## SPERRY 2020

**SCHEDULE OF CLASSES**

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## ACADEMIC CALENDAR
### SPRING 2020 SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9</td>
<td>Thursday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 9-15</td>
<td>Thursday-Wednesday</td>
<td>Final registration</td>
</tr>
<tr>
<td>January 15</td>
<td>Wednesday</td>
<td>Latest date to register, change class schedule, and declare pass/fail or audit options</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Last day for registration cancellation and full tuition refund for the term</td>
</tr>
<tr>
<td>January 20</td>
<td>Monday</td>
<td>Holiday: Martin Luther King, Jr. Day (No classes. Offices closed)</td>
</tr>
<tr>
<td>January 22</td>
<td>Wednesday</td>
<td>Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University</td>
</tr>
<tr>
<td>January 29</td>
<td>Wednesday</td>
<td>Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University</td>
</tr>
<tr>
<td>February 5</td>
<td>Wednesday</td>
<td>Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University</td>
</tr>
<tr>
<td>February 14</td>
<td>Friday</td>
<td>Latest date for prospective May graduates to apply for graduation</td>
</tr>
<tr>
<td>February 24-28</td>
<td>Monday-Friday</td>
<td>Midterm exam week</td>
</tr>
<tr>
<td>February 28</td>
<td>Friday</td>
<td>Latest date for prospective May graduates to submit thesis/dissertation drafts and schedule comprehensive exams</td>
</tr>
<tr>
<td>March 3</td>
<td>Tuesday</td>
<td>Latest date for reporting midterm grades</td>
</tr>
<tr>
<td>March 2-7</td>
<td>Monday-Saturday</td>
<td>Spring Break (No classes)</td>
</tr>
<tr>
<td>March 9</td>
<td>Monday</td>
<td>Latest date for change of Incomplete (&quot;I&quot;) grades from Fall 2019 for undergraduate level courses. Undergraduate I-graded courses not graded by this date will be converted to permanent grade of “F”</td>
</tr>
<tr>
<td>April 1</td>
<td>Wednesday</td>
<td>Latest date for undergraduates (other than first-semester freshmen and first-semester transfer students) and graduate students to withdraw with a “W” grade from a 15-week class</td>
</tr>
<tr>
<td>April 10</td>
<td>Friday</td>
<td>Latest date for prospective May graduates to submit approved theses/ dissertations to the Gumberg Library and to take comprehensive exams</td>
</tr>
<tr>
<td>April 9-13</td>
<td>Thursday-Monday</td>
<td>Easter Break (No classes. Offices closed Thursday, April 9 and Friday, April 10.)</td>
</tr>
<tr>
<td>April 14</td>
<td>Tuesday</td>
<td>Classes meet according to Monday class schedule</td>
</tr>
<tr>
<td>April 28</td>
<td>Tuesday</td>
<td>Latest date for first-semester freshmen and first-semester transfer students to withdraw with a “W” grade from a 15-week class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Last class day of 15-week term</td>
</tr>
<tr>
<td>April 29</td>
<td>Wednesday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 30-May 6</td>
<td>Thursday-Wednesday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 6</td>
<td>Wednesday</td>
<td>Latest date for change of Incomplete (&quot;I&quot;) grades from Spring 2019 for graduate level courses. Graduate &quot;I&quot; graded courses not completed by this date will be converted to permanent grade of “F”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Latest date for graduating students to complete degrees and pay accounts</td>
</tr>
<tr>
<td>May 8</td>
<td>Friday</td>
<td>Official graduation date</td>
</tr>
</tbody>
</table>
New students are advised to complete admissions requirements prior to participating in any registration activities.

Undergraduate Admissions

Undergraduate study is available on a degree and non-degree basis. Degree applicants intend to pursue bachelor’s degrees whereas non-degree applicants intend to pursue professional certificate programs, transfer courses to other institutions, select specific courses for personal or career enhancement, or complete prerequisites prior to undergraduate or graduate degree admissions.

Undergraduate admissions information is available through the following offices:

<table>
<thead>
<tr>
<th>Degree (Day)</th>
<th>Office of Admissions</th>
<th>1st Floor, Admin. Bldg.</th>
<th>412.396.6222</th>
</tr>
</thead>
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Graduate Admissions

Graduate admissions information is available through the following Graduate Schools:

<table>
<thead>
<tr>
<th>Graduate School</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>704 Rockwell Hall</td>
<td>412.396.6244</td>
</tr>
<tr>
<td>Education</td>
<td>213 Canevin Hall</td>
<td>412.396.1559</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>302 Health Sciences Bldg.</td>
<td>412.396.5653</td>
</tr>
<tr>
<td>Law</td>
<td>201 Law School</td>
<td>412.396.6296</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>215 College Hall</td>
<td>412.396.6400</td>
</tr>
<tr>
<td>Music</td>
<td>316 Music School</td>
<td>412.396.6080</td>
</tr>
<tr>
<td>Natural and Environmental Sciences</td>
<td>100 Mellon Hall</td>
<td>412.396.4900</td>
</tr>
<tr>
<td>Nursing</td>
<td>545 Fisher Hall</td>
<td>412.396.6550</td>
</tr>
<tr>
<td>Online Pharmacy</td>
<td>303 Bayer Learning Center</td>
<td>412.396.6365</td>
</tr>
<tr>
<td>Pharmaceutical Sciences</td>
<td>431 Mellon Hall</td>
<td>412.396.1172</td>
</tr>
<tr>
<td>Post-Baccalaureate Pre-Medical &amp; Health Professions</td>
<td>700 Fisher Hall</td>
<td>412.396.6335</td>
</tr>
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1. **IMPORTANT REGISTRATION INFORMATION**

**Opens Monday, October 28, 2019**

Web Registration is available in Self-Service Banner for undergraduate and graduate students who qualify at [duq.edu/dori](http://duq.edu/dori). Instructions for using Banner are on the University Registrar’s website at [duq.edu/register](http://duq.edu/register) or check the Office of the University Registrar’s channel in DORI for more details.

Students must be officially registered for classes in order to be considered bona fide students of Duquesne University. They are not permitted to attend classes, reside on campus, engage in student affairs, or, generally, have access to the buildings and grounds or use the University’s facilities unless registration has taken place and arrangements to meet financial obligations have been made. Only when arrangements have been made to the satisfaction of the University for payment-in-full of all financial charges is a student permitted to attend and receive credit for classes.

Students who register for a class or classes and subsequently do not attend remain financially responsible for their registration unless written notification of their decision not to attend is received by the student’s academic advisor or the University Registrar no later than the end of the add/drop period. Students who register but do not attend will receive the final grade they have earned in the course (typically “F”).

Written notification of the intent to withdraw from the University received after the add/drop period is subject to the University’s official withdrawal policy which includes varying levels of financial obligation, depending on the formal date of withdrawal. Even though absences from classes may be observed and recorded, a student is considered enrolled and in attendance until formal (written) withdrawal forms are filed in the Office of the University Registrar.

**INSTRUCTIONS**

- Prior to registering for classes, make an appointment with your Advisor (see page 15) to select your classes, determine course alternatives and pass/fail and audit options.
- Web Registration is available in Self-Service Banner for those who qualify at [duq.edu/dori](http://duq.edu/dori). First-semester freshmen will be registered by their academic advisors and may use SSB for subsequent semesters. Non-degree-seeking students register with their advisors.
- Students with an account balance will be unable to register. Check your holds in Self-Service Banner under Student Information. See page 5 for further instructions.
- Students will receive e-mail notification regarding their bills. Billing is handled exclusively online. Preregistration represents a financial obligation to Duquesne University, and students requesting relief of this obligation due to non-attendance must do so in writing to the Office of the University Registrar prior to the end of the add/drop period. (see Registration Cancellation, page 6)
- Make full payment with the Cashier or arrange for payment with the Student Finance and Deferment Staff.
- Students may not register or change their schedules after the end of the add/drop period and Final Registration.

