## \*\*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 <a href="https://www.guitaredunet.org">www.guitaredunet.org</a>

## 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 <a href="http://www.dori.duq.edu">http://www.dori.duq.edu</a>. If you still do not have a MultiPass username and password, click on the MuiltiPass 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 <a href="http://www.dori.duq.edu">www.dori.duq.edu</a>, 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 <a href="https://www.dori.duq.edu">help@duq.edu</a>.

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.

### 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@dug.edu.



# 2012 SUMMER COURSE APPLICATION AND REGISTRATION FORM

□ Dr. □ Mr. □ Mrs. □	Miss   Ms. (Please print clearly	y) 🗆 I would like to recei	ve information regarding a	ccommodations	
Name					
Mailing Address					
City		State	StateZip		
Phone		Social Security Number(This is required for registration purposes only and will be destroyed at the end of the course)			
Email					
Optional Personal I  Date of Birth  Marital Status	Select one □ America □ Native H	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 Universit	-	<del></del>		<del></del>	
Institution	Attendance Dates	Major	Degree Received	Date	
Institution	Attendance Dates	Major	Degree Received	Date	
<ul> <li>Have you ever be offense? □ Yes □</li> <li>Are there any critical even and critical even and</li></ul>	ing your graduate program dur een convicted, pled guilty or no No (If yes, attach a separate she iminal charges pending against y ad describe in full detail.)	contest (nolo contendere) to eet and describe in full detail.	o a crime other than a sum )		
Classes in which you Course Number 	wish to enroll: (Note: All credi Course Title	No. of Cred	lits Tuition \$		
	der payable to Duquesne Unive over, paid through billing at ww	rsity	tration confirmation has be	een received.	
I am enclosing: 🗆 tot	al amount □ deposit of \$200 fo	or each course (total balance o	due 14 days prior to the fire	st course)	
Total Due \$	Total Enclosed \$	Balance	Due \$		
	d total payment are due at least 1 will be returned in the event a co			irse.	
□ I give Duquesne U	niversity permission to use my in	mage for promotional purpos	es.		
Signature			Date		