

# **\*\*PLEASE READ BEFORE FILLING OUT REGISTRATION FORM\*\***

Students enrolling 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. DO NOT use this form to register for the GAMA/NAfME/NAMM "Teaching Guitar" workshop; instead, call 800.934.0159 or visit [www.guitaredunet.org](http://www.guitaredunet.org)

## **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 to <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 to [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.duq.edu/student-accounts](http://www.duq.edu/student-accounts).

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

Send your check to:

Summer 2012

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 Steve Groves, Assistant Director of Summer Programs, at 800.934.0159 or [summermusic@duq.edu](mailto:summermusic@duq.edu).

