Duquesne University Mission Statement

Duquesne University of the Holy Spirit is a Catholic University, founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious. Duquesne serves God by serving students – through commitment to excellence in liberal and professional education, through profound concern for moral and spiritual values, through the maintenance of an ecumenical atmosphere open to diversity, and through service to the Church, the community, the nation, and the world.
Expectations of a Duquesne University Student

1. Read, understand and live out the values contained in the Mission Statement.

2. Build on the values you have received from those who love you and strive to meet their expectations.

3. Be diligent and sincere in your education, open to learning and change and strive for academic excellence.

4. Be honest and have integrity in all that you do.

5. Recognize the importance of service to others and our community.

6. Grow spiritually, preparing for life, not just for a career.

7. Appreciate diversity, be welcoming to others.

8. Respect your body and avoid addictions.

9. Develop a sense of self around your ethical and spiritual values.

10. Develop friendships and know the value of teamwork.

11. Be proud of Duquesne, show school spirit and support University activities.

12. Be at peace, love God, your neighbor and yourself.
Dear Duquesne Student,

WHETHER YOU ARE AN UNDERGRADUATE OR GRADUATE STUDENT, residing off-campus is a much different experience from residing on-campus. Living off-campus provides more freedom and independence, but also greater responsibility. All students who do not reside in University housing are considered to be commuter students.

Many Duquesne students choose to live on the South Side. It is an amazing area in which to live and is one of Pittsburgh’s most unique neighborhoods. The community (from Station Square to the South Side Works) is lined with interesting shopping, dining and entertainment. The South Side offers plenty to explore. One of the richest aspects of the South Side is the residents who make it their home.

Whether you live on or off-campus, you represent Duquesne University. The manner in which you interact with your neighbors is a reflection of your role as a Duquesne student. We encourage you to take pride in being a good neighbor. Please get to know your neighbors, provide them with your phone number and acknowledge them when you see them. We encourage you to become active members of your community and always treat your neighbors with respect. Remember that as a Duquesne student, you are expected to uphold the Mission Statement and Expectations of a Duquesne Student.

You are sharing a community with young professionals, families with children and older adults. It is important to recognize that their lifestyles and schedules are very different from yours. Please keep your property clean, monitor the behavior of your guests and be a good neighbor.

Duquesne’s Office of Commuter Affairs is committed to supporting you in your experience as a commuter student. We work closely with several community organizations including the South Side Community Council, South Side Block Watches and the Chamber of Commerce. This collaboration creates positive interactions for all South Side residents, students, businesses, visitors, etc. We also follow-up on complaints regarding the behavior of Duquesne students, living or visiting the South Side neighborhood.

Please be a responsible community member by enjoying and respecting the South Side in the same manner you do the Duquesne campus.

Sincerely,

Timothy M. Lewis
Director, Office of Commuter Affairs
Duquesne University
Dear Off-Campus Student,

STUDENTS CHOOSE TO LIVE OFF-CAMPUS throughout the City of Pittsburgh for many reasons such as close proximity to campus, affordable housing and to experience the uniqueness of our local neighborhoods.

Your community is home to a variety of individuals including life-long residents, families with children, young professionals and other students. They are proud of their neighborhood and work hard to keep it clean, safe and prosperous. As a resident in this community, you now have these same obligations.

In addition to greater freedom, living off-campus comes with greater responsibility. Your neighborhood has specific community codes and standards. It is important you become familiar with them and abide by them. No matter where you reside, you are a representative of Duquesne University and are expected to live up to the Duquesne University Mission Statement and Expectations of a Duquesne Student subject to the policies and guidelines outlined under the “Code of Student Rights, Responsibilities and Conduct.”

As a Duquesne University student, I expect you to be a good neighbor and responsible community member. Make every effort to get to know your neighbors. Be considerate and respectful of the people and places that have welcomed you to their neighborhood. Remember the importance of service and make every effort to participate in community service opportunities in your area.

Also, remember that you are still a member of the Duquesne University community. You should continue to take advantage of all the programs, activities and services that Duquesne University has to offer.

I hope you enjoy living in your neighborhood and have a successful and productive year.

Sincerely,

Douglas K. Frizzell
Vice President for Student Life
Duquesne University

*Good Neighbor Tip:* When you move in, introduce yourself to your neighbors and exchange cell phone numbers in case they ever need to contact you. It is also helpful in case you ever need something or have a question for your neighbor!
**Important**

**City of Pittsburgh Ordinances**

**Social Host and Underage Drinking**
You should know that the City of Pittsburgh has a Social Host and Underage Drinking ordinance. A host, which is defined as a person who owns, leases or is in possession and control of the residential property where a gathering takes place, may not, knowingly or with constructive knowledge, conduct or accommodate a gathering including underage drinking. Any host who violates the ordinance shall be subject to a fine of up to $500 or, in default thereof, imprisonment not exceeding 72 hours.

