

**DePaul Housing**

# **Move-In Guide**

## **University Center**

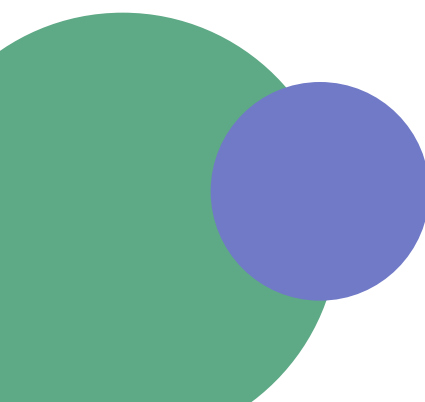
**September 5, 2020**





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# Section 1

## Welcome to University Center in the Loop

Greetings!

The Departments of Housing and Student Centers and Residential Education are preparing to welcome you back on campus for the 2020-2021 academic year. With our combined years of experience at DePaul University, our departments never expected a pandemic to occur much less significantly impact our student population. Residence halls will still be more than just rooms or places to study and sleep. They are places where students will develop meaningful friendships, explore new ideas, and get involved with the university community. Living on campus provides the opportunity to learn how to balance the academic and social aspects of life at DePaul University, as safely as possible.

We will continue to update our website with additional answers related to returning to campus. If you have additional questions, please email us at **housing@depaul.edu** or utilize our chat feature available on our website, **go.depaul.edu/housing**.

Thank you!

**Department of Housing and  
Student Centers**  
**housing@depaul.edu**  
**(773) 325-7196**  
**go.depaul.edu/housing**

**Department of Residential  
Education**  
**resed@depaul.edu**  
**(773) 325-4211**  
**go.depaul.edu/resed**

**Willkommen! ¡Bienvenido!**

**Bienvenue ! Welcome! Witaj!**

**Välkommen! Benvenuto! Bem-vindo!**

# Section 2

## Move-In Day Instructions

### Step 1: Arrive at Holden Court and the Unloading Zone

The University Center is located at 525 South State Street, but unloading happens at this back entrance on Holden Court, just off of Ida B. Wells Drive. Pull your vehicle into the designated area, Holden Court, to unload. All students and moving helpers (no more than 2 helpers per student) are expected to abide by the university policy of **mandatory face coverings at all times**.

Speed packs will be provided to transport belongings to your room and can be checked out by providing state-issued photo ID. Once the speed pack is returned, staff will return your ID.

After unloading you will be directed to move your vehicle into one of the parking lots located near University Center. These parking lots are not affiliated with University Center, so you will be expected to pay the parking fee. If you leave your vehicle unattended in the unloading area, it will be towed at the owner's expense.

### Step 2: Check In and Move Belongings

The check-in process also takes place in Holden Court. Residents will begin by verifying their name and room number to staff, who will then assist them to their room.

After returning the move-in equipment to the loading dock, residents will be directed to the second floor where they will obtain their University Center ID, room key, and guidelines about how to properly complete their room condition report.

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 unpack.

#### IMPORTANT NOTE ABOUT YOUR IDs

Your University Center ID is separate from your DePaul ID card and is used only at the University Center. You will need this card to enter the building, enter your unit, and use your meal plan. If your card is lost, stolen, or damaged, you will be charged a \$50 replacement fee.

New residents may get a DePaul ID card from the ID Services Office located at the DePaul Center, 1 E. Jackson, Boulevard, Room 9200. The office is open Monday-Thursday, from 9:00 a.m. - 5:00 p.m. You must show a government-issued ID (driver's license, state ID, or passport) to obtain a DePaul ID card. **Click here for more information.**

# Section 3

## Suggested Packing List

As you purchase and pack items for your on-campus move to DePaul, we recommend bringing only the essentials. We still want you to bring what you think is necessary and what you feel will help make your assigned space your home away from home. However, we also want to acknowledge that COVID-19 remains ever-changing and, as such, we simply do not know what to expect week-to-week or month-to-month. In the event DePaul needs to shut down its campuses, we want you to be prepared and ready to go.

**Please note: There are items you may bring and items you cannot bring. Prohibited items found in campus housing will be confiscated by staff. See the full list of restricted and prohibited items at [go.depaul.edu/prohibiteditems](http://go.depaul.edu/prohibiteditems).**

## SUGGESTED ITEMS TO PACK

### Bedding/ Sleep

- ☐ Pillow
- ☐ Blankets
- ☐ Mattress pad/ encasement (beds are twin XL except in McCabe Hall and Centennial Hall (regular twin))
- ☐ Earplugs/eye mask

### Bathroom/ Kitchen

- ☐ Towels and washcloths
- ☐ Toilet paper and paper towels
- ☐ Shower caddy and toiletries
- ☐ Dishes, cutlery and kitchen storage containers
- ☐ Cleaning supplies

