The Guide to Moving In at DePaul
Lincoln Park

The Department of Housing Services, DePaul University
2345 N. Sheffield Ave., Suite 301 | housing@depaul.edu | (773) 325-7196 | offices.depaul.edu/housing
We are thrilled that you will be joining us in DePaul University on-campus housing!

The Department of Housing Services and the Department of Residential Education work very closely to ensure your experience as a resident is high-quality and allows you to grow within our residential community. We work together on many processes to provide the best services possible. Housing Services handles logistics with move-in, move-out, assignments, room changes, work orders, front desks, security and facilities. Residential Education handles relationships within housing, such as roommate relationships, learning opportunities, activities led by resident advisors, policy violations and emergency response. Learn more about what we do and our missions by visiting our websites.

Read this guide carefully; it contains information about move-in day and how to prepare for your move to campus. Once you arrive, we will be providing more resources about living on campus. **We strongly encourage you to check our website at offices.depaul.edu/housing for the most up-to-date communication**, or call Housing Services at (773) 325-7196 or Residential Education at (773) 325-4211 with any questions.

Have a great summer, and we look forward to meeting you soon!

Sincerely,

The Department of Housing Services
2345 N. Sheffield Ave.
Centennial Hall, Suite 301
Chicago, Illinois 60614
(773) 325-7196
housing@depaul.edu
offices.depaul.edu/housing
facebook.com/depaulhousing

The Department of Residential Education
2345 N. Sheffield Ave.
Centennial Hall, Suite 302
Chicago, Illinois 60614
(773) 325-4211
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facebook.com/depaulresed

INDEX

Move-In Dates............................................................... Page 1
Recommended Move-In Times................................... Page 2
What to Know Before Move-In Day............................. Page 3
Health and Safety Information.................................... Page 4 and 5
Packing Information.................................................... Page 6 and 7
Laundry and Tech Help................................................. Page 10
Meet Our Staff............................................................ Page 11
Area Offices Map........................................................ Page 12
Dining and Mail Information........................................ Page 13
Move-In Day Map........................................................ Back Cover
Below is a flowchart for some of our move-in dates. **If you are unclear about your move-in date, call our office at (773) 325-7196 so that we can help you.** Residents will not be allowed to move in on an unassigned move-in date.

### Questions about First-Year Program or Premiere and Transition DePaul orientation?
Contact:

**DISCOVER AND EXPLORE CHICAGO**
Office of the First-Year Program
firstyr@depaul.edu
(773) 325-7573

**PREMIERE AND TRANSITION DEPAUL**
Office of New Student and Family Engagement (NSFE)
orientation@depaul.edu
(773) 325-7360
YOUR MOVE-IN TIME

DePaul University Recommended Move-In Times

For residents moving in on our major move-in days (August 30 or September 5), please plan to arrive on campus during the times specified below.

All Residence Halls and Apartments
(Except Townhomes and Sheffield Square Apartments)
Even-numbered units: 9 a.m. - noon
Odd-numbered units: 1 p.m. - 5 p.m.

Sanctuary Townhomes
Even-numbered units: 9 a.m. - noon
Odd-numbered units: 1 p.m. - 5 p.m.

Sheffield Square Apartments
All units: 9 a.m. - 5 p.m.

Information About First-Year Residents Move-In

If you are a freshman or transfer student, you should be participating in Premiere DePaul or Transition DePaul orientation. Those scheduled for specific end-of-summer orientations have received an alternate move-in date. Discover Chicago participants have also received an alternate move-in date. Please use the chart on the previous page to help identify your move-in date.
WHAT TO KNOW BEFORE MOVE-IN DAY

We will now offer information that you and your parents/guardians should be aware of before move-in day occurs, such as your DePaul ID Card, student email, health and safety information.

DePaul ID Card and Student Email

Your DePaul ID Card serves as your official identification at DePaul University, and you are required to have it at all times while on campus, and specifically to enter your residence hall. To obtain a DePaul ID Card, please visit the ID Card Services office and present a valid photo ID (driver’s license, state ID, passport or visa). You will need your DePaul ID Card to access your residence hall, the university’s printing (IPRINT) system, meal plans, computer labs and more.