**Prohibiting Non-Permitted Occupancy of Rooftops**
No person shall occupy or use the roof or roof overhang of a building when such roof is not designed and permitted for such occupancy by the City Building Code, except when performing repairs or maintenance of the roof or in an emergency situation, or where expressly permitted by a lease agreement.

**Occupancy Ordinance**
Students who live off campus should be advised that according to City of Pittsburgh Code, no more than three unrelated individuals are permitted to reside together in one rental housing unit.
A Message from **DU CARES**

- You can choose your behavior, but you cannot always control the consequences of that behavior. Keep that in mind.

- The drinking age in Pennsylvania is 21. There are no exceptions to that law. Failure to abide by this law can have serious consequences.

- Alcohol is not a legitimate excuse for bad behavior. While some people will dismiss behavior under the guise of “Well, he was drunk. What did you expect?” This is not an adequate response. We expect that someone who drinks will stop drinking before they stop thinking. You are responsible for your behavior. The more alcohol you consume, the less control you have over your behavior. Stay in control.

- Excessive alcohol consumption rarely leads to something good, but often when people get in trouble because of alcohol it is because of the excess. One candy bar may be good, seven may make you sick. For those with a peanut allergy, even one can cause severe problems. Alcohol is not so different.

- You are responsible for the behavior of your guests while they are at your residence. If you serve alcohol, you are responsible for them to some degree even after they leave. There is a reason why bars have “We Don’t Serve Visibly Intoxicated Persons” policies. They share the responsibility for their guests’ behavior.

- While you want to have fun and see your friends, do so without violating the rights of others (especially your neighbors). If there are cups outside, clean them up. Stress to your guests that it is not OK to urinate on the neighbors’ lawn or garage. These are your neighbors! Treat them with respect and dignity – and encourage and expect your guests to do the same.

If I can be of any help, or if you have any questions, please feel free to contact me (Dan Gittins) at **412.396.5834**, **gittinsd@duq.edu** or in my office in Assumption Hall.

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A Message from the **Office of Student Conduct**

**KNOW THE CODE!**
Be aware of University policies and consequences for violating them.
[www.duq.edu/student-conduct](http://www.duq.edu/student-conduct)

**BE A GOOD NEIGHBOR**
On Campus
In the Classroom
In the Local Community
You are an ambassador for Duquesne, wherever you are.

**MAKE GOOD CHOICES!**
The Student Handbook applies to behavior that occurs both on and off campus.
Duquesne University

Amnesty Policy

A student(s) and/or organization(s) may be reluctant to seek medical help for themselves or others because of potential disciplinary consequences. The Amnesty Policy seeks to remove barriers that prevent students from seeking necessary medical attention and to ensure that the health, safety, and wellbeing of members of the Duquesne community is a primary concern.

Students and/or organizations are expected to contact the Office of Public Safety at 412-396-2677 when they believe that medical assistance is needed for an individual. The Department of Public Safety will assist the individuals by directing fire and ambulance emergency crews to the scene or by taking other protective measures. When off-campus, students and/or organizations are expected to call 9-1-1.

Students and/or organizations that seek assistance from these sources, the individual assisted, and others involved will not be subject to University disciplinary action with respect to violations of the Code of Conduct concerning drugs or alcohol. Individuals who call for medical assistance are expected to remain with the intoxicated student until help arrives. Further, all parties involved are subject to timely completion of recommended alcohol/drug education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of concern. Failure to complete recommended follow-up will normally result in disciplinary action. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

Student Organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Code of Conduct and face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in such an emergency situation.

Finally, Duquesne considers the reporting of alleged violations of sexual misconduct to be of great importance to our campus community. To encourage reporting, students reporting alleged violations of TAP 31 may be granted immunity from student conduct charges for possession or consumption of alcohol or drugs. See TAP 31.

Good Neighbor Tips:
Let your neighbors know if you plan to host a gathering.
You are responsible for your guest’s behavior – even as they leave and walk through the neighborhood. Ensure they are respectful of your neighbors. Do not let them ruin your reputation.
Know who your guests are!
Being Greek and Residing on the South Side

Duquesne University has long supported the fraternal movement given the direct relationship between our mission and the purposes and espoused values of the college fraternity. Since its founding in 1878, the heart of Duquesne’s Mission is serving God by serving students through the profound concern for moral and spiritual values. In addition, fraternity men and sorority women take an oath to our respective Greek values and principles, which charge us to be better men and women.