### Closet

- ☐ Clothes hangers
- ☐ Laundry detergent (high-efficiency liquid or detergent pods preferred over powdered detergent)

### Electronics

- ☐ Mini-fridge
- ☐ Microwave
- ☐ Single serving coffee maker
- ☐ Fan
- ☐ Small Vacuum cleaner
- ☐ Desk lamp (preferably with LED or CFL bulb – halogen bulbs are not allowed)

## Decor

- ☐ Poster putty or 3M hooks/ strips
- ☐ Room decorations/ photos

## Emergency

- ☐ First aid kit
- ☐ Go bag

*What is a go bag? It's an emergency-preparedness bag that you pack in advance in case you need to move from your permanent unit to a designated building for students who may become ill or specifically for those who may test positive for COVID-19.*

## Things to leave at home

- Candles, scented oil burners, and incense
- Extension cords (non-surge-protected), outlet adapters and outlet splitters
- Halogen lamps, lava lamps, and strobe lights
- Electric blankets, space heaters and portable air-conditioners
- Pets
- Toaster ovens, convection ovens, outdoor grills, and deep fryers
- Flammable liquids
- Appliances that use more than 900 watts or that have exposed heating elements
- Weapons (including firearms, swords, blades, stun guns, pepper spray, or mace)
- Hot plates and electric burners
- Rice cookers and slow cookers
- Indoor grilling appliances (George Foreman Grills, electric skillets)
- Popcorn poppers

### **KITCHEN USE ONLY (permitted at the start of Fall Quarter, September 9)**

These items are allowed in residence halls but can only be used in kitchens. They must be unplugged when not in use.

- Sandwich makers and panini presses
- Toasters
- Irons (may also be used in laundry rooms)

# Section 4

## Dining Services

All University Center resident meal plans will become active on Saturday, September 5, and dining will be made available on the 2nd floor of the building. For menu items and other dining information, visit [dineoncampus.com/universitycenter](https://dineoncampus.com/universitycenter).

### Dining available Fall Quarter 2020

- **The CAF**

Monday-Friday	11:00 a.m. - 2:00 p.m. AND 5:00 p.m. - 8:00 p.m.
Saturday-Sunday	11:00 a.m. - 2:00 p.m. AND 4:30 p.m. - 7:00 p.m.

- **Market**

Monday-Friday	7:00 a.m. - 9:00 p.m.
Saturday-Sunday	10:00 a.m. - 9:00 p.m.

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# Section 5

## Health Resources

If you need to seek medical care, students may call AMITA Sage Medical Group at (773) 549-7757. Please call in advance. DO NOT visit the office in person unless instructed by AMITA Sage to do so. **In a medical emergency, please call 9-1-1.**

### What to do if you experience COVID-19 Symptoms or have been informed you have been exposed via close contact:

If you experience COVID-19 symptoms or you have been exposed as a close contact, please call **Public Safety at (312) 362-8400**. Public Safety will contact a member of the Residential Education staff who will be in contact with you in a short period of time. The staff member who contacts you will assist you in reporting your information to the university and gather a few other pieces of information as well to assist in next steps. These next steps are: the procedure for getting tested, speaking with a contact tracer, and potentially moving to a different space for isolation. Isolation is for a resident with a confirmed case of COVID-19. The determination of being moved will rely on a variety of factors, including at what point during your initial quarantine period you experience symptoms.

### Monitor Your Health with the #CampusClear mobile app

DePaul will require you and approved visitors (if applicable) to use the **#CampusClear app** every time you exit your unit. You may be asked to display your #CampusClear app results to a university official prior to entering a DePaul-owned or operated facility.

While DePaul will have a more limited on-campus presence this Fall Quarter than originally planned, campus will be slightly more open than it was in Spring Quarter and a limited number of courses will continue to meet on campus.

The university is introducing #CampusClear to encourage people to consider whether they might be putting others at risk. Moreover, this self-screening tool is recommended by medical experts at AMITA Health Medical Group and the Community Health Subcommittee of the Restarting Campus Operations Task Force. **Click here for more information.**

### COVID-19 Testing First Day of Fall Quarter

On **Wednesday, September 9**, COVID-19 testing will be available at the Lincoln Park campus Student Center (2250 N. Sheffield Avenue, Room 120). We will email residents additional details and instructions.

*Continued on next page.*



## University Counseling Services

The college experience includes many unique challenges and opportunities for students. It is a time of change, growth and transition. Reaching your academic goals can be difficult if you are suffering from emotional distress, relationship difficulties or other concerns. There may be times when these challenges lead to excessive stress, anxiety, depression, confusion, and loneliness. Seeking support, including counseling can enable you to understand and deal with these issues. University Counseling Services is committed to creating a welcoming and affirming space where the dignity of all DePaul students is valued and affirmed. We strive to support the educational success of students by providing culturally aware clinical services, including: individual and group counseling, outreach programming, consultation, community referrals, and training opportunities.

