Welcome to DePaul Campus Housing
Your Guide for a Mid-Year Move in 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 that 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. 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.

Once you arrive, a representative from Housing Services will be providing more resources about living on campus. You will receive the Guide to Student Housing, which covers all of the basics of living on campus. This is also available on our website (offices.depaul.edu/housing) under Resident Resources. We strongly encourage you to become familiar with our process by reviewing our website. If you have questions, please reach out to our main offices by calling (773) 325-7196 (Housing Services) or (773) 325-4211 (Residential Education).

Sincerely,

The Department of Housing Services
2345 N. Sheffield Avenue
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 Avenue
Centennial Hall, Suite 302
Chicago, Illinois 60614
(773) 325-4211
resed@depaul.edu
studentaffairs.depaul.edu/resed
facebook.com/depaulresed
THINGS TO KNOW ABOUT YOUR MOVE-IN

Moving in to campus housing sounds complicated, but here at DePaul University we try to ease the process as much as possible. In order to manage expectations, we want you to know about the following information. If you have questions, give our offices a call at (773) 325-7196.

Resources Available to You:

Your Move-In Liaison:
We strive to greet and guide new residents when they arrive to campus. You have been assigned a housing staff liaison to help answer questions about your mid-year move-in; he or she should reach out to you prior to your arrival. If this has not happened please contact our main office at (773) 325-7196.

Guest Privileges While Moving In:
Typically, we have a strict guest policy that does not allow for more than two guests with any one resident at a time. We relax this policy for new incoming residents on their move-in day. You will receive wristbands for you and your guests to allow access in and out of the halls during your move. Please be sure that these wristbands are worn by you and your guests throughout the entire move-in process.

Parking Privileges While Moving In:
If you have enlisted assistance from relatives or friends to help you move, we will offer you free parking for the vehicles. The wristbands mentioned above will also allow for free parking in our DePaul University parking garages. These wristbands will be delivered on-site when you meet with your liaison.

Approximate Floor Plans and Other Information:
Before you arrive, be sure to browse our website for approximate floor plans, pictures and virtual 360 tours of most of our residence halls. You can also find additional information about Housing Services, become familiar with your hall and on-campus living on our website, at offices.depaul.edu/housing.
DePaul ID Card and Student Email

Your DePaul ID Card serves as your official identification at DePaul University, and you are required to have 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

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

Loop Campus – DePaul Center, Room 9200
Monday through 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 the email you check most often updated in Campus Connect; we send important reminders to the email address on file.

STUDENT MAIL CENTER

All residents are assigned a mailbox by Housing Services. The Lincoln Park Student Mail Center is located in the Student Center, Suite 317. Keys are issued through the Student Mail Center. The Student Mail Center provides a centralized and convenient on-campus location to receive 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, 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. Deliveries will not be accepted at the hall front desks.
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 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 Lincoln Park locations and the CTA Fullerton stop. To contact the campus escort service, call (773) 325-SAFE (7233).

Questions about safety on campus? Contact:

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

Public Safety, Loop Campus
Lewis Hall, LL 103
(312) 362-8400
publicsafety.depaul.edu
During your move-in experience (and, of course, afterwards), feel free to reach out to the following staff members, who are resources to 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, 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 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.
AREA OFFICES – Area offices are located in the East, West and Central areas of campus (see back page 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. Visit bedloft.com for more information about bed 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.

DINING SERVICES – Dining locations are available all around Lincoln Park campus, the largest being in the Student Center. Hours vary for each location but typically are open from early morning to late night. All residents are required to have a meal plan. Students can change to a higher plan or add money at any time, but may only change to a lower plan before the end of the second week of each quarter.

GUIDE TO STUDENT HOUSING – A resourceful guide that contains information, rules and guidelines that are useful for you (the resident). You will receive this on the day you move in 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 to complete 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.

TRADITIONAL HALLS – Traditional halls refers to our suite-style and community-style halls, which differ from apartment-style halls. Learn more about the difference between these housing types on Housing Services’ website.

UNIVERSITY CENTER – Although this guide is dedicated to Lincoln Park housing, our second-largest student population housed in the Loop at University Center. Learn more about University Center at tinyurl.com/aboutuc.
### Area Office Locations

- **West Area Office** (for Belden-Racine, Clifton-Fullerton, Munroe and University Halls)
  - Munroe Hall 107
  - (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 116A
  - (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 Lobby
  - (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
  - (773) 325-8997