This shared or common mission includes preparing ourselves to become productive members of society and good citizens of the world. As Duquesne students and Greek affiliated brothers and sisters, we are expected to uphold our stated values by maintaining a high standard of conduct at all times, regardless of whether we reside on campus, live off campus, or commute from home. Inappropriate behavior on or off campus will be equally addressed. Such behavior is in conflict with the University’s goals and may warrant direct involvement by the Office of Greek Life, Honor Societies and Professional Organizations and the Greek organizations respective judicial or conduct boards.

If you choose to reside off campus, your new neighbors will include families, alumni, senior citizens and students like yourself, all with different daily routines. As a result, cooperation and respect is needed to ensure an enjoyable living experience for everyone. For more information, please contact 412.396.6651 or jamrozikr@duq.edu.

Residential Parking Permit

The Public Parking Authority of Pittsburgh (PPAP) enforces Residential Parking Permit (RPP) zones in the neighborhood. To park in an RPP zone, you must have a valid RPP permit or a valid RPP Visitor’s Pass. Otherwise, your car or guest’s cars are subject to being ticketed.

RPP permits and Visitor’s Passes are enforced using vehicles mounted with license plate recognition technology. On a monthly basis they check more than 20,000 license plates parked on streets in just the South Side. So make sure you enroll your car in the program before you park!

For more detailed information on permit parking zoned areas, requirements, application options, etc., please visit www.PittsburghRPP.com. You may also contact the RPP office at 412.560.2500 or rppinfo@pittsburghparking.com.

Borrow a Shovel for Snow Removal

During the winter months, it is important you understand your role in snow removal in your community. We strongly urge you to read your lease to see if you are responsible for snow removal around your house/apartment. In order to assist you, Duquesne University has purchased two shovels that students may borrow from the South Side Chamber of Commerce, located at 1100 East Carson Street. If you will need to borrow a shovel, please contact the Chamber before visiting by calling the South Side Welcome Center at 412.431.3360 or emailing info@southsidechamber.org.

Their core hours of operation are 10 a.m. to 4 p.m. Monday through Friday.

Good Neighbor Tip: Maintain your property and during the winter be sure to shovel your sidewalk.
As a resident of the South Side, you are becoming part of an exciting, vibrant community. A great way to learn more about your community and to develop relationships with your neighbors is to volunteer with one of the many non-profit organizations located in South Side.

South Side is an area rich in history and tradition and by volunteering and immersing yourself in your community, you have a chance to better discover yourself and your interests.

The Duquesne University Volunteers (DUV) program warmly welcomes you to South Side as a student, learner, and member of the community. DUV has partnerships with many agencies in South Pittsburgh, and strongly encourages our students to take part in their community by getting involved in the community. Even though you might not have lived on the South Side for long, your contributions are so valuable to your neighbors—please take advantage of these unique opportunities and programs:

**BRASHEAR ASSOCIATION.** Duquesne and the Brashear Association worked together for more than 25 years in an effort to serve residents of the South Pittsburgh community. Volunteers have the opportunity to work at their two food pantries, serve meals with Brashear and the Hot Metal Faith Community, collect and sort toys for the Holiday Toy Drive, provide Holiday Meal Assistance, and also, help to serve at the South Side Soup Contest. We also need tutors to work in our South Side Slopes elementary schools during and after school.

**CARNEGIE LIBRARY.** Volunteer at monthly story hour and at other on-going library projects and special events.

**EMMAUS HOUSE.** Volunteer with individuals with intellectual and developmental disabilities through monthly socials and activities. Individual buddy matches will be made with the collegians and the residents of the Emmaus House communities.

**SNOW ANGELS.** Support the City of Pittsburgh’s effort to assist elderly and disabled residents during the winter and help keep front walks and sidewalks cleared of snow and ice. The South Side Chamber of Commerce has snow shovels available for Duquesne students to use for this purpose.

**SOUTH SIDE MARKET HOUSE SENIOR CENTER.** Volunteer with the Allegheny County Department of Human Services in this drop in facility for elderly residents to participate in meals, social, and educational activities.

**SOUTH SIDE CHAMBER OF COMMERCE.** Promote why living on the South Side is so wonderful and volunteer at activities like the South Side Soup Contest or work at the Welcome Center right on Carson Street.

**ENVIRONMENTAL PROJECTS:**

- Support clean ups with the Pennsylvania Resources Council, South Side Chamber of Commerce, South Side Community Council, Block Watches, and DUV
- Remove graffiti and do paint outs with Graffiti Watch
- Help Friends of South Side Park with invasive species removal at South Side Park
- Remove hazards like tires and other refuse from our waterways with Friends of the Riverfront
- Clean overgrown trails and prepare stairways for StepTrek with the South Side Slopes Association
- Help maintain community gardens and trails with the South Side Community Council
- Help collect “hard to recycle” items with the Pennsylvania Resources Council
- Help plant trees with the South Side Community Council and South Side Slopes Association

**SOUTH SIDE COMMUNITY AND CIVIC GROUPS.** Students are actively encouraged to participate, join and attend projects and meetings for:

- South Side Community Council
- South Side Slopes Association
- South Side Chamber of Commerce
- Block Watches
- Various churches and houses of worship

For more information, please contact Dr. Alia Pustorino-Clevenger at pustorinoa@duq.edu, visit DUV on CampusLink, or watch for upcoming projects.
Community Engagement

As you move off campus and begin to build your home in the South Side, you may be interested in learning how to become a more active member of the community.

