

## **Explore Chicago FAQ – 2017**

### **When and where is the Great Starts meeting?**

The Great Starts meeting for all teaching-team members takes place on Tuesday, September 5, from 3:00 till 5:00 p.m., in McGowan South 108.

### **When do my students receive their CTA UPasses?**

UPasses will be distributed to students during the first week of the quarter. Information about distribution may be found at [upass.depaul.edu](http://upass.depaul.edu).

### **What is my budget?**

Your course budget is \$425. Please remember that original receipts and invoices must be received by Brent Nunn within 60 days of service/purchase or by Tuesday, November 21 — whichever date is **earlier**.

### **How do the hours break down for the Autumn Quarter?**

Explore Chicago calls for 40 total contact hours, of which

- 30 hours are devoted to the academic component, and
- 10 hours to Common Hour.

### **What if there is an emergency during an excursion?**

Teaching teams **MUST**:

- **call 911 first**; then
- file an Incident Report with the Public Safety Office (LPC: 773-325-7777; Loop: 312-362-8400); **and**
- notify the Office of the First-Year Program (773-325-7573).

### **Where can I find the 2017 Chicago Quarter Faculty Handbook?**

It is available on the FYP website. Go to [go.depaul.edu/fyp](http://go.depaul.edu/fyp), then click: FOR FACULTY > HANDBOOKS & RESOURCES. Rather than print out a hardcopy, we ask that you bookmark the page. This way you will have the latest information in a searchable document with a clickable table of contents and live links.

### **Whom should I contact with questions about excursions or anything related to my Explore Chicago class?**

Office of the First-Year Program  
773-325-7573

Munroe Hall, 2312 N. Clifton Avenue  
[firstyr@depaul.edu](mailto:firstyr@depaul.edu)