> Campus Map	7
<input type="checkbox"/> Parking and Transportation.....	8
<input type="checkbox"/> Living in Pittsburgh	9
<input type="checkbox"/> Get Involved with Graduate and Professional Student Council	10
<input type="checkbox"/> Academic and Career Support.....	11-12
<input type="checkbox"/> Contact Information.....	13-14

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

 apply.duq.edu/apply

NEXT STEPS AND IMPORTANT INFORMATION

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

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.

Connect with your advisor or program director regarding your graduate program's official orientation details.



FINANCING YOUR EDUCATION

You can explore the many financial aid options available, including assistantships, outside sources of funding and tuition payment plans by visiting duq.edu/graduate-financing

Student Loans

Students seeking a loan should take the following steps:

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

Duquesne University Office of Financial Aid

Administration Building
600 Forbes Avenue
Pittsburgh, PA 15282
faoffice@duq.edu
412.396.6607

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.
duq.edu/registrar

Veterans Benefits

Duquesne is a Yellow Ribbon School and we provide 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.

The **Office of Military and Veteran Students** can connect you with resources and support services. Learn more at duq.edu/veterans or by contacting veterans@duq.edu or **412.396.5366**.

Payment Plans

Duquesne University provides semester-based payment plans that allows students and parents to pay the balance due in manageable monthly installments. duq.edu/paymentplan

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

SETUP YOUR **MULTIPASS ACCOUNT** AND **ID CARD**

MultiPass is a secure username and password combination that is your key to DORI, Canvas, email, wireless and other electronic resources on your laptop, desktop, phone or any other electronic device.

Secure your DU ID card in 210 of the Duquesne Union!

As an accepted student you will have limited access to DORI to view important financial aid information. Once you submit your enrollment deposit you will have full access to DORI and Canvas.

 Register here: 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. **Students must WAIVE the student health insurance to avoid getting automatically billed.**

If you do not provide proof of insurance or enroll in the plan offered by Duquesne, you will be automatically enrolled in the University's plan, and your student account will be billed for the cost of the insurance in two installments.

The University's Student Health Insurance Plan is provided through UPMC. The University's plan does not offer dental or vision coverage.

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

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.



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** including Rev. Sean Hogan Dining Center, Starbucks (two locations), Cinco Cantina, Chick-fil-A, The Incline, Freshens and Moonlit Burgers. For more information regarding on-campus dining options and purchasing meal plans, visit duq.edu/dining.
- **Barnes & Noble** Bookstore and Café
- Complimentary **New York Times** and **USA Today** newspapers at kiosks around campus

Tour the Power Center!

Email mccarthyd@duq.edu to schedule a tour.

Duquesne ranks in top

71

on Best Colleges for Food by The Daily Meal

CAMPUS MAP



ADMINISTRATION BUILDINGS

- 1. Administration Building “Old Main”
- 2. Duquesne Chapel
- 3. Duquesne Union
- 4. Koren Building
- 5. Tribone Building
- 6. Cooper Building
- 7. Muldoon Building
- 8. Bushinski Building
- 9. Tobin Building
- 10. Van Kaam Building
- 11. Murphy Building
- 12. Willms Building

ACADEMIC BUILDINGS

- 13. Bayer Learning Center
- 14. Rangos School of Health Sciences
- 15. Canevin Hall
- 16. School of Law
- 17. Mellon Hall of Science
- 18. College Hall
- 19. Proposed College of Osteopathic Medicine (future site)
- 20. Mary Pappert School of Music
- 21. Genesis Theater
- 22. Gumberg Library
- 23. Rockwell Hall
- 24. Fisher Hall
- 25. Libermann Hall

RESIDENTIAL BUILDINGS

- 26. Duquesne Towers
- 27. Saint Martin Hall
- 28. Assumption Hall
- 29. Vickroy Hall
- 30. Saint Ann Hall
- 31. Des Places Hall
- 32. Laval House
- 33. Trinity Hall
- 34. Brottier Hall