Engagement opportunities exist in both one-time and on-going formats to allow you to engage with your local community in a way that fits your schedule. Whether you are looking for opportunities as an individual, or are seeking projects to participate in as part of a group or organization we have partners to match your interests and availability.

You can contact the Center for Community-Engaged Teaching and Research (CETR) at cetr@duq.edu or 412.396.5893 to learn more about community partners in the neighborhood and their current initiatives so that you can find community-based internships, service & research projects, as well as job opportunities.

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Create and maintain a great relationship with your neighbors.

Be Safe: Do NOT go out onto rooftops.

Remember: No matter where you reside, you are a Duquesne student!
The South Side Community Council

THE SOUTH SIDE COMMUNITY COUNCIL (SSCC) is an all volunteer 501(c)3 non-profit, non-partisan, charitable organization dedicated to providing leadership, advocacy and information about quality of life issues impacting residents, property owners, and businesses; along with celebrating the South Side’s unique history and sense of community. The primary goals of the Council are building positive relationships among residents and businesses; voicing collective concerns and issues to government officials; and helping to make South Side a cleaner, safer and more vibrant community.

HOW YOU CAN GET INVOLVED
There are many ways you can be involved in the South Side and make a difference. The SSCC has many volunteer events throughout the year ranging from graffiti and street clean up, planting green spaces, to community days and gatherings. Students are encouraged to become members of the Council, providing you the opportunity to have your voice heard and help with impactful community projects. Finally, the SSCC is always looking for bright, creative individuals who can help strengthen the organization and increase awareness of the issues impacting the community.

WHY IT MATTERS TO YOU
All of the opportunities listed are great ways to boost your resume and expand both your professional and personal networks. They are also great ways to meet your neighbors and other fellow students in the area. Most importantly, you’ll make a positive impact on the neighborhood.

Learn more: www.southsidecommunitycouncil.org

South Side Slopes Neighborhood Association
This COMMUNITY ORGANIZATION is dedicated to the residents and businesses in the slopes and South Side Park. They hold a very popular fundraiser each year, StepTrek, the first Saturday in October that every South Side resident should do at least once. www.southsideslopes.org

The South Side Welcome Center/Chamber Of Commerce
CURIOUS ABOUT YOUR COMMUNITY? There is much more to the historic South Side than you ever imagined. An abundance of information is available to students at the South Side Welcome Center, located at 1100 East Carson Street, www.southsidechamber.org. Plan a fall tour of Pittsburgh, whether it’s the countryside or one of our 90 neighborhoods, including your own front stoop, the South Side. Find out about neighborhood and bicycle trails, public stairs, parks, attractions, new businesses and more at the South Side Welcome Center, an official information center of VisitPittsburgh, www.visitpittsburgh.com. Want to get involved with your community? The South Side Welcome Center staff plans unique community events throughout the South Side on a regular basis. Events are usually within walking distance from Duquesne, and students are always invited! Keep up to date at: www.southsidechamber.org

South Side Block Watches
(From 10th to 23rd Street Bridge north of Carson and from 10th to 26th Street south of Carson)

BLOCK WATCHES are great community builders and also help to maintain a neighborhood’s quality of life. It is always surprising to learn about the many interesting and diverse individuals and families that live just within our own block watch area. Block Watches strive to turn new residents into real neighbors. Our participation in events like National Night Out, the South Side Social, “Beautify Our Burgh”, and regular spring, fall and winter cleanups bring neighbors together. But small things like getting to know your immediate neighbors is truly being a good neighbor, especially if these neighbors are elderly or have special needs.

Please join the South Side Flats “Next Door” site (www.nextdoor.com) and your own Block Watch. For further information on how you can become involved, contact Robert Cavalier at cava_sty3@mac.com or 412.381.6082.
Be a Wonderful and Respectful Neighbor

The following are suggestions to build a good relationship with your neighbors and foster a healthy community in which to live.

- **Know your neighbors:** It’s always a good idea to introduce yourself to your neighbors, and to create and maintain a positive relationship with them. Exchange cell phone numbers with them and let them know to contact you if they ever have any concerns.

- **Greet your neighbors:** Demonstrate an interest in them. Make an effort to meet them and learn their names.

- **Get involved with your neighborhood:** Be an active member of your community.

