



DUQUESNE
UNIVERSITY

A large, multi-story brick building with a prominent glass facade, likely a student housing or residence hall. The building has a modern architectural style with a mix of brick and glass. The sky is clear blue with a few wispy clouds. In the foreground, there are some trees and a fence.

**Student Housing &
Residence Life Handbook
2024-2025**

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Student Housing & Residence Life Mission Statement

The Office of Student Housing & Residence Life is committed to creating an environment in each of the Living Learning Centers and all affiliated housing in which students grow and develop as a total person. The philosophy of the department, as an extension of the University's Mission, is based on the belief that the Living Learning Center experience is an important part of the total University education.

Many resources are available and programs exist to facilitate the personal and academic growth of the resident students. The professional and resident assistant staff provides the means to foster such development in each of the Living Learning Centers.

Living Learning Centers

Assumption Hall



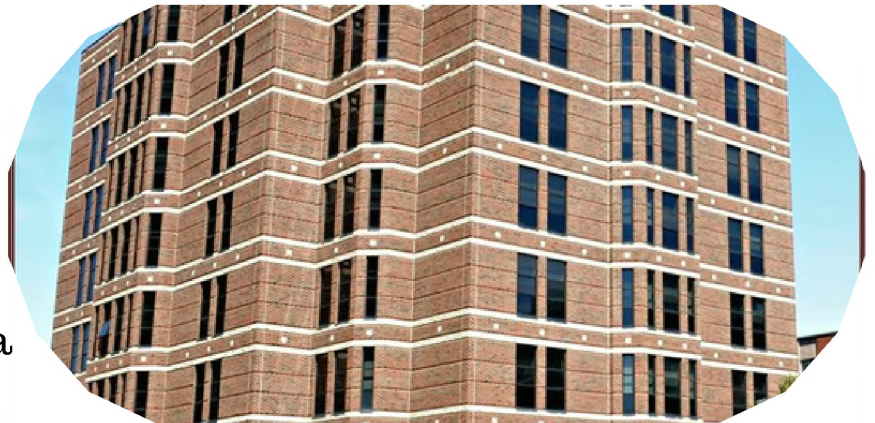
Assumption Hall, established in 1954, is Duquesne University's first residence hall. Today, it serves as home to the Honors College, offering a unique and intellectually stimulating environment for students."



412-396-5087

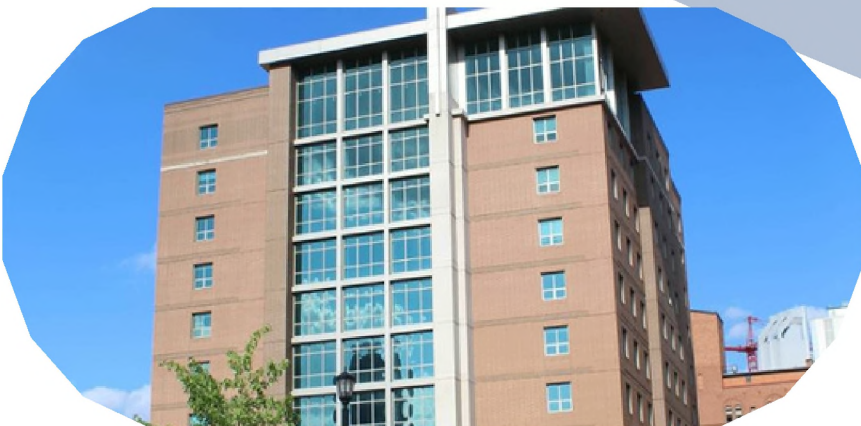
Vickroy Hall houses upperclassmen with a focus on enhancing the second-year experience. Centrally located among other residence halls, it offers residents a communal kitchen for cooking and socializing. This setting promotes a sense of community and supports the unique needs of second-year students as they transition into upper-level academics

Vickroy Hall



412-396-4212

Des Places Hall



412-396-2472


Des Places offers upperclassmen suite-style living with views of the practice field. This residence hall provides a comfortable and modern living environment for students seeking a more private and independent housing option.

Living Learning Centers

Duquesne Towers, the university's largest residence hall, accommodates around 1,100 students. In addition to its spacious residential quarters, it boasts a variety of amenities, including an indoor pool, Campus Ministry facilities, and the renowned Hogan Dining Hall. This dynamic living environment fosters a strong sense of community and provides residents with access to essential campus resources

Duquesne Towers




 412-396-5048

St. Ann Hall



St. Ann Hall serves as an exclusive residence hall for first-year students, with separate wings designated by gender. This setup provides a supportive and structured living environment tailored to the needs of new students

 412-396-5100

Lumina Housing

St. Martin Hall offers apartment-style living for second-year Duquesne students. Choose a 1 or 2-person unit for privacy or to share with a friend. Enjoy home-inspired comforts and style while being part of a driven, welcoming community.

