We are thrilled that you will be joining us in DePaul University on-campus housing!

The Department of Housing Services and University Center 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 service possible. Our department, Housing Services, oversees your assignment and we partner with University Center to create an overall exceptional residential experience. Our main office is located on the Lincoln Park Campus, at 2345 N. Sheffield Ave., Suite 301, in Centennial Hall. We also hold weekly office hours in the management office of University Center. These occur on most Tuesdays from 1 p.m. until 5 p.m. during the academic year.

Please read this guide carefully; it contains information about move-in day and how to prepare for your move to campus. We encourage you to check out the University Center website, ucmovin.com, as well. Once you arrive, we will provide more resources about living on campus, such as your Guide to Student Housing.

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
YOUR MOVE-IN DATE

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.

I am a...

- first-year student
- transfer student
- returning resident

I am participating in...

- Discover Chicago
- Explore Chicago

I am attending orientation...

- Sept. 1
- Sept. 2
- May 29 - Aug. 27 or Sept. 8

Aug. 27 - 28

June 25 - Aug. 7

Sept. 2 - 3

June 25 - Aug. 7

You move in...

- Wed., Aug. 26 12 - 5 p.m.
- Sun., Aug. 30 9 - 5 p.m.
- Tue., Sept. 1 12 - 5 p.m.
- Sat., Sept. 5 9 - 5 p.m.

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
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. 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 the university’s printing system (IPRINT), DePaul 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.

University Center ID Card

Your University Center ID card will be given to you on the day of check in. It is a separate ID card from your DePaul ID Card and is used only at University Center. You will need this card to enter the building, enter your unit and use your meal plan (if applicable). Should anything happen to the card (lost, stolen or damaged), you will be charged a $50 replacement fee.

It is important to keep this card with you at all times, as you may be asked to show your ID to a University Center staff member at any time.
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. Although this is available on the Lincoln Park Campus only, it is good to be aware of the Public Safety 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, including to the CTA station. 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).To contact Public Safety at the Lincoln Park Campus, call (773) 325-7777; or on the Loop Campus, call (312) 362-8400.

Questions about safety on campus? Contact:
Public Safety, Loop Campus
Lewis Hall, LL 103
(312) 362-8400
publicsafety.depaul.edu

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

University Center Security
The safety of residents and the building is always forefront in the minds of University Center staff. Please become familiar with the safety features and procedures for the community. Special alerts, educational information and notices are posted throughout the building and by elevators. There is a security team that monitors the residents’ and building’s safety. The security contact number is (312) 924-8911.
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/deapulhpw.

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 10 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
DePaul Center, Suite 11001
(312) 325-8066
Lincoln Park Student Center, Suite 307
(773) 325-7290
tinyurl.com/depauldos

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

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

**PROHIBITED ITEMS:**

- Pets
- Nails, screws, double-sided tape and staple gun
- Open flame items: candles, incense and oil lamps
- Appliances with open coils or burners: toasters, electric frying pan (including George Foreman Grills), hot plates and space heaters
- Air conditioners
- Water beds
- Weapons, firearms and explosive devices
- Fireworks and sparklers
- Cinderblocks
- Power strips/appliances that are not UL certified
- Halogen lamps and sun lamps
- Air fresheners with built-in electrical outlets
- Lofts (purchased through University Center; see page 6)
- Illegal medications and drugs
- Refrigerators larger than 5.8 cubic ft.
- Outside satellite dishes/antennas
- Obscene materials
- Dartboards, darts, paintball guns and water guns
- Alcoholic beverages, containers, decorations and advertising paraphernalia (if you are under 21)
Residential Furniture

Each resident is provided with an extra-long (80-inch mattress) bed. Studio apartments and private room suites are furnished with a full-size bed. The bed is also loft-able, allowing for extra floor space below the bed, but only if ceiling height permits and an optional approved bed loft kit is utilized. Limited supplies of loft kits are available through the management office.

Every resident is also provided with a study desk and chair. Shelves and adjustable clothing rods are built into a room closet for each occupant. Other furnishings in each unit are as follows:

- Private room suites — full bed instead of extra-long twin, lounge chair, two bookcases and TV stand
- Semi-suites (quad or deluxe double) — two bookcases and TV stand
- Studio apartments — full-bed instead of extra-long twin, two bookcases, TV stand, nightstand, dining table with two chairs, lounge chair and side table
- Two-bedroom apartments — four nightstands, two bookcases, sofa, lounge chair, table, side table, TV stand and four stools
- Four-bedroom apartments — four nightstands, two bookcases, sofa, lounge chair, table, side table, TV stand and dining table with four chairs

The use of lofts of any kind other than those provided by building management is prohibited except with prior, specific written consent from the Executive Director or their designee. Visit ucmovein.com for more information and to purchase loft kits.
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.

