

DUQUESNE UNIVERSITY | STUDENT LIFE | COMMUTER AFFAIRS

Off-Campus

GUIDE

DUQUESNE UNIVERSITY

duq.edu/CommuterAffairs



Duquesne University
Mission Statement

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation, and the world.

We believe that every member of the Duquesne community is called to embody the University's mission in ways that are meaningful within their own unique context. One way this takes shape is through living out these core distinctions of a Duquesne education:

- Commitment to Service
- Building Authentic Relationships
- Walking Alongside Others, Especially Those on the Margins
- Openness to the Spirit

Find It *Inside*

Letter from Anna Rutkowski, Assistant Director of Commuter Affairs 4
Message from Eric L. Holmes Chief of Police and Assistant Vice President of Public Safety 4
Letter from Dr. Leanna Fenneberg Senior Vice President for Student Life 5
Important City of Pittsburgh Ordinances 6
Transportation Information 6
Dining Information 6
Commuter Center 7
A Message from DU Cares, ... 8
Community Standards & Student Support
Duquesne University Amnesty for 9
Student Drug or Alcohol Violations
Be a Wonderful and Respectful Neighbor 10
Trash Removal and Recycling 11
Residential Permit Parking 12
Snow Removal 12
Information for Renters 12
Safety Information 13
Updating Your Information in DORI 13
Sexual Misconduct and Title IX 14
Moving Out Information 15
Important Phone Numbers 16
Fire Safety Information 16
Additional Resources 16
Living on the South Side 17
Letter from Barbara Rudiak, Ph.D. Board Member South Side Community Council 18
South Side Community Organizations 19
Student Athletes and the South Side 20
Being Greek and Residing on the South Side 20
Community Engagement 21
South Side Shuttle Bus 22
Carnegie Library of Pittsburgh – South Side 23
Connect with Commuter Affairs 24



Good Neighbor Tip:
When you move in, introduce yourself to your neighbors and exchange contact information in case they ever need to contact you. It is also helpful in case you ever need something or have a question for your neighbor!



Dear Duquesne Student,

ALL STUDENTS WHO DO NOT RESIDE ON CAMPUS ARE CONSIDERED COMMUTER STUDENTS.

Whether you are an undergraduate or graduate student, living off campus is a different experience from living on campus. While off campus living offers greater freedom and independence, it also comes with increased responsibility.

As a Duquesne student, you represent the University both on and off campus. The way you interact with your neighbors and the surrounding community reflects on you and the Duquesne community as a whole. We encourage you to take pride in being a respectful neighbor and engaged community member. Take time to get to know those around you and become an active part of your neighborhood. As a member of the Duquesne community, you are expected to uphold the University's Mission Statement, the Expectations of a Duquesne Student, and the Student Code of Conduct outlined in the Duquesne University Student Handbook.

You share your community with people from many different backgrounds and at various stages of life, including young professionals, families with children, older adults, and longtime residents. Their schedules, responsibilities, and lifestyles may differ from yours. We ask that you show the same respect for your neighborhood that you show for the Duquesne campus and your hometown community.

The Office of Commuter Affairs is committed to supporting you throughout your off campus living experience. From time to time, we receive concerns from community members regarding disruptive behavior or properties that are not meeting local community standards. When these situations occur, we may follow up with the students involved to help address concerns and support positive community relationships.

We hope you have a rewarding and successful off campus experience. The Office of Commuter Affairs is here to help, and we encourage you to reach out if you ever need assistance or support.

Sincerely,

Anna Rutkowski
Assistant Director, Office of Commuter Affairs
Duquesne University

Message from Duquesne's Director of Public Safety



On behalf of the men and women of the Duquesne University Police Department (DUPD), we are extremely proud to provide a safe environment in support of the Spiritan mission.

As your Chief, I'm eager to hear your thoughts on how we can co-produce public safety at Duquesne University. With that said, I invite you to join my Chief's Advisory Board (CAB) as safety is a shared responsibility.

I ask that you take a moment to browse our **duq.edu/PublicSafety** webpage to learn more about the DUPD and the many safety-related programs offered.

Please feel free to contact me at holmese5@duq.edu, regarding campus safety issues, to join the Chief's Advisory Board, or share ideas related to ways in which we can improve our service to the members of the Duquesne University community together as a team.

Be well and stay safe,

Eric L. Holmes, MS
Chief of Police
Assistant Vice President of Public Safety
Duquesne University



Off-Campus Student,



“WITH GREAT POWER COMES GREAT RESPONSIBILITY”

This quote, popularized of course through Spider-Man comics and films, has direct relevance to your experience as a commuter student.

You have chosen to live off-campus in our beautiful city of Pittsburgh (and surrounding areas) for a variety of reasons, likely at least somewhat stemming from a desire for freedom and exploration. You will remember the experience of living off-campus for the rest of your life, and you will undoubtedly build significant memories. But with this great opportunity (power), comes great responsibility as a member of the broader community; as a neighbor.

We often joke about “adulting” – and the joys and frustrations that come along with daily life responsibilities. Living in a residential community off-campus is an experience that requires us to acquire and exercise these adulting skills. Things like being respectful of noise that might disrupt our neighbors, properly disposing of trash, taking care of our yard and sidewalks for safety and aesthetics, and generally thinking of our neighbors as much as we think about ourselves, aren’t always easy to do – but are vital signs of respect to the diverse individuals and families that are your neighbors.

Exhibiting a sense of community is a core Spiritan value, and an underpinning of your Duquesne University education. Each of us represents Duquesne on a daily basis – when we’re on campus, and when we’re off campus. We expect and trust Duquesne students to live up to our University mission and values, and the policies and guidelines outlined in the Code of Student Conduct.

Don’t be a stranger! While your head may hit a pillow off campus, we still hope you will actively engage in the campus community by attending programs and activities, remaining involved in student organizations, and utilizing services and spaces the campus offers. Wishing you a successful year ahead – all of us here at Duquesne are here to support you.

Sincerely,

Leanna Fenneberg

Leanna Fenneberg, Ph.D.

Senior Vice President for Student Life

Important

City of Pittsburgh Ordinances

Social Host and Underage Drinking

You should know that the City of Pittsburgh has a Social Host and Underage Drinking ordinance. A host, which is defined as a person who owns, leases or is in possession and control of the residential property where a gathering takes place, may not, knowingly or with constructive knowledge, conduct or accommodate a gathering including underage drinking. Any host who violates the ordinance shall be subject to a fine of up to $500 or, in default thereof, imprisonment not exceeding 72 hours.