St. Martin Hall supports the sophomore experience with spaces tailored to your academic success

St. Martin Hall



412-396-5084

Brottier Hall



Brottier Hall offers apartment-style living with high-quality amenities for Duquesne University students.

Each unit provides comfort, convenience, and home-inspired style. Designed for junior, senior, graduate, and professional students, Brottier Hall combines a welcoming community with private living spaces tailored to support academic pursuits.



412-396-1450

1045 Forbes Ave offers all residents private bedrooms, in-unit laundry, and full kitchens with quality appliances. This on-campus option for junior, senior, graduate, and professional students lets you celebrate your independence while being part of a residential community.

Forbes Ave Hall



Living Learning Center Policies

Alcohol

Duquesne University and the Student Housing and Residence Life Office prohibits the unlawful use, possession, and/or distribution of alcohol in the Living Learning Centers. As members of the Duquesne community, all students are required to observe relevant federal, state and local laws as well as the Student Handbook with regard to issues with alcohol. No person under the federal drinking age of 21 years is permitted to consume, transport, possess, or be in the presence of any alcoholic beverage. Failure to comply will result in disciplinary action. In no event are kegs, bottled beer/malt beverages, boxed wine, bottled wine coolers, premixed alcohol products, or common sources of alcohol permitted in the living area of the Living Learning Centers.

Alcohol Paraphernalia

Students under the age of 21 are prohibited from having full or empty alcohol containers and/or paraphernalia in the Living Learning Centers. This includes, but is not limited to: cans, bottles, shot glasses, and bongos/funnels, pong tables, etc.

Alcohol Registration

It is permissible to have beer/malt beverages (in cans), wine, and liquor in individual rooms if the student is 21 years of age or older and all persons in the room are 21 years of age and older, and the alcohol has been properly registered. Students of the legal drinking age may register a limited amount of alcohol at the building front desk. Failure to register alcoholic beverages will result in disciplinary action. The amount of alcohol a student of legal age may sign in to the Living Learning Centers on a weekly basis is as follows:

- One case of beer/malt beverage (cans only, up to 24); OR
- One (0.75 liters) bottle of distilled spirits, i.e. whiskey, bourbon, vodka, etc.; OR
- One bottle of wine (1.5 liter or less).

All of the above must be in their original, unopened containers with clearly marked labels.

In no event are kegs, beer bongos, bottled beer/malt beverages, boxed wine, bottled wine coolers, premixed alcohol products (ex. jungle juice, borgs, etc.), or common sources of alcohol permitted in the Living Learning Centers. Registered alcohol is intended for a student's personal, individual use in their own private rooms. Students may not have open containers of any kind in common areas, lounges, hallways, elevators, etc. Residence Life staff members have the right to revoke any drinking privileges at any time at their own discretion. Any alcohol or alcohol-related accessories (taps, kegs, etc.) confiscated by a Residence Life staff member will not be returned.

Additional information on the Alcohol Policy can be found in the Student Handbook.

Arson

Setting any materials on fire will result in severe disciplinary action, which may include suspension or expulsion from the Living Learning Centers and possibly criminal prosecution.

Bicycles

Bicycle racks are provided in front of Des Places and St. Ann Living Learning Centers. A bicycle storage room in Des Places Hall is available to all students. Applications are available from the Des Places Hall front desk. Bicycles are not allowed to be attached to railings outside of the Living Learning Centers and will be removed if secured there. Bicycles may not be stored in hallways or common areas inside of the LLCs.

Building Access

Building security regulations require that DU Cards be swiped and displayed to gain access to the Living Learning Center. A student who fails to properly present and swipe their DU Card upon entering the Living Learning Center is subject to verification procedures and disciplinary sanctions. In addition, any individual attempting to enter a Living Learning Center with a non-current DU Card is subject to disciplinary action. The card will be confiscated and returned to the ID Center.

Building Closings/Breaks

Duquesne University Living Learning Centers close during University breaks as listed in the University Calendar. Living Learning Center fees do not include housing for these break periods. Students who must stay on campus at these times must be pre-approved by their building office and will be required to pay additional charges of \$30.00 per day for a room over the break period; meals are not provided during these breaks and meal plan usage is not available. Living Learning Center policies and procedures may also be amended during break periods. Housing assignments for break periods are at the discretion of Residence Life and are based upon availability. Any early arrivals or late departures by residents must have prior approval by the Office of Residence Life. Students are required to vacate the Living Learning Center within twenty-four (24) hours of the last exam of the semester, or the termination of the Housing Agreement, whichever occurs first.

Brottier and Forbes Hall

Lumina Properties, in partnership with Duquesne University, operates a housing program where residents with an 11.5-month lease can stay during University breaks, unless their lease states otherwise.

St Martin Hall

Managed by Lumina Properties, in partnership with Duquesne University, residents with a 9-month lease can stay in their apartments during University breaks unless their signed lease states otherwise.