ID CARD SERVICES OFFICE LOCATIONS

Loop Campus – DePaul Center, Room 9200
Monday through Thursday: 9 a.m. - 5:30 p.m.
Friday: 9 a.m. - 5 p.m.

Lincoln Park Campus – Student Center, Room 109
Monday through Thursday: 9 a.m. - 5:30 p.m.
Friday: 9 a.m. - 5 p.m.

STUDENT EMAIL ACCOUNTS

DePaul University provides all students with a free student email address. Simply log into mail.depaul.edu using your Campus Connect user ID and password. The system will walk you through setting up your account. You should set up your email address before coming to campus. Keep your email updated in Campus Connect; we often email important reminders to the email address on file prior to move-in day.
OFFICE OF PUBLIC SAFETY
The DePaul University Office of Public Safety, guided by ethical, legal and professional standards, strives to maintain a peaceful and safe environment for the students, faculty, visitors and neighbors, and to protect university property. DePaul Public Safety provides the following services: emergency response, escort service, hospital transportation, crime prevention and security awareness, crime victim assistance, safety tips, and lost and found. To contact Public Safety at the Lincoln Park Campus, call (773) 325-7777 or for the Loop Campus, call (312) 362-8400.

CAMPUS ESCORT SERVICE
The Office of Public Safety provides an escort service for students, faculty and staff whose circumstances require them to travel alone on Lincoln Park’s campus. Evening escorts are available between the hours of 6 p.m. and 6 a.m. every day. The escort service is only for purposes of traveling to and from on-campus Lincoln Park locations. To contact the campus escort service, call (773) 325-SAFE (7233).

Questions about safety on campus? Contact:

Public Safety, Lincoln Park Campus
Centennial Hall, Suite 304
(773) 325-7777
publicsafety.depaul.edu

Public Safety, Loop Campus
Lewis Hall, LL 103
(312) 362-8400
publicsafety.depaul.edu
Health and Safety

HEALTH SERVICES AND STUDENT HEALTH INSURANCE
Specific details regarding health services and student health insurance can be found on the Office of Health Promotion and Wellness website at tinyurl.com/depaulhpw.

IMMUNIZATION INFORMATION
It is important that residents living on-campus have complete immunization records on file with DePaul Central. An incomplete or missing immunization record will block your registration. For more information about required immunizations or to submit your documents, visit go.depaul.edu/immunizations or contact DePaul Central.

Illinois state law requires all students to have the following inoculations:
• Tetanus/diphtheria within the past ten years
  (international students are required by law to have three inoculations)
• Two measles (rubeola)
• Mumps
• Rubella (German measles)

MENINGITIS VACCINE
The Office of Health Promotion and Wellness encourages all incoming first-year students, particularly those who will live in the residence halls, to consider a vaccination against meningitis. To provide the greatest benefit, such vaccinations should be received at least one month before moving on campus.

Questions about health services? Contact:

Dean of Students Office
Lincoln Park Student Center, Suite 307
(773) 325-7290
DePaul Center, Suite 11001
(312) 325-8066
tinyurl.com/depauldos

DePaul Central
Schmitt Academic Center, Suite 101
(312) 362-8610
DePaul Center, Suite 9100
(312) 362-8610
depaulcentral.depaul.edu

Office of Health Promotion and Wellness
Lincoln Park Student Center, Suite 307
(773) 325-7290
DePaul Center, Suite 11001
(312) 362-8066
tinyurl.com/depaulhpw
We have included a packing list for you on the inside back cover (for easy tear-out). As you pack for move-in day, please note that the following items are prohibited in all Lincoln Park campus housing. If any of these items are found in campus housing, they will be confiscated by staff throughout the year.