1. CHECK IN AT THE UNLOADING ZONE
   • Pull your vehicle into the designated area, Holden Court, to unload.
   • There will be an opportunity to use move-in equipment (moving bin and/or dolly), also known as a “speedpack”, to transport belongings. The University Center will require a state-issued photo ID for usage of the equipment (maximum three).
   • Due to limited space, after unloading your vehicle you will be directed to move your vehicle into one of the parking lots located near University Center. Please note that these parking lots are not affiliated with University Center, so you will be expected to pay parking fees. If you leave your vehicle unattended in the unloading area, it will be towed at the owner’s expense.

2. MOVE BELONGINGS INTO UNIVERSITY CENTER
   • The resident will begin the check-in process by verifying his or her name and room number. This check-in process will take place in Holden Court. Afterwards, staff will assist the resident to his or her room. We ask that the resident unload his or her items as quickly as possible and return the speedpack(s). Once the move-in equipment has been returned, University Center move-in staff will return the ID provided.
   • After returning the speedpack(s) to the loading dock area, the resident will be directed to the second floor where he or she will obtain his or her University Center ID and room key. The resident will also be given guidelines about how to properly complete his or her room condition report, information about University Center dining services, and other information pertaining to University Center.

Move-In Tips and Suggestions

• Residents are encouraged to proceed through the check-in stations to get their University Center ID and key while another member of their party stays in the room to help set up—it will make the move-in process go faster!
• Be sure that every member of your move-in party has your phone and room number. Staff cannot disclose this information, should your party get separated.
• There are some things that cannot be controlled, such as waiting in lines and traffic. We appreciate your patience and understanding.
Getting Settled on Move-In Day: Decorating

Hopefully by this stage of move-in day, you have unpacked your car and made it to your room. Below is information about decorating and other things to keep in mind while setting up your room.

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.

• Only approved lofts from University Center may be used. See page 6 for more information on loft rentals.

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
The main laundry room is located on the second floor. The laundry room is accessible 24 hours a day. Machines run through the use of prepaid laundry cards available for purchase in the laundry room on the second-floor. A laundry card is provided free of charge when a resident moves in. Should a resident need an additional laundry card, the cost is $5 and it may be purchased in the management office.

University Center is not responsible for lost, stolen or damaged items. University Center will not reimburse for any monetary value on a lost, stolen or damaged card.

Any items left in the laundry room for more than 24 hours will be stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the laundry rooms to the Resident Services Desk.

MAILROOM
The University Center mailroom is located on the second floor, directly across from the management office. Mail is delivered six days a week and distributed to mailboxes located on the second floor. Residents share a mailbox with their suite/apartment roommates and can obtain the combination from the mailroom. All mail must be addressed as follows:

Full Legal Name
525 S. State St.
Unit #
Chicago, IL 60605

Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. Therefore, only addressed mail sent through the U.S. Postal Service, communication from management and official information from member schools may be placed in resident mailboxes. Materials from any individual or organization, student group or company must be sent through U.S. mail and be properly addressed, including unit number. Tampering with any mail not belonging to you is a federal offense, and violators could be subject to prosecution by the U.S. Postal Service. In addition, persons responsible will be held accountable under the policies of University Center.
University Center Meal Plan Information
DePaul residents in a suite-style unit (private room, deluxe double or semi-suite) are required to have a meal plan. DePaul residents in an apartment-style unit (studio, four-bedroom, or two-bedroom) are not required to have a meal plan but may choose to purchase one. The University Center meal plan can be used for dining in the UC dining area only; it does not transfer over to DePaul Dining Services locations.

Basic 10: 10 meals a week and $230 flex a quarter
Standard 15: 15 meals a week and $230 flex a quarter
Apartment 150: 150 meals for the academic year and $346 flex for the academic year (apartment-style units only).

You will be issued flex money in addition to your meals which can be used to purchase retail items, to-go containers or a meal for someone. The flex money can be carried over into another quarter and can be used during winter break or spring break.

Meal plans are only valid when classes are in session. Plans are not available during winter or spring breaks.

About University Center Dining
Center dining is located on the second floor and provides a quality dining experience for residents and their guests by focusing on variety, convenience and nutrition. From home-baked specialties to many grab-and-go items, residents can enjoy a great dining experience without leaving the building.

Our center dining team also provides outstanding catering services within the University Center community, from a private dining room for a family reunion, to catered meetings and seminars, to a reception on the garden terrace. Please see a center dining service manager for more information.

DePaul University Dining Services
University Center residents are not required to have a plan with DePaul University Dining Services; however, they can be purchased separately. DePaul Dining Services offers a variety of options around Lincoln Park and the Loop. DePaul Dining Services also accepts cash, credit card and Demon Express.