ATHLETIC AND REC CENTERS

- 35. Rooney Field
- 36. Rooney Press Box
- 37. McCloskey Field
- 38. UMPC Cooper Fieldhouse
- 39. Power Center

PARKING AND OTHERS

- 40. Locust Street Parking Garage
- 41. Forbes Avenue Parking Garage
- 42. Public Safety
- 43. Brottier Commons
- 44. Lourdes Grotto
- 45. Duquesne Square
- 46. Assumption Commons
- 47. Academic Walk

SKYWALKS

- 48. Rockwell Skywalk
- 49. Sklar Skywalk
- 50. Fisher Hall Skywalk

CAMPUS DINING OPTIONS

- 3. **Duquesne Union**
The Incline Food Court
Starbucks
Chick-Fil-A
Cinco Cantina
- 16. **School of Law**
Coffee Tree Roasters
- 23. **Rockwell Hall**
The Business Leader Bistro
- 24. **Fisher Hall**
Campus Market Express
- 26. **Duquesne Towers**
Hogan Dining Center
Campus Market
- 39. **Power Center**
Barnes and Noble Cafe
Freshens
Moonlit Burgers

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.

We offer an **EVENT RATE CARD** for use by students who do not have a full parking permit. This card allows you to pay the regular garage rate when an event rate is in effect at the Forbes Garage.

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 and UPass for Discounted Bus Rides

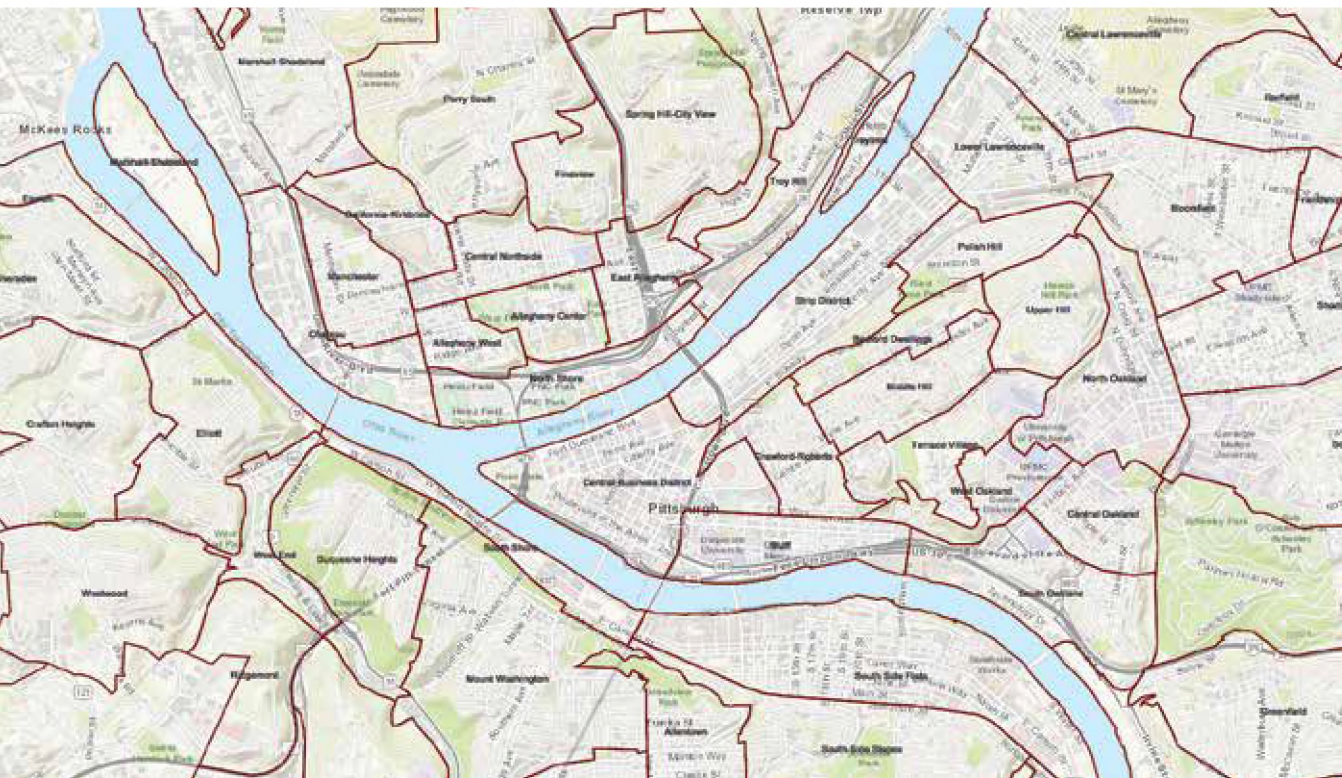
Pittsburgh has an extensive public transportation system, including buses and a light rail system (the “T”). Visit Pittsburgh Regional Transit’s (PRT) website for routes, fares and maps: portauthority.org/paac