**PROHIBITED ITEMS:**
- Candles, lanterns and oil lamps
- Incense
- Halogen lamps and lava lamps for floor and/or desk
- Flammable liquids including gasoline, propane or motor oil, as well as charcoal and grills
- Space heaters, portable air conditioners and electric blankets
- Non-university mattresses and lofts
- Pets (except for non-carnivorous fish, in a tank no larger than 10 gallons, limit one per room)
- Outlet plug-in air fresheners
- Extension cords (non-surge-protected), adapters and outlet splitters
- Weapons (including decorative) such as pocket knives, spears, swords, souvenir weapons or tasers
- Paraphernalia associated with any type of illegal substance
- Anything obtained or perceived to be obtained illegally (e.g., street signs, CTA or other city property)
- Apartment-style units are not allowed to have lofts or micro-fridges
- Toasters, toaster ovens, popcorn poppers, hot plates, rice cookers, slow-cookers and waffle irons can only be used in community kitchens
- Coffee makers with an external heating element are not allowed in non-kitchen areas (Keurig-style models are okay)
- Irons can be used only in community kitchens and laundry rooms

**ALSO KEEP IN MIND THAT:**
- You are not allowed to bring your own personal mattress or bed. All residents are required to use the university-provided bed frame and mattress, as they meet university fire safety standards. You may buy and use a mattress cover and/or encasement.
- You may bring your own shower curtain, but must hang it in conjunction with the university-provided curtains, as those are custom-fit and prevent water leaks.

**BRINGING A TV TO CAMPUS?**
DePaul offers a cable TV connection in each unit on campus. Our cable system is all-digital, and requires an HDTV with a QAM tuner. While most leading brands’ HDTVs are compatible, we have found that some economy-brand HDTVs may not have the required QAM tuner and thus, will not work with our cable system. Please check your TV brand and model specifications to ensure your TV is compatible.

If your TV is not compatible, you may purchase a QAM-compatible digital converter box. Our cable provider, College Cable Services, offers these converter boxes for sale directly to students. Please contact them at (800) 472-2054 to purchase one.
Residential Rentals and Residence Hall Council

Now is the time to think about taking advantage of rentals; you will need to decide if you will be renting a loft or micro-fridge prior to moving on campus.

Residence Hall Council (RHC) is a student organization with representatives from each hall on campus. You will learn more about RHC when you move to campus. Rentals (lofts and micro-fridges) are facilitated by RHC. All funds are used for improvements in the residence halls. For more information, contact the RHC office by visiting their website at rhc.depaul.edu.

ABOUT RENTING LOFTS AND MICRO-FRIDGES:
RHC works exclusively with Bedloft, an approved DePaul vendor, for the rental of lofts and micro-fridges. All loft and/or micro-fridge orders must be completed by August 17 in order to be placed in your unit prior to move-in day.
• Before placing a rental order, please confirm with all of your roommates first; each unit is only allowed one micro-fridge.
• Residents are **not permitted** to bring their own lofts to campus.
• Rental items will be delivered to your room prior to move-in day (if ordered by the deadline).
• If you order a loft, you will be responsible for the assembly of your loft. If you need help assembling a loft, a work order can be placed and will be fulfilled on a first-come, first-served basis; please note there may be a delay due to an influx of work orders during move-in week.
• Late orders will be delivered after move-in day (designated date will be communicated later).
• Purchasing futons is also an option, and the futon is yours to keep.
• Apartment-style residents are not allowed to order a loft or micro-fridge.
• **Corcoran Hall and Munroe Hall residents are not allowed to order a loft**, as the beds provided have lofting capabilities (up to 60”).

Residents will receive a mailing with rental and pricing information from Bedloft later this summer.

For questions about RHC or Bedloft, contact:

<table>
<thead>
<tr>
<th>Residence Hall Council</th>
<th>Bedloft</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:depaulrhc@gmail.com">depaulrhc@gmail.com</a></td>
<td>Bedloft.com</td>
</tr>
<tr>
<td>rhc.depaul.edu</td>
<td>(866) 651-LOFT</td>
</tr>
</tbody>
</table>

**Tip:** only residents in traditional halls* can rent lofts and micro-fridges.

*Corcoran and Munroe Hall residents are not able to rent lofts (see above).
WHAT TO EXPECT DURING MOVE-IN DAY

Below we have outlined steps regarding move-in day. This is only applicable to August 30 and September 5 move-in days. If you are part of a program that requires a different move-in date, check with that program for specific instructions.