Check Out

Students vacating their room outside of the listed building closing periods must:

- Inform the building Resident Director in writing
- Ensure the room is clean and free of damages or personal items
- Fridges left in the room will result in a \$100 fine
- Lock door upon departure and return their keys to the LLC front desk

Resident Directors will make final decisions on room conditions. The housing agreement is in effect until the student's room key is returned to their respective Resident Directors.

**Failure to turn in room key will result in a charge.

Cleanliness

Students are expected to maintain their dorm rooms in accordance with university standards, ensuring a clean, safe, and respectful living environment. This includes regular cleaning, proper disposal of trash, and adherence to university guidelines on prohibited items and decorations. Consideration for the community is paramount; noise levels should be kept to a minimum, and common areas should be respected. Any behavior or room condition that disrupts the living experience of others or violates university policies will be addressed promptly, potentially resulting in disciplinary action.

Communications

Students' Duquesne University personal email account is the official method of communication for Duquesne administrative matters. Students are required to periodically check their account for time critical notices such as billing notifications, insurance requirements, or other important alerts or administrative notices requiring a timely response. Notice will be considered received one day following the date the notice is posted to a student's email account. Failure to check their email account does not excuse or exempt students from any actions required of them by the University.

Computer Connections

DuqNet wireless is available in all Living Learning Centers. In order to maintain the integrity of the Duquesne University computing network, resident students may not contract with any third-party internet service to obtain internet service. Connections obtained in violation of this policy may be terminated by the University regardless of the nature of the contract between the student and provider; any financial consequences of such an action will be borne by the student who is in violation of the policy.

Additionally, an "IOT" network is provided for student use in the Living Learning Centers. This allows items such as gaming consoles or streaming devices to connect to the internet. For more information in IOT guidelines, visit www.duq.edu/iot.

For more information, contact the CTS (Computers and Technology Services) Help Desk.

Cooking

Students are permitted to bring a UL approved (federal safety standard) hot pot, popcorn maker, coffeemaker, or microwave. Microwaves must be less than 1,000 watts and refrigerators must be smaller than 3.5 cubic feet. Items not permitted due to safety concerns include, but are not limited to:

- electric frying pans
- toasters
- toaster ovens
- sandwich makers
- grills
- hot plates
- immersion coils
- electric kettles
- knives with blades over 3 inches

All non-approved items may be confiscated by the Office of Residence Life staff.

Cooking is permitted in the in-unit kitchens in Brottier and St. Martin halls, and the common kitchen in Vickroy Hall. Policies for use of the Vickroy Hall kitchen are posted on location and must be followed accordingly. Vickroy Hall common kitchen is for the use of Vickroy Hall residents only. Violation of policies in common kitchen can result in closure.

Damages: Student Room, Room Condition Report,

Common Area Damage and Cost

Students shall be responsible and liable for any damages caused by the student or the student's guests or invitees to the living areas, furnishings, or to any other area of the Living Learning Center or its equipment. At the expiration of this agreement, the student shall leave their living space in the same order and condition of repair as when they took occupancy. Reasonable wear and tear excepted.

A Room Condition Report (RCR) is completed by a Student Housing and Residence Life staff member prior to the time that a student moves into a room. It is the responsibility of the resident to review this form and point out any damages to their Resident Assistant. Students are liable for the damage cost of any item that is vandalized or damaged during the time of occupancy. Any damage in a student room that cannot be tracked to a single individual will be billed to all residents of the room. It is imperative that students read and approve the RCR during move-in day and upon departure. Damages are assessed based on the condition of the room and the information on the RCR.

Students are responsible for damage in the common area in which they live. If damage, vandalism, and/or theft of University property occur in a common area, residents will be given notice and an opportunity to identify the individual(s) responsible. If a responsible party is not identified, all residents of the living area may be charged for repair of the damage/vandalism and/or replacement of stolen property.

Costs for labor, repair, or replacement of damaged items is determined in conjunction with Facilities Management.

Dismissal from Living Learning Centers

Any student who is removed from the Living Learning Centers for any reason must, within the prescribed time frame:

- Remove all belongings from the Living Learning Center
- Return room key to Student Housing and Residence Life staff
- Cease to occupy the Living Learning Center

No refund will be made to the student.

Deliveries

The university permits the delivery of food, gifts and other packages to residence halls, but students are solely responsible for collecting their items promptly from the designated pickup location upon notification. The university is not liable for any loss, theft, or damage to delivered items, including uncollected packages. Prohibited items, such as illegal substances, are not allowed and will be reported to authorities. Uncollected packages for more than two days will be considered abandoned and will be returned to the sender or disposed of.

Drugs

The University strictly adheres to federal and state laws, which prohibit the distribution or use of controlled substances. Students who are determined to be illegally in possession of, distributing, or using illicit drugs, controlled substances, or paraphernalia will be subject to disciplinary action and possible criminal prosecution. In specific cases involving marijuana, the enforcement policy has been clarified to state that the detection of the odor of marijuana can constitute a violation even in the absence of the actual substance.

