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.
There’s a lot to do to prepare for nursing school — and we’re here to help. Beginning in mid-May, check your email often for important details from the School of Nursing Office of Student Affairs regarding your course registration, schedule, health requirements and more. 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.

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.

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

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

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 three consecutive semesters of intensive coursework and clinical practice in health care settings, and a 16-month track that includes four consecutive semesters for those seeking a slightly less intensive course schedule. Students must select their preferred track prior to their first semester.

COMPLETE YOUR **PREREQUISITES**

To help you meet the Second Degree BSN program prerequisites, Duquesne University accepts Portage Learning online college courses. To learn more, visit [portagelearning.com](http://portagelearning.com).

SUBMIT FINAL **TRANScripts**

All final transcripts must be submitted prior to the start of the program. You may arrange to have escripts/parchment sent to **SecondDegreeBSN@duq** and track updates within your application portal.

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](http://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](mailto:help@duq.edu).
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 – 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** 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

Duquesne ranks in top 80 on Best Colleges for Food by The Daily Meal
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

Duquesne has on-campus housing for Second-Degree students in Vickroy Hall, Des Places 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)

Des Places Hall

- Opened in Fall 2012.
- Offers 1-bedroom, 2-bedroom and 3-bedroom suite-style living.
- Approximately 425 residents (Sophomore status and above).
- Semi private bathrooms.
- Lounge room on each floor.
- Co-ed by suite.
- Storage area for bicycles.
- Awarded LEED Gold certification standards for Energy Efficiency.

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.
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.

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 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

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.
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 (Pittsburgh Pirates)
- Heinz Field (Pittsburgh Steelers)
- PPG Paints Arena (Pittsburgh Penguins)

**Pittsburgh Cultural District**, with theaters, galleries and performance spaces all within walking distance

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.

Remediation Coordinator/Success Coach
Remediation Coordinator Sr. Mary Meyers is available to assist students with study needs related to nursing course content and HESI preparation. Contact her at meyersm1@duq.edu. Professor Bernie Clark is available to help with courses such as Adult Health, Fundamentals, Health Assessment, and can be reached at clarkb1@duq.edu.

Nursing Academic Program (NAP) Tutoring
The NAP Program provides nursing students academic support through one-on-one and recitation sessions. NAP are students who have successfully completed nursing coursework and are willing to help their peers achieve their academic goals and assist with time management and study techniques. Any student may request a NAP coach by scheduling an appointment in Starfish or attending an open recitation session.

Open Lab Hours
The School of Nursing Simulation and Learning Center offers open lab hours for student to practice their skills. Clinical faculty are available on site to help students strengthen clinical skills in a practice setting with supervision that allows them to have additional preparation for clinical. To schedule open lab hours, contact henryr@duq.edu.

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.

Duquesne’s School of Nursing alumni network is more than 7,000 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
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.

The Center for Excellence in Diversity and Student Inclusion
The Center provides students with a wide range of programs, services and activities to support and promote an inclusive campus community that values the diverse and unique perspectives and experiences of all its members. Call 412.396.1117 or visit duq.edu/CEDSI.

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.
# CONTACTS

If there is anything that the School of Nursing can do to assist you, please contact us!

<table>
<thead>
<tr>
<th>If you have a question about...</th>
<th>...please contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical requirements, course and schedules</td>
<td>Office of Student Affairs 412.396.6347</td>
</tr>
<tr>
<td>Loans and Financial Aid</td>
<td>Financial Aid <a href="mailto:faoffice@duq.edu">faoffice@duq.edu</a> 412.396.6607</td>
</tr>
<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, payment, and financial aid disbursement</td>
<td>Student Accounts <a href="mailto:studentaccounts@duq.edu">studentaccounts@duq.edu</a> 412.396.6585</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>
</tr>
<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> 412.396.5267</td>
</tr>
<tr>
<td>South Side Shuttle</td>
<td>412.396.5267</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>
</tr>
<tr>
<td>On-campus Housing (Vickroy Hall and others)</td>
<td>Office of Residence Life <a href="mailto:orl@duq.edu">orl@duq.edu</a> 412.396.6655</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>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>Office of Human Resources <a href="mailto:hrservices@duq.edu">hrservices@duq.edu</a> 412.396.6575</td>
</tr>
<tr>
<td>Accessibility and Accommodations</td>
<td>Disability Services 412.396.6657</td>
</tr>
<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