If you have questions about dining plans, contact the Student Center office:
Lincoln Park Student Center, Room 303
(773) 325-7346
offices.depaul.edu/student-centers
University Center Technology
At University Center, you have access to basic local telephone service, high-speed Internet connection and satellite television for residents at no extra charge. Information regarding connecting and upgrades is available at move-in.

NETWORK ACCESS POLICY
Voice, data, video (television) and computer networking (including Internet) technology services available within the building are generally provided without charge for basic services. Upgraded services may be available for an additional charge. You will be given more information about the network access policy once you move in.

All residents are responsible for the protection of their computer from viruses and other forms of malware, and resolution of issues related to the invasion of the user’s privacy and/or loss of data. UC Technology Services (UCTS) is not responsible for virus or adware (spyware) infections. UCTS is also not responsible for the remediation of such affected computers. Additionally, routers must be registered with UCTS.

Technology Resources
We want to provide detail about DePaul University’s Technology Support Center (TSC) as you may encounter a technical problem at some point during the academic year. The 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 and 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: (312) 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.
WHAT IF I'M RUNNING LATE? CAN I ARRIVE TO MOVE IN AFTER 5 P.M.?
Yes. However, University Center 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 8 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 no sooner than 48 hours prior to your scheduled move-in date.

WHAT IS THE GUEST POLICY FOR MOVE-IN DAY?
On major move-in days, family passes will be available from 9 a.m. until 5 p.m. After 5 p.m., the standard guest policy will be in effect. The standard guest policy states that guests must present clear government-issued photo identification, sign in at the University Center security desk upon arrival and return their guest passes at the end of their stay. Guests must be escorted by their host at all times throughout the building and may not use another’s University Center ID or guest pass to access facilities. The registration of underage guests, with or without valid state-issued ID, is subject to parental or guardian verification. Phone numbers or written permission and contact information will be necessary to ensure a smooth registration process for all involved.

Please keep in mind that residents are responsible for the conduct of their guests and will be held personally responsible for compliance with all policies and procedures by their guests. For the complete guest policy, visit universitycenter.com/handbook/#guest.

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.

HOW DO I GET TO THE LINCOLN PARK CAMPUS FROM UNIVERSITY CENTER?
University Center is conveniently located near brown-line (Harold Washington Library-State/Van Buren) and red-line (Harrison) “L” train stations that provide transportation to DePaul’s Lincoln Park Campus, which is directly off of the Fullerton station. All DePaul students who meet the academic program and course location requirements are eligible and automatically enrolled in the CTA U-Pass program, which offers greatly reduced rides on CTA buses and trains. To learn more about the U-Pass program at DePaul, visit upass.depaul.edu/requirements.html.
### WHAT TO BRING (A SUGGESTED LIST)

#### Recommended to have on move-in day:
- UC ID card (if you have it)
- Identification, money, credit cards, checks
- Camera
- Cart/dolly (your helpers can take back home)
- Command Hooks by 3M
- Extra batteries
- Garbage bags
- Power strips with surge protection
- Small first aid kit
- Small tool set
- Small vacuum
- Snacks, bottled water
- Storage bins
- Toilet paper

#### Things to discuss with your roommate:
- Coffee/tea maker
- Dry erase board
- DVD player and/or gaming systems
- Iron/ironing board
- Kitchen items
- Microwave (available for rent)
- Room decorations
- Small refrigerator (700 watts or less) (available for rent)
- Stereo
- Television

#### Everything else:
- Batteries
- Bike, bike lock
- Flashlight
- Small tool set
- Storage cubes/containers
- Bed linens, including sheet sets and bedspread (80" x 36" mattresses provided, except studios and private room suites with full-size bed)
- Mattress pad/cover
- Hair dryer, hairbrush
- Lotion
- Prescriptions
- Razors, shaving cream
- Shower shoes, flip-flops
- Tissues, cotton balls, cotton swabs
- Toilet paper and toiletries (soap, shampoo, toothbrush, toothpaste, deodorant)
- Towels, washcloths, robe
- Umbrella/rain gear
- Beanbag chairs, other additional furniture
- Plants, posters, pictures
- Throw rugs
- Board games, cards
- Headphones
- Laundry Supplies and fabric softener
- Laundry bag, lint roller
- Cleaning supplies, sponges, toilet bowl cleaner
- Paper towels
- Sponges/rags
- School supplies (stapler, staples, tape, binders)
- Three-prong power strip with surge protection (UL-Approved)
- Computer cables/ethernet cable (CAT5)
- Fan
- Telephone and cord (one provided per room)
- TV cable

**Apartments only:** kitchen supplies, such as bowls, cups, plastic containers, an oven mitt, can opener, freezer bags and tin foil