**CHANGE OF CLASS SCHEDULE INSTRUCTIONS**

- Undergraduate and graduate students using Self-Service Banner can add and drop classes through the end of the add/drop period.
- First-semester freshmen and non-degree-seeking students must see their advisors.
- No schedule changes are permitted after the end of the add/drop period.
- The withdrawal period begins at the conclusion of add/drop. Course withdrawals will result in a final grade of “W.” Refunds are not issued for course withdrawals.
- Check the Academic Calendar under “Academics” at [duq.edu/academics](http://duq.edu/academics) for dates and deadlines.
REGISTRATION WILL NOT BE RECOGNIZED AS OFFICIAL UNLESS SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN FINALIZED.

REGISTRATION START-DATES AND TIMES FOR SPRING 2020

IMPORTANT NOTE TO ALL STUDENTS

Online registration in Self-Service Banner will begin at 7:00 a.m. for each class year according to the table below. Appointments made with advising staff will begin after 8:30 a.m.

Since online registration will begin before the University opens for the day, it is critical that you confirm your ability to register for classes before your Registration Time Ticket begins. Check for holds that stop registration, and make sure you have a Registration Time Ticket. Log on to DORI and click on Self-Service Banner, then follow these steps:

**Time Tickets:** Self-Service Banner > Student Information > Registration > Registration Status

**Holds:** Self-Service Banner > Student Information > Holds  
(Holds on a student's record will also appear at the top of the DORI page after logon.)

Use the chart below to determine your registration start-date. The final registration and add/drop period for SPRING 2020 is January 9-15 for undergraduate and graduate students.

**Registration Start Dates and Times for Spring 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 28, 2019</td>
<td>7 a.m.</td>
<td>Early registrants</td>
</tr>
<tr>
<td>November 4, 2019</td>
<td>7 a.m.</td>
<td>Undergraduates with 90+ earned credits</td>
</tr>
<tr>
<td>November 5, 2019</td>
<td>7 a.m.</td>
<td>All graduate students</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>7 a.m.</td>
<td>Undergraduates with 60+ earned credits</td>
</tr>
<tr>
<td>November 18, 2019</td>
<td>7 a.m.</td>
<td>Undergraduates with 30+ earned credits</td>
</tr>
<tr>
<td>December 3, 2019</td>
<td>7 a.m.</td>
<td>Undergraduates with fewer than 30 earned credits (excluding first-semester freshmen)</td>
</tr>
<tr>
<td>January 9-15, 2020</td>
<td></td>
<td>Final registration for undergraduate and graduate students for Spring 2020</td>
</tr>
<tr>
<td>January 15, 2020</td>
<td>11:59 p.m.</td>
<td>Last day to register, change class schedules, or cancel registration for Spring 2020</td>
</tr>
</tbody>
</table>
REGISTRATION CANCELLATION

Students who will not attend must give written notice to the Office of the University Registrar or their Academic Advisor BEFORE the end of the add/drop period. Cancellations received after the add/drop period will be processed as a Complete Withdrawal and may be subject to the withdrawal refund policy as stated below. The cancellation period for Spring 2020 ends on January 15, 2020. Students will receive a 100% refund of tuition up to this date.

WITHDRAWAL FROM A COURSE

Once add/drop has ended, the withdrawal period begins. To withdraw from a course, all students must see their advisor, and the instructor’s signature is required to withdraw. Refunds are not issued for course withdrawals in the fall and spring terms but may be issued in the summer based on the summer refund schedule.

First-semester freshmen and first-semester transfers may withdraw from a course at the approval of their advisor up to the last class meeting and will receive a grade of “W”. If a student other than a first-semester freshman or transfer wishes to withdraw from a course, he/she may do so with the approval of an academic advisor up to the deadline as published in the Academic Calendar. (Published dates reflect withdrawal deadlines for a 15-week class. Withdrawal dates vary based on class length.) All course withdrawals result in a final grade of “W” on the transcript.

Students who are in violation of the University’s Academic Integrity Policy are not permitted to withdraw from a course to avoid sanctions.

Students who wish to withdraw from a course after the deadline as stated in the Academic Calendar must seek the approval of their academic advisor, the course instructor and the dean of the school in which the student is enrolled.

Under no circumstance may a student withdraw from a course after it has ended or after the final exam has been given. Students whose withdrawal requests are not approved are still considered to be enrolled and responsible for payment and will receive final grades.

COMPLETE WITHDRAWAL FROM THE UNIVERSITY

When officially withdrawing from the University after the add/drop period, a student receives a refund of part of the tuition charged for the semester in accordance with the Tuition Refund Schedule below. Whether a refund will be given or whether a payment is due depends on the amount of refund and the previous account balance.

The Effective Date of Withdrawal for determining the percent of refund is that on which the appropriate School or the University Registrar was notified by letter of the student's decision to request withdrawal. It is also the recorded date of the student's separation from the University and regarded as the last day of attendance. A student is considered enrolled until he or she gives official withdrawal notice.

When a student's attendance is involuntarily terminated in a semester because of personal disability arising from injury or illness, any remission of tuition beyond the limits prescribed by the withdrawal refund policy is described in the Medical Withdrawal Policy.

TUITION REFUND SCHEDULE FOR A COMPLETE WITHDRAWAL FROM THE UNIVERSITY

This schedule governs the refunding of tuition for a complete withdrawal from the University for a semester. Complete withdrawals made after the add/drop period are governed by this policy schedule. It applies to tuition only. Fees are not refundable. Refunding of room and board is determined separately by the Residence Life Office. Check all dates and deadlines by using the Academic Calendar at duq.edu, under “Academics.”

<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22</td>
<td>.80%</td>
</tr>
<tr>
<td>January 29</td>
<td>.40%</td>
</tr>
<tr>
<td>February 5</td>
<td>.20%</td>
</tr>
<tr>
<td>After February 5</td>
<td>.0%</td>
</tr>
</tbody>
</table>

DEGREE APPLICATION

Prospective candidates for May 2020 graduation must apply for graduation no later than February 14, 2020. Students can apply online using Self-Service BANNER. Go to Self-Service BANNER > Student Information > Student Records > Apply to Graduate.
SEMMER GRADES
Final grades will be available in Self-Service Banner at duq.edu/dori after the conclusion of final exams. Grades are posted daily once final exams have ended and will appear after submission by the course instructor.

TRANSCRIPTS
Current students can request transcripts online. Transcripts cannot be ordered over the phone, by email or by a third party. For more details, go to duq.edu/transcripts.

No transcript will be issued unless all financial obligations owed by the student to the University have been fulfilled. A minimum 48-hour processing time is required for pick-up service from the Office of the University Registrar.

PROPOSED COURSE OFFERINGS
The courses listed in the Schedule of Classes represent the proposed offerings. Cancellations of proposed offerings are infrequent and avoided when possible; however, the University reserves the right to cancel the course due to insufficient enrollment or for any other valid reason.

VETERAN BENEFITS
All veterans or eligible dependents receiving federal educational funds must contact the Office of the University Registrar to have their record updated each semester. It is important for veterans to verify with the office by the end of the first week of the term that the necessary forms have been submitted to the Veteran’s Administration. Please contact the office at 412.396.6211 or email Kathy Scheer at scheer@duq.edu or stop by the Ground Floor of the Administration Building.
2. CROSS REGISTRATION

GUIDELINES

• The purpose of cross registration is to provide opportunities for enriched educational programs by permitting students at any of the ten Pittsburgh Council of Higher Education (PCHE) institutions to take courses at any other PCHE institution. Member institutions of PCHE are:
  Carlow University
  Carnegie Mellon University
  Chatham University
  Community College of Allegheny County
  Duquesne University
  La Roche College
  Pittsburgh Theological Seminary
  Point Park University
  Robert Morris University
  University of Pittsburgh

• The opportunity to cross register is open to each full-time student enrolled in a PCHE college or university.

• Each college or university accepts registration from the other institutions; however, first priority in registration is given to students of the host college, and not all departments or schools in all institutions are able to participate in this program.

• In each case of student cross registration, the approval of the dean or designated individual from the home college or university must be obtained prior to registration.

• The student’s advisor or dean is responsible for assuring his/her eligibility for the course in which he/she intends to enroll.

• Full credit and grade will be transferred; the academic regulations of the host institution will prevail.