Prohibiting Non-Permitted Occupancy of Rooftops

No person shall occupy or use the roof or roof overhang of a building when such roof is not designed and permitted for such occupancy by the City Building Code, except when performing repairs or maintenance of the roof or in an emergency situation, or where expressly permitted by a lease agreement.

Occupancy Ordinance

Students who live off campus should be advised that according to City of Pittsburgh Code, no more than three unrelated individuals are permitted to reside together in one rental housing unit.

Good Neighbor Tip:
Keep noise at a reasonable level. The city has quiet hours between 10 p.m. - 7 a.m.

Transportation

UPass Program for Discounted Bus Rides

The Pittsburgh Regional Transit provides many transportation options for students. Thanks to a unique partnership with the Pittsburgh Regional Transit, discounted bus rides are available to all students who enroll in Duquesne University's new UPass program.

LEARN MORE AT

duq.edu/UPass

General Information

Pittsburgh Regional Transit
(Bus Schedules, Bus Stops, Light Rail System, etc.)
(412) 442-2000
rideprt.org

Dining Information

Purchase a Voluntary Meal Plan or PLUS!

Voluntary meal plans are smaller versions of the residential plans offered to commuter students; these are great if you plan to dine on campus regularly.

PRIMARY PLAN
4 Meal Swipes per week, $500 Flex per semester

Apply through the Duquesne Student Portal, select the Meal Plan tile, and submit a Voluntary Meal Plan application.

Looking for another way to pay for dining on campus? PLUS offers a convenient, cost effective option through your student ID. You can view and purchase online at duquesnedining.nutrslice.com

FOLLOW US FOR MORE INFORMATION!
@duquesnedining

Commuter Center

The Commuter Center, located on the 1st floor of the Duquesne Union, is where most off-campus and commuter students make their "home" while on campus. We regularly host exciting programs and engaging activities.

Office of Commuter Affairs



The Office of Commuter Affairs works diligently to help students feel at home and part of the Duquesne family. Our staff strives to ensure that students excel both academically and socially by providing services, programs and facilities to meet your needs. Our commuters are very pleased with the resources available to them. We regularly look for new offerings as well as ways to improve our current practices and services that support commuter students.

Room 117, Duquesne Union
(412) 396-6660
commuteraffairs@duq.edu
duq.edu/CommuterAffairs

Commuter Lounge



The Commuter Lounge provides an area with comfortable furniture, multiple outlets to charge phones or computers, as well as a kitchenette area including a refrigerator, microwaves and dining area. It is also steps away from The Incline, Starbucks, Chick-fil-A and other food options.

Additional seating is also offered down the hall from the lounge area that is just as spacious and comfortable.

Commuter Council

Commuter Council is the student-run governing body for all commuters. Interested in joining Commuter Council? Stop by our office or find them on CampusLink.

Collaboration Commons

Located in Room 112, the Collaboration Commons is a hidden gem with several computers, a printer, and meeting displays for your use. You may collaborate here with classmates or study in between classes.

Lockers

Lockers are available for rent if you don't want to carry everything with you. Here is the link to the locker rentals: Locker Rentals. This will take you to the Services Portal where you can complete the form with the Rental Policies and Procedures.

NiteSpot

The NiteSpot is a popular area where you can study, relax, eat and meet with friends. The area has billiard and ping pong tables. Many campus events and student organization activities are held in this fun space.



PB&J Wednesdays

Every Wednesday at noon join us for complimentary peanut butter and jelly sandwiches made by various members of Duquesne's faculty and staff. The line starts forming early, so mark this on your calendar!

Hazing *Prevention*

In keeping with the Spiritan tradition of justice, peace, and the integrity of all creation, the University does not condone hazing and is committed to preventing hazing. Hazing will not be tolerated as it is inconsistent with the University's mission and is prohibited by state and federal laws.

Hazing can occur on or off campus, and hazing prevention is everyone's responsibility. All members of the Duquesne University community are expected to report any potential hazing they may have witnessed or experienced, or that otherwise comes to their attention. In case of emergency or the need for immediate assistance, call 911 or Duquesne University Public Safety at (412) 396-2677. In other situations, potential hazing incidents may be reported in any one of the following ways:

1. Contact the Office of Community Standards & Student Support at (412) 396-6642 or studentconduct@duq.edu;
2. Campus community members can log into the Portal and submit a Campus Incident Report, which is available here: https://cm.maxient.com/reportingform.php?DuquesneUniv&layout_id=0;
3. Anyone can submit a report, including an anonymous report, via EthicsPoint - Duquesne University, which is available here: https://secure.ethicspoint.com/domain/media/en/gui/9458/index.html. Select the "Other" category, or
4. Incidents involving potential sexual misconduct should be reported to the Title IX Office (titleIX@duq.edu; (412) 396-2560) or through any other avenue set forth in the section of this Guide entitled, "Sexual Misconduct and Title IX."

For more information, refer to TAP No. 43, Hazing Prevention.

A Message from DU CARES

- You can choose your behavior, but you cannot always choose the consequences of that behavior. Keep that in mind.
- The drinking age in Pennsylvania is 21. There are no exceptions to that law. Failure to abide by this law can have serious consequences.
- Alcohol is not a legitimate excuse for bad behavior. While some people will dismiss behavior under the guise of "Well, he was drunk. What did you expect?" This is not an adequate response. We expect that someone who drinks will stop drinking before they stop thinking. You are responsible for your behavior. The more alcohol you consume, the less control you have over your behavior. Stay in control.
- Excessive alcohol consumption rarely leads to something good, but often when people get in trouble because of alcohol it is because of the excess. One candy bar may be good, seven may make you sick. For those with a peanut allergy, even one can cause severe problems. Alcohol is not so different.
- You are responsible for the behavior of your guests while they are at your residence. If you serve alcohol, you are responsible for them to some degree even after they leave. There is a reason why bars have "We Don't Serve Visibly Intoxicated Persons" policies. They share the responsibility for their guests' behavior.
- While you want to have fun and see your friends, do so without violating the rights of others (especially your neighbors). If there are cups outside, clean them up. Stress to your guests that it is not OK to urinate on the neighbors' lawn or garage. These are your neighbors! Treat them with respect and dignity – and encourage and expect your guests to do the same.

If I can be of any help, or if you have any questions, please feel free to contact me (Dan Gittins) at **(412) 396-5834, gittinsd@duq.edu** or in my office in Assumption Hall.

A Message from the Office of Community Standards & Student Support

duq.edu/Student-Conduct

KNOW THE CODE!

Be aware of University policies and consequences for violating them.

BE A GOOD NEIGHBOR

On Campus
In the Classroom
In the Local Community and Beyond.
Wherever you are,
you are an ambassador
for Duquesne.