- **Lend a hand:** Your neighbors will appreciate any help you offer, so look out for opportunities to lend a hand.

- **Keep noise to a reasonable level:** Whether you like to host social gatherings, listen to loud music, or play video games, you should always be aware of the noise you are creating. The use of outdoor speakers is never a good idea.

- **Maintain your property:** Your neighbors care about the exterior of your home, and litter outside may make things seem “out of control.” Make sure to keep your lawn and sidewalks clean and clear! Take pride in your residence.

- **Take out your trash:** It’s important to know when your trash pick-up days are so that your trash is out at the appropriate time.

- **Be cautious when parking:** Be considerate of your parking habits and avoid taking numerous parking spots, blocking sidewalks and driveways and always consider safety implications.

- **Watch your speed:** Make sure to pay special attention to the children, elderly and pets in your neighborhood.

- **Keep drinking age in mind:** If you are serving alcohol at your residence, ensure your guests are of legal drinking age. It is illegal to provide or serve alcohol to minors, and there are consequences for these acts.

- **Host friends, not parties:** Large parties create noise, trash and parking problems that your neighbors may not appreciate. Keep your gatherings to a minimum and at appropriate times.

- **Take responsibility for your guests:** While at your residence, your guests are your responsibility. Instruct them to respect your neighbors’ property and the community.

- **Report suspicious activity:** One thing your neighbors certainly value is the safety of their community. Therefore, if you see any suspicious activity in the area, it’s always a smart idea to report it!

- **Respect local codes and ordinances:** Be aware of any local codes and ordinances that may be in effect, as these were developed to protect you and your neighbor’s rights.

- **Remember to represent Duquesne University:** Lastly, it’s essential to remember that even when you’re away from campus, you are still a representative of the Duquesne University community. Being a respectful neighbor will ensure a positive experience for you, your neighborhood and the University.

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**Good Neighbor Tips:**
- Let your neighbors know when you will be away for breaks.
- Dispose of trash properly! It matters!
Do Your Part in **Keeping Pittsburgh Clean and Beautiful**

To find information regarding the City of Pittsburgh’s trash removal and recycling as well as your collection day and/or schedule reminders, please visit:

https://pittsburghpa.gov/dpw/collection-schedule

- **REFUSE** – WEEKLY
- **BULKY WASTE** – WEEKLY (LIMIT TWO ITEMS PER WEEK)
- **RECYCLING** – EVERY OTHER WEEK
- **YARD DEBRIS** – BIANNUAL

- All trash/garbage must be tightly bagged before placing in cans and cans must have tight lids. If possible, cans should not be visible from the street. Landlords are legally obligated to provide cans for renters.

- Place refuse at the curb no earlier than 6 p.m. on the night before collection. Containers must be removed from collection site by 10 p.m. the day of collection.

- Recycling is required by the City of Pittsburgh. Recyclable materials should be placed in either a blue bag or blue bin no bigger than 35 gallons and set out away from your refuse.

- In the event that the tenant is out of compliance with City regulations governing trash storage, disposal, and recycling, then the City shall issue a citation.

### Trash Removal and Recycling

The Pittsburgh Bureau of Environmental Services has developed a program which will remind you of your trash and recycling days. It’s free and easy to use, just follow these steps:

- Visit [www.pgh.st](http://www.pgh.st)
- Enter your street address along with your zip code.
- The trash, recycle and yard pick-up will then show up for your area.
- Then choose the “Get Reminders” option in the upper left corner. There are several options to choose from. You should receive a confirmation text once you enter in your phone number.
Renters Insurance

Protecting Your Property

Renters insurance is an insurance policy that provides most of the benefits of homeowners’ insurance.

Renters insurance does not include coverage for the dwelling, or structure, with the exception of small alterations that a tenant makes to the structure. This provides liability insurance. The tenant’s personal property is covered against named perils such as fire, theft and vandalism. The owner of the building is responsible for insuring it, but bears no responsibility for the tenant’s belongings. If you are still on your parent or guardian’s insurance, you may be covered by your parent’s homeowners’ insurance. Your car insurance provider may offer renters insurance.

Know Your Rights as a Renter

Having problems with your rental? Having difficulties with your landlord? Not sure what to do? The following provide excellent information and resources:

NEIGHBORHOOD LEGAL SERVICES ASSOCIATION – Housing Issues
https://nlsa.us/legal-resources-2/legal-information/housing-issues/

KNOW YOUR RIGHTS AS A RENTER IN PENNSYLVANIA

Good Neighbor Tips:

Adhere to parking regulations and do not block driveways.

Remember this neighborhood is no different from the neighborhood where you grew up.

Be the type of neighbor you would want living next door to you, your parents or family!

