

SPRING 2019

SCHEDULE OF CLASSES

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ACADEMIC CALENDAR SPRING 2019 SEMESTER

January 10	Thursday	- Classes begin
January 10-16	Thursday-Wednesday	- Final registration
January 16	Wednesday	- Latest date to register, change class schedule, and declare pass/fail or audit options
		- Last day for registration cancellation and full tuition refund for the term
January 21	Monday	- Holiday: Martin Luther King, Jr. Day (No classes. Offices closed)
January 23	Wednesday	- Latest date for 80% tuition refund for TOTAL WITHDRAWAL from the University
January 30	Wednesday	- Latest date for 40% tuition refund for TOTAL WITHDRAWAL from the University
February 6	Wednesday	- Latest date for 20% tuition refund for TOTAL WITHDRAWAL from the University
February 15	Friday	- Latest date for prospective May graduates to apply for graduation
February 25- March 1	Monday-Friday	- Midterm exam week
March 1	Friday	- Latest date for prospective May graduates to submit thesis/dissertation drafts and schedule comprehensives
March 4-9	Monday-Saturday	- Spring Break (No classes)
March 5	Tuesday	- Latest date for reporting midterm grades
March 11	Monday	- Latest date for change of Incomplete ("I") grades from Fall 2018 for undergraduate level courses. Undergraduate "I" graded courses not graded by this date will be converted to final and permanent grade of "F"
April 3	Wednesday	- 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
April 12	Friday	- Latest date for prospective May graduates to submit approved theses/ dissertations to the Gumberg Library and to take comprehensive exams
April 18-22	Thursday-Monday	- Easter Break (No classes. Offices closed Thursday, April 18 and Friday, April 19)
April 23	Tuesday	- Classes meet according to Monday class schedule
April 30	Tuesday	- Latest date for first-semester freshmen and first-semester transfer students to withdraw with a "W" grade from a 15-week class
		- Last class day of 15-week term
May 1	Wednesday	- Reading Day
May 2-8	Thursday-Wednesday	- Final examinations
May 8	Wednesday	- Latest date for change of Incomplete (I) grades from Spring 2018 for graduate level courses. Graduate "I" graded courses not completed by this date will receive a permanent grade of "F"
		- Latest date for graduating students to complete degrees and pay accounts
May 10	Friday	- Official graduation date
		- University Commencement

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:

Degree (Day)	Office of Admissions	1st Floor, Admin. Bldg.	412.396.6222
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Graduate Admissions

Graduate admissions information is available through the following Graduate Schools:

Business Administration	704 Rockwell Hall	412.396.6244
Education	213 Canevin Hall	412.396.1559
Health Sciences	302 Health Sciences Bldg.	412.396.5653
Law	201 Law School	412.396.6296
Liberal Arts	215 College Hall	412.396.6400
Music	316 Music School	412.396.6080
Natural and Environmental Sciences	100 Mellon Hall	412.396.4900
Nursing	545 Fisher Hall	412.396.6550
Pharmaceutical Sciences	431 Mellon Hall	412.396.1172
Post-Baccalaureate Pre-Medical & Health Professions	700 Fisher Hall	412.396.6335
Weekend Pharmacy	303 Bayer Learning Center	412.396.6393

1. IMPORTANT REGISTRATION INFORMATION

Opens Monday, October 22, 2018

Web Registration is available in Self-Service Banner for undergraduate and graduate students who qualify at duq.edu/dori. Instructions for using Banner are on the University Registrar's website at 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 University Registrar no later than the end of the add/drop period. Students who register but do not attend will receive a final grade of "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. **Freshmen with fewer than 15 earned credits and non-degree-seeking students must register with their advisor.**
- 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.
- All others 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 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 2019

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 2019 is January 10-16 for undergraduate and graduate students.**

Registration Start Dates and Times for Spring 2019

SSB Online Registration Begins (all students except new freshmen for Spring 2019)		
October 22, 2018	7 a.m.	Online registration begins for early registrants
October 29, 2018	7 a.m.	Undergraduates with 90+ earned credits
October 30, 2018	7 a.m.	All graduate students
November 5, 2018	7 a.m.	Undergraduates with 60+ earned credits
November 12, 2018	7 a.m.	Undergraduates with 30+ earned credits
November 27, 2018	7 a.m.	Undergraduates with fewer than 30 credits (excluding new, first-semester freshman who are starting in Spring 2019)
In-Person, First-Semester Freshmen Registration Begins		
November 27, 2018	8:30 a.m.	Advising appointments begin for new, first-semester freshmen starting in Spring 2019
Final Registration		
January 10-16, 2019		Final registration for undergraduate and graduate students for Spring 2019
January 16, 2019	11:59 p.m.	Last day to register for Spring 2019

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 2019 ends on January 16, 2019. 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 with 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."