MAKE GOOD CHOICES!

The Student Handbook applies to behavior that occurs both on and off campus.

REPORT AN INCIDENT

Duquesne University

Amnesty for Student Drug or Alcohol Violations

It is imperative that students and student organizations seek help in emergency situations and when medical assistance is needed. Students and student organizations that seek help for themselves or others when alcohol or drugs are involved will not be subject to University disciplinary action for drug or alcohol violations. Importantly, student organizations that fail to seek immediate assistance for members or guests in emergency situations or when medical assistance is needed will be charged with violations of the Student Code of Conduct and will face dissolution or termination as the outcome of such charges.

Students and/or organizations are expected to contact the Department of Public Safety at 412-396-2677 in emergency situations and when medical assistance is needed. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When off campus, students and/or organizations are expected to call 9-1-1. Individuals who call for assistance are expected to remain with the individual(s) in need of assistance until help arrives.

The involved individuals may be required to complete alcohol/drug education, assessment, and/or treatment depending on the level of concern for student health and safety, and serious or repeated incidents will prompt a higher degree of concern. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns. Failure to complete follow-up will normally result in disciplinary action. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

The health and safety of every student is of utmost importance. Duquesne recognizes that students who have been drinking and/or using drugs at the time the sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. To encourage reporting, a witness to or individual who experiences sexual misconduct will be granted amnesty from Code of Conduct charges for alcohol and/or drug violations. This amnesty provision also applies to student groups. See **TAP 31**.



Use of Body Cameras

The Duquesne University Department of Public Safety police officers and security guards have been equipped with Axon body worn cameras (BWC) to record both video and audio while on duty and to enhance the safety and professionalism of their interactions with the public.

Good Neighbor Tips:

Let your neighbors know if you plan to host a gathering.

You are responsible for your guests' behavior – even as they leave and walk through the neighborhood. Ensure they are respectful of your neighbors. Do not let them ruin your reputation.

Know who your guests are!

Be a **Wonderful** *and* **Respectful Neighbor**

The following are suggestions to build a good relationship with your neighbors and foster a healthy community in which to live.

- **Know your neighbors:** It's always a good idea to introduce yourself to your neighbors, and to create and maintain a positive relationship with them. Exchange cell phone numbers with them and let them know to contact you if they ever have any concerns.
- **Greet your neighbors:** Demonstrate an interest in them. Make an effort to meet them and learn their names.
- **Get involved with your neighborhood:** Be an active member of your community.
- **Lend a hand:** Your neighbors will appreciate any help you offer, so look out for opportunities to lend a hand.
- **Keep noise to a reasonable level:** Whether you like to host social gatherings, listen to loud music, or play video games, you should always be aware of the noise you are creating. The use of outdoor speakers is never a good idea.
- **Maintain your property:** Your neighbors care about the exterior of your home, and litter outside may make things seem "out of control." Make sure to keep your lawn and sidewalks clean and clear! Take pride in your residence.
- **Take out your trash:** It's important to know when your trash pick-up days are so that your trash is out at the appropriate time.
- **Be cautious when parking:** Be considerate of your parking habits and avoid taking numerous parking spots, blocking sidewalks and driveways and always consider safety implications.
- **Watch your speed:** Make sure to pay special attention to the children, elderly and pets in your neighborhood.
- **Keep drinking age in mind:** If you are serving alcohol at your residence, ensure your guests are of legal drinking age. It is illegal to provide or serve alcohol to minors, and there are consequences for these acts.
- **Host friends, not parties:** Large parties create noise, trash and parking problems that your neighbors may not appreciate. Keep your gatherings to a minimum and at appropriate times.
- **Take responsibility for your guests:** While at your residence, your guests are your responsibility. Instruct them to respect your neighbors' property and the community.
- **Report suspicious activity:** One thing your neighbors certainly value is the safety of their community. Therefore, if you see any suspicious activity in the area, it's always a smart idea to report it!
- **Respect local codes and ordinances:** Be aware of any local codes and ordinances that may be in effect, as these were developed to protect you and your neighbor's rights.
- **Remember to represent Duquesne University:** Lastly, it's essential to remember that even when you're away from campus, you are still a representative of the Duquesne University community. Being a respectful neighbor will ensure a positive experience for you, your neighborhood and the University.

Good Neighbor Tips:

Let your neighbors know when you will be away for breaks. You can ask them to keep an eye on things while you are away.

Dispose of trash properly! It matters!

Do Your Part in Keeping Pittsburgh Clean and Beautiful

To find information regarding the City of Pittsburgh's trash removal and recycling, as well as your collection day, please visit: **pittsburghpa.gov/dpw/collection-schedule**

- **REFUSE –** WEEKLY
- **BULKY WASTE –** WEEKLY (LIMIT TWO ITEMS PER WEEK)
- **RECYCLING –** EVERY OTHER WEEK
- **YARD DEBRIS –** BIANNUAL

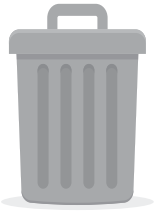
Trash Removal

- **All trash/garbage must be tightly bagged before placing in cans and cans must have tight lids. If possible, cans should not be visible from the street. Landlords are legally obligated to provide cans for renters.**
- **Municipal waste and recyclables shall be placed for collection no earlier than 6 p.m. the day before collection and no later than 6:00 a.m. the day of collection. Containers shall be removed from collection site and stored no later than 10 p.m. on collection days.**
- **In the event that the tenant is out of compliance with City regulations governing trash storage, disposal, and recycling, then the City shall issue a citation.**

Recycling

- Place clean recyclables loosely in a blue bin not exceeding 35 gallons. **Environmental Services will no longer be collecting recyclables in bags.**
- Flatten, bundle cardboard and place it into another box or bin for collection.
- Place your recycling separate from regular household trash on your scheduled recycling pickup day.
- Recycling is mandatory in the City of Pittsburgh. Avoid fines by participating in the program.
- For Handy Recycling Tips, please visit: Better Recycling, Better Burgh tipsheet. Visit https://www.pittsburghpa.gov/files/assets/city/v/1/dpw/documents/2024_handy_recyclingtips.pdffor more information.

This
Tight lid on cans
Bags tied tightly



Not This
Trash can is overflowing



So you don't get this



Residential Parking *Permit*

The Residential Parking Permit Program is a way to give residents of a designated area a better chance to park near their homes.

The Pittsburgh Parking Authority enforces Residential Parking Permit (RPP) zones throughout various districts in the City of Pittsburgh. To park in an RPP zone, you must have a valid RPP permit or a valid RPP Visitor's Pass.

