

UNIVERSITY CENTER MIDYEAR MOVE-IN

DePaul Housing is here to assist your transition to campus. If you have questions, give our office a call at (773) 325-7196 or email us at housing@depaul.edu.

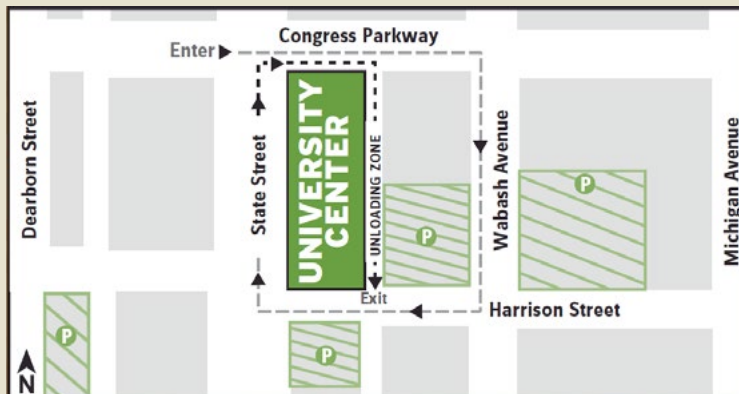
HOW TO MOVE IN

1. Arrive at Holden Court and the Unloading Zone

- Pull your vehicle into the designated area, Holden Court, to unload. (University Center is located at 525 South State Street, but unloading happens at this back entrance.)
- Equipment to transport belongings can be checked out by providing state-issued photo ID. Once the equipment has been returned, staff will return the 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.

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.
 - Note: 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.



MEAL PLANS

Your meal plan begins the day you move in. University Center meal plans have a specific number of meals and flex dollars that can only be used in the University Center's dining center.

If you have dietary restrictions or allergies, please email housing@depaul.edu. Keep in mind that you cannot be released from the meal plan requirement based on personal food choice, lifestyle or preferences (e.g., vegetarian, vegan), or other non-medically based dietary requirements. To learn more, visit go.depaul.edu/foodallergy.

Below are details about how meal plans work, and more information is available at go.depaul.edu/mealplans:

- **Meal swipes:** Meal swipes begin on Monday and continue through Sunday. The meal swipes are reset every Monday during the quarter/semester and are only available while DePaul classes are in session.
- **Flex dollars:** University Center meal plans also provide "flex" dollars each week that can be used for purchases at the building's convenience store, Outtakes, and can be used to pay for meals during interim periods when swipes are not active (like when DePaul classes are not in session during winter break). Flex dollars will roll over from quarter/semester to quarter/semester, but not from year to year. Any Flex dollars remaining at the end of spring quarter/semester will be forfeited.
- **Changing plans:** No meal plan changes are accepted after the Friday of the first week of classes for each quarter/semester. To change a meal plan, submit the request form at go.depaul.edu/mealplanform.

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.

WHAT TO KNOW BEFORE YOUR MOVE

DEPAUL ID CARD

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 (DePaul Center, Room 9200) 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 (Intelliprint), DePaul meal plans, computer labs and more. ID Services also issues your U-Pass for public transit. go.depaul.edu/idservices

MAILROOM

The University Center mailroom is located on the second floor, directly across from the business office. 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.

Mail is delivered six days a week and distributed to mailboxes. 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 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. 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.

SUGGESTED PACKING LIST

As you plan for coming to campus, please note that there are items you should bring and ones you cannot bring. Prohibited items found in campus housing will be confiscated by staff. See the full list of restricted and prohibited items in the University Center handbook at go.depaul.edu/housingguides.

THINGS TO MAKE YOU FEEL AT HOME:

- Pillow, blankets, mattress pad/encasement. Beds are XL twin except in studios and private room suites, which have full beds.
- Earplugs/eye mask
- Clothes hangers
- Poster putty or 3M hooks or strips
- Room decorations and photos
- Towels and washcloths
- Shower caddy and toiletries
- Toilet paper
- Cleaning supplies
- Laundry detergent
- First aid kit
- Desk lamp
- Dishes, cutlery and kitchen storage containers
- Fan
- Small vacuum cleaner

THINGS TO LEAVE AT HOME:

- Any electrical appliance without a clear "U.L." label
- Power outlet multipliers or extension cords with multiple plugs (those with built-in circuit breakers are allowed)
- Appliances that use more than 700 watts or have an exposed heating element
- Refrigerators larger than 5.8 cubic feet
- Dartboards
- Cut trees or bushes of any kind
- Flammable liquids
- Electric, gas or charcoal grills
- Cooking devices (excludes small appliances such as microwaves or toasters for use in apartments)
- Weapons and toys or props simulating a weapon
- Hoverboards or self-propelled mobile/movement devices
- Liquid-filled furniture of any kind, including waterbeds
- Homemade lofts. Twin beds are loftable, but only if an approved kit is bought through ucresidentservices.com

Questions? Contact our main housing office by phone at (773) 325-7196 or email at housing@depaul.edu.