Failure to comply will result in disciplinary action and/or educational programming by Duquesne University CARES. Students who are found to possess, use, or sell drugs illegally may face immediate suspension or expulsion from the University.

DU Card (Campus ID)

Students must carry their DU Card at all times. Any University staff member, at any time, can ask any student to present their DU Card. Failure to present the card upon request will result in disciplinary action. Altering or forging DU Cards, providing false or misleading information, or using a card that belongs to another student are prohibited. In addition, students are not permitted to allow anyone else to use their DU Card.

DU Card Replacement

Students who lose their DU Card must go to the DU Card Center in room 210 of the Duquesne Union. Office hours are 8:30 - 4:30PM, Monday-Friday. If they lose their DU Card over the weekend, they may stop by the Public Safety Office to receive a temporary card which is valid for three (3) days. If a student has been unable to locate their card after the temporary card expires, they must purchase a new one. The cost of a replacement is \$25.00. Students who have a damaged DU Card should go directly to the DU Card Center. Additional policies regarding card replacement can be found on the DU Card Services webpage.

Emotional Support Animals

Emotional support animals need to be approved by the Disabilities Services Office. Emotional support animals cannot be on campus until approved by Disabilities Services. Service Animals are the only animals allowed in shared common areas. Emotional Support animals must be kept and cared for in the assigned student's room. Failure to follow guidelines can result in the loss of the privilege of living on campus.

Fighting

Anyone in a physical fight in or near any Living Learning Center will be subject to disciplinary action and may be subject to policy action. Non-students may face legal action, be removed from campus, and prohibited from the Living Learning Centers.

Fire Alarms

In the event of an alarm, all residents and guests must evacuate the Living Learning Center immediately. Tampering with or setting off any fire safety equipment or alarm will result in severe disciplinary action which may include suspension, expulsion, and/or a fine. Refusal to evacuate will result in disciplinary action. Residence Life staff reserves the right to enter rooms to ensure that all residents have evacuated. Applicable local, state, and federal laws apply to tampering with fire equipment or failure to evacuate. Students and guests of students must comply with any request from Residence Life, fire, or police personnel without delay during any fire alarm.

Fire Drills

Fire drills are held periodically. Safety practices during these drills are to be taken seriously. All students are required to leave the building during a fire drill or face disciplinary action.

Fire Safety

Fire alarm pull stations, smoke detectors, sprinklers, and extinguishers are located throughout each Living Learning Center. Fire evacuation procedures for your living area will be announced by your Resident Assistant at the first floor meeting of the semester and are posted throughout the LLCs. Students must respond to every alarm as if an emergency situation exists.

Furniture

Residents may arrange furniture within their room in any reasonable manner. Furniture must rest on the floor, and may not be suspended or placed on supports (including, but not limited to, bed risers or concrete blocks). Each piece of furniture in the room is inventoried and residents of that room are responsible for it. All residents of the room will be responsible and must pay for missing or damaged furniture and/or be assessed a fine. All provided furniture must remain in the room. Students are not permitted to take furniture from other rooms, including furniture provided for lounges and recreational areas. A fine will be assessed for each prohibited piece of furniture found in a student room.

Group Housing

Group housing is a program designed to enhance the living learning experience of selected groups by creating an atmosphere for development for various residential lifestyles and programs. Group housing is a privilege, not a right, which is extended to the selected groups for one academic year. Student who are part of social organizations, Greek organizations, or share a common interest may apply for group housing. The group housing selection information is made available from the Office of SHRL at the beginning of every spring semester. Housing deposits are due by the last day of the group selection process. No group will be assigned a group housing wing or suite unless all spaces are filled and all necessary deposits are paid. Individuals who do not meet the following criteria may be prohibited from participating in group housing:

- Must be a current full-time Duquesne student
- Must have a \$0 student account balance or be on a University payment plan
- Must make a \$100 non-refundable deposit

Hall Sports

The playing of sports (e.g. baseball, basketball, football, hockey, soccer, Frisbee, the riding of a skateboard, bicycle, roller skates, rollerblades, spikeball, pong tables etc.) or throwing water or water balloons in the living area is prohibited. Storage of sporting equipment (e.g. bicycles, hockey equipment, etc.) is not permitted in the public areas (e.g. lounges, hallways, bathrooms, etc.). Sport items or equipment involved in a policy violation may be confiscated and will not be returned except to be removed directly from the building.

Harassment/Abuse

Physical abuse, verbal abuse, harassment, intimidation, invasion of privacy of any person, or conduct which threatens to endanger the health, safety, or well-being of any person is expressly forbidden and will result in appropriate disciplinary action, including possible suspension, expulsion, and/or legal action. Harassment of or lack of cooperation with University personnel (e.g. Resident Assistants, University Police, or student aides, etc.) will not be tolerated and full disciplinary action will be taken. Use of telephones, email, social media, or other electronic means to communicate harassment or threats, or to intimidate another person, is likewise prohibited. Any harassment of students based on the student's race, color, sexual orientation, gender identity or expression, age, creed, religion, marital status, or physical or mental disability is unacceptable and will result in disciplinary action against the complainant.

