Welcome to New Online Student Orientation
James Swindal, Ph.D.
Dean, McAnulty College and Graduate School of Liberal Arts

Message from the Dean……
“We are very happy to welcome the online graduate students to McAnulty College. We are strongly committed to the quality of our online teaching, and are dedicated to helping you apply this learning to your workplace and your lives.”
Magali Cornier Michael, Ph.D.
Associate Dean, McAnulty College and Graduate School of Liberal Arts

- Director, M.S. in Leadership
- Phone: 412-396-5179
- michael@duq.edu
Kathy Rebholz

- Academic Advisor for graduate programs
- M.S. in Education from Duquesne
- Has online course experience as a student
- Former Study Skills Instructor
- Advising at Duquesne since 1996
- Phone: 412-396-5558
- rebholz@duq.edu
Don Accamando

- Director, Office of Military and Veteran Students
- Assists with academic transition
  - Contact Don to learn more about your benefits, or other issues tied to your military experience at the University
- Ret. Lt. Col. USAF, 28 years of military and educational leadership
- Office: Room 703 Libermann Hall
- Phone: 412-396-5366
- accamandod@duq.edu
Dimensions of a Duquesne Education

- Understanding and Knowledge
- Intellectual Inquiry and Communication
- Ethical, Moral, and Spiritual Development
- Diversity and Global Mindedness
- Leadership and Service
Expectations for Online Learning

• Be proactive
• Establish relationships with:
  • Your instructors
  • Your classmates
  • Your advisor
• Ask questions, ask questions, ask questions!
  • It’s a sign of your engagement with the course
• If you fall behind or life circumstances interfere with your studies, communicate!
Online Learning - A Faculty View

- Log in at least 4 times throughout the week
- Become part of a learning community
  - Expect to learn from your classmates
  - Promote the learning of others
- Do your homework
  - Thoughtful, substantive posts
  - Apply the texts and readings
- Enjoy your courses!
Graduate School Policies

• A 3.0 GPA is required to graduate from the program.
• A student earning a semester GPA below 3.0 is subject to Graduate School action (such as probation and then dismissal if GPA is not raised the following term)
• An ‘Incomplete’ or ‘I’ grade may be assigned for a course at the discretion of the instructor; the student must then work with the instructor to complete the course within the time frame indicated by the instructor. (which cannot exceed one year)
• A student having earned more than two ‘I’ grades may not register for the following term.
• Students should refer to the Academic Calendar for drop/add and withdrawal dates each semester:
  http://www.duq.edu/academics/academic-calendar
Support Services:

- Academic Advising Services designed to help you meet your educational goals
- Blackboard Site with many links, tutorials, and other resources
- Technical Support (help desk) 412-396-4357
- Gumberg Library
  
  [http://www.duq.edu/academics/gumberg-library](http://www.duq.edu/academics/gumberg-library)

- Writing Center (online or on campus); 216 College Hall; schedule online at [www.duq.edu/writing-center](http://www.duq.edu/writing-center)
Support Services, continued....

- Special Student Services  412-396-6658
- Counseling and Wellbeing Center  412-396-6204
- Career Services  412-396-6644


Other offices you may need:

- Student Accounts  412-396-6585
- Financial Aid  412-396-6607
- University Book Store  412-434-6626

(order texts at [http://duquesne.bncollege.com/](http://duquesne.bncollege.com/))
<table>
<thead>
<tr>
<th>Academic Calendar</th>
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<tbody>
<tr>
<td><strong>Fall 2016</strong></td>
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<tr>
<td>8/22/16 Classes begin</td>
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<tr>
<td>8/26/16 Last day to Add/Drop</td>
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<tr>
<td>11/11/16 Last day to Withdraw</td>
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<tr>
<td>12/15/16 Last day of semester</td>
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<tr>
<td><strong>Spring 2017</strong></td>
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<tr>
<td>1/12/17 Classes begin</td>
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<tr>
<td>1/19/17 Last day to Add/Drop</td>
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<tr>
<td>4/05/17 Last day to Withdraw</td>
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<tr>
<td>5/10/17 Last day of semester</td>
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<tr>
<td><strong>Summer 2017</strong></td>
</tr>
<tr>
<td>5/15/17 Classes begin</td>
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<tr>
<td>5/19/17 Last day to Add/Drop</td>
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<tr>
<td>6/16/17 Last day to Withdraw</td>
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<tr>
<td>7/7/17 Last Day of Semester</td>
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University Goals / Spiritan Mission

- Academic Excellence
- Moral and Spiritual Values
- An Ecumenical Atmosphere
- The Spirit of Service
- World Concerns