1. ARRIVE AT YOUR RESIDENCE HALL CHECK-IN LOCATION
   - Pull your vehicle into a designated unloading zone for your building (see campus map on back cover).
   - While you (the resident) are checking in, you will be able to park temporarily in the designated unloading zones for your building.
   - Note: if you do not have your DePaul ID Card, you will need to go to ID Services first (see page 3).

2. CHECK IN TO RECEIVE YOUR KEYS AND IMPORTANT INFORMATION
   - Bring your DePaul ID Card to check in with staff inside the building.
   - You (the resident) will pick up your keys, instructions for your Housing Condition Report (a report that gives you the opportunity to assess the condition of the items in your room), Guide to Student Housing, parking and guest wristbands for the day, as well as other materials.

3. UNLOAD YOUR VEHICLE QUICKLY
   - After checking in and receiving your keys, immediately start unloading your vehicle. There is a 15-minute time limit for unloading your vehicle in the temporary unloading zone.
   - Quickly unload your belongings at the curb.
   - Student housing staff, university volunteers and a welcome team will be available to offer light assistance to residents on major move-in days (August 30 and September 5). If you would like to take advantage of this moving assistance, see the moving assistance station near the curb.
   - If possible, we recommend that you bring your own dolly to make the actual move easier.

4. PARK IN DESIGNATED PARKING LOT OR GARAGE
   - Once your vehicle is unloaded, follow the directions provided by university staff. Please move your vehicle to a designated parking lot/garage.
     - You will receive a parking wristband during check-in that will allow you to park in designated parking lot/garages free of charge during operating hours on major move-in days.

There is no on-campus parking available for trailers.

If you can, we recommend bringing your own dolly or hand cart.
GUIDELINES FOR DECORATING YOUR ROOM

You are encouraged to personalize your living areas. However, there are guidelines that must be followed, so keep the following in mind when planning the decor for your new home:

• You may post things on the doorjamb or wall by using masking tape, painter’s tape or poster putty. Do not paint, or make alterations that will permanently affect the walls, ceiling or floor. Flat-screen televisions cannot be wall-mounted; they must have a stand.

• You can bring personal furniture and accessories to your room and move or set up university-provided or personal furniture within your unit. The furniture arrangement must be aligned with campus housing policies and all roommates must be in agreement. If you are bringing additional furniture, particularly used or upholstered furniture, please clean the surfaces thoroughly to avoid bringing pests into the building.

• Do not move community furniture (e.g., lounge furniture) into your room or remove university-provided furniture from your room or apartment. All issued furniture must stay in the unit or damage fees will be assessed.

• All window treatments must remain functional in units. For safety reasons, do not install or hang other window treatments; it is prohibited to display or hang items in windows.

• Only university-sanctioned lofts from Bedloft may be used in first-year halls. See page 7 for more information on loft rentals.

• For fire safety reasons, extension cords and outlet splitters are not allowed. Decorative lighting is allowed, but only one strand (multiple strands connected are not allowed); UL-approved surge protectors/squids are acceptable.

You will receive a Guide to Student Housing on move-in day. This will have plenty of resources. To see last year’s guide, visit our website.
LAUNDRY INFORMATION
Every residence hall has laundry facilities in the building. Laundry costs are now included for all on-campus residents.

For more information on how to use the laundry machines, visit our website or check the instructional signage in each laundry facility. We encourage residents to use high-efficiency detergents; most campus laundry rooms feature high-efficiency washing machines.

TECHNOLOGY ASSISTANCE AND ON-SITE SUPPORT
The Technology Support Center (TSC) provides technical assistance for DePaul-supported software, systems, networking and services. The TSC provides technical support via telephone, email and self-service through Campus Connect. TSC will be on-site in every traditional-style hall August 30 and September 5 from 10 a.m. to 5 p.m. The tech help table is composed of student and professional staff members who are available to answer questions and offer services such as providing patch cords and coax cables, helping with wireless, ethernet, telephone and answering general questions. Look for the tech help table and representatives in blue polos.

Technology Support Center
(312) 362-8765
Representatives will be on-site on August 30 and September 5.
During your move-in experience (and, of course, afterwards), feel free to reach out to the following staff members, who are resources for you!

