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.

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

apply.duq.edu/apply
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.

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.

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.

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.

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

- 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.

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**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.

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.

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**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

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**Tour the Power Center!**
Email mccarthyd@duq.edu to schedule a tour.

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**Duquesne ranks in top 71 on Best Colleges for Food by The Daily Meal**

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

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**Visit the Power Center!**
Email mccarthyd@duq.edu to schedule a tour.
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.

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

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.

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 intladmissions@duq.edu, 412.396.6113 or visit duq.edu/international.

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.

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.

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.

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.

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

Duquesne's global alumni network is more than 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
**CONTACTS**

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

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<thead>
<tr>
<th><strong>Regular Mailing Address</strong></th>
<th><strong>Please contact:</strong></th>
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<tbody>
<tr>
<td>Duquesne University</td>
<td>Office of Graduate Admissions</td>
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<tr>
<td>Attn: EMG-Graduate Admissions</td>
<td><a href="mailto:gradadmissions@duq.edu">gradadmissions@duq.edu</a></td>
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<tr>
<td>600 Forbes Avenue</td>
<td>412.396.6219</td>
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<tr>
<td>Pittsburgh, PA 15282</td>
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<th><strong>If you have a question about...</strong></th>
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<tr>
<td>Personal visits, general inquiries, application documents</td>
<td>Office of Graduate Admissions</td>
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<tr>
<td></td>
<td><a href="mailto:gradadmissions@duq.edu">gradadmissions@duq.edu</a></td>
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<tr>
<td></td>
<td>412.396.6219</td>
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<td>Loans, Financial Aid</td>
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<td><a href="mailto:faoffice@duq.edu">faoffice@duq.edu</a></td>
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<td></td>
<td>412.396.6607</td>
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<td>Career Development</td>
<td>Center for Career Development</td>
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<td><a href="mailto:careerdevelopment@duq.edu">careerdevelopment@duq.edu</a></td>
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<td></td>
<td>412.396.6644</td>
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<td>Graduate and Professional Student Council</td>
<td><a href="mailto:gpsc@duq.edu">gpsc@duq.edu</a></td>
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<td>Tuition billing and payment</td>
<td>Student Accounts</td>
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<td><a href="mailto:studentaccounts@duq.edu">studentaccounts@duq.edu</a></td>
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<td>412.396.6585</td>
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<tr>
<td>DORI or your MultiPass ID</td>
<td>Computing and Technology Services</td>
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<td><a href="mailto:help@duq.edu">help@duq.edu</a></td>
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<tr>
<td></td>
<td>412.396.4357</td>
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<td>Parking (Locust Garage, Forbes Avenue Garage, Brottier Garage or Surface parking)</td>
<td>Parking and Traffic Management</td>
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<td><a href="mailto:parking@duq.edu">parking@duq.edu</a></td>
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<td>412.396.5387</td>
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<td>South Side Shuttle</td>
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<td>Zipcar</td>
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<td>On-campus Housing</td>
<td>Office of Residence Life</td>
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<td><a href="mailto:orl@duq.edu">orl@duq.edu</a></td>
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<td>Off-campus Housing</td>
<td>Office of Commuter Affairs</td>
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<td>412.396.6560</td>
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<td>Student Health Insurance</td>
<td>Office of Human Resources</td>
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<td><a href="mailto:hrservices@duq.edu">hrservices@duq.edu</a></td>
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<td>412.396.6575</td>
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<td>Accessibility and Accommodations</td>
<td>Special Student Services</td>
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<td>412.396.6657</td>
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<td>Psychological Counseling</td>
<td>Counseling and Wellbeing Center</td>
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<td>412.396.6204</td>
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<td><strong>If you have a question about International Students</strong></td>
<td><strong>Please contact:</strong></td>
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<td>International Students</td>
<td>Center for Global Engagement</td>
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<td></td>
<td><a href="mailto:intladmissions@duq.edu">intladmissions@duq.edu</a></td>
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<td>412.396.6113</td>
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Policies and information in this guide are subject to change.