Congratulations!

And welcome to the Duquesne family.

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

NEXT STEPS AND IMPORTANT INFORMATION

There’s a lot to do to prepare for nursing school — and we’re here to help. Details related to your course registration, schedule, health requirements and more will be mailed or emailed to you by the School of Nursing Office of Student Affairs in mid-May. In the meanwhile, we’ve pulled together a checklist so you can take care of everything you need to do before you come to Duquesne, and once you arrive on the Bluff.

You can access this checklist online at:

duq.edu/nursing/nextsteps
FINANCIAL AID

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

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

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

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

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

The School of Nursing can connect you with resources and support services. Learn more at duq.edu/military-bsn or by contacting Scott Copley, Director of Admissions, copley@duq.edu or 412.396.4661.

ACCEPtING YOUR OFFER

A $500 nonrefundable deposit is required to hold your seat in class and will be applied to your first tuition bill. You will need your Duquesne ID Number, located in your admissions offer letter, to pay via credit card.

School of Nursing advisors will be in regular communication with you prior to the start of classes. A School of Nursing orientation program, which is an excellent opportunity to meet your new fellow classmates, as well as nursing faculty and staff, will be offered in August.

Verify your acceptance to Duquesne as a new Second-Degree BSN student by submitting your deposit at: duq.edu/deposit

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CAMPUS AMENITIES

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

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

SET-UP YOUR MULTIPASS ACCOUNT

MultiPass is a secure username and password combination that is your key to DORI (Duquesne Online Resources and Information), Blackboard, email, wireless and other electronic resources on your laptop, desktop, phone or any other electronic device.

Your MultiPass can be set-up 24 hours after your enrollment deposit has been received by Duquesne.

- **Register here:** webapps.duq.edu/multipass

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

STUDENT HEALTH INSURANCE

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

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 Highmark BlueCross BlueShield. 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.

SELECT YOUR DEGREE PATHWAY

The Second Degree BSN program offers two pathways that begin in August: a 12-month track that includes 3 consecutive semesters of intensive coursework and clinical practice in health care settings, and a 16-month track that includes 4 consecutive semesters for those seeking a slightly less intensive course schedule. Students must select their preferred track during their first semester.
**HOUSING OPTIONS**

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

### On-Campus Housing

[duq.edu/residence-life](http://duq.edu/residence-life)

Duquesne has on-campus housing for Second-Degree students in Vickroy Hall and Brottier Hall.

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

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

### Off-Campus Housing

[duq.edu/off-campus-housing](http://duq.edu/off-campus-housing)

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

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

### PARKING AND TRANSPORTATION

#### On-Campus Parking

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

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

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

#### South Side Shuttle Service

As a Duquesne 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](http://duq.edu/shuttle) for more info.

#### Public Transportation

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

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

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

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

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

[duq.edu/pittsburgh](http://duq.edu/pittsburgh)

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

Barnes & Noble Bookstore and Café
Duquesne’s bookstore covers two floors and 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 Career Development
Located in the Duquesne Union, our Center for Career Development offers a wide variety of events and services to assist you in every step of your career development. And as a Duquesne alum, you will have full access to the center’s resources and services throughout your career. Contact careerdevelopment@duq.edu, 412.396.6644, or visit duq.edu/careerservices.

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
The Computer Store, located on the first floor of the Duquesne Union, is a vital campus resource that meets all the computing needs of Duquesne students, faculty, staff and alumni at competitive prices. Contact computers@duq.edu, 412.396.5645, or visit duq.edu/computerstore.

Counseling and Wellbeing Center
Located in Fisher Hall, the Counseling and Wellbeing Center offers free confidential, short-term psychotherapy for a variety of reasons, such as difficulty adjusting, personal and/or emotional distress, test anxiety, sleep disturbances and more. Call 412.396.6024 or visit duq.edu/wellbeing.

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.

Disability Services
Duquesne’s diverse student body includes people of all abilities and disabilities. To learn about the accommodations in place to help you through your academic courses and time at Duquesne, call 412.396.6658 or visit duq.edu/disability-services.

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. Resources are available for online learners as well. Call 412.396.6130 or visit duq.edu/gumberg.

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

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

Duquesne’s School of Nursing alumni network is more than 5,500 strong.

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

Learn more at duq.edu/duson
If there is anything that the School of Nursing can do to assist you, please contact us!

### CONTACTS

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<thead>
<tr>
<th>If you have a question about...</th>
<th>Please contact:</th>
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<tbody>
<tr>
<td>Clinical requirements, course schedules</td>
<td>Office of Student Affairs <a href="mailto:rodriguezm1@duq.edu">rodriguezm1@duq.edu</a> 412.396.6347</td>
</tr>
<tr>
<td>Loans, Financial Aid</td>
<td>Financial Aid <a href="mailto:faoffice@duq.edu">faoffice@duq.edu</a> 412.396.6607</td>
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<tr>
<td>Career Development</td>
<td>Center for Career Development <a href="mailto:careerdevelopment@duq.edu">careerdevelopment@duq.edu</a> 412.396.6644</td>
</tr>
<tr>
<td>Tuition billing and payment, financial aid disbursement</td>
<td>Student Accounts <a href="mailto:studentaccounts@duq.edu">studentaccounts@duq.edu</a> 412.396.6644</td>
</tr>
<tr>
<td>DORI or your MultiPass ID</td>
<td>Computing and Technology Services <a href="mailto:help@duq.edu">help@duq.edu</a> 412.396.4357</td>
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<tr>
<td>Parking (Locust Garage, Forbes Avenue Garage, Brottier Garage or Surface parking)</td>
<td>Parking and Traffic Management <a href="mailto:parking@duq.edu">parking@duq.edu</a> 412.396.3367</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 (Brottier Hall)</td>
<td>Brottier Hall <a href="mailto:brottierinfo@duq.edu">brottierinfo@duq.edu</a> 412.396.1600</td>
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<tr>
<td>On-campus Housing (Vickrey Hall and others)</td>
<td>Office of Residence Life <a href="mailto:orl@duq.edu">orl@duq.edu</a> 412.396.6665</td>
</tr>
<tr>
<td>Off-campus Housing</td>
<td>Office of Commuter Affairs <a href="mailto:commuteraffairs@duq.edu">commuteraffairs@duq.edu</a> 412.396.6660</td>
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<tr>
<td>Student Health Insurance</td>
<td>Office of Human Resources <a href="mailto:hrservices@duq.edu">hrservices@duq.edu</a> 412.396.6675</td>
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<tr>
<td>Accessibility and Accommodations</td>
<td>Disability Services 412.396.6657</td>
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<tr>
<td>Psychological Counseling</td>
<td>Counseling and Wellbeing Center 412.396.6024</td>
</tr>
</tbody>
</table>

Policies and information in this guide are subject to change.

### Regular Mailing Address

Duquesne University
Attn: School of Nursing
5th Floor, Fisher Hall
Pittsburgh, PA 15282
412.396.6550