Health and Safety Inspections

Office of Student Housing and Residence Life (SHRL) staff members conduct room inspections, also known as health and safety inspections, to ensure residents' compliance with health and safety regulations. These inspections will be conducted at break periods and periodically throughout the semester under the provisions listed in the Student Handbook. For safety reasons, throughout the year students should be aware that beds are to remain on bed frames and that there should be no hanging fabric, sheets, or fishnet from ceilings. Any hanging item must lie flat against the wall; all four walls must be clearly visible from the room door. Numerous fabrics and/or posters are a fire concern and may be confiscated if believed to be a hazard. Personal items should not be left in community bathrooms or hallways. All screens must remain in the window with window limiters in its original placement, and batteries kept in smoke alarms. Smoke alarms must not be covered with tape, plastic bags, etc. It is the responsibility of residents of Vickroy Hall and Des Places Hall to clean suite bathrooms in accordance with the policies. Additionally, any prohibited items that are found in rooms during these inspections will be confiscated with the possibility of being discarded, and the responsible resident(s) may face disciplinary action.

Lockouts

Students should carry their room key with them at all times. When locked out of their room, students should contact front desk personnel for assistance. Students will be charged for lockouts. No charge First and Second Lockout, \$5 Third Lockout, \$10 Fourth Lockout, \$20 and a conduct meeting Fifth and further Lockouts.

Medical Emergencies

Students should call Campus Police at 412-396-COPS (2677) immediately to report a medical emergency on campus. In non-emergency situations, Health Services can be reached at 412-396-1650 during their office hours (Mon-Thurs 8:00AM - 6:00PM, Fri 8:30AM - 4:00PM).

Paint

Residents are not permitted to paint the Living Learning Centers. If the paint in a room is in poor condition, residents may contact their Resident Director to request repairs. Please note that keeping the walls in good condition is the resident's responsibility and damage charges may be imposed due to student negligence.

Personal Property

Duquesne University is not responsible for any loss or damage to students' personal property. Students are advised to protect their property by keeping their doors locked at all times. Students should consider carrying individuals renters insurance for potential property and loss coverage. The University can recommend several insurance companies. The University does not benefit from the sale of any policies.

Pets

Pets are not permitted in Duquesne University Living Learning Centers unless explicitly approved as an emotional support animal or service animal (see Emotional Support Animals). Animals will be removed immediately and there may be possible restitution for costs incurred. Fish are permitted pets but must be kept in a single tank 10 gallons or smaller. Residents must remove fish during holiday or break periods.

Posting Policy and Procedures

Recognized student organizations must seek approval from the Office for Student Involvement to post posters or fliers or to distribute handbills or tabletents. Once approved they can be posted in the student union and Living Learning Communities. If posting of such fliers is desired in additional buildings, approval of the appropriate Dean or staff with authority over the University Facility at issue is also required.

Prohibited Items

The following items are prohibited in Duquesne University Living Learning Centers:

- Refrigerators larger than 3.2 cubic feet capacity
- Ceiling fans
- Lofts or bed risers, cinder blocks
- Live trees
- Locks or alarms not provided by the University
- Motorized vehicles/hoverboards
- Paint
- Open flames, including burning incense and potpourri
- Water beds
- Non-UL-approved appliances
- Fireworks of any kind
- LED light strips - students can have LED light strips, but will be charged if there is wall damage at the end of the year
- Gasoline/oil/flammable liquids
- Smoke/fog machines
- Alcohol or drug related containers/paraphernalia
- Space heaters
- Hand-held laser pointers
- Paintball, BB, or pellet guns of any kind
- Hookahs
- Weapons
- Any items suspended from the ceiling or placed above ceiling tiles
- Candles/candle warmers/wax melts
- Halogen Lamps
- Open coil items

Residence Life staff may prohibit any other items that may pose a health and/or safety concern.

Candles

For the safety of all residents, candles are strictly prohibited within the Living Learning Centers. Any candles found will be confiscated and discarded immediately. Candles pose a significant fire hazard due to their open flames, which can easily ignite nearby materials such as curtains, bedding, or papers. This policy is in place to minimize the risk of fire and ensure the well-being of our community members.

Quiet Hours

Quiet hours are specified times when students are expected to keep noise levels at a minimum to allow all students the ability to feel comfortable in their LLC. Outside of quiet hours, students must maintain an appropriate noise level to be courteous to other members of their community. Quiet hours are as follows:

- Sunday through Thursday: 10:00PM to 8:00AM
- Friday through Saturday: 12:00AM to 8:00AM
- During finals, 24/7 quiet hours will be implemented

Failure to comply with this policy will result in sanctions. Continued violation of this policy may result in suspension from the Living Learning Centers. Quiet hours must be observed in a student's room as well as common areas. Residents are encouraged to ask for cooperation from others in maintaining these standards of quiet. Further assistance is available from Residence Life staff members.