SPRING 2019

January 2380%
January 3040%
February 620%
After February 60%

DEGREE APPLICATION

Prospective candidates for May 2019 graduation must apply for graduation no later than February 15, 2019. Students can apply online using Self-Service BANNER. Go to Self-Service BANNER > Student Information > Student Records > Apply to Graduate.

SEMESTER 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.

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 10-16, 2019.
- No registration or changes of class schedule may be made after January 16, 2019.
- Requests for course withdrawals will be processed beginning January 17, 2019 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, under “Academics.”

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.
- Financial Aid Awards, Federal Loans, Guaranteed Loans —
FINANCIAL AID OFFICE,
Ground Floor, Administration Building.
- Housing Reservations and Charges —
RESIDENCE LIFE OFFICE,
Ground Floor, Assumption Hall.

LOAN CHECK OR EFT INQUIRIES — To find out if your loan funds have been posted to your student account, log into QuikPAY and click: View and Pay Accounts > Current Activities. For questions, please contact Student Accounts at 412.396.6585 or studentaccounts@duq.edu.

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/> 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 QuikPAY.

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. Student Information
3. Student Account
4. Access QuikPAY

Choose "Direct Deposit" 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 both Perkins and Stafford Loans or do not complete the entrance interviews online, those 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
 Student Information
 Student Accounts
 Access Quikpay

Authorized payers should use duq.edu/quikpay to access the eBills.

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 and Discover payments, with a non-refundable service fee of 2.55%.

To make an eCheck payment online, simply provide your routing and account numbers from your paper

check along with the amount you wish to pay. You will receive a receipt to document the transaction for your records. (Please press the question mark on the payments page if you need help locating the routing or account number.)

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 PAYERS

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

To add an Authorized Payer, log in to your online account, select the "Authorize payers" option and simply follow the prompts. You will want to add a secondary email address under "User Preferences", so that these guest users can also receive the email notifications regarding monthly billing statements.

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 Nelnet Campus Commerce, a third party vendor, to offer a flexible payment plan. For additional information you can contact Nelnet directly at 1.800.609.8056.

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, Nelnet Campus Commerce. There is a \$10 enrollment fee for this deferment and payment is automatically drafted approximately four weeks after the end of the term.

Contact Student Accounts directly with questions related to these options.

TUITION AND FEE PAYMENT

SEMESTER TUITION AND FEE CHARGES — SPRING 2019 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. (*Rates shown are Fall 2018 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	\$ 19,089.00
Pre-Pharmacy, Health Sciences, Health Care Supply Chain Management (Pharm) . . .	\$ 22,000.00
Music	\$ 22,737.00
Nursing 2nd Degree	\$ 17,612.00

Tuition Per Credit (Part Time, Overload, Graduate)

Undergraduate: Arts, Business, Education, Health Management Systems, Health Science Special Status, Natural and Environmental Sciences, Nursing, Spiritan Division, Biomedical Engineering	\$ 1,265.00
Graduate: Arts, Education, Business, Health Management Systems	\$ 1,284.00
Undergraduate: PharmD Program	\$ 1,511.00
Graduate: Pharmacy	\$ 1,511.00
Graduate: Music	\$ 1,600.00
Undergraduate: Music	\$ 1,453.00
Graduate: Natural and Environmental Sciences, Nursing	\$ 1,376.00
Undergraduate: Pre-Pharmacy, Health Sciences, Health Care Supply Chain Management (Pharm) . . .	\$ 1,319.00
Graduate: Health Sciences	\$ 1,419.00

Fees Tuition Remission/Exchange Administrative Fee (Full Time) Sustainable MBA; Nursing 2nd Degree . . .	\$ 1,500.00
Tuition Remission/Exchange Administrative Fee Per Credit Hour (Part Time, Overload, Graduate) . . .	\$ 117.00
Continuous Registration Fee	\$ 693.00
Undergraduate Pharmacy Student Activities Fee (3rd, 4th, 5th, and 6th-Year Students)	\$ 218.00
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