Try to see your neighbor’s perspective.
Duquesne University offers shuttle service between campus and South Side for students, faculty and staff. The shuttle bus has seating for 25, offering our South Side resident students a convenient and inexpensive way to get to class, study sessions and other events.

The shuttle is scheduled to arrive at Duquesne University approximately every 15-20 minutes.

You can track the shuttle live with Double Map (duquesne.doublemap.com/map) or download the free app on your smartphone!

Shuttle operations follow the academic calendar. There is no service on weekends, during breaks, the summer semester or holidays.

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**Transportation Options**

South Side has many transportation options for students. There are several Pittsburgh Port Authority bus stops, the Duquesne University South Side Shuttle, T-service and taxis.

- **Port Authority**
  (Buses and the T)
  412.442.2000
  www.portauthority.org

- **Taxi Services**
  - Classy Cab: 412.322.5080
  - zTrip: 412.777.7777

- **UBER**
  www.uber.com/pittsburgh

- **LYFT**
  www.lyft.com

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**Stay Informed**

The Office of Commuter Affairs has a Facebook Group just for students who reside on the South Side. We keep you up-to-date regarding important information and programs just for you! Please join our group:

- [Duquesne University South Side Commuter Affairs](https://www.facebook.com/DuquesneUniversitySouthSideCommuterAffairs)
Safety Tips

- You should never walk alone. However, if you must walk alone, have a plan and travel in lighted and well-traveled areas.

- When walking you should walk facing traffic. Be cautious of drivers that stop to talk.

- BE AWARE of your surroundings! Giving the appearance of not paying attention and not alert is what offenders look for in a victim.

- Always tell someone where you’ll be and what time you are going to return.

- Do not wear headphones while walking or jogging.

- Do not read while walking or standing on the street.

- If you feel that you are being followed: Cross the street, change directions, keep looking back.

- TRUST YOUR INSTINCTS: If something “feels wrong”, something probably is wrong.

- If you find yourself in a situation with an assailant, don’t be afraid to loudly call for help.

- Keep doors and windows locked at all times; check to make sure your locks are working properly.

- Do not leave your car keys or valuable items in the open where they would be easily found.

- Do not invite strangers, or just casual acquaintances, into your home where they will have the opportunity to case your residence.

- Lock your bedroom door while sleeping; keep your laptop, car keys and other valuables in your bedroom.

- If you are home alone and believe someone has unlawfully entered your residence, call 911 immediately – tell the dispatcher your address and where you are located within the house. Yell out to the intruder, “I have called the police, you better leave!”

- Do NOT go onto rooftops! Doing so is NEVER a good idea.

Fire Safety Information

Take a moment to watch this campus fire safety video from the U.S. Fire Administration: www.youtube.com/watch?v=yMQQhMztyuw.

These tips can save your life!


Updating Your Local Address in DORI

If you live off-campus at a location different from your permanent residence, as required by the Student Handbook, you must provide your local address to Duquesne University. To update this address:

1. Log into DORI
2. Click on Self-Service Banner
3. Click on “Personal Information” and then
4. “Update Addresses and Phones”

Additional Resources

- Roommates
- Living in Pittsburgh
- Finding and Leasing Rentals
- Tenant Responsibilities
- Safety
- Moving Out

For more information, visit www.duq.edu/off-campus-housing.

Good Neighbor Tips:

Get to know your neighbor’s lifestyle and schedule.

Show respect for your neighbors at all times!
Sexual Misconduct

Duquesne University is dedicated to providing an educational environment that supports our Catholic, Spiritan mission and values. This includes a profound respect for the dignity of each person, and a commitment to preserve and protect the physical, emotional and spiritual well-being of all members of the campus community. Verbal, nonverbal or physical sexual misconduct of any kind will not be tolerated. It threatens this mission and is prohibited by local, state and federal laws, Title IX, by Duquesne’s Student Policy on Sexual Violence and by Duquesne’s Sexual Misconduct Administrative Policy. Use this link to find Duquesne University resources available to assist victims of sexual assault, and to help educate students about sexual misconduct.

duq.edu/titleix

BE SAFE
with BYSTANDER INTERVENTION

Sexual violence, relationship violence, sexual harassment and bullying are coercive behaviors and are supported by patterns of disrespect and peer pressure. Working together we can change these patterns with Bystander Intervention. As a responsible bystander, you can play an important role in promoting a culture of profound respect for the dignity of each person. By understanding this role and being aware of problematic situations, we can all be effective proponents for a safer community. For more information on Bystander Intervention and Bystander Awareness, go to the website listed below for steps to action and techniques to try.

duq.edu/titleix

UNIVERSITY RESOURCES

- Counseling Services 412.396.6204 (confidential)
- Health Services 412.396.1650 (confidential)
- Psychology Clinic 412.396.6562 (confidential)
- Spiritan Campus Ministry 412.396.6020 (confidential)
- Residence Life 412.396.5888
- DU CARES 412.396.5834
- Public Safety 412.396.6002
- Title IX Coordinator 412.396.2560

duq.edu/titleix

COMMUNITY RESOURCES

These agencies offer 24-hour confidential* helplines, crisis intervention, individual support and group counseling, and/or legal advocacy.