Residency Requirement

First and second-year students under the age of 21 are required to live on campus or with their parents or guardians. Please review the two year residency requirement on the website for more information.

Roof Access

Students and their guests are not permitted on the roofs of any Living Learning Centers.

Room Consolidation

As indicated in the housing agreement, Residence Life may consolidate students living alone in a double room; every attempt will be made to see that students paying double room rates have a roommate. Room consolidation may occur at any time in the semester. If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student without a roommate will be notified in writing by the Office of Residence Life. The student must identify a roommate, be assigned one by the Resident Director, or may be required to move from their room to that of another single student.
- Listings of the residents involved in the room consolidation process will be available in each building office for review by a student in need of a roommate.
- After a specified time period, a student who has not voluntarily attained a roommate will be assigned a roommate by the Resident Director or be required to move from their room into another room. Moves will generally occur only within the building to which a student is assigned, unless circumstances dictate otherwise. For those who have unsuccessfully attempted to find a roommate, the double occupancy room may be maintained, provided the student remains on their side of the room, keeping all of their belongings in one closet, one dresser, etc. A new roommate may be assigned to that space with limited notice, if necessary. Staff may periodically check to ensure that half the room is available for a new resident. If belongings are found on the other side of the room the student will immediately be assessed additional charges and be required to move their belongings to their original side.

A student who has been reassigned must move within 48 hours of notification and must follow proper room change procedure. Specific roommate requests must be made immediately or another student may be assigned to the vacancy at any time.

Room Decorations

Students are permitted to hang pictures and other decorations. Significant damage from decorations that will require painting or repair will be at the student's expense. Students are responsible for ensuring that adhesive materials do not damage walls or doors for any reason. No traffic or public signs are permitted. Fire code precludes the usage of flammable holiday decorations (i.e. live trees). To comply with fire safety policies, doors may not contain excessive materials such as posters, gift wrap, and/or door signs. At the discretion of the Resident Director, inappropriate, or offensive materials may be removed.

Room Entry

Duquesne University and the Student Housing and Residence Life staff reserve the right to enter student rooms for maintenance repairs, during an emergency, to protect life or property from imminent injury, if there is sufficient reason to believe that a violation of University policy is occurring in the room, or any other reasonable purpose.

Room Responsibility

Each student is responsible for any activity or violation that occurs in their assigned room, whether or not they are present.

Once the Housing Agreement is signed, the Student must pay full room and board fees for the Academic Year. Exceptions include:

- a) If the Student opts out before classes begin and notifies The Office of Student Housing & Residence Life in writing, they will be released from the agreement, with all fees refunded except the \$100 non-refundable reservation fee.
- b) If the Student does not occupy their room or notify Residence Life by the second week of classes, they forfeit their reservation and will be released from the agreement, with fees refunded minus a \$100 non-refundable fee and a \$150 penalty.
- c) If the Student moves out or withdraws after classes begin, they may receive a partial refund based on the timing of their written notice, key return, and room vacancy. Refunds are 80% in the first two weeks, 40% in the third, 20% in the fourth, and none thereafter. Medical withdrawals may be eligible for additional refunds with University approval.

Room Keys

When a student moves onto campus, they are given a room key to their assigned room. Room keys are not to be duplicated or used by anyone other than the room's assigned occupants. Lost keys or keys that are returned damaged or unusable will result in a lock change and the student will be billed for the cost of replacement. Students should let their Resident Director know immediately if they have lost a key.

Room Selection Process

Individuals must meet the following criteria to participate in the room selection process:

- Must be a current full-time Duquesne student
- Must have a \$0 student account balance or be on the University's monthly payment plan
- Must make a \$100 non-refundable deposit.

Payment

Proof of a \$100 room deposit must accompany every housing agreement. Payments should be made to the Cashier's Office or online. The student's account must be paid in full. Any Bureau of Vocation Rehabilitation student(s) receiving scholarships, or students having special circumstances which would waive payment of the \$100 room deposit must contact the Office of SHRL prior to their housing registration.

Lottery

Students will be randomly assigned a lottery number. The number will determine the student's place in the line to select a room in ascending order. A group of roommates will use the lowest number assigned to one of the students and be assigned a room at one time. All roommates must submit completed applications and their room deposits at the time of placement.

Waiting List

Any student participating in the room selection lottery who does not get a room in their desired building can be placed on a waiting list for housing for the next academic year.

Cancellation

Cancellation of a housing agreement is subject to the terms and penalties described within the housing agreement.

Housing Assignment

Housing Assignment

Housing assignments for new incoming students (first year/transfer/ new graduate students) are determined by the following factors:

- Gender designation of housing spaces
- Available spaces
- Contract received date
- Listed student preferences
- Liberal Arts Learning Community

All LLCs are co-education. Men and women are assigned to separate floors/wings/units. SHRL will make very reasonable effort to accommodate student requests when able, but preferences cannot be guaranteed.