The PPA no longer issues physical permits. All permits are tracked by license plate number and enforced largely by license plate recognition technology. This process helps the Pittsburgh Parking Authority enforce more efficiently and more often in residential permit zones, cutting down on illegal parking in these areas and eliminating the possibility of counterfeit and fraudulent permits.

In addition to enforcing all RPP areas for permit and visitor pass violations, the Pittsburgh Parking Authority will also be enforcing all parking violations at the same time.

For more detailed information on permit parking zoned areas, requirements, application options, etc. please visit **PittsburghParking.com** You may also contact the RPP office at **(412) 560-2500** or **rppinfo@pittsburghparking.com**.

Snow Removal *Information*

During the winter months, it is important you understand your role in snow removal in your community. We strongly urge you to read your lease to see if you are responsible for snow removal around your house/apartment.

Good Neighbor Tips:
Adhere to parking regulations and do not block driveways.

Remember this neighborhood is no different from the neighborhood where you grew up.

Be the type of neighbor you would want living next door to you, your parents or family!

Try to see your neighbor's perspective.

Renters Insurance

Protecting Your Property

If you rent, your landlord's insurance policy does not provide coverage for your belongings. Renters insurance protects your personal property. This means if your things are damaged due to a circumstance outlined in your policy, your insurer may pay the actual cash value of the item or its replacement cost, depending on what kind of policy you choose.

Renters insurance does not necessarily provide coverage for all risks, so familiarize yourself with what's covered and what's not. For example, certain types of weather or natural disaster events may not be covered.

If your parents have a homeowner's policy, you can check their coverage to see if it extends to your belongings already, without purchasing renters insurance.

Know Your Rights *as a Renter*

Having problems with your rental? Having difficulties with your landlord? Not sure what to do? You may find the following resources helpful.

KNOW YOUR RIGHTS AS A RENTER IN PENNSYLVANIA
https://renters.equalhousing.org/

CONSUMER GUIDE TO TENANT AND LANDLORD RIGHTS
https://www.attorneygeneral.gov/wp-content/uploads/2022/06/OAG-Consumer-Guide-Tenant-Landlord-Rights-v.13-web-version.pdf

TENANT RIGHTS, LAWS AND PROTECTIONS: PENNSYLVANIA
https://www.hud.gov/states/pennsylvania/renting/tenantrights

The resources listed above are from third party websites. The University cannot guarantee the accuracy of the information contained in the listed resources and cannot guarantee that the third parties responsible for maintaining the websites keep the website information up-to-date.

Safety *Tips*

- Always walk with at least one other person. However, if you must walk alone, have a plan and travel in lighted and well-traveled areas.
- Walk facing traffic. Be cautious of drivers that stop to talk.
- BE AWARE of your surroundings! Always keep at least one ear free if walking with headphones.
- Always tell someone where you will be and what time you are going to return.
- If you feel you are being followed: cross the street, change directions, or find a store or business to enter.
- TRUST YOUR INSTINCTS: If something "feels wrong", something probably is wrong.
- If you find yourself in a situation where you are being harassed or attacked, don't be afraid to loudly call for help.
- Keep doors and windows locked at all times; check to make sure your locks are working properly.
- Do not leave your car keys or valuable items in the open where they would be easily found.
- Only invite people you know well enough to trust over to your home.
- Do NOT go onto rooftops! Doing so is NEVER a good idea.
- If you are home alone and believe someone has unlawfully entered your residence, call 911 immediately – tell the dispatcher your address and where you are located within the house. Yell out to the intruder, "I have called the police, you better leave!"
- If you see something, say something!
- Invest in a Birdie alarm or another device that makes a loud noise and draws attention when activated.
- Choose a public location for a first date, rather than going to your date's home or inviting your date to your home.
- Only consume drinks you saw get opened or personally bought.
- If you use Uber or Lyft, ensure that the license plate matches the car on your app before getting into it.
- Keep an eye out on your friends when you are out. If one person needs to go home, make sure they do not leave alone.
- If someone is too intoxicated to stand on their own, speak without slurring, cannot remember things they said ten minutes ago, or cannot control the volume of their voice, they cannot consent to sexual activity.

Updating Your Information in the Duquesne Portal

In order to be in compliance with federal regulations concerning student location, and to assure the efficient and effective delivery of important University communications, all students are responsible for maintaining current and accurate addresses, telephone numbers and emergency contact information at all times.

Students must regularly review and update their permanent and local (if applicable) addresses and phone numbers and must also report having moved temporarily to a location that would not be considered a local, commutable distance from campus nor would it constitute a permanent address change.

Each semester, *Roll Call* will begin two weeks prior to the first day of classes. The purpose of *Roll Call* is to confirm your intention to enroll, followed by a review of your address, phone, emergency contacts, and FERPA Directory Information Disclosure. Students are required to log on to the Duquesne Portal to complete the *Roll Call* process, and a response is required no later than the last day of the first week of classes.

Up to four address types should be reviewed and updated by students and will be stored and maintained in the Banner Student System. These address types are:

Home – permanent residential address. (required for all students)

Local – address at which student resides while attending classes if not living at HOME or in an on-campus **Residence** hall

Temporary – temporary relocation from **Home**, **Local**, or **Residential** address for the purpose of an internship, clinical, or practicum, for example, during the semester

Foreign – international home/permanent address

In addition, for those living in an on-campus residence hall, the address will display but cannot be updated online.

Residential - address in one of the on-campus residence halls

Details regarding address updates can be found by viewing the **Personal Information Procedure.**

Students wishing to review and/or update the above information once Roll Call has ended can do so using the **Duquesne Portal** > Student Profile > Personal Information to update personal information or Answer a Survey.

Watch a: **Brief tutorial video on Updating Your Local Address**

Sexual Misconduct & Title IX

Duquesne University is dedicated to providing an educational environment that supports our Catholic, Spiritan mission and values. This includes a profound respect for the dignity of each person, and a commitment to preserve and protect the physical, emotional and spiritual well-being of all members of the campus community. Verbal, nonverbal or physical sexual misconduct of any kind will not be tolerated. It threatens this mission and is prohibited by local, state and federal laws, and by University Policy. Additional information about the University's response to sexual misconduct can be found online at **duq.edu/TitleIX** and in the University's Student Handbook.

REPORT AN INCIDENT

If you or someone you know has been impacted by sexual misconduct, it is important to have options available to get immediate help and to report an incident. Several confidential reporting options, both University and off-campus, are listed on our "Here to Help" card.

Additionally, any person may make a non-confidential report of sexual misconduct (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator and Director of Sexual Misconduct Prevention and Response, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, listed for the Title IX Coordinator and Director of Sexual Misconduct Prevention and Response. Contact information for Deputy Title IX Coordinators is also listed below.