FACILITIES AREA COORDINATORS - Your facilities area coordinator (FAC) is a professional staff member responsible for the facility management of your housing area. He or she lives on campus and manages a specific area of campus. The FAC coordinates all housing inspections, clarifies standards of health and safety for residents, supervises front desks of halls and manages most building access-related issues. The FAC also responds to major facility-related emergencies outside of normal business hours.

FACILITIES ASSISTANTS - A facilities assistant (FA) is a student employee who works and lives in your housing area. He or she has day-to-day responsibility for identifying and responding to facility-related repair and maintenance issues. FAs also conduct all facility inspections, assist with lock-outs and manage move-in and move-out procedures.

DESK RECEPTIONISTS - Desk receptionists are responsible for access control at residence hall front desks and for maintaining the visitation log during their shifts, between the hours of 7:45 a.m. and midnight. A professional security attendant monitors the desk and visitation log during the overnight period. All front desk employees serve as resources for residents and their guests.

RESIDENCE DIRECTORS - Your residence director (RD) is a full-time professional staff member who is responsible for supervising the resident advisor staff and providing overall community-building and educational opportunities in the residence hall or apartment communities. These professionals live on campus and are responsible for responding to and adjudicating policy violations and for providing emergency response to student incidents outside of normal business hours. RD offices are located in the respective residence halls and apartment communities.

ASSISTANT RESIDENCE DIRECTOR - The assistant residence director (ARD) is a graduate student staff member who is responsible for assisting the residence director in supervision of the resident advisor (RA) staff and providing community-building and programming opportunities. The ARD lives on campus and can provide emergency response to student incidents outside of normal business hours. The ARD office is located in Munroe Hall.

RESIDENT ADVISORS - Your resident advisor (RA) is a student leader living in your building charged with creating community by providing educational opportunities and campus resources to students living in the residence hall or apartment communities. These paraprofessionals remain on-duty after hours and serve as first responders to emergency situations in the residence halls and/or apartment communities.

You will also meet a welcome team on the major move-in days. They are there to help you, so don’t be afraid to ask them for help!
Area Office Locations

West Area Office (for Belden-Racine, Clifton-Fullerton, Munroe and University Halls)
Munroe Hall 108
(773) 325-7202

Central Area Office (for Centennial Hall, Sanctuary Hall and Townhomes, Sheffield Square Apartments and Vincent and Louise House)
Sanctuary Hall 211
(773) 325-1899

East Area Office (for Corcoran, McCabe and Seton Halls)
Corcoran Hall 117A
(773) 325-8690

Office Locations for Resident Directors (RD)

Corcoran and McCabe Halls
RD Office
Corcoran Hall 100
(773) 325-7207

Belden-Racine and Munroe Halls
RD Office
Munroe Hall 106
(773) 325-7195

Clifton-Fullerton Hall
RD Office
Clifton-Fullerton Hall 101
(773) 325-7175

Seton Hall
RD Office
Seton Hall 104
(773) 325-7845

University Hall
RD Office
University Hall 123
(773) 325-7191

Centennial Hall, Sanctuary Hall, Sanctuary Townhomes and Sheffield Square Apartments
RD Office
Sanctuary Hall 211A
(773) 325-4585

ARD Office
Munroe Hall 103
(773) 325-8997

Map of Area Offices
Once you get settled into our campus community, we want to make sure you know about the following resources:

**Dining Services**

All on-campus residents are required to have a meal plan. DePaul University Dining Services offers a dining program that provides a variety of alternatives designed for you. Your meal plan allows you to dine at several locations around campus. If you have any dietary restrictions or allergies, please contact DePaul Dining Services at (773) 325-8234. They will be happy to develop a meal plan that is beneficial and appropriate for you.

**ABOUT THE PLANS**

Students can change to a higher plan or add money at any time, but may only change to a lower plan (as long as it does not fall below the minimum required plan) before the end of the second week of each quarter. You can add money by logging in to Campus Connect, clicking on “Meal Plan Online” and following the steps. All meal plan dollars remaining on a student’s card will roll over from quarter to quarter and year to year until the student graduates or leaves the university.