Student Advisor	College/School	Location	Phone	Fax	
MaryJo Babinsak	Biomedical Engineering	Room 307	Libermann Hall	2662	2596
Justine Valenti	Biomedical Engineering	Room 307	Libermann Hall	2611	2596
Patty Moore	Business	Room 705	Rockwell Hall	5702	5304
Linda Scott	Business	Room 705	Rockwell Hall	5702	5304
Keith Solarczyk	Business	Room 705	Rockwell Hall	5702	5304
Cindy Stadtfeld	Business	Room 705	Rockwell Hall	5702	5304
Lisa Patrick	Education	Room 213	Canevin Hall	6118	5585
Sandra Bondo	Education	Room 213	Canevin Hall	5713	5585
Deborah Durica	Health Sciences	Room 304	Health Sciences	5551	5554
Jessica Roscoe	Health Sciences	Room 306	Health Sciences	5534	5554
Brenda Simmonds	Health Sciences	Room 307	Health Sciences	5285	5554
Janet Addlespurger	Liberal Arts	Room 212	College Hall	6389	5197
Dixie Baker	Liberal Arts	Room 212	College Hall	6389	5197
William Klewien	Liberal Arts	Room 212	College Hall	6389	5197
Marianne Leister	Liberal Arts / Online Degree Program	Room 204A	College Hall	4933	5197
Gita Maharaja	Liberal Arts	Room 212	College Hall	6389	5197
Carmen Thomas	Liberal Arts	Room 212	College Hall	6389	5197
Karen Kriss	Music	Room 301	Music School	5744	5479
Diana Dawson	Nat. & Env. Sciences	Room 100	Mellon Hall	4834	4881
Dorothy Rigby	Nat. & Env. Sciences	Room 339B	Fisher Hall	4921	4881
Val Lijewski	Nat. & Env. Sciences / For. Sci.& the Law	Room 341	Fisher Hall	1084	1402
Karen Bova	Nursing	Room 550	Fisher Hall	5046	6346
Alana Harteis	Nursing	Room 550	Fisher Hall	5586	6346
Emily Lottes	Nursing	Room 550	Fisher Hall	1743	6346
Christopher Hagan	Pharmacy	Room 304	Bayer Learning Ctr.	4831	4375
Julie Mihelcic	Pharmacy	Room 304	Bayer Learning Ctr.	6375	5130
Amy Whittington	Pre-Health	Room 700	Fisher Hall	1312	5587
Vicki Bush	Spiritual Division	Room A11	Administration Bldg.	6035	5466

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.

COMMUNITY-ENGAGED LEARNING

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
- Philosophy 3 cr.
- UCOR 132 Basic Philosophical Questions 3 cr.
- Natural Science (Students choose one course) 3 cr.
- UCOR 121 Core Biology
- UCOR 122 Core Chemistry
- UCOR 123 Core Physics
- UCOR 124 Core Earth Science
- UCOR 125 Core Astronomy
- UCOR 126 Foundations of Energy and the Environment
- UCOR 127 Cosmology
- UCOR 170 Roller Coaster Science
- Another course approved for a specific program
- Theology (Students choose one course) 3 cr.
- UCOR 141 Biblical and Historical Perspectives
- UCOR 142 Theological Views of the Person
- UCOR 143 Global and Cultural Perspectives
- Another course approved for a specific program
- Ethics (Students choose one course) 3 cr.
- UCOR 151 Philosophical Ethics
- UCOR 152 Theological Ethics
- Another course approved for a specific program

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

DUQUESNE UNIVERSITY 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).

It is universally recognized that the ability to write clear, correct, and effective prose is an indispensable component of being an educated person. It is, therefore, entirely appropriate that Duquesne includes among its central objectives the development of the abilities to write clearly, correctly, and effectively. Writing is central to students' academic experience and is a shared responsibility of the entire University community. Students more fully understand their major field by analyzing and producing that discipline's discourse 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 a form of thinking that 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.

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.

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) it's "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 are referred for required testing in the English as a Second Language (ESL) Program. Assignment to ESL or Gateway courses is based upon submitted TOEFL or IELTS scores, or results of language placement tests administered by the ESL Program. ESL advisors may clear eligible students to take selected credit-based courses in their academic programs along with English language courses. **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 courses unless the request is made within the first two weeks of classes (or, in the case of a late arrival, within one week of the student's enrollment).** Questions may be directed to the ESL 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 Highmark and Hulse/QM® to provide an excellent and affordable student health insurance plan. Visit hulseqm.com/studentportal or duq.edu/healthinsurance for more information.

