

## **SUMMER BILLING INFORMATION (CREDIT COURSE)**

As of October 2005, the University discontinued the mailing of paper bills. **EBill is the only method of student accounts bills issued by the University.**

### **ACCESSING EBILL STATEMENTS AND MAKING EPAYMENTS**

**In order to access your bill or make EPayments, you must first be registered for the class. You will receive an acknowledgement letter once your registration has been received and processed.**

**Students:** In order to access your eBill statement, login into <http://www.dori.duq.edu>. If you still do not have a MultiPass username and password, click on the MultiPass Initialization Tab located below the Login Tab. Initialize your MultiPass by completing each of the three steps. **Paying Online:** After initializing your MultiPass login into [www.dori.duq.edu](http://www.dori.duq.edu), click on Self Service Banner Tab, Student Information Tab, and then Student Account Tab. Click on Access QuikPay. On the left, after Message Board Tab, click on Payment Profiles Tab. Select either Credit Card Profile or eCheck Profile. With the rest of the tabs you will be able to view your account, make payments, and check your transaction history. If you have difficulties logging in, contact the CTS help desk at (412) 396-4357 or email [help@duq.edu](mailto:help@duq.edu).

Students and their authorized payers can make online payments either by eChecks or credit cards. The eCheck program is provided at no cost to you. Rather than writing a traditional check from your checking account, you are able to process one electronically. To make an eCheck payment, be prepared to provide the routing and account numbers that are located on the bottom of your check. You will be able to print a receipt documenting the transaction.

**If you choose to make your payment by credit card, please note that only Discover and MasterCard are accepted and that there is a 2.55% fee associated with the use of credit cards. This fee is non-refundable and will appear as a separate charge on your credit card billing statement.**

If you have any further questions, please login into [www.controller.duq.edu/stuacct.htm](http://www.controller.duq.edu/stuacct.htm)

### **TRADITIONAL PAYMENTS AND APPLICATION SUBMISSION**

Send your check to:  
Summer 2011  
Mary Pappert School of Music  
Duquesne University  
600 Forbes Ave  
Pittsburgh, PA 15282

**PLEASE NOTE: THE UNIVERSITY NO LONGER ACCEPTS CREDIT CARD PAYMENTS THROUGH MAIL, IN PERSON, OR OVER THE PHONE FOR CREDIT COURSES.**

For additional information about payments, please contact Chris Bromley, Assistant Director of Summer Programs, at 800.934.0159 or [summermusic@duq.edu](mailto:summermusic@duq.edu).



MARY PAPPERT SCHOOL OF MUSIC

# 2011 SUMMER COURSE APPLICATION AND REGISTRATION FORM

Students intending to enroll in the Duquesne University Master of Music in Music Education or Master of Music in Music Technology programs should call the enrollment office for an application at 412.396.5064. (Please DO NOT use this form to register for the GAMA/MENC/NAMM "Teaching Guitar" workshop; instead, call 800.934.0159 or visit [www.guitaredunet.org](http://www.guitaredunet.org))

Dr.  Mr.  Mrs.  Miss  Ms. (Please print clearly)  I would like to receive information regarding accommodations

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

(This is required for registration purposes only and will be destroyed at the end of the course)

Email \_\_\_\_\_

### Optional Personal Information

Date of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_

**What is your ethnicity?**  Hispanic or Latino  Not Hispanic or Latino

**Select one or more races to indicate what you consider yourself to be.**

American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian or other Pacific Islander  White

Religious Denomination or Rite \_\_\_\_\_

### College or University Attended

Institution	Attendance Dates	Major	Degree Received	Date

- Have you attended Duquesne University before?  Yes  No If yes, what program? \_\_\_\_\_
- Have you already been accepted to a Duquesne M.M. program?  Yes  No
- Are you completing your graduate program during Summer 2011?  Yes  No
- Have you ever been convicted, pled guilty or no contest (nolo contendere) to a crime other than a summary traffic offense?  Yes  No (If yes, attach a separate sheet and describe in full detail.)
- Are there any criminal charges pending against you other than a summary traffic offense?  Yes  No (If yes, attach a separate sheet and describe in full detail.)

Classes in which you wish to enroll: (Note: All credit courses are \$340.00 per credit)

Course Number	Course Title	No. of Credits	Tuition
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

- Check or money order payable to Duquesne University
- Mastercard or Discover, paid through billing at [www.dori.duq.edu](http://www.dori.duq.edu) AFTER registration confirmation has been received.

I am enclosing:  total amount  deposit of \$200 for each course (total balance due 14 days prior to the first course)

Total Due \$ \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Registration form and total payment are due at least 14 days prior to the first day of the participant's first course. All fees and deposits will be returned in the event a course is cancelled by Duquesne University.

Signature \_\_\_\_\_ Date \_\_\_\_\_