Resolve Crisis Network
24 hour helpline: 1.888.7.YOU CAN (1.888.796.8226)

Pittsburgh Action Against Rape (PAAR)
24 hour helpline: 1.866.END.RAPE

Center for Victims of Violence and Crime (CVVC)
24 hour helpline: 1.866.644.2882

*These off-campus counselors and advocates may have certain reporting or other obligations under state law.

OTHER RESOURCES

Campus Safety Escort Service: 412.396.6002
Campus Code Blue Phones
SGA Weekend Loop Bus
Yellow Cab Service: 412.321.8100

For campus emergencies, call DUPS at 412.396.2677
For off-campus emergencies, call 911
Moving Out Information

Move Out Checklist

Check your lease for your move-out period notice.
Notify the landlord prior to the deadline, in writing, of your intent to stay or to move out after the lease term.

Be sure to pay your last month’s rent.
You cannot substitute your last month’s rent with the security deposit.

Clean the property thoroughly.
A thorough cleaning job includes removing all tacks, nails and tape from the walls. It also includes replacing any light bulbs that are burned out.

Document the condition of the property.
Once this has been completed—ideally, once you move your furniture out, complete a move-out checklist and take pictures/video (just like you did when you moved in) to show in what condition you left the property. You also want to do a walk-through with the landlord, so that you can inspect the property together.

Cancel all utility, cable, internet, etc. accounts.
Ensure that you call all of your utility companies directly to schedule a date to disconnect all your utilities. Remember your bills have to be paid in full before you are permitted to close your accounts.

Return all keys.
You might want to have your landlord sign something indicating you returned all keys.

Provide your landlord with a forwarding address.
If you want your security deposit back, you must provide your landlord with a forwarding address.

Review your lease for procedures regarding the return of your security deposit.

Disposal of Bulk items

Follow the City of Pittsburgh guidelines regarding the disposal of bulk waste:

Acceptable Items
Bulk waste includes common large and over-sized items, such as:
- Sofas, Recliner Chairs, Tables
- Box Springs, Mattresses, Dressers
- Stoves, Washers, Dryers
- Toilets, Hot Water Tanks
- Windows, Cabinets
- Fencing in bundles not exceeding 35 pounds or 5 feet in length
- Visit: http://pittsburghpa.gov/dpw/environmental-services/bulky-waste.html to determine if your bulk items can be picked up with your regular trash or if you need to schedule a special pick-up!

Set-Out
Bulk Waste may be set out curbside with your regularly scheduled refuse pick-up.
- Limit two items per week
- Place at curb no earlier than 6:00 p.m. on the night before collection and no later than 6:00 a.m. on the day of collection

Unacceptable Items
The City of Pittsburgh does not collect the following items curbside:
- Televisions, Computers, Peripherals
- Freon Appliances
- Household Chemicals/Hazardous Wastes
- Demolition and Construction Wastes
- Batteries, Light Bulbs
- Car and Automobile Parts, Tires

Excessive Bulk Waste
Any excess material and other excessively large items above the two-item limit will not be collected unless special pickup arrangements have been made.
- A minimum cost of $100 for each half-hour applies to special bulk pickups.
- Personal checks or money orders only. Make checks payable to City of Pittsburgh Treasurer.
- Call 412.255.2773 to arrange for a special pickup.

As your move out day approaches, please consider disposing of items over the course of a few weeks rather than all at once.

Donate and Help Others
If you choose to donate items, several organizations do offer free pick-up. If you choose to donate items, several organizations do offer free pick-up: The Salvation Army, St. Vincent de Paul and American Veterans.
Welcome To The South Side

Dear DU students,

Welcome to South Side for those of you who are moving into the neighborhood for the first time. Welcome back to those who are returning. As a resident of the South Side and president of the South Side Community Council, I want to say that we are pleased that you have decided to make South Side your home while you attend Duquesne University. Really! You add youthful energy and life to our community and are part of the fabric of who we are.

At times, however, there can be tension between residents and students and I would like to make the following suggestions so that you can focus on your studies while also being a productive member of our neighborhood.