• The academic honesty code and other rules of conduct of the institution providing the instruction apply with respect to its courses and behavior on its campus. That institution also determines whether its rules have or have not been violated. The student’s own institution will impose such penalties as it considers proper when violations are reported to it.

• Cross registrants do not thereby acquire the status of students in the institutions in which they are receiving instruction (e.g., for purposes of participation in student activities, insurance programs, etc.). They do receive library privileges at the host institution and may purchase course texts at the host bookstore.

• Each qualified student normally may enroll in no more than one course off campus in any one term or semester under this program.

• Duquesne University students who are participating in this program are charged tuition and university fees in accordance with the current rates of Duquesne University; however, students are responsible for paying any additional course or laboratory fees to the host institution.

• This cross registration program does not apply to the Summer Sessions at any of the institutions. However, taking courses at other institutions during those terms is facilitated by “temporary transfer student” procedures separately agreed to by the PCHE colleges and universities.

• Students are encouraged to submit cross registration forms during preregistration in order to provide adequate time to receive proper notification of the approval or disapproval.

• It is the responsibility of the student to notify their academic advisor and the Office of the University Registrar if they wish to cancel or withdraw from their cross-registered class. The Office of the University Registrar will provide a Drop/Withdrawal Request Form that the student must complete, sign, and return to the host institution. The drop/withdrawal dates of the host institution prevail.

PROCEDURES

• Go to duq.edu/pche for the cross-registration form and details.
3. **FINAL REGISTRATION AND ADD/DROP**

- The final registration and add/drop period is January 9-15, 2020.
- No registration or changes of class schedule may be made after January 15, 2020.
- Requests for course withdrawals will be processed beginning January 16, 2020 up to deadlines published on the academic calendar. There is no refund of tuition for a course withdrawal, and students will receive a grade of W.
- Check all dates and deadlines of the Academic Calendar at [duq.edu/academics](http://duq.edu/academics).

### FEE PAYMENT

**FINAL REGISTRATION GUIDELINES**

**Financial Matters**

**BILLING PROBLEMS** — Undergraduate students should initially contact their Student Advisor to resolve the problem. If the advisor cannot answer the student’s question, the advisor should contact the offices listed below for further information. Graduate students should contact the offices directly.

- Balance Forward, Credits, Payments, Deposits, Employer Billings — **STUDENT ACCOUNTS OFFICE**, 208 Administration Building.
- Housing Reservations and Charges — **RESIDENCE LIFE OFFICE**, Ground Floor, Assumption Hall.

**LOAN INQUIRIES** — To find out if your loan funds have been posted to your student account, log into CASHNet and click: Your Account > View Current Account Activity/Class Schedule. For questions, please contact Student Accounts at 412.396.6585 or studentaccounts@duq.edu. When Federal loans are posted to your account, you will also receive an email to advise this has occurred.

**RELIGIOUS** — Priests, brothers and nuns who are sponsored by their order or motherhouse should forward their bills directly to their superior for payment. If payment will be delayed, special arrangements must be made with the Student Accounts office.

**PERSONAL CHECKS** — Checks offered in payment of tuition and fees, and returned by the bank for lack of funds or other reasons will be assessed a $20.00 handling charge.
**PREREGISTERED STUDENTS**

All aid awards, except Loans and Federal Work-Study Employment, which have been finalized prior to the initial billing for the Fall Term should appear on your bill. **If you have preregistered** and aid indicated on the billing statement is not accurate or is incomplete you should contact the Financial Aid Office.

**NON PREREGISTERED STUDENTS**

All aid awards, except Federal Work-Study Employment, which have been finalized prior to the date of registration, should appear on your billing statement **after** you have completed the registration procedure. If after obtaining your bill you find that the aid listed on it is not accurate, please contact the Financial Aid Office **before** proceeding any further.

**STUDENT LOANS (EXCEPT STAFFORD/PLUS)**

Promissory notes must be completed online at [https://www.ecsi.net/promd77/](https://www.ecsi.net/promd77/) prior to the end of the second week of classes. Credit will not be applied to your account until notes are completed online and processed by the Office of Financial Aid. **LOANS WILL BE CANCELLED AND PENALTY WILL BE CHARGED ON ANY UNPAID BALANCE FOR ANY STUDENT NOT COMPLETING THE PROMISSORY NOTE ONLINE WITHIN THE STATED TIME FRAME.**
FREQUENTLY ASKED QUESTIONS

1. Is there a charge for an unpaid tuition balance?
Yes. Unpaid balances will result in a penalty charge of 1-1/2% of the balance per month.

2. When is the Cashier’s Office open?
Both the Cashier and Student Account Offices are open between 8:30 am and 4:30 pm Monday through Friday.

3. Where do I make a name, address, or Social Security number change?
All changes should be made with your Student Advisor or the University Registrar’s Office.

4. What happens when a check is returned NSF from the bank?
Checks returned by the bank will result in a service fee of $20 being assessed to the student account.

5. When paying by mail, what should be put on the check?
The student’s ID number should be included.

6. What happens if I have an outstanding balance owed to the University?
No transcripts or diplomas will be released and Registration privileges will be suspended until the balance is paid in full.

7. I paid my balance forward. Why is it still showing on my bill?
The balance forward will show on your account until the end of each term. Any payments that you make are credited to your account.

8. How do I get a bookstore voucher?
If you have a credit balance showing on your student account, you may transfer any portion to the University Bookstore. These bookstore accounts remain open approximately 4 weeks after term begins. Any unused funds are refunded to the student once the voucher has been closed. Please contact the Student Accounts Office to arrange this transfer and to complete the required authorization form. We are available by phone at 412.396.6585 or via email at studentaccounts@duq.edu. Please contact us in advance of when you plan to use this voucher, to allow us time to complete the transfer and set up your account at the Bookstore.

9. What determines my eligibility for a refund and how do I receive it?
Various circumstances might cause a student to have an overpayment to their student account. This may result from scholarships, loans, grants or payments.

If a student account is showing a credit balance, the student might be eligible for a refund. To determine if you have a credit balance, you can check your account status in CASHNet.

GETTING YOUR REFUNDS
Students are able to sign up to receive their refunds by direct deposit. This is the safest, quickest, most efficient way to receive your refund. Simply log in to duq.edu/dori.

Select: 1. Self Service Banner
2. Access CASHNet

Choose eRefund from the menu and follow the prompts to enroll. Please have your routing and checking/savings account number to complete the process.

PAPER CHECKS
If you do not enroll for direct deposit, you will receive a paper check. These can be:
• Mailed to the students’ permanent address
• Mailed to Parents who signed the Parent Plus loan (if applicable)

10. Why is my financial aid missing from my bill?
If you have not correctly completed and submitted all the necessary forms to the Financial Aid Office, the aid will not show on your tuition bill. Also, if you fail to sign Promissory notes for Stafford Loans or do not complete the entrance interviews online, it will not appear on your bill.

11. When is it necessary to complete an Exit Interview?
Students who are graduating and have any of the loans listed below will need to complete an online exit interview. This online process is required if you are graduating, have separated from the university or dropped below half time status. You will be sent an email and letter with information regarding this process at the appropriate time. The loans are Perkins, Nursing, Nurse Faculty, ARRA Nurse Faculty, Health Profession, Gulf, Powers, Heinz, Alcoa and Kerschgens. The link can be found by logging into duq.edu/studentaccounts. Click: Loans>Entrance and Exit Interviews.

12. How do I get a copy of my bill for my employer or sponsor?
You can access your account online to print out a copy of your most current statement or contact Student Accounts for assistance.
WHAT ARE eBILLS?

eBills are online student billing statements that display the same information as the traditional paper billing statements.

WHEN ARE eBILLS RECEIVED?

If you have billable activity on your student account, on or about the first Tuesday of the month, you will receive an email alerting you that the eBill is available. This email is forwarded to your official Duquesne University email address. If you have set up authorized payers and have included their email address, they too will receive this billing announcement.

ACCESSING eBILLS

Students may access their eBills through duq.edu/dori.