If you have questions about meal plans, contact the Student Center office:

Lincoln Park Student Center, Room 303
(773) 325-7346
offices.depaul.edu/student-centers

Stay connected with Dining Services on social media:

- facebook.com/depauldining
- twitter.com/depauldining
- instagram.com/depauldining

**Mail Center**

All residents are assigned a mailbox by Housing Services. The Student Mail Center is located in Student Center, Suite 317. Keys are issued through the Student Mail Center. The Student Mail Center provides you with a centralized and convenient on-campus location to receive all of your mail and packages. We ask you to check your mailbox at least once a week, as you will be held accountable for any university information sent to your residential mailbox. Below is how to address your mail:

Student's Full Name (no nicknames)
DePaul University
2250 N. Sheffield Ave., Suite #317
Mailbox #
Chicago, IL 60614

Mailbox numbers and associated room numbers can be found in your assignment letter, as well as on the Housing Services website. Mail notices are placed in mailboxes to notify you of packages and other mail that cannot fit into the mailbox. You must present the notice and your DePaul ID Card to the Student Mail Center’s service desk to receive the item(s). You are responsible for picking up your packages in the Student Mail Center and getting packages to your residence hall. Note: the Student Mail Center does not supply any equipment to aid in package delivery, such as dollies, carts or flatbeds.

Deliveries will not be accepted at the hall front desks. If sending something of extreme importance, the Mail Center strongly encourages the use of UPS or FedEx (utilizing tracking and/or signatures).
Technology Resources

Although we already introduced the Technology Support Center (TSC) for move-in day, we want to provide further detail as you may encounter a technical problem at some point during the academic year. TSC provides technical assistance for DePaul-supported software, systems, networking and services. Consider the TSC your first point of contact when you have a technical problem. The TSC provides technical support via telephone, email, as well as self-service through Campus Connect.

The Genius Squad provides free on-site assistance with computer hardware and software related issues. If you need assistance replacing a hard drive or you discover that your computer is infected with a virus, simply bring it to the Lincoln Park or Loop Campus Genius Squad. Learn more about Genius Squad and their hours by visiting offices.depaul.edu/is/support/Pages/location-hours.aspx.

TSC Support Hours:
Monday through Thursday, 8 a.m. – 8 p.m.
Friday, 8 a.m. – 5 p.m.
Saturday, 8 a.m. – 4 p.m.
Phone: (773) 362-8765
Email: tsc@depaul.edu
Web: log in to Campus Connect and select the “Technology Support Center” link to create a self-service ticket.

Welcome Week

Welcome Week is a series of free events taking place during the first days of fall quarter. These events are designed to introduce students who are new to campus and celebrate returning students coming back to campus. Events are open to all new, returning and transfer students and are a great opportunity to make new friends and reconnect with the old!

SCHOOL SUPPLY DRIVE

Each year, the Department of Residential Education kicks off the year with a school supply drive to benefit Chicago-area schools. Donation bins will be located in the lobby of each residence hall. All school supplies are welcome. For more information, reach out to Residential Education at resed@depaul.edu.

Welcome Week Information:
welcomeweek.depaul.edu
Twitter: @DPUwelcomeweek
Facebook: facebook.com/dpuwelcomeweek
WHAT IS THE GUEST POLICY FOR MOVE-IN DAY?
Our guest policy will be adapted on major move-in days (August 30 and September 5) until 9 p.m. All guests will be issued a wristband for identification purposes during move-in. After 9 p.m., all guests must show identification and be registered at the front desk.

Aside from the major move-in days listed above, our normal guest policy is always in effect, no exceptions. Our guest policy allows a maximum of two guests at any given time, unless prior approval is granted by Housing Services professional staff at least two business days before the guest arrives. Guests must present a state, government or DePaul University photo ID at the front desk and be signed in by a resident host onto the guest register. If there is no valid ID available, the guest will not be allowed to enter. You are allowed to host overnight guests with the prior permission of your roommate(s). However, the length of stay may not exceed two consecutive overnights. Overnight guests will be required to wait a minimum of fourteen days before being allowed another overnight stay when visiting the same room or apartment. You are responsible for all actions and behaviors of your guest(s). Be sure to read the Guide to Student Housing, which will be handed out on move-in day, for additional information about the guest policy.