Thanks to a unique partnership with PRT, discounted bus rides are available to **all students who enroll in Duquesne University’s UPass program**. Through an app on your mobile device, you can ride anywhere PRT travels at a discounted fare of \$1.74 per ride (compared to the \$2.75 regular price).

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. The “T” is free between the North Shore and downtown!

LIVING 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.



Area Attractions Include:

- The Carnegie Museums of Pittsburgh
- Mattress Factory
- Pittsburgh Public Theater
- Pittsburgh Opera and Symphony
- PNC Park
- PPG Paints Arena
- Acrisure Stadium
- Riverfront hiking and biking trails

Many of these venues offer discount admission and event tickets for Duquesne students.

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.

GRADUATE AND PROFESSIONAL STUDENT COUNCIL

All Duquesne graduate and professional students are automatically members of our Graduate and Professional Student Council (GPSC). GPSC is an excellent resource for new graduate students. We hold monthly meetings and host social and networking events throughout the year that allow you to get to know your fellow graduate students across all of Duquesne’s programs.

GPSC also serves as a voice for graduate students. Any comments or concerns regarding the programs, courses or graduate school can be shared with the Executive Committee who will advocate for the well-being of every graduate student at Duquesne.

We hope you can attend the monthly meetings and events throughout the year. Look out for the first event: Q&A with current graduate students!

duq.edu/gpsc

 **Hundreds of opportunities to get involved!**
duq.edu/campuslink

A+ for Best College Location

Niche

#1 Most Affordable City for Housing

Bloomberg



ACADEMIC AND CAREER SUPPORT

Center for Career Development

Located in the Student Union, the 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 careerdevelopment@duq.edu, 412.396.6644 or visit duq.edu/career-development.

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.

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.

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.

Center for Global Engagement

The center for global engagement, located in the Student Union, is here to support international students from applying to finding housing, succeeding in the classroom and experiencing all Pittsburgh has to offer. Contact [intl admissions@duq.edu](mailto:intladmissions@duq.edu), 412.396.6113 or visit duq.edu/international.

Duquesne's global alumni network is more than
100,000
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



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 guides.library.duq.edu/forgradstudents.

Center for Excellence in Diversity and Student 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 writtingcenter@duq.edu, 412.396.5209, or visit duq.edu/writingcenter.

CONTACTS

If there is anything that the Graduate 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 Development	Center for Career Development careerdevelopment@duq.edu 412.396.6644
Graduate and Professional Student Council	gpsec@duq.edu
Tuition billing and payment	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	Office of Residence Life orl@duq.edu 412.396.6655
Off-campus Housing	Office of Commuter Affairs commuteraffairs@duq.edu 412.396.6660
Student Health Insurance	Office of Human Resources hrservices@duq.edu 412.396.6575
Accessibility and Accommodations	Special Student Services 412.396.6657
Psychological Counseling	Counseling and Wellbeing Center 412.396.6204
If you have a question about International Students	...please contact Center for Global Engagement intladmissions@duq.edu 412.396.6113

Policies and information in this guide are subject to change.