Select: Self Service Banner
Access CASHNet


BENEFITS OF eBILLS

- Access to updated account information 24/7
- Information is secure and confidential—only you and those you authorize can access your eBill
- Up to 12 months of billing history available
- No stamps or mail delays for payments

PAYING eBILLS

You or your authorized payers may make payments online, using either eCheck or credit card. eCheck is a fast and secure method for payment from any checking or savings account without having to mail a check and hope it arrives by the due date. The University does not accept credit card payments. However, for a maximum level of flexibility, our online billing service is associated with a third party vendor who is able to process MasterCard, VISA, American Express and Discover payments, with a non-refundable service fee of 2.75%.

Checks issued from credit card companies, money market account, home equity or other lines of credit cannot be processed as eCheck payments. You may mail this check to the University as a payment, however.

On Campus Payment Kiosk

For your convenience there is one payment kiosk in the lobby of the Cashier’s Office, located on the ground floor of the Administration Building. You can view your account information or make an eCheck payment or credit card payment.

Adding Authorized Users

If you would like someone else to have access to your online account, simply add them on as an authorized user. Please be advised that you are releasing financial and other academic information to these users.

To add an Authorized User, log in to your online account, select the “Authorize Users” option and simply follow the prompts.

Both eCheck and credit card payments will be posted to your student account almost immediately after you receive your receipt for your payment. You can view your account detail on a real-time basis, by selecting “View Account” link.

Mailing Payments

We encourage you to make payments online. However, you may also mail your payment to:

Duquesne University
Cashier’s Office
600 Forbes Avenue
Pittsburgh, PA 15282

Please include your student account number on the check.
PAYMENT PLANS
To accommodate students who wish to make tuition payments monthly, Duquesne has contracted with CASHNet /Higher One, a third party vendor, to offer a flexible payment plan. For additional information you can contact CASHNet /Higher One directly at 1.877.821.0625.

Additional information is also available at duq.edu/admissions-and-aid/student-accounts-billing/payment-plan.

OUTSIDE AWARDS AND EMPLOYER BILLING
To qualify for third party billing, you must submit a letter or financial guarantee to Student Accounts each term.

Students receiving tuition reimbursement are required to submit a letter from their employer, on company letterhead, indicating that you are an employee of that company and are entitled to tuition reimbursement. Students are then required to enroll in a deferred payment plan with our vendor, CASHNet /Higher One. There is a $35 enrollment fee for this deferment plan. Payment is deferred approximately four weeks after the end of the term.

Contact Student Accounts directly with questions related to these options.
**SEMESTER TUITION AND FEE CHARGES — SPRING 2020 SEMESTER**

The University reserves the right to change the tuition and fee charges herein at any time. Additional information is available at [duq.edu/admissions-and-aid/tuition](http://duq.edu/admissions-and-aid/tuition). *(Rates shown are Fall 2019 charges.)*

**Tuition (Full-Time Student 12-18 credits)**

- Arts, Business, Education, Health Management Systems, Health Science and Pharmacy Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division, Biomedical Engineering: $19,996.00
- Pre-Pharmacy, Health Sciences, Health Care Supply Chain Management (Pharm): $23,045.00
- Music: $23,278.00
- Nursing 2nd Degree: $23,278.00

**Tuition Per Credit (Part Time, Overload, Graduate)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Arts, Business, Education, Health Management Systems, Health Science Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division, Biomedical Engineering</th>
<th>Arts, Education, Business, Health Management Systems</th>
<th>PharmD Program</th>
<th>Pharmacy</th>
<th>Music</th>
<th>Natural and Environmental Sciences, Nursing</th>
<th>Pre-Pharmacy</th>
<th>Health Sciences, Health Care Supply Chain Management (Pharm)</th>
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<td>Undergraduate</td>
<td>$1,325.00</td>
<td>$1,310.00</td>
<td>$1,583.00</td>
<td>$1,583.00</td>
<td>$1,676.00</td>
<td>$1,488.00</td>
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<tr>
<td>Graduate</td>
<td>$1,325.00</td>
<td>$1,310.00</td>
<td>$1,583.00</td>
<td>$1,583.00</td>
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<td>$1,488.00</td>
<td>$1,350.00</td>
<td>$1,415.00</td>
<td>$1,484.00</td>
</tr>
</tbody>
</table>

**Fees**

- Tuition Remission/Exchange Administrative Fee (Full Time) Sustainable MBA; Nursing 2nd Degree: $1,571.00
- Tuition Remission/Exchange Administrative Fee Per Credit Hour (Part Time, Overload, Graduate): $123.00
- Continuous Registration Fee: $726.00
- Undergraduate Pharmacy Student Activities Fee (3rd, 4th, 5th, and 6th-Year Students): $228.00
- International Services Fee (Graduates Only): $125.00
- Credit by Examination (per course credit hour): $TBD
- Auditor’s Fee: Same as those taking the course for credit
- Graduation Fee Juris Doctor Degree: $150.00
COMPREHENSIVE STUDENT ADVISEMENT

Students pursuing undergraduate studies are assigned to an Academic Advisor who will work with them throughout their undergraduate career at the University. The Academic Advisor, located in the school in which the student is majoring, acts as the point of contact for the student in his/her interaction with all officials throughout the University.

Advisors are trained to assist students in developing and maintaining academic schedules, in facilitating financial aid, and in interacting with professionals in other fields who will assist them in their social, psychological and spiritual development. To help maximize their success and satisfaction with university life, students are encouraged to meet with their advisor regularly.

Contact Person: Karen Bova, Coordinator
Phone: 412.396.5046
Fax: 412.396.6346
550C Fisher Hall

<table>
<thead>
<tr>
<th>Student Advisor</th>
<th>College/School</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justine Valenti</td>
<td>Biomedical Engineering</td>
<td>Room 307</td>
<td>Libermann Hall</td>
<td>2611</td>
</tr>
<tr>
<td>Karen Kris</td>
<td>Business</td>
<td>Room 705</td>
<td>Rockwell Hall</td>
<td>5702</td>
</tr>
<tr>
<td>Patty Moore</td>
<td>Business</td>
<td>Room 705</td>
<td>Rockwell Hall</td>
<td>5702</td>
</tr>
<tr>
<td>Keith Solarczyk</td>
<td>Business</td>
<td>Room 705</td>
<td>Rockwell Hall</td>
<td>5702</td>
</tr>
<tr>
<td>Cindy Stadtfeld</td>
<td>Business</td>
<td>Room 705</td>
<td>Rockwell Hall</td>
<td>5702</td>
</tr>
<tr>
<td>Saundra Bondo</td>
<td>Education</td>
<td>Room 213</td>
<td>Canevin Hall</td>
<td>5713</td>
</tr>
<tr>
<td>Lisa Patrick</td>
<td>Education</td>
<td>Room 213</td>
<td>Canevin Hall</td>
<td>6118</td>
</tr>
<tr>
<td>Deborah Durica</td>
<td>Health Sciences</td>
<td>Room 304</td>
<td>Health Sciences</td>
<td>5551</td>
</tr>
<tr>
<td>Jessica Roscoe</td>
<td>Health Sciences</td>
<td>Room 306</td>
<td>Health Sciences</td>
<td>5534</td>
</tr>
<tr>
<td>Brenda Simmonds</td>
<td>Health Sciences</td>
<td>Room 307</td>
<td>Health Sciences</td>
<td>5285</td>
</tr>
<tr>
<td>Janet Addlespurger</td>
<td>Liberal Arts</td>
<td>Room 212</td>
<td>College Hall</td>
<td>6389</td>
</tr>
<tr>
<td>Dixie Baker</td>
<td>Liberal Arts</td>
<td>Room 212</td>
<td>College Hall</td>
<td>6389</td>
</tr>
<tr>
<td>William Klewien</td>
<td>Liberal Arts and Online Degree Program</td>
<td>Room 212</td>
<td>College Hall</td>
<td>6389</td>
</tr>
<tr>
<td>Gita Maharaja</td>
<td>Liberal Arts</td>
<td>Room 212</td>
<td>College Hall</td>
<td>6389</td>
</tr>
<tr>
<td>Carmen Thomas</td>
<td>Liberal Arts</td>
<td>Room 212</td>
<td>College Hall</td>
<td>6389</td>
</tr>
<tr>
<td>Jane Cubbison</td>
<td>Music</td>
<td>Room 301</td>
<td>Music School</td>
<td>5744</td>
</tr>
<tr>
<td>Diana Dawson</td>
<td>Nat. &amp; Env. Sciences</td>
<td>Room 100</td>
<td>Mellon Hall</td>
<td>4834</td>
</tr>
<tr>
<td>Dorothy Rigby</td>
<td>Nat. &amp; Env. Sciences</td>
<td>Room 339B</td>
<td>Fisher Hall</td>
<td>4921</td>
</tr>
<tr>
<td>Val Lijewski</td>
<td>Nat. &amp; Env. Sciences / For. Sci.&amp; the Law</td>
<td>Room 341</td>
<td>Fisher Hall</td>
<td>1084</td>
</tr>
<tr>
<td>Karen Bova</td>
<td>Nursing</td>
<td>Room 550</td>
<td>Fisher Hall</td>
<td>5046</td>
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<tr>
<td>Alana Harteis</td>
<td>Nursing</td>
<td>Room 550</td>
<td>Fisher Hall</td>
<td>5586</td>
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<tr>
<td>Emily Lottes</td>
<td>Nursing</td>
<td>Room 550</td>
<td>Fisher Hall</td>
<td>1743</td>
</tr>
<tr>
<td>Christopher Hagan</td>
<td>Pharmacy</td>
<td>Room 304</td>
<td>Bayer Learning Ctr.</td>
<td>4831</td>
</tr>
<tr>
<td>Julie Mihelcic</td>
<td>Pharmacy</td>
<td>Room 304</td>
<td>Bayer Learning Ctr.</td>
<td>6375</td>
</tr>
<tr>
<td>Amy Whittington</td>
<td>Pre-Health</td>
<td>Room 700</td>
<td>Fisher Hall</td>
<td>1312</td>
</tr>
<tr>
<td>Vicki Bush</td>
<td>Spiritan Division</td>
<td>Room A11</td>
<td>Administration Bldg.</td>
<td>6035</td>
</tr>
</tbody>
</table>