WHAT IF I NEED TO CANCEL MY HOUSING AGREEMENT?
If your plans change and you will not be enrolling for fall quarter, you must notify the Office of Admissions and the Department of Housing Services in writing (email, fax or letter). If you plan to attend DePaul but no longer want to live on campus, you must cancel with the Department of Housing Services at go.depaul.edu/housingcancellation. In most situations, canceling your agreement will result in financial charges. See the housing agreement terms and conditions (section 5) for cancellation policies and deadlines.

DOES DEPAUL HAVE A PREFERRED BANKING PARTNER?
Don’t worry about banking while at DePaul. PNC and DePaul work together to bring friendly banking services, including convenient offices and ATMs on both the Lincoln Park and Loop campuses. You can even link your DePaul ID Card to your PNC account so that you can use your ID as an ATM card, too. For more information about our student-friendly (and parent-friendly) services, or to find a branch or ATM near you, visit pnc.com/depaul.

WHAT IF I CANNOT ARRIVE ON MY SCHEDULED MOVE-IN DAY?
Due to the maintenance and cleaning of our rooms and apartments, we cannot allow any residents to move in prior to their scheduled move-in date. You should plan to move in on your scheduled day. If you are scheduled to move in on September 5 between the hours of 9 a.m. and 5 p.m. and cannot arrive on that date, you may move in on a later date. However, you should expect to encounter pronounced delays and there may be difficulties associated with your off-day or off-hours move-in. For example, there will not be staff available to assist you with carrying items into the building, freight elevators will not be available, parking will not be provided and you may need to wait until an on-call staff member is available to check you in. If you are arriving on or after the first day of classes, you should contact Housing Services and let us know your plans (housing@depaul.edu) to ensure your space in housing is held. If you were assigned an alternate move-in date because of a program that requires early move-in, and you are unable to come that day, you must move in on September 5. For all moves to campus, please arrive between the hours of 9 a.m. and 9 p.m.

WHAT IF I’M RUNNING LATE? CAN I ARRIVE AFTER 5 P.M.?
Yes. However, DePaul cannot offer additional assistance after 5 p.m. Residents will not be allowed to move into their unit on any day before 9 a.m. or after 9 p.m. Please keep this restriction in mind when making travel arrangements.

CAN I SHIP BOXES TO CAMPUS PRIOR TO MOVE-IN DAY?
Due to limited space and resources, if you are shipping boxes or trunks, you should arrange for your packages to be delivered after your arrival. It is possible that you will not have immediate access to your packages when they arrive at the Student Mail Center. If there are specific items that you require immediately upon arrival (e.g., medications or perishables), you should bring them with you.
AREA OFFICES – Area offices are located in the East, West and Central areas of campus (see page 12 for details). Housing Services staff work in the area offices from 9 a.m. to 5 p.m., Monday through Friday. There are also main Housing Services and Residential Education offices, located in Centennial Hall, third floor.

BEDLOFT FRAMES – Lofts are metal frames that elevate a bed to create more space. Lofts may only be leased through DePaul University’s approved vendor. All other loft systems, whether purchased or homemade, are prohibited. See page 7 for additional details on renting lofts.

CHICAGO TRANSIT AUTHORITY (CTA) – The CTA is the nation’s second-largest public transportation system. The CTA operates bus and rail routes throughout Chicago and the surrounding suburbs. The CTA red and brown line trains connect DePaul's Lincoln Park and Loop campus. Full-time undergraduate DePaul students receive an unlimited-ride CTA pass, called the U-Pass, during academic quarters.

CONVERTED HOUSING – A converted housing room has been converted from a large double to a triple. If you are assigned to a converted space, you were notified and sent additional information. If you have more questions regarding converted housing, visit Housing Services’ website or call our main office.

GUIDE TO STUDENT HOUSING – A resourceful guide that contains information, rules and guidelines that are useful for you (the resident). You will receive this guide on move-in day when you check in. You can view the previous year’s guide on our website at offices.depaul.edu/housing.