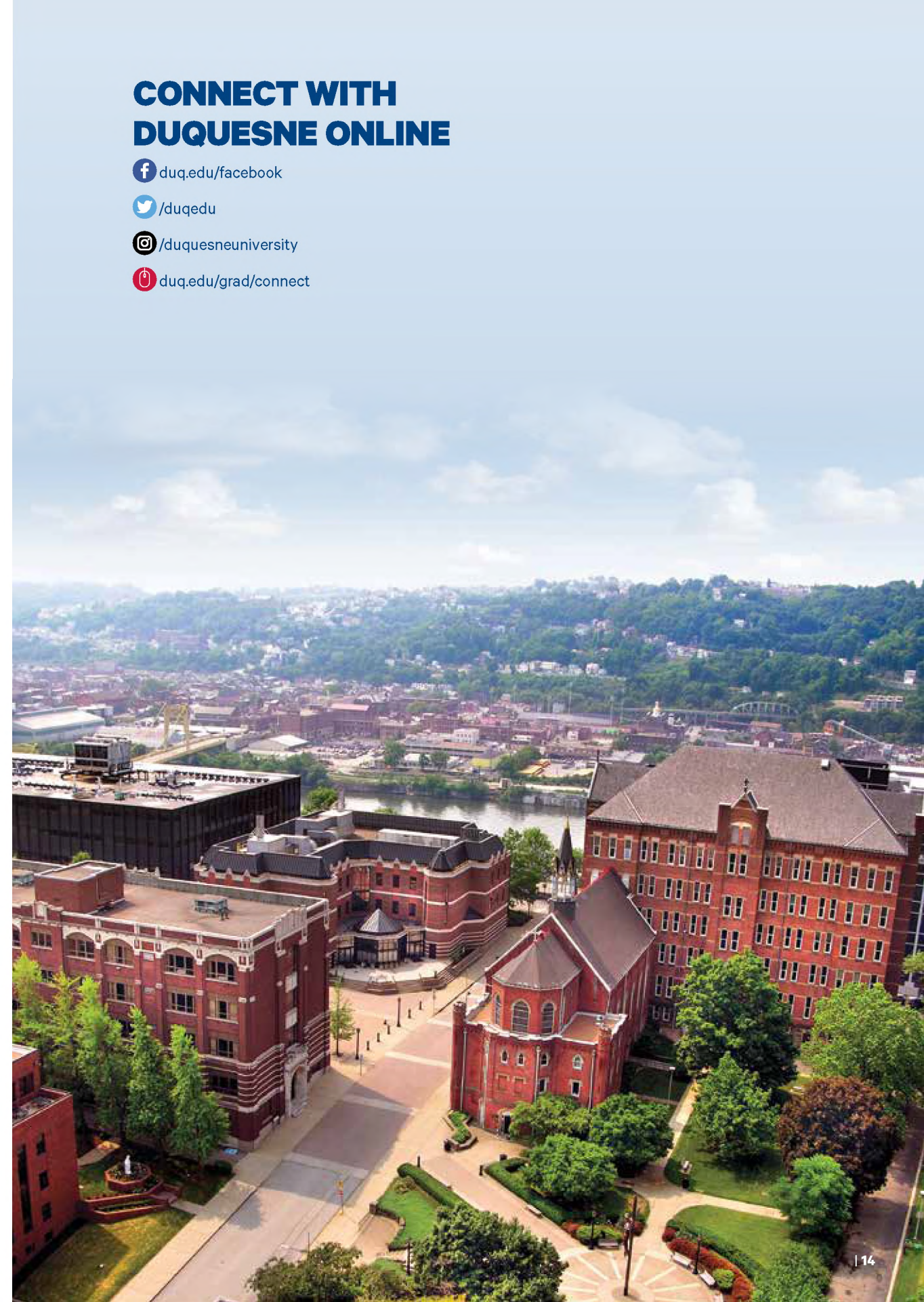
CONNECT WITH DUQUESNE ONLINE

[f duq.edu/facebook](https://www.facebook.com/duq.edu/)

[/duqedu](https://twitter.com/duqedu)

[/duquesneuniversity](https://www.instagram.com/duquesneuniversity)

duq.edu/grad/connect





duq.edu/grad