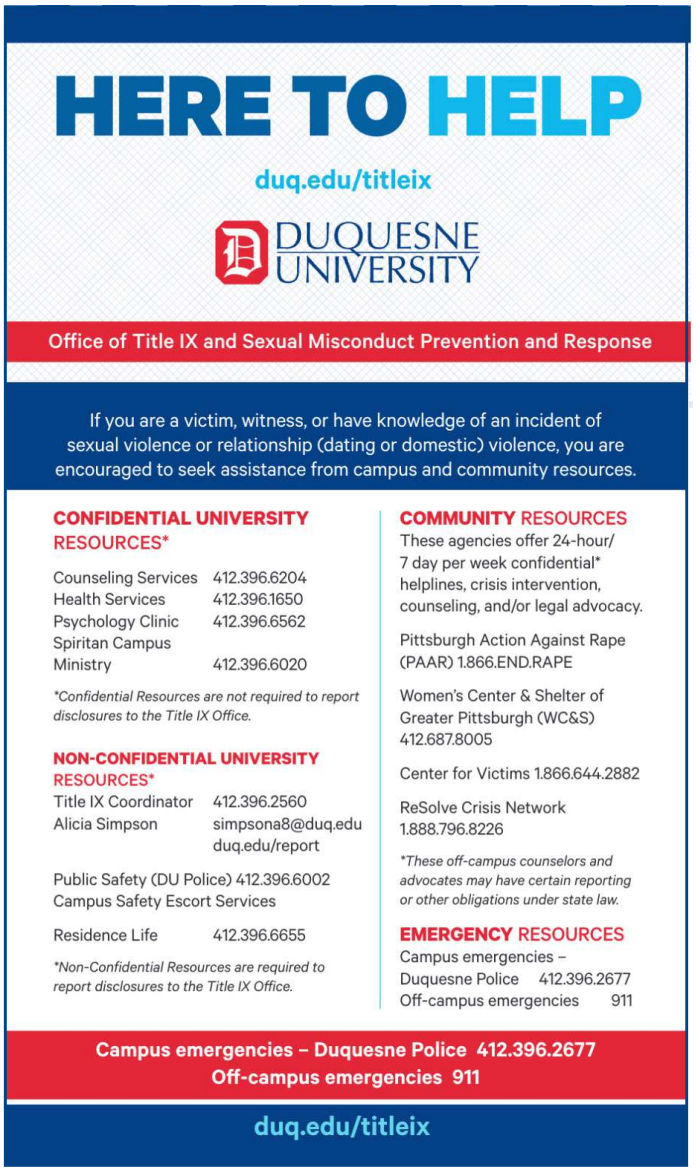
Title IX Coordinator and Director of Sexual Misconduct Prevention and Response
Alicia Simpson
(412) 396-2560
Duquesne Union, Room 339
simpsona8@duq.edu
titleix@duq.edu

Deputy Title IX and Sexual Misconduct Prevention and Response Coordinators (Available during business hours.)
Sherene Brantley (Athletics) **(412) 396-5243**
Lindsay Seal (Human Resources) **(412) 396-5103**
Kate DeLuca (Nursing) **(412) 396-6551**
Quincy Stephenson (The Center) **(412) 396-1117**
Annie Mullarkey Sawa (Community Standards & Student Support) **(412) 396-6642**
Tiana Brophy (Office of Disability Services) **(412) 396-6658**

A report may also be made to any employee of the University. Employees have reporting obligations that are further detailed in the University's **TAP 31**.

NON-DISCRIMINATION AND TITLE IX

Duquesne University does not discriminate on the basis of sex in the education program or activity that it operates. Duquesne University is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to Duquesne University may be referred to the Title IX Coordinator and Director of Sexual Misconduct Prevention and Response, to the Assistant Secretary for Civil Rights at the United States Department of Education Office for Civil Rights, or both.



Moving Out *Information*

Move Out Checklist

Check your lease for your move-out period notice.

Notify the landlord prior to the deadline, in writing, of your intent to stay or to move out after the lease term.

Be sure to pay your last month's rent.

You cannot substitute your last month's rent with the security deposit.

Clean the property thoroughly.

A thorough cleaning job includes removing all tacks, nails and tape from the walls. It also includes replacing any light bulbs that are burned out.

Document the condition of the property.

Once this has been completed-and, ideally, once you move your furniture out, complete a move-out checklist and take pictures/video (just like you did when you moved in) to show in what condition you left the property. You also want to do a walk-through with the landlord, so that you can inspect the property together.

Cancel all utility, cable, internet, etc. accounts.

Ensure that you call all of your utility companies directly to schedule a date to disconnect all your utilities. Remember your bills have to be paid in full before you are permitted to close your accounts.

Return all keys.

You might want to have your landlord sign something indicating you returned all keys.

Provide your landlord with a forwarding address.

If you want your security deposit back, you must provide your landlord with a forwarding address.

Review your lease for procedures regarding the return of your security deposit.

Disposal of Bulk items

Follow the City of Pittsburgh guidelines regarding the disposal of bulk waste:

Acceptable Items

Bulk waste includes common large and over-sized items, such as:

- Sofas, Recliner Chairs, Tables
- Box Springs, Mattresses, Dressers
- Stoves, Washers, Dryers
- Toilets, Hot Water Tanks
- Windows, Cabinets
- Fencing in bundles not exceeding 35 pounds or 5 feet in length
- Visit: **pittsburghpa.gov/dpw/bulky-waste** to determine if your bulk items can be picked up with your regular trash or if you need to schedule a special pick-up!

Set-Out

Bulk Waste may be set out curbside with your regularly scheduled refuse pick-up.

- Limit two items per week
- Place at curb no earlier than 6:00 p.m. on the night before collection and no later than 6:00 a.m. on the day of collection

Unacceptable Items

The City of Pittsburgh does not collect the following items curbside:

- Televisions, Computers, Peripherals
- Freon Appliances
- Household Chemicals/Hazardous Wastes
- Demolition and Construction Wastes
- Batteries, Light Bulbs
- Car and Automobile Parts, Tires

Excessive Bulk Waste

Any excess material and other excessively large items above the two-item limit will not be collected unless special pickup arrangements have been made.

- $173.00 for first hour or portion thereof for pick-up of more than 2 items. An additional $54.00 for each hour (or portion thereof) after the first hour, if necessary.
- Personal checks or money orders are accepted and they are to be made payable to the City of Pittsburgh Treasurer.
- Call **(412) 255-2773** to arrange for a special pickup.

As your move out day approaches, please consider disposing of items over the course of a few weeks rather than all at once.