Roommate Change Procedure

In line with Residence Life's commitment to fostering conflict-resolution skills, students are highly encouraged to initiate a roommate mediation process involving the Resident Assistant (RA) or Resident Director (RD) and their roommate prior to being approved for a room change. This structured dialogue supports personal growth and community harmony. Should a student desire a room change despite the absence of conflicts, they must engage in a conversation with the RD. Room changes are subject to availability, with priority given to emergency cases.

Single Rooms

A very limited number of single occupancy accommodations are available to students. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life and the Office of Disability Services.

Medical Singles

Any Students seeking a medical single needs to go through the Office of Disability Services. The Office of Disability Services will determine if students are eligible for a single room and coordinate with the Office of Residence Life to accommodate said students.

Smoking/Vaping

All Living Learning Centers are smoke free. Use of electronic cigarettes, vape pens, and other electronic smoking devices inside any Living Learning Center is also prohibited. Devices found to be used in the Residence Halls will be confiscated and student(s) will be referred to their Residence Director for a conduct meeting.

Soliciting and Selling

Door-to-Door Selling and Solicitation

Door-to-door sales or solicitation is not authorized. Residence Life staff or Duquesne University Police should be notified of the presence of any solicitors or salespersons. Trespassers may be subject to arrest and prosecution. Door-to-door solicitation includes distribution of advertising materials to student rooms.

Soliciting or Selling in Lobbies

Soliciting or selling in lobbies or other common areas by campus groups is permitted with permission from the Office of Residence Life or the Resident Director. All activities must adhere to all University policies and may not be in conflict with the University Mission or other published policies (such as TAP 51).

Operation of a Business

No resident or nonresident is permitted to solely operate or participate as a member of any for-profit or not-for-profit business, whether dealing in the sale of good(s) or service(s), in the Living Learning Centers or within the Residence Life area without the express permission of the Director of Residence Life.

Student Conduct Process

When a policy in the Student Housing and Residence Life Handbook and/or the Student Life Handbook is violated, the process will follow the conduct policy outlined in the Code of Conduct.

Unauthorized Entry and Exit

No student may enter or exit a Living Learning Center through fire doors or windows. No student may enter a building with forged or altered identification. No student may enter without showing proper identification. Any student found illegally entering or exiting a building will face disciplinary action.

Visitation

The visitation policy considered the rights of resident students to have access to their living space in accordance with the Mission, all applicable policies, and to the safest, most harmonious living conditions possible. A roommate's desire for privacy, safety, and normal use of their living space supersedes all guest privileges.

Actions of guests are the direct responsibility of the host student. Guests are responsible for all policies and procedures as outlined in the Student Handbook, as well as the Residence Life Handbook. Guests may be asked to leave the residence halls at any time should they violate a policy or disrupt the campus community in any manner.

Resident Student Visitation (Assumption, Des Places, St Ann, Towers, Vickroy)

Residents may sign in guests between 8:00AM and 12:00AM (midnight). This includes both Duquesne students and non-Duquesne guests.

All guests must be properly escorted and signed out by 2AM.

Signing Guests In and Out

Hosts and guests must follow the following steps to properly sign in and out of the Living Learning Centers.

- Host and guest must present valid DU Card and photo ID, respectfully, to the front desk.
- Desk staff will keep the host's ID at the front desk of Assumption, Brottier, Des Places, St. Ann, St. Martin, and Vickroy.
- Desk staff will keep the guest's ID at the front desk of Duquesne Towers.
- Host must escort guest at all times while in the LLC.
- When a guest is leaving the LLC, the host must escort the guest to the front desk and retrieve their ID from the desk staff

Each resident is permitted to sign in a maximum of three (3) guests at any given time within visitation hours and according to visitation policies.

Residents are not permitted to escort working media into the residence areas without approvals of Marketing and Communications. Approval may be obtained by calling 412-396-6050.

Overnight Guests (Assumption, Des Places, St Ann, Towers, Vickroy)

Residents are permitted to host persons of the same gender overnight in the residence halls. The following steps should be followed:

- Receive permission from roommate(s).
- Ensure that visitation policy stipulations are met, including the University policy on cohabitation.
- Obtain an overnight guests pass. Overnight Guest Passes are available at each Living Learning Center front desk and must be completed by the host and guest prior to midnight.
- Host and guest must both sign the overnight guest pass.
- The guest must provide a photo ID to be signed into and out of the building.

Carbon copies of the completed passes can be requested by host and/or guest from the front desk. No new overnight guest passes will be issued after midnight.

No more than two (2) overnight guests are permitted per room at any time.

Residents may host overnight guests no more than 2 consecutive nights, and no more than 3 nights per week. Overnight guests may not stay more than 15 days total during the Academic Semester. If able, overnight guests will be notified when they have reached 15 days.

Minors under 16 years of age, who are not siblings of a resident, may not be hosted as an overnight guest.