UNDERGRADUATE EVENING STUDENTS

Students registering for evening courses exclusively should arrange an advisement appointment for the evening on which they are registering.

GRADUATE STUDENTS

The graduate schools which have proxy registration will notify their students of the availability of this service. Students must have no financial obligation to Duquesne University if this service is requested.
The Spiritan Catholic nature of Duquesne University calls us to offer an educational experience that develops within students the desire and ability to respond to the issues that undermine a just society. Many classes throughout the University utilize “community-engaged learning,” which is a teaching strategy that involves students in community-based public problem solving. Doing so helps students use disciplinary knowledge, acquire civic skills, and develop knowledge of the larger world through work in its communities.

Some schools (such as the Bayer School of Natural and Environmental Sciences) require that their undergraduate students have at least one of these classes prior to graduation. Sections of these courses are identified by the FCEL (Foundational Level Community-Engaged Learning) or ACEL (Advanced Level Community-Engaged Learning) attributes in Banner.

Students enrolled in community-engaged learning classes must complete the community-based learning component of the class as it is designed by the instructor. Community-engaged learning is not the same as a volunteer activity; it is a teaching strategy that connects specific community experiences to particular learning outcomes of the class. Students may not substitute their own ongoing service activities in place of the pre-designed community-based work that is part of the class. Participation in the community-based learning experience is required of all students enrolled in the class.

The Center for Community-Engaged Teaching and Research (CETR) is available to assist students, faculty, and their community partners and can be reached by calling 412.396.5893 or by visiting the web at duq.edu/CETR.
VISION

Education that informs the mind, engages the heart, and invigorates the spirit is the guiding vision of the University Core Curriculum of Duquesne University, an urban Catholic university in the Spiritan tradition. This vision takes its inspiration from the University’s mission, specifically the commitment to excellence in education and concern for moral and spiritual values, especially the Spiritan values of global justice and the kinship of all peoples. The Duquesne Core Curriculum prepares students to search for truth, with attention to how faith and reason together contribute to that search, and to exercise wise, creative and responsible leadership in the service of others and in the fashioning of a more just world.

PURPOSE

In keeping with this Catholic-Spiritan vision, the purpose of the University Core Curriculum is the education of the whole person through a study of the liberal arts that emphasizes the students’ intellectual and ethical development. Through acquiring the modes of inquiry particular to the humanities and the social and natural sciences, students expand their self-understanding and their knowledge of the world. The University Core provides students with the opportunity to explore how religious faith and spiritual values enrich human life. Students will develop critical and independent thinking to inspire and guide others.

UNIVERSITY CORE COURSES

A complete list of courses that fulfill Core requirements is available at duq.edu/academics/degrees-and-programs/core-curriculum

**Discipline Specific Courses**

- English Composition 6 cr.
- UCOR 101 Thinking and Writing Across the Curriculum 3 cr.
- UCOR 102 Imaginative Literature and Critical Writing 3 cr.
- Mathematics (one of the following) 3 cr.
- UCOR 111 Problem Solving with Creative Mathematics 3 cr.
- Another course approved for a specific program 3 cr.
- Philosophy 3 cr.
- UCOR 132 Basic Philosophical Questions 3 cr.
- Natural Science (Students choose one course) 3 cr.
- UCOR 121 Core Biology 3 cr.
- UCOR 122 Core Chemistry 3 cr.
- UCOR 123 Core Physics 3 cr.
- UCOR 124 Core Earth Science 3 cr.
- UCOR 125 Core Astronomy 3 cr.
- UCOR 126 Foundations of Energy and the Environment 3 cr.
- UCOR 127 Cosmology 3 cr.
- UCOR 170 Roller Coaster Science 3 cr.
- Another course approved for a specific program 3 cr.
- Theology (Students choose one course) 3 cr.
- UCOR 141 Biblical and Historical Perspectives 3 cr.
- UCOR 142 Theological Views of the Person 3 cr.
- UCOR 143 Global and Cultural Perspectives 3 cr.
- Another course approved for a specific program 3 cr.
- Ethics (Students choose one course) 3 cr.
- UCOR 151 Philosophical Ethics 3 cr.
- UCOR 152 Theological Ethics 3 cr.
- Another course approved for a specific program 3 cr.

**History or Art History** 3 cr.

- Any single HIST or ARHY course, or a course approved for a specific program 3 cr.

**Social Science** 3 cr.

- Any single course taken from Economics, Political Science, Psychology, or Sociology (ECON, POSC, PSYC, SOCI), or a course approved for a specific program 3 cr.

Students must also complete an Information Literacy Requirement. This is usually satisfied through UCOR 100 1 cr.

**Theme Area Courses**

In addition to the seven University Core Courses, students are required to take one course in each of the following Theme Areas:

- Creative Arts 3 cr.
- Faith and Reason 3 cr.
- Global Diversity 3 cr.
- Social Justice 3 cr.

Students can reduce their overall credit load by taking History/Art History and Social Science courses that are also Theme Area courses.

Some courses carry two Theme Area attributes. Students may receive credit for both Theme Areas. This option may be exercised for one course only.

Students must meet the minimum number of credit hours required to graduate.

Students will complete the University Core requirements according to guidelines established by their respective schools.
The University offers several online degrees, certificates and courses at a distance. Online courses usually do not have on-campus class meetings, though some may require synchronous (real time) web sessions. Before registering for a distance learning course, visit duq.edu/online for information about distance learning opportunities offered at Duquesne University. Online courses are designated by the campus code OL (online). After you have registered for an online course, you will be notified via your Duquesne University email address about when and how you can access your course syllabus, information about course content and resources, and guidance for participation. Online courses are delivered through the University’s learning management system (LMS), Blackboard, which is available through DORI, Duquesne University’s portal at duq.edu/dori. If you have questions about distance learning, please contact your advisor or the Online Campus (Dr. Michael Bridges, 412.396.1813; bridges1@duq.edu; duq.edu/online).

**DISTANCE LEARNING COURSES**

It is universally recognized that the ability to write clear and effective prose is an indispensable component of being an educated person. Therefore, Duquesne includes among its central objectives the development of the abilities to write effectively. Writing is central to students' academic experience and is a shared responsibility of the entire University community. Students more fully understand their major fields by analyzing and learning to compose the discourse of their majors as well as the discourse of other disciplines.