Donate and Help Others

If you choose to donate items, several organizations do offer free pick-up: **The Salvation Army, St. Vincent de Paul and Goodwill.**

Important Phone Numbers *and* Contacts

On Campus Emergency
(412) 396-2677 (COPS) (2677)

On Campus Non-Emergency
(412) 396-6002
duq.edu/PublicSafety

DU Alert
duq.edu/DUAlert

DU Alert is an automated message notification system used to contact students and employees (who have subscribed to the service) about emergencies or major disruptions to campus services.

Off Campus Emergency

911

City of Pittsburgh Non-Emergency
311 or outside of Pittsburgh call (412) 255-2651
https://pittsburghpa.gov/311/

City of Pittsburgh Police Departments
To find the police department for your area visit:
pittsburghpa.gov/police/police-zone-maps

Duquesne University Title IX Coordinator and Director of Sexual Misconduct Prevention& Response
Alicia Simpson
(412) 396-2560
simpsona8@duq.edu
titleix@duq.edu

Duquesne University
Office of Commuter Affairs
Anna Rutkowski, Assistant Director of Commuter Affairs
(412) 396-6660
rutkowskia@duq.edu

Pittsburgh Action Against Rape (PAAR)
1 (866) 363-7273

Allegheny County

Health Department
(412) 687-2243
achd.net

Human Services
(412) 350-6897
alleghenycounty.us/DHS

Neighborhood Legal Services Association

(412) 255-6700
1 (866) 761-6572
nlsa.us

Additional Resources

Roommates
Living in Pittsburgh
Finding and Leasing Rentals
Tenant Responsibilities
Safety
Moving Out

Learn more at: **duq.edu/Off-Campus-Housing**

Fire Safety:

Before, During and After a Fire

Prepare & Prevent

- **Smoke Alarms:** Install on every level, in each bedroom, and outside sleeping areas. Test monthly.
- **Fire Extinguisher:** Know its location and how to use it (PASS: Pull, Aim, Squeeze, Sweep).
- **Cooking Safety:** Never leave cooking unattended—especially when frying, grilling, or broiling.
- **Grease Fires:** Never use water. Turn off heat and smother flames with a metal lid or baking sheet.
- **Electrical Safety:** Don't overload outlets or connect multiple power strips together.
- **Open Flames:** No indoor smoking. Use flameless candles or never leave real candles unattended.
- **Know Your Building:** Identify two exits per room. Keep hallways, stairwells, and windows clear.

If a Fire Starts

- **Act Fast:** Evacuate immediately and call 911. If there's smoke, stay low.
- **Contain Fire:** Close doors behind you to slow the spread.
- **Stay Out:** Never re-enter the building until cleared by authorities.

After the Fire

- **Report It:** Contact your landlord/property manager, even for minor damage.
- **File Reports:** Cooperate with responders and inform Duquesne University—housing may be affected.

Helpful Fire Safety Resources

- Center for Campus Fire Safety (CCFS)
- FEMA – Campus Fire Safety
- NFPA – Campus Housing Safety
- After the Fire Documentary (Seton Hall)



LIVING ON THE South Side

Many Duquesne students choose to live on the South Side. It is an amazing area in which to live and is one of Pittsburgh's most unique neighborhoods. The community (from Station Square to the South Side Works) is lined with interesting shopping, innovative dining and entertainment, and the South Side Riverfront Park and Trail. The South Side offers plenty to explore. One of the richest aspects of the South Side is the residents who make it their home.

We work closely with several community organizations including South Side Community Council, Block Watches and the South Side Community Forum. These collaborations create positive interactions for all South Side residents, students, businesses, visitors, etc. and help to keep the South Side an amazing place to live for everyone.

Set bigger goals for yourself by becoming an active member of the South Side community. Join one of the Block Watches or community organizations. Organize or take part in a community clean-up. If you are a member of a student group or organization, participate in community service projects.

Welcome to **the South Side**

Dear DU students,

Welcome to South Side for those of you who are moving into the neighborhood for the first time. Welcome back to those who are returning. As a resident of the South Side and board member of the South Side Community Council, I want to say that we are pleased that you have decided to make South Side your home while you attend Duquesne University. Really! You add youthful energy and life to our community and are part of the fabric of who we are.

At times, however, there can be tension between residents and students and I would like to make the following suggestions so that you can focus on your studies while also being a productive member of our neighborhood.

- Introduce yourself to the neighbors on your street. If you don't see them, write them a note letting them know that you have moved in. Give them your contact info and ask that they reach you if there are any concerns. (We also ask our residents to do the same.)
- Remember that you are in a neighborhood where people live close by. The houses you are in were not meant for parties of 30, 40+ people. If you choose to have your friends over, please remember to keep the noise level to a minimum, end at a reasonable time and clean up after your guests.
- Your roofs, unless you are fortunate to have a real rooftop deck, were not meant for you to sit on. It is dangerous and there is a city ordinance against it.
- Lock your cars and don't leave anything of value in them. Even if you are running into the house for a minute or two, lock your cars. Theft by auto is one of the top crimes in our neighborhood and throughout the city.
- Packages on stoops can be stolen. You may want to place a note on your door asking that they be placed in the yard, behind a gate, etc. You can ask a reliable neighbor if they can be dropped off in their yard or use the UPS store in the 1700 block of E. Carson.
- Living on your own includes maintaining the property where you live.
    - Trash accumulates on a daily basis and the city has refuse regulations that need to be followed. Remember that your trash should be stored in cans with lids and out of sight. If you don't have enough trash cans, please contact your landlord.
    - Keep your sidewalk clean especially after trash collection day and remember that you are responsible for shoveling your sidewalk in the winter. If you don't have a snow shovel and salt, ask your landlord who should be happy to supply them.
- If you have the time, get involved in community events. Anna Rutkowski, Assistant Director of Commuter Affairs, will keep you apprised of what is happening.

South Side is a great community in which to live. It is always a joy to see former Duquesne students, who lived in our neighborhood while in school, decide to rent or purchase a home here after graduation.

Best wishes for a great school year!

Barbara Rudiak, Ph.D.
Board Member

South Side
COMMUNITY COUNCIL



The South Side **Community Council**

THE SOUTH SIDE COMMUNITY COUNCIL (SSCC) is an all volunteer 501(c) non-profit, non-partisan, charitable organization dedicated to providing leadership, advocacy and information about quality of life issues impacting residents, property owners, and businesses; along with celebrating the South Side's unique history and sense of community. The primary goals of the Council are building positive relationships among residents and businesses; voicing collective concerns and issues to government officials; and helping to make South Side a cleaner, safer and more vibrant community.