HOUSING CONDITION REPORT – During check-in, you will receive instructions for completing a housing condition report. It is your responsibility to carefully examine your unit and its contents when completing the report. This will include reviewing preexisting issues already noted by staff and indicating the unit’s condition (including noting the absence/presence of furnishings). Submit the report as instructed within 48 hours of check-in.

TEMPORARY HOUSING – Temporary housing is when residents have been assigned to a residence hall study lounge that has been adapted into a private residential space. All necessary furniture for each resident is provided. The residential space is temporary and as soon as a permanent space becomes available, the temporary resident will be required to move to a new space.

TRADITIONAL HALLS – Traditional halls refers to our freshman halls (suite-style and community-style), as compared to apartment-style halls. Apartment-style halls are typically for returning and transfer residents. Learn more on Housing Services’ website.

UNIVERSITY CENTER – Although this guide is dedicated to Lincoln Park housing, our second-largest student population is housed in the Loop at University Center. Learn more about University Center at tinyurl.com/aboutuc.
WHAT TO BRING (A SUGGESTED LIST)

ALL HALLS:
- Trash can liners (liners should fit 7-gallon trash cans)
- Cleaning supplies*
- Paper towels
- Dishes and cutlery
- Dish towels
- Plastic kitchen containers (with lids)
- Microwave and mini-fridge that does not exceed 4.8 cubic feet (see rental information on page 7 for more details)**
- Pillow
- Blankets
- Bed linens***
- Mattress encasement (for university-provided mattress)***
- Earplugs/eye mask
- Towels, washcloths, toiletries (shampoo/soap)
- Nonelectric air freshener
- Box fan
- Small vacuum cleaner or dustbuster
- Desk lamp (preferably with CFL bulb)
- Alarm clock
- RJ 45 ethernet cord OR wireless card that supports 802.11 b/g standard
- Flashlight
- UL-approved power strip or surge protector (no extension cords)
- Headphones
- Telephone (if needed)
- Television (should be high-definition and have a QAM tuner)
- Poster putty
- Under bed storage, max height of 28" (except in McCabe and Centennial, where it is 13”)
- Clothes hangers
- Small safe or lock box for personal items
- Laundry detergent
- Optional: supplies for “give back” donation program (see page 14)

TRADITIONAL-STYLE HALL ONLY:
- Loft frame or micro-fridge (see page 7 for ordering details)
- Shower caddy if living in Corcoran Hall or Seton Hall

APARTMENT-STYLE ONLY:
- Toilet paper
- Extra garbage bin
- Dishes and silverware

TIPS

**SUITE-STYLE AND APARTMENT STYLE HALLS ARE RESPONSIBLE FOR CLEANING THEIR OWN BATHROOMS.**

**LIMIT ONE MICROWAVE, FRIDGE AND TV PER ROOM.**

***EXTRA-LONG TWIN BEDS ARE THE STANDARD (EXCEPT FOR CENTENNIAL AND MCCABE HALL).***

REMEMBER: PACK LIGHT.

TO RECEIVE CHANNELS, TV SHOULD BE HIGH-DEF.
MOVE-IN DAY MAP

Check-in locations are open only between the hours of 9 a.m. and 5 p.m. on August 30 and September 5.

CHECK-IN LOCATIONS

All halls and apartments: please pull vehicle up directly in front; see map for indicator.

SPECIAL NOTES

Corcoran Hall: Follow directional signage posted during move-in day.

Centennial Hall: Go to third floor of Centennial Hall, which is off of the fourth level of the Sheffield parking garage.

Sanctuary Hall and Townhomes: You have two check-in locations based on unit number.

- Please proceed to Sheffield Ave. unloading area if you are checking into one of the following units:
  - Sanctuary Hall 101 – 114, 201 – 502
- Proceed to Kenmore Ave. unloading area if you are checking into one of the following units:
  - Sanctuary Hall 115 – 120,
  - Sanctuary Townhomes 1 – 17

Remember: if you do not have your Student ID Card, go to room 109 in the Student Center to obtain it before checking in at your residence hall.

The above move-in day map is for our major move-in days only (August 30 and September 5, 2015). Residents who move in after the scheduled dates and times should check in at their assigned building’s area office (see page 12 for area office map). If you are part of a program that requires an alternate move-in date, please see page 1.

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