**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.

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.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs, located on the sixth floor of the Duquesne Union, helps international students and scholars come to Duquesne University. The office 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 Office of International Programs also assists current students who would like to study abroad. Duquesne University offers a wide range of study abroad opportunities, from its own Italian Campus located in Rome, Italy, 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.

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

- Lengthier 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)
- Process groups for Duquesne students; these groups assist clients in developing greater self-awareness 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 dupsychclinic@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 Meditation, 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.

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

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 the Center for Pharmacy Care for immunizations, travel medicine services and various point-of-care 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.

* 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.

SPRING SEMESTER 2019

EXAMINATION DATES

Thurs. May 2 Fri. May 3 Sat. May 4 Mon. May 6 Tues. May 7 Wed. May 8

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 7, 2019 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

Exam Days	Thursday May 2	Friday May 3	Saturday May 4	Monday May 6	Tuesday May 7	Wednesday May 8
Exam Times	Class Meeting Times					
8:30 AM to 10:30 AM	10:00 - 10:50 M W F	12:00 - 12:50 M W F		11:00 - 11:50 M W F	9:00 - 9:50 M W F	8:00 - 8:50 M W F
11:00 AM to 1:00 PM	1:40 - 2:55 T R	4:00 - 4:50 M W F	5:00 - 5:50 M W F	2:00 - 2:50 M W F	8:00 - 9:15 T R	3:05 - 4:20 T R
1:30 PM to 3:30 PM	9:25 - 10:40 T R	12:15 - 1:30 T R	4:30 - 5:45 T R	10:50 - 12:05 T R	1:00 - 1:50 M W F	3:00 - 3:50 M W F

Common Examinations (all sections) for Biology, Business and Chemistry

4:00 PM to 6:00 PM	312-Int Acct II 122-Gen Chem II 152-Quant Analysis 101-College Algebra	411W-Auditing 201-Microecon 202-Macroecon 112-Biology II 117-Adv Biology II	285-Business Statistics	209-Biology A&P II 267-Supply Chain Oper 375-Supply Chain Proc Improvement 450-Cases in Finance 334-Theory of Finance	311-Int Acct I 414-Corp Tax	331-Bus Finance 333-Financial Mgmt
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Common Examinations for Business and Chemistry

Saturday, May 4		
8:30 AM to 10:30 AM	11:00 AM to 1:00 PM	1:30 PM to 3:30 PM
212-Organic Chem II 215-Managerial Accounting	214-Financial Accounting 315-Cost Accounting	

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
ITL	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	Liebermann 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
RCTL	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
CE	Community Engaged Learning section
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

CLASS SCHEDULE PLANNING SHEET

DAY CLASS HOURS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 8:50
9:00 - 9:50	9:25 - 10:40	9:00 - 9:50	9:25 - 10:40	9:00 - 9:50
10:00 - 10:50		10:00 - 10:50		10:00 - 10:50
11:00 - 11:50	10:50 - 12:05	11:00 - 11:50	10:50 - 12:05	11:00 - 11:50
12:00 - 12:50	12:15 - 1:30	12:00 - 12:50	12:15 - 1:30	12:00 - 12:50
1:00 - 1:50		1:00 - 1:50		1:00 - 1:50
2:00 - 2:50	1:40 - 2:55	2:00 - 2:50	1:40 - 2:55	2:00 - 2:50
3:00 - 3:50	3:05 - 4:20	3:00 - 3:50	3:05 - 4:20	3:00 - 3:50
4:00 - 4:50		4:00 - 4:50		4:00 - 4:50
5:00 - 5:50	4:30 - 5:45	5:00 - 5:50	4:30 - 5:45	5:00 - 5:50

DAY CLASS HOURS | TWICE WEEKLY

MONDAY / WEDNESDAY	MONDAY / FRIDAY	WEDNESDAY / FRIDAY
3:00 - 4:15	3:00 - 4:15	3:00 - 4:15
4:25 - 5:40	4:25 - 5:40	4:25 - 5:40

EVENING CLASS HOURS | ONCE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40	6:00 - 8:40

EVENING CLASS HOURS | TWICE WEEKLY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15	6:00 - 7:15
7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45	7:30 - 8:45

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.