HOW YOU CAN GET INVOLVED

There are many ways you can be involved in the South Side and make a difference. The SSCC has many volunteer events throughout the year ranging from graffiti and street clean up to planting green spaces. Students are encouraged to become members of the Council, providing you the opportunity to have your voice heard and help with impactful community projects. Finally, the SSCC is always looking for bright, creative individuals who can help strengthen the organization and increase awareness of the issues impacting the community.

WHY IT MATTERS TO YOU

All of the opportunities listed are great ways to boost your resume and expand both your professional and personal networks. They are also great ways to meet your neighbors and other fellow students in the area. Most importantly, you'll make a positive impact on the neighborhood.

Learn more:
southsidecommunitycouncil.org

South Side Flats **Block Watches**

BLOCK WATCHES are great community builders and also help to maintain a neighborhood's quality of life. It is always surprising to learn about the many interesting and diverse individuals and families that live just within our own Block Watch area. Block Watches strive to turn new residents into real neighbors. Our participation in events like National Night Out, the South Side Social, "Beautify Our Burgh", and regular spring, summer, and fall cleanups bring neighbors together. Getting to know your immediate neighbors is the beginning of being a good neighbor, especially if these neighbors are elderly or have special needs.

Please follow the **South Side Block Watch Facebook page**. For further information on how you can become involved, contact Zack and Sarah Cinq-Mars at **zackandsarahcm@gmail.com** or **(847) 767-7359**.

Good Neighbor Tip:
Maintain your property and during the winter be sure to shovel your sidewalk.

Student-Athletes + the South Side = *Community Partners*

As a student-athlete at Duquesne University, the foundation of your success is embodied in the following three characteristics: Driven Learners, Relentless Competitors and Servant Leaders. The goal is for you to reach your full potential as it applies to a high-level of principles and the development of your leadership capabilities, both in your academic and athletic pursuits. You represent the best of what Duquesne has to offer when you put on the uniform for the Dukes, and you are managing your own brand and reputation while doing it. We expect you to serve your fellow students, faculty and staff, and also the expansive campus community.

Choosing to live on the South Side presents a wealth of new experiences and challenges to any student-athlete. You pledge to adhere to the University's conduct rules and policies that all Duquesne students must abide by, whether they live on or off-campus. You will be exposed to many situations socially. Be a leader, protect your fellow students as well and look out for one another.

Be a Servant Leader too and make sure that you support the Pittsburgh community in which we all live, learn and work in. There will be numerous opportunities for you to engage in volunteer activities as a way to support the mission of Duquesne University and the greater campus population, while representing you and your team in an impactful manner.



Service opportunities are a great way for you to make a positive contribution, while also getting fully integrated into your new surroundings.

You have chosen to live in a neighborhood that is steeped in tradition, culture and history, full of residents that love the South Side and everything it has to offer, so enjoy and embrace it. Be mindful, courteous and respectful at all times to your neighbors and remain fully committed to the "winning" behaviors that we expect from all of our student-athletes.

If you have any questions or concerns, please feel free to contact the Department of Athletics directly at: **(412) 396-4917** or **christensen@duq.edu**.

Go Duquesne Dukes!

Being Greek and Residing on *the South Side*



Duquesne University has long supported the fraternal movement given the direct relationship between our mission and the purposes and espoused values of the college fraternity. Since its founding in 1878, the heart of Duquesne's Mission is serving God by serving students through the profound concern for moral and spiritual values. In addition, fraternity men and sorority women take an oath to our respective Greek values and principles, which charge us to be better men and women.

This shared or common mission includes preparing ourselves to become productive members of society and good citizens of the world. As Duquesne students and Greek affiliated brothers and sisters, we are expected to uphold our stated values by maintaining a high standard of conduct at all times, regardless of whether we reside on campus, live off campus, or commute from home. Inappropriate behavior on or off campus will be equally addressed. Such behavior is in conflict with the University's goals and may warrant Code of Conduct charges and/or direct involvement by the Office of Greek Life, Honor Societies and Professional Organizations and the Greek organizations' respective judicial or conduct boards.

Throughout your time at Duquesne, you will have years of growth, learning, independence, and opportunity! Choosing to live off campus will provide you with new challenges, experiences, and the chance to give back to the community in which you live. If you choose to reside off campus, your new neighbors will include families, alumni, senior citizens, and students like yourself, all with different daily routines. Be mindful of others, as you are all living in and sharing the neighborhood. Cooperation and respect are expected and critical to ensure an enjoyable living experience for everyone.

Remember: You are representing not only Duquesne University, but Greek Life and your respective chapters. If you have any questions or concerns, please reach out to the Greek Life Office at **(412) 396-6651** or **hillk4@duq.edu.**

Community Engagement

As you move off campus and begin to build your home in the South Side, you may be interested in learning how to become a more active member of the community.

Engagement opportunities exist in both one-time and on-going formats to allow you to engage with your local community in a way that fits your schedule. Whether you are looking for opportunities as an individual, or are seeking projects to participate in as part of a group or organization we have partners to match your interests and availability.

You can contact Maria Paula Quintero Arteta, the Manager of Public Service and Civic Engagement, in the Office of Community Engagement at **quinteroartetam@duq.edu**, to learn more about community partners in the neighborhood and their current initiatives so that you can find community-based internships, service & research projects, volunteer activities as well as job opportunities.

Even though you might not have lived on the South Side for long, your contributions are so valuable to your neighbors—please take advantage of these unique opportunities and programs:

BRASHEAR ASSOCIATION: Duquesne students are needed to help as volunteers at the food pantry and tutors to work in our South Side Slopes elementary schools during and after school.

CARNEGIE LIBRARY: Volunteer at monthly story hour and at other ongoing library projects and special events.

EMMAUS HOUSE: Volunteer with individuals with intellectual and developmental disabilities through monthly socials and activities.

SNOW ANGELS: Support the City of Pittsburgh's effort to assist elderly and disabled residents during the winter and help keep front walks and sidewalks cleared of snow and ice.

SOUTH SIDE MARKET HOUSE SENIOR CENTER: Volunteer with the Allegheny County Department of Human Services in this drop in facility for elderly residents to participate in meals, social, and educational activities.

SOUTH SIDE CHAMBER OF COMMERCE: Promote why living on the South Side is so wonderful and volunteer at activities like the South Side Soup Contest or work at the Welcome Center right on Carson Street.

SOUTH SIDE COMMUNITY ACTION NETWORK: Connect with opportunities to support and uplift Pittsburgh's South Side. If you're passionate about service, advocacy, or building meaningful connections, SouthsideCAN offers hands-on experiences where your voice matters.