### How do I make an appointment with Counseling Services?

Typically, the first step is calling our **Loop Campus office (312-362-6923)** or **Lincoln Park office (773-325-7779)** in order to set up an initial consultation appointment. You will have the opportunity to discuss your concerns with a counselor for about 15-20 minutes in order to assess what kind of service would be most helpful. Initial consultations are usually conducted telephonically but can also be scheduled in person.

### After-Hours Crisis

After hours (after 5:00 p.m. Monday through Friday and on weekends), students facing or dealing with an urgent crisis should call 911 or DePaul University Public Safety:

<b>Public Safety, Lincoln Park</b> <b>773-325-7777</b>	<b>Public Safety, Loop</b> <b>312-362-8400</b>
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Please note that this service is for URGENT CRISES ONLY.

### Examples of urgent crises:

- Experiencing physical pain or discomfort (high fever, sprain/strain, etc.)
- Recent victim of physical or sexual assault
- Thoughts of hurting self
- Thoughts of hurting other people
- Have not eaten in a few days (not due to illness)
- Concern over a student's whereabouts

# Section 6

## University Resources

**Center for Students with Disabilities** coordinates providing accommodations and other services to students with documented disabilities.  
[go.depaul.edu/csd](http://go.depaul.edu/csd) | [csd@depaul.edu](mailto:csd@depaul.edu) | Loop: (312) 362-8002 |  
Lincoln Park: (773) 325-1677

**Dean of Students Office** handles violations of the Code of Student Responsibility at DePaul. The office manages the administrative withdrawal and absence notification process, and can help you identify campus and community resources in times of personal and/or family crises and medical emergencies.  
[go.depaul.edu/dos](http://go.depaul.edu/dos) | [deanofstudents@depaul.edu](mailto:deanofstudents@depaul.edu) |  
Loop: (312) 362-8066 | Lincoln Park: (773) 325-7290

**DePaul Central** is your one-stop resource for helping you manage the business side of being a DePaul student. Their office can assist you with decisions regarding financial aid inquiries, personal financial planning, immunizations, records and transcripts, and account transactions.  
[go.depaul.edu/depaulcentral](http://go.depaul.edu/depaulcentral) | [dpcl@depaul.edu](mailto:dpcl@depaul.edu) | (312) 362-8610

**Health Promotion and Wellness** provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors.  
[go.depaul.edu/hpw](http://go.depaul.edu/hpw) | [hpw@depaul.edu](mailto:hpw@depaul.edu) | (773) 325-7129

**Health Services** partners with **AMITA Sage Medical Group**, which is a community healthcare provider located on the Lincoln Park Campus at **1150 W. Fullerton Ave.** Office visits and basic lab work are covered by the health services fee. University Center residents are not automatically billed the health services fee to their DePaul Student Account. For more information, contact the Office of Health Promotion and Wellness at [hpw@depaul.edu](mailto:hpw@depaul.edu).  
[go.depaul.edu/healthservices](http://go.depaul.edu/healthservices)

**ID Services** issues your DePaul ID Card, which serves as your official identification at DePaul. After you receive your DePaul ID card, you are required to have it all times while on campus. If you lose your DePaul ID card, contact ID Services immediately. ID Services also issues your U-Pass in the fall for public transit.

**go.depaul.edu/idservices | IDServices@depaul.edu |**

**Loop: (312) 362-5959 | Lincoln Park: (773) 325-7466**

**New Student and Family Engagement** assists students and their families in making a smooth transition into life at DePaul. NSFE manages Premiere and Transition DePaul orientations, as well as the Chicago Quarter (Discover Chicago and Explore Chicago) program and Student Success Coaching.

**go.depaul.edu/nsfe | orientation@depaul.edu | parents@depaul.edu | (773) 325-7360**

**Office of Public Safety** provides the following services: emergency response, crime prevention, security awareness, crime victim assistance, safety tips, and lost and found.

**go.depaul.edu/publicsafety | Loop: (312) 362-8400 |**

**Lincoln Park: (773) 325-7777 |**

**Residence Life** is responsible for building a sense of community and DePaul spirit, providing residents with opportunities for engagement, responding to student crises, and managing the residential student conduct process. The Residence Life Team (RLT) live on campus and are available to assist students with their transition to DePaul.

**go.depaul.edu/resed | resed@depaul.edu**

**Student Mail Center** is located in the Lower Level of DePaul Center and can be reached at **go.depaul.edu/printmail** or **(312) 362-8367**. Your mailing address is listed on your assignment letter and available at **go.depaul.edu/residentmail**.