Permission to house overnight guests is always subject to the approval of the Office of SHRL staff and may not be permitted during periods that are considered high-risk.

Brottier and Forbes Housing Visitation

All guests must enter through the main lobby and are required to be signed in with a resident host. Brottier and Forbes residents and guests must follow all University visitation policies, including policies regarding cohabitation. Brottier and Forbes residents are not required to complete overnight guest passes and are not prohibited from signing in guests after midnight.

Cohabitation

Cohabitation is not permitted in the Living Learning Centers. Excessive frequency and/or duration of stay could indicate a violation of the cohabitation policy and will be verified through sign in logs. In the event that there is evidence or suspicion of cohabitation, the Resident Director reserves the right to conduct a hearing to investigate the matter. Grounds for suspicion may be lack of and/or improper sign-in procedures such as signing a guest in for someone else when there is no intention of hosting such guest. Cohabitation is not permitted at any time and may result in the permanent loss of visitation privileges.

Weapons

Weapons are not permitted on campus and thus residents are not permitted to keep weapons in the Living Learning Centers. Persons with concealed carry permits are not permitted to carry weapons on campus. Weapons include but are not limited to firearms, knives (except small utility knives), water, pellet, or BB guns, martial arts weapons, and whips. Ninja stars, non-folding blades, swords or blades that are above 3 inches are considered weapons. The University reserves the right of confiscation pending disciplinary review. Further clarification of what is considered a weapon under this policy can be found in the Student Handbook.

Windows

Anyone caught throwing an object out of or into a window, hanging items from, or leaning out of a window will be subject to restitution for damage and/or clean up expenses, a fine and possible disciplinary action if the screens are not properly kept in the window.

Shouting out the windows will also result in disciplinary action. Individuals are not permitted to enter or exit a Living Learning Center through a window. Individuals entering a room through a window or bringing items through a window, as well as the resident of the room that was entered, will face disciplinary action.

Please refer to the University's Facilities Use Policy in regards to decorations, displays and/or postings facing in or out of living learning community windows.

Student Housing and Residence Life Staff

Anne Lahoda
Assistant Vice President
of Residence Life



Charles Forrester
Director of Residence Life



Dan Cangilla
Associate Director of
Residence Life



Maria Cummings
Housing Coordinator



Office of Residence Life

Staff

Katy Tersine
Business Manager



Dan Gittins
Associate Director DU
Cares



Julie Lang
Administrative
Assistant



Dominic Cristini
Housing Specialist



In-Residence Staff

Resident Directors (RD) and Assistant Resident Directors (ARD)

RDs and ARDs are full-time, live-in professional staff members who are responsible for overseeing residential communities. They manage daily operations, supervise Resident Assistants, handle student conduct, provide crisis response, and promote a positive living-learning environment. RDs also support students' academic and personal development through mentoring and community engagement initiatives.

Resident Assistant (RA)

Resident Assistants (RAs) are students who offer support and serve as resources for you. They provide information on events, programming, behavioral expectations, crisis response, and academic and social support. RAs work with residents to create a comfortable, safe and fun living-learning environment for everyone.

Desk Aid

Desk Aids are responsible for providing front desk support in a residential community. Duties include managing visitor access, answering inquiries, and monitoring security operations. They also assist with administrative tasks, provide information to residents, and maintain a welcoming environment.

Wellness Coordinator

Wellness Coordinator provides on-site health and wellness support to residents. This role includes offering one-on-one counseling, assessing community needs, and collaborating with other professionals. The coordinator also responds to wellness-related emergencies and fosters a supportive, healthy living environment for all residents.

Campus Resources

Computing and Technology Services (CTS)

Phone: 412-396-4357

Email: help@duq.edu

Location: 206 Duquesne Union

DU Cares

Associate Director for Alcohol and Drug Education - Dr. Dan Gittins

Phone: 412-396-5834

Email: gittinsd@duq.edu

Location: Assumption Hall

Office for Military and Veteran Students (OMVS)

Phone: 412-369-5366

Location: 1st Floor Mezzanine, Libermann Hall

Important Residence Life Contact

Office of Residence Life

Phone: 412-396-6655

Email: orl@duq.edu

Campus Resources

Title IX

Title IX Coordinator and Director of Sexual Misconduct Prevention and Response - Alicia M. Simpson

Phone: 412-396-2560

Email: simpsona8@duq.edu

Location: 339 Duquesne Student Union

Campus Police

Phone: 412-396-6002

Email: publicsafety@duq.edu

In an emergency, call 412-396-2677 or 911

Center for Student Wellbeing

Health Services

Phone: 412-396-1650

Email: duhealth@duq.edu

Location: Duquesne Union - 2nd Floor

Counseling Services

Phone: 412-396-6204

Email: counselingservices@duq.edu

Location: 326 Gumberg Library

Spiritan Campus Ministry

Director of Campus Ministry and University Chaplain - Fr. Bill Christy

Phone: 412-396-6020

Email: christyw458@duq.edu

Location: 102 Administration Building