- Introduce yourself to the neighbors on your street. If you don’t see them, write them a note letting them know that you have moved in. Give them your contact info and ask that they reach you if there are any concerns. (We also ask our residents to do the same.)
- Remember that you are in a neighborhood where people live close by. The houses you are in were not meant for parties of 30, 40+ plus people. If you chose to have your friends over, please remember to keep the noise level to a minimum, end at a reasonable time and clean up after your guests.
- Your roofs, unless you are fortunate to have a real rooftop deck, were not meant for you to sit on. It is dangerous and there is a city ordinance against it.
- Lock your cars and don’t leave anything of value in them. Even if you are running into the house for a minute or two, lock your cars. Theft by auto is one of the top crimes in our neighborhood and throughout the city.
- Packages on stoops can be stolen. You may want to place a note on your door asking that they be placed in the yard, behind a gate, etc. You can ask a reliable neighbor if they can be dropped off in their yard or use the UPS store in the 1700 block of E. Carson.
- Living on your own includes maintaining the property where you live.
  - Trash accumulates on a daily basis and the city has refuse regulations that need to be followed. Remember that your trash should be stored in cans with lids and out of sight. If you don’t have enough trash cans, please contact your landlord.
  - Keep your sidewalk clean especially after trash collection day and remember that you are responsible for shoveling your sidewalk in the winter. If you don’t have a snow shovel and salt, ask your landlord who should be happy to supply them.
- If you have the time, get involved in community events. Tim Lewis, Director of Commuter Affairs, will keep you apprised of what is happening.

South Side is a great community in which to live. It is always a joy to see former Duquesne students, who lived in our neighborhood while in school, decide to rent or purchase a home here after graduation.

Best wishes for a great school year!

Barbara Rudiak, Ph.D.
President, South Side Community Council
Carnegie Library of Pittsburgh – South Side

Why go all the way back to campus when you can study right at the CLP – South Side.

The Carnegie Library is located at 2205 East Carson Street. The library is open on the following days and times:

- **Sunday**: 12:00 p.m. – 5:00 p.m.
- **Monday**: 10:00 a.m. – 8:00 p.m.
- **Tuesday**: 10:00 a.m. – 8:00 p.m.
- **Wednesday**: 10:00 a.m. – 8:00 p.m.
- **Thursday**: 10:00 a.m. – 5:00 p.m.
- **Friday**: 10:00 a.m. – 5:00 p.m.
- **Saturday**: 10:00 a.m. – 5:00 p.m.

The library includes:
- Public Computers
- Free Wi-Fi
- Wireless Printing – small fee may apply
- Copier – small fee may apply
- Meeting Rooms
- Air Conditioning
- Community Garden (seasonal)

For more information, please visit their website: [https://www.carnegielibrary.org/clp_location/south-side/](https://www.carnegielibrary.org/clp_location/south-side/)

**Good Neighbor Tips:**
Do random acts of kindness such as shoveling snow from your neighbor’s walkway, cutting their grass or asking if they need something when you are going to the store.

Say hello when you see your neighbors outside. A friendly smile or wave can go a long way in creating a pleasant atmosphere.
Important **Phone Numbers and Contacts**

**On Campus Emergency**
412.396.COPS (2677)

**On Campus Non-Emergency**
412.396.6002
www.duq.edu/campus-safety

**DU Emergency Alert**
www.duq.edu/dualert

*In the event of a crisis, this automated emergency notification system will send an alert to your mobile device, a “land line” of your choosing and your Duquesne email.*

**Off Campus Emergency**
911

**City of Pittsburgh Non-Emergency**
311 or outside of Pittsburgh call 412.255.2621
www.pittsburghpa.gov/innovation-performance/311.html

**South Side Police Station - Zone 3**
830 E Warrington Avenue
Pittsburgh, PA 15210
412.488.8326

**South Side Fire Station No. 24**
1729 Mary Street
Pittsburgh, PA 15203
412.488.8348

**Council District 3**
Bruce Kraus, City Councilman
City-County Building
Suite 510/Floor 5
414 Grant Street
Pittsburgh, PA 15219
412.255.2130

**Duquesne University**
**Office of Commuter Affairs**
Tim Lewis, Director of Commuter Affairs
412.396.6660
lewis@duq.edu

**Pittsburgh Action Against Rape (PAAR)**
1.866.363.7273

**Allegheny County**
- **Health Department**
  412.687.2243
  www.achd.net
- **Human Services**
  412.350.6897
  www.alleghenycounty.us/DHS

**Duquesne University WEATHER HOTLINE**
412.396.1700

**Neighborhood Legal Services Association**
412.255.6700
1.866.761.6572
www.nlsa.us

**Poison Information Center**
1.800.222.1222
www.upmc.com/Services/poison-center
Connect with Commuter Affairs

Join our group, search for:

“Duquesne University South Side Commuter Affairs”

“Duquesne University Commuter Affairs”

Become a member of our group. Log into DORI, click Campus Link on the upper right-hand side of the page. Search for “Commuter Affairs”

Visit Duquesne University’s Commuter Center:
1st Floor, Duquesne Union
412.396.6660 | duq.edu/commuter-affairs

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