ENVIRONMENTAL PROJECTS: Support clean ups and green initiatives with the Pennsylvania Resources Council, South Side Chamber of Commerce, South Side Community Council, Block Watches, Friends of South Side Park, South Side Slopes Association and Friends of the Riverfront You are also encouraged to participate in the Duquesne Fall or Spring Clean-Up. It's a great opportunity to meet neighbors and support the neighborhood.

SOUTH SIDE COMMUNITY AND CIVIC GROUPS: Students are actively encouraged to participate, join and attend projects and meetings for:

- South Side Community Council
- South Side Slopes Association
- South Side Chamber of Commerce
- South Side Community Action Network (SouthSideCAN)
- Block Watches
- Various churches and houses of worship



South Side **Shuttle Bus**



Duquesne University offers a free shuttle service between campus and South Side for students showing a valid Duquesne ID. It is a convenient and inexpensive way to get to class, study sessions and other events.

The shuttle runs as a continuous loop and pick up and arrival times may vary due to construction and traffic.

Shuttle operations follow the University Academic Calendar, running Monday through Friday from 7 am to 10 pm, when classes are in session. There is no service on weekends, during breaks, the summer semester or holidays. Students must show their valid Duquesne ID when boarding.

FOR MORE INFORMATION
duq.edu/Shuttle

Remember:
No matter where you reside, you are a Duquesne student!

Be Safe:
Do NOT go onto rooftops. Doing so is NEVER a good idea.

Create and maintain a great relationship with your neighbors.



Carnegie Library of Pittsburgh *South Side*

A convenient and additional resource located on the South Side.

The Carnegie Library is located at 2205 East Carson Street.
The library is open on the following days and times:

Monday	10:00 a.m. – 8:00 p.m.
Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday	10:00 a.m. – 8:00 p.m.
Thursday	10:00 a.m. – 5:00 p.m.
Friday	10:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.

The library includes:

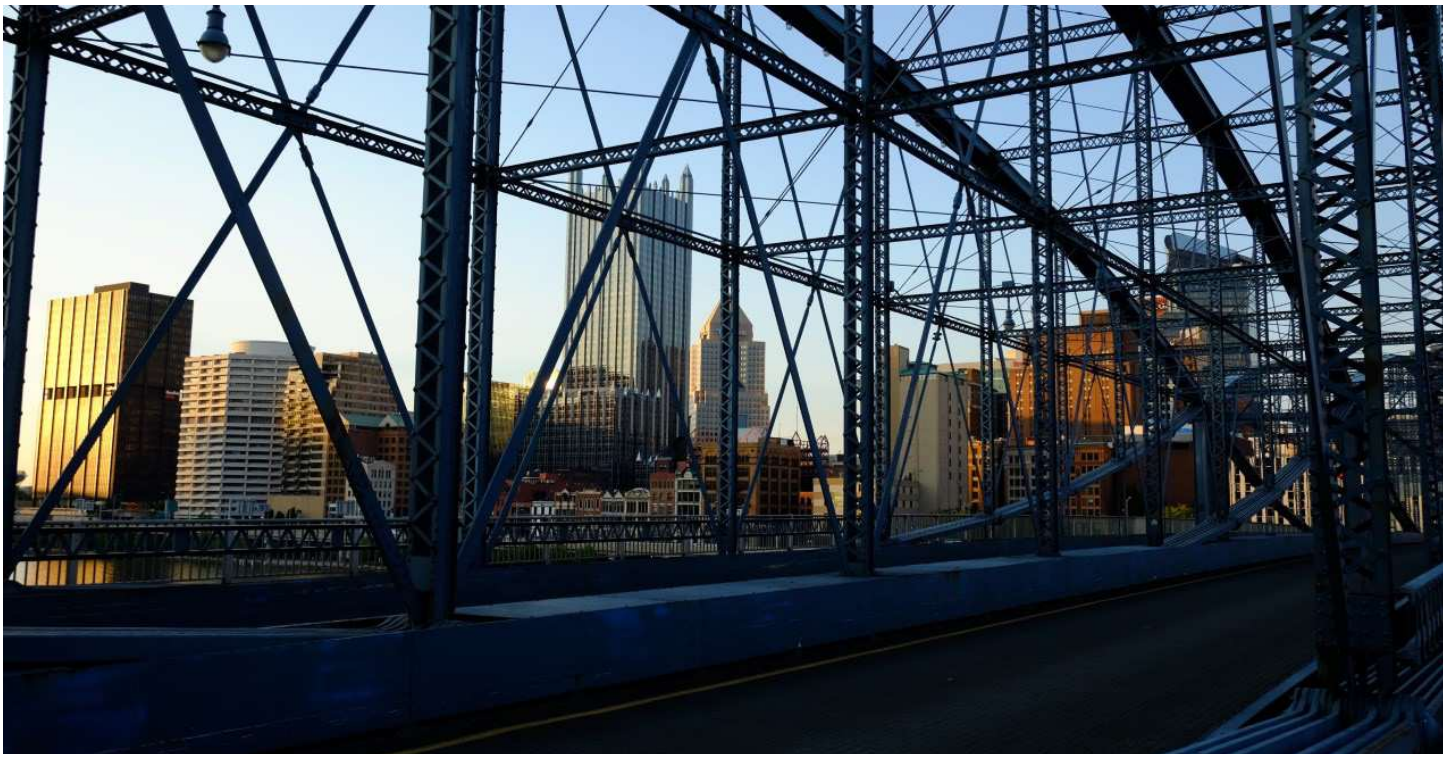
- Public Computers
- Free Wi-Fi
- Wireless Printing – small fee may apply
- Copier – small fee may apply
- Meeting Rooms
- Air Conditioning
- Fax Services

For the latest up-to-date information, please contact them at **(412) 431-0505** or visit their website at: **carnegielibrary.org/clp_location/south-side/**

Good Neighbor Tips:

Do random acts of kindness such as shoveling snow from your neighbor's walkway, cutting their grass or asking if they need something when you are going to the store.

Say hello when you see your neighbors outside. A friendly smile or wave can go a long way in creating a pleasant atmosphere.





Connect with **Commuter Affairs**

Join our groups, search for:

"Duquesne University South Side Commuter Affairs"

"Duquesne University Uptown & Oakland Commuter Affairs"

@du_commuter

commuteraffairs@duq.edu

Campus Link
Duquesne University

Become a member of our group. **Log into DORI, click Campus Link on the upper right-hand side of the page. Search for "Commuter Affairs"**

corq

Download free from the App Store

COMMUTER CENTER

Visit Duquesne University's Commuter Center:
1st Floor, Duquesne Union
(412) 396-6660 | duq.edu/CommuterAffairs