Though the genres, forms, and styles of writing may vary from discipline to discipline, what unites Writing Intensive courses across campus is the belief that writing is deeply connected to thinking, and that writing enhances learning when it is meaningfully and intentionally embedded into a course. A Writing Intensive course is more than a course that simply assigns writing. It is a course in which students are afforded opportunities, through targeted, explicit instruction, to improve their writing.

Every graduating student must have completed a minimum of three Writing Intensive courses beyond the two-semester core writing sequence (UCOR 101 and 102 or HONR 104). At least one of the courses must be taken in the student’s major field. The other two courses may be taken in the student's major field or in another discipline as approved by the major field department. Writing Intensive courses are offered in every department at the 200 level and above and emphasize the conventions and practices of writing unique to the respective field.

**HONORS COLLEGE**

The University Honors College provides its members with enhanced educational opportunities within the University Core Curriculum. A small number of Honors College students opt to become Honors Fellows, where enhanced opportunities within their respective majors are available. The University Honors College is intended for qualified students who wish to accept the challenges of smaller classes, deep critical inquiry in the humanities and liberal arts, and undergraduate research within their respective majors. Applicants to Duquesne are invited to join the University Honors College after a review of their credentials, including SAT or ACT scores, high school or university QPA, and high school class rank. Students must demonstrate a commitment to intensive study in core curriculum courses in order to participate and have a minimum 3.3 GPA in their final semester in order to graduate from the Honors College. Further information is available from the University Honors College Director (x1142).

**WRITING INTENSIVE REQUIREMENT**

It is universally recognized that the ability to write clear and effective prose is an indispensable component of being an educated person. Therefore, Duquesne includes among its central objectives the development of the abilities to write effectively. Writing is central to students’ academic experience and is a shared responsibility of the entire University community. Students more fully understand their major fields by analyzing and learning to compose the discourse of their majors as well as the discourse of other disciplines.

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CENTER FOR CAREER DEVELOPMENT
The mission of the Center for Career Development is to prepare students to pursue successful and meaningful careers by offering innovative career planning, job search, and employment resources. We facilitate lifelong career management by helping students develop the necessary professional skills to become contributing members of their workplaces, communities, and world.

Students should register with Career Development through Handshake, our online job-search management system. Students can search for part-time, internship, and full-time professional positions and apply through the system. Opportunities to sign-up for interviews for internships and full-time jobs are also available through Career Development.

In addition, we coordinate six job fairs each year, providing you with the opportunity to meet company representatives from some of Pittsburgh’s leading employers. Students are encouraged to start their career planning in their freshman year by meeting with a career consultant to discuss career exploration and job search-preparation. For career assistance, visit the Center for Career Development, Union 614, call 412.396.6644 or visit us on the web at duq.edu/career-development.

CENTER FOR GLOBAL ENGAGEMENT
The Center for Global Engagement, located on the sixth floor of the Duquesne Union, helps international students and scholars who wish to study at Duquesne University. The center provides: application and pre-arrival information; arrival orientation focused on initial adjustment; information on U.S. Citizenship and Immigration Service (USCIS) requirements; and a variety of nonacademic and counseling services.

The Center for Global Engagement also assists current students who wish to study abroad. Duquesne University offers a wide range of study abroad opportunities, from its own Duquesne in Rome program and the Duquesne in Dublin Program, to semester-long study abroad programs in many countries all over the world. In addition, students can take advantage of a variety of short-term study abroad programs such as Spring Break Away courses, many Maymesters, and summer programs of 1-6 weeks offered by various faculty members.

We welcome inquiries for further information. Call 412.396.6113 during regular office hours of Monday through Friday, 8:30 a.m. to 4:30 p.m. or check out the website at duq.edu/international.

OFFICE OF COMMUTER AFFAIRS
Duquesne Union, 1st floor. If you are a commuter student and have a question, suggestion, concern or need information—the Office of Commuter Affairs staff is here to assist you. All students who reside off campus are encouraged to use the services of this office. Services include:

- Commuter Center including: quiet study room, computer lab, and lounge with refrigerator, microwave, television, and comfortable furniture
- Transportation Information
- Off-Campus Housing Information
- Programs and Activities for Commuter Students
- Commuter Assistant Program

Office hours are as follows:
Monday - Friday 8:30 a.m. - 4:30 p.m.

For further information call 412.396.6660 or email us at commuteraffairs@duq.edu.

DISABILITY SERVICES
The Office of Disability Services provides services to all university students, staff, and faculty with documented disabilities. Services such as early pre-registration, classroom relocation, specialized testing accommodations (extended time testing, reduced distraction testing, and oral testing, etc.), C.A.R.T services and other accommodations can be arranged through the office on an individual basis.

The office works with students on communicating their needs to faculty members and the university community, and assists students in connecting with campus resources, such as the Learning Skills Center, the University Counseling Center, and other campus resources.

Please contact the Office of Disability Services, 309 Duquesne Union, at 412.396.6657 or 412.396.6658 for any additional information.
THE DU CARD
All currently registered students are entitled to obtain a DU Card, the card that systematically eliminates your need to carry cash or other forms of identification. The DU Card has three functions,
1) its “virtual” cash, called Duquesne Dollars,
2) an ATM Card, and
3) an ID/security card — all rolled into one.

Use your Duquesne Dollars at various campus locations and receive discounts. For example, make copies, buy your books at our Barnes and Noble Bookstore, eat at any of the dining facilities — all with the Duquesne Dollars that you load onto your card.

Sign up for a checking account from PNC Bank and use your DU Card as an ATM card, anywhere STAR is accepted, world-wide. Already have a PNC checking account, great! Just call PNC at 1.877.PNC.1000 and link your existing account(s) to your DU Card.

In addition to the above features, the DU Card can be used for, but not limited to, admittance into residence halls and academic buildings, for checking out books or performing on-line searches at the Library, attending a Dukes Basketball game, and for dining meal plans or flex dollars.

DU cards that are lost or stolen are subject to a $25 replacement fee. DU cards that are damaged will incur an incremental fee ranging from $5 to $25. Damaged DU Cards will be confiscated. For more information on this policy, please visit our website, duq.edu/ducard.

The DU Card Center is located in room 210 Student Union. Normal business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. If you have special requirements or need additional information, please call the DU Card Center at 412.396.6191.

ENGLISH AS A SECOND LANGUAGE
Students whose first language is other than English may be referred for English Proficiency testing in the English as a Second Language (ESL) Program. All non-degree ESL students are placed into ESL courses according to test results upon arrival. Applicants to undergraduate programs may submit TOEFL (iBT) or IELTS scores, which determine their Gateway level or readiness for full-time academic study (link to Duquesne Gateway at duq.edu/admissions-and-aid/international/how-to-apply/undergraduate/english-gateway). Undergraduate students without a TOEFL or IELTS score are referred for required English Proficiency Testing upon arrival. Placement into full-time ESL courses, combined ESL and academic courses, or full clearance for academic courses depends upon test results.

ESL courses are fee-based courses, and the graduated refund schedule on the academic calendar does not apply. Therefore, students who request a change in schedule will receive no refund for dropped ESL courses if the request is made after the first two weeks of classes (or, in the case of a late arrival, after one week of the student’s enrollment). Questions may be directed to the ESL Program Office at 412.396.5091, 8:00 a.m. to 4:00 p.m., Monday through Friday, Room 435 College Hall. Additional information is available at duq.edu/esl.

FERPA
The University regards the student’s personal information and academic record as a matter of confidence between the student and the University. The contents of either may be revealed only in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended).

As a student, if you wish to waive your FERPA rights to particular individuals or a third-party, or if you wish to request nondisclosure of Directory Information, please log on to DORI and use Self-Service Banner> Personal Information> Answer a Survey> FERPA Waiver and Nondisclosure to complete the FERPA Waiver and Nondisclosure form.

