

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, 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.

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

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.



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)

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	What is your ethnicity? <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Select one or more races to indicate what you consider yourself to be.
Date of Birth _____	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American
Marital Status _____	<input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> 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 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 _____