FRESHMAN DEVELOPMENT
The Office of Freshman Development serves to coordinate, implement and direct programs which integrate and enhance the academic, co-curricular, and social dimensions of the freshman year. To accomplish this, the office: directs the New Student Orientation Program and Family Weekend; implements the New Student Mentor Program; assists freshmen with finding tutors when needed by interacting with the other departments providing tutorial services; monitors freshman grades; develops freshman leadership through the Freshman Class Council; advises the freshman honor society Phi Eta Sigma; and interacts with the Offices of Commuter Affairs, Intramurals, and Residence Life in developing programs for freshman commuters and residents.
HEALTH INSURANCE

Duquesne University is concerned about the health and well-being of our students and understands the importance of acquiring adequate health insurance. Therefore, the University has a Hard Waiver Policy for student health insurance. All full-time undergraduate, graduate and international students are required to login to our student health insurance portal to either select medical insurance or provide verifiable proof of “comprehensive medical” coverage:

_In order for your personal insurance to be accepted, 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 policy must NOT exclude payment for illness or injury occurring under the influence of drugs and alcohol.

**International policies must ALSO:**

- Include all conditions in previous category above
- Pays claims in US dollars
- Have a US-based claims processing center.
- Pay claims directly to the provider (no reimbursement policies allowed).
- Must be able to produce a copy of the full policy document in English.

All full-time students who do not login to our student health insurance portal to provide the required information will automatically be enrolled in the basic Student Health Insurance plan.

Duquesne University partners with UPMC and QM® Services, who can be reached at university@QMServicesInc.com or 1.800.273.1715 ext. 2, to provide an excellent and affordable student health insurance plan. Visit [QMServicesInc.com](http://QMServicesInc.com) or [duq.edu/healthinsurance](http://duq.edu/healthinsurance) for more information.

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MICHAEL P. WEBER
LEARNING SKILLS CENTER (LSC)

The Michael P. Weber Learning Skills Center (LSC) provides personalized learning support services for Duquesne University students, staff, faculty, and community residents in a number of important areas.

First, as the major dispenser of tutorial services, any Duquesne student may request tutorial assistance from the LSC. Tutoring services are free, provided by paid, trained tutors and are available for most Duquesne University courses.

Second, our free counseling services address self-exploration, decision making, careers, stress management and other student concerns. Our counseling services may also include diagnostic and learning disabilities testing and prescriptive writing.

Third, we oversee the five University Success classes that serve first-year students.

Fourth, we administer the Outreach Opportunity Program for Students (OOPS) for University students with QPAs below 2.00.

Fifth, we provide a comprehensive study skills program including a one-credit, summer, study skills course, mid-term and final exam prep sessions, and individualize assistance when needed. We also provide test preparation services by special arrangement for students required to take the PRAXIS, LSAT, GRE, AND GMAT.

Sixth, we coordinate the Program for Academic Coaching Through Tutoring (PACT), a service learning initiative housed at the Center since 1990 that provides tutorial services to Pittsburgh-area elementary, middle and high school students.

And lastly, we offer a one-week, residential Summer Institute for high school juniors and seniors, in which they learn about the world of higher education and earn college course credit.

The LSC is located on the ground floor of the Administration Building. Our days and hours of operation are Monday through Thursday, 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to 5:00 p.m. Stop by or call 412.396.6661. Visit us online at [duq.edu/learning-skills](http://duq.edu/learning-skills).
MODERN LANGUAGES PLACEMENT TESTS

Placement Policy:
• 1-2 years of high school language: Students take the placement test to determine appropriate level (typically 101 or 102; possibly higher). Instructors may recommend placement above 101 based on student performance during the drop/add period.
• 3 years of high school language: Students register for 102; instructors determine during the drop/add period if student should go into 201. No placement test required.
• 4 years of high school language: Students register for 102 or higher according to placement test.

Students who do not have previous experience with a modern foreign language should enroll in a 101 level class.

Placement exams for French, German and Spanish are available in the language lab during the academic year and in the summer. For Arabic, and Italian placement, please check with the department.

MODERN LANGUAGES GRADUATE READING EXAM

The graduate reading exam is offered upon request. The student must register with the Department of Modern Languages and Literatures two weeks before the date of examination. For further information, please call 412.396.6415.

PARKING SERVICES

For up-to-date information, consult the website at duq.edu/parking. You may contact Parking Services via e-mail at parking@duq.edu or by phone at 412.396.5267.

THE RITA M. MCGINLEY PSYCHOLOGY CLINIC

The Rita M. McGinley Psychology Clinic offers a variety of psychological services to Duquesne’s students and families, faculty and staff, as well as to the greater Pittsburgh communities. Doctoral students in Duquesne University’s clinical psychology program provide all services. Licensed clinical faculty members and selected licensed adjunct faculty psychologists in the community are involved in the supervision of all doctoral students.

Services
The Clinic provides to individuals, couples, families and children:
• Opportunities for short term discussion of personal concerns
  • Lengther psychotherapy for exploring and working through longer standing concerns, such as interpersonal conflicts, anxiety, depression, loss, etc.
  • Psychological assessment, for personal exploration or for third parties (employers, physicians, schools)
  • Group psychotherapy and peer support groups; these groups assist people in developing greater self-awareness, self-confidence, and improving relationships with others
  • Psychiatric consultation in coordination with ongoing psychotherapy
  • Free counseling to military service members and veterans of the Iraq and/or Afghanistan conflicts, and to their family members and loved ones.
  • Affordable Fees

The Clinic is located in a pleasant and private setting on the 2nd floor of Rockwell Hall. It is open for appointments Monday through Thursday, 9:00 a.m. to 8:00 p.m. and on Fridays, 9:00 a.m to 12:00 p.m. For more information or to schedule an appointment, please call Linda at 412.396.6562, or e-mail dupysychclinic@duq.edu, or look for us on the web at duq.edu/psychology-clinic. Services are provided with exceptional respect for confidentiality and individuality.

COUNSELING SERVICES

Counseling Services, located in Fisher Hall 636, provides personal and academic support through a variety of services. THESE SERVICES ARE CONFIDENTIAL AND FREE TO ALL DUQUESNE UNIVERSITY STUDENTS.

Individual Psychotherapy offers confidential treatment provided by licensed psychologists, post-doctoral residents and practicum students for issues such as:
• Difficulty adjusting to college/life stressors
• Personal and/or emotional distress
• Sadness/worry
• Troublesome eating behavior
• Other issues interfering with daily functioning
  • Anxiety
  • Depression
  • Grief/Mourning
  • Relationship Issues
  • Identity
  • Trauma
**Group Counseling** can help students identify and express feelings, develop more effective coping strategies, and experience acceptance and support from others.

**Psychiatric Referral Resource** is available for students who need medication evaluation and management. The student will work directly with the UCWC Case Manager or her/his counselor to find the appropriate provider, which can include a referral to the Duquesne University Health Service.

**Biofeedback** can decrease stress, anxiety, panic and depression. The client participates in a fun computer game that teaches players how to increase emotional well-being, regulate affect, remain calm in response to stressful situations, and respond to events in ways that are congruent with context.

**Outreach Programming** includes workshops and information sessions scheduled by request of the students, faculty or staff. Workshops can be presented in a manner that addresses a wide variety of topics that address particular needs. Examples of specific workshops can include, but are not limited to: Mindfulness and Mediation, Stress Management, Masculinity and Femininity, Life Balance, and other workshops that can be tailored to specific interests and/or needs.

**Online Resources and Self-Help** are available through the website with free, anonymous online screenings for depression, bipolar disorder, alcohol issues, eating disorders, anxiety disorders, and PTSD. Call for an appointment at 412.396.6204, Monday through Friday from 8:30 a.m. to 4:30 p.m.

**Wellbeing Coaching** provides an opportunity for students who want to improve their overall quality of life through Mind-Body-Spirit Cross-Training. It is designed to facilitate genuine contentment through specific practices in each core area of a student’s being.

**An Interfaith Meditation Room** is available to all students, faculty, and staff. The room can also be reserved for workshops, classes, and small group retreats. Call for an appointment at 412.396.6204, Monday through Friday from 8:30 a.m. to 4:30 p.m.

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**UNIVERSITY HEALTH SERVICES**

Duquesne University Health Services, second floor Duquesne Union, is available to all full-time registered Duquesne students (undergraduate, graduate, residents and commuters).

**Phone:** 412.396.1650 / Nurse Line: 412-396-2617

**Email:** duhealth@duq.edu

**Hours of Operation:**
- Monday - Thursday: 7:30 a.m. - 6:00 p.m.*
- Friday: 7:30 a.m. - 4:00 p.m.*
- Saturday - Sunday: Closed*

**Requirements:**

Students are required to submit dates of required immunizations: 2MMR and a Meningitis Quadrivalent Vaccine given after age 16 (for students living in residence), or other specific immunizations based upon course of study, and a Health History online in DORI (via Go To > STUDENT > Resources and information > Health Service Student Portal).

**Services:**

- Family Medicine Physicians, Nurse Practitioners and Physician Assistant available daily (by appointment) for confidential routine acute primary care; same day scheduling available.
- Appointment and phone call Triage by Registered Nurses during hours of operation
- Nutritionist Consultation (by appointment only)
- Allergy Injections (must contact office to arrange)
- Campus Relations / Wellness Programming / CPR Instruction (available upon request)
- Pre-Clinical Requirement Nurse Coordinator for health-related professional schools (by appointment)
- We provide a broad range of medical services including routine, acute healthcare and related procedures and treatments, routine physical examinations, and wellness screenings. Health Services collaborates closely with other campus services, including the Center for Pharmacy Care for immunizations, travel medicine services and specialized medical testing. Health Services is a component of the Center for Student Wellbeing, a subdivision within the Division of Student Life. We are closely integrated with Counseling Services and together provide collaborative care for students including prescribing of common mental health related medications.

* After hours, emergency care is available at UPMC Mercy Hospital, adjacent to campus on Locust Street by contacting Campus Police 412.396.2677, or by summoning 9-1-1 when off-campus.
**FINAL EXAM SCHEDULE**

**SPRING SEMESTER 2020**

**EXAMINATION DATES**
- Thurs. Apr. 30
- Fri. May 1
- Sat. May 2
- Mon. May 4
- Tues. May 5
- Wed. May 6

**EXAMINATION LOCATION AND TIME**

The final examination is conducted in the regularly assigned classroom of the course, and held at a time according to the instructions below, unless otherwise announced by the instructor.

**CLASSES THAT MEET TWICE EACH WEEK**

Classes that meet M/W; W/F; M/F from 3:00-4:15 p.m. will have their final exam according to the MWF 3:00-3:50 p.m. exam time. Classes that meet two days/week on M/W; W/F; M/F from 4:25-5:40 p.m. will have their final exam according to the MWF 4:00-4:50 p.m. exam time. Classes that meet on M/W; W/F; M/F from 8:00-9:15 a.m. will have their final exam according to the MWF 8:00-8:50 a.m. exam time.

**EVENING AND SATURDAY CLASSES**

Examinations for evening classes will begin at **6:15 p.m.** on the regular class evening during the final exam week. Saturday class examinations are given at the regular class meeting time on the Saturday during the final exam week. An evening class which meets more than once weekly will take the examination on the class day first occurring during final exam week.

**HOW TO USE THE FINAL EXAMINATION SCHEDULE**

Locate your standard meeting pattern or course in the body of the grid. Use the top horizontal border to identify your exam day and the left vertical border to find your exam time. Common exam day and times are at the bottom of the page. As an example: A class which meets at 9:00 - 9:50 a.m. MWF will take the final examination on Tuesday, May 5, 2020 from 8:30 a.m. to 10:30 a.m.

**PLEASE NOTE**

Common Exam times supersede the regular exam meeting times. All MWF regular class meeting times include MTWF, MWRF, and TWRF time variations for purposes of the final exam schedule.

### Regular Exam Meeting Times

<table>
<thead>
<tr>
<th>Exam Days</th>
<th>Thursday Apr. 30</th>
<th>Friday May 1</th>
<th>Saturday May 2</th>
<th>Monday May 4</th>
<th>Tuesday May 5</th>
<th>Wednesday May 6</th>
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</thead>
<tbody>
<tr>
<td>Exam Times</td>
<td>Class Meeting Times</td>
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<td>8:30 AM to 10:30 AM</td>
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<td>11:00 AM to 1:00 PM</td>
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<td>1:30 PM to 3:30 PM</td>
<td>9:25 - 10:40 T R</td>
<td>10:15 - 12:05 T R</td>
<td>4:30 - 5:45 T R</td>
<td>12:15 - 1:30 T R</td>
<td>1:00 - 1:50 M W F</td>
<td>4:00 - 4:50 M W F</td>
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**Common Examinations (all sections) for Biology, Business and Chemistry**

<table>
<thead>
<tr>
<th>Time</th>
<th>Courses</th>
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<tbody>
<tr>
<td>4:00 PM to 6:00 PM</td>
<td>122- Gen Chem II 152- Quant Analysis 285- Business Statistics 112- Biology II 117- Adv Biology II 201- Microecon 202- Macroecon 207- Biology A&amp;P I 267- Supply Chain Oper</td>
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<tr>
<td>101- College Algebra 331- Bus Finance</td>
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**Common Examinations for Business and Chemistry**

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<tr>
<th>Time</th>
<th>Courses</th>
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<tbody>
<tr>
<td>8:30 AM to 10:30 AM</td>
<td>212- Organic Chem II 214-Financial Accounting</td>
</tr>
<tr>
<td>11:00 AM to 1:00 PM</td>
<td>215-Managerial Accounting</td>
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</tbody>
</table>
ABBREVIATIONS

LOCATIONS

ADMIST  Administration Building
AFR  Africa
AGEN  Agency
ASSUMP  Assumption Hall
BAYER  Bayer Learning Center
CANEVI  Canevin Hall
CHINA  China
COLLGH  College Hall
CRARLA  Cranberry Regional Learning Alliance
DEPT  Department
DB  Dublin Campus
DUBLIN  Dublin Campus
DUITAL  Italian Campus
ENGL  England
FISHER  Fisher Hall
GENES  Genesius Theater
GHANA  Ghana
GUMBER  Gumberg Library
IC  Italian Campus
ITAL  Italy
LAUR  Laura Falk Lecture Hall, Mellon Hall
LEC1  Lecture Hall 1, Rockwell Hall
LEC2  Lecture Hall 2, Rockwell Hall
LEC3  Lecture Hall 3, Rockwell Hall
LIBERM  Libermann Hall
MANILA  Manila
MAUR  Maurice Falk Lecture Hall, Mellon Hall
MELLON  Mellon Hall
MN  Main Campus
NIRE  Northern Ireland
OC  Off Campus
PAPT  Pappert Lecture Hall, Bayer
PFM  Pittsburgh Filmmakers
PITT  University of Pittsburgh
RECTL  Recital Hall
ROCKWL  Rockwell Hall
SHLTHS  Rangos Health Sciences Building
SMUSIC  Music School
STPL  St. Paul’s Seminary
STVINC  St. Vincent College
VKAAM  Van Kaam Building
WOLF  Wolfe Lecture Hall, Bayer

LETTERS AT THE END OF A COURSE NUMBER

C  Reserved for Learning Communities
E  Reserved for ESL students
H  Honors
L  Laboratory
P  Preparatory
R  Recitation
W  Writing Intensive

LETTERS THAT PRECEDE THE SECTION NUMBER OF A COURSE

B  Spring Breakaway – requires an international study trip during Spring Break
BE  Reserved for Bio-Medical Engineering students
N  Reserved for Nursing students
P  Reserved for Pharmacy students
R  Reserved for Health Sciences students
SP  Reserved for Spiritan Division students

DAYS OF THE WEEK

M  Monday
T  Tuesday
W  Wednesday
R  Thursday
F  Friday
S  Saturday
U  Sunday
TBA  To Be Arranged
#### DAY CLASS HOURS

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<tr>
<th>MONDAY</th>
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#### DAY CLASS HOURS | TWICE WEEKLY

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#### EVENING CLASS HOURS | ONCE WEEKLY

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#### EVENING CLASS HOURS | TWICE WEEKLY

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AVOID TIME CONFLICTS: Plot your weekly class schedule on this chart before submitting it during registration. Keep it with you as a handy reference guide.