



MIDYEAR MOVE-IN GUIDE FOR DEPAUL

LINCOLN PARK



DEPAUL UNIVERSITY
DEPARTMENT OF HOUSING SERVICES

WHAT TO KNOW BEFORE ARRIVING

DePaul Housing Services is here to assist your transition to campus. In order to manage expectations, we want you to know about the following information. If you have questions, contact our office:

2345 N. Sheffield Avenue
Centennial Hall, Suite 301
Chicago, Illinois 60614

(773) 325-7196
housing@depaul.edu
offices.depaul.edu/housing

facebook.com/depaulhousing
twitter.com/depaulhousing
instagram.com/depaulhousing

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 midyear move-in; your liaison will reach out to you prior to your arrival. You may also contact our main office at (773) 325-7196.

Guest Privileges While Moving In:

We have a 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. This option will only be available 9 a.m. to 4 p.m. on your scheduled move-in date. Please be sure that these wristbands are worn by you and your guests throughout the entire move-in process.

Parking Privileges While Moving In:

The wristbands mentioned above will also allow for free parking in our DePaul University parking garages between 9 a.m. and 4 p.m. on your scheduled move-in date. These wristbands will be delivered on-site during check-in.

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 your residence hall, the university's printing system (Intelliprint), 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.

Office of Public Safety

DePaul Public Safety provides emergency response, escort service, hospital transportation, crime prevention and security awareness, crime victim assistance, safety tips, and lost and found. To contact Public Safety, call (773) 325-7777 for the Lincoln Park Campus or (312) 362-8400 for the Loop Campus. The escort service is for students, faculty and staff whose circumstances require them to travel alone within the Lincoln Park Campus or to or from the CTA Fullerton station between 6 p.m. and 6 a.m. every day. To contact the campus escort service, call (773) 325-SAFE (7233).

Mail Center

The Student Mail Center—located in the Student Center, Suite 317—provides you with a centralized, on-campus location to receive all of your mail and packages. Please note that due to limited space and resources, **if you are shipping boxes or trunks, you should arrange for your packages to be delivered after your arrival.** It is possible that you will not have immediate access to your packages. If there are items that you require immediately (e.g., medications or perishables), you should bring them with you. 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.

To learn how to address your mail, refer to your assignment letter or go.depaul.edu/residentmail. Deliveries will not be accepted at the hall front desks. If sending something of extreme importance, the Mail Center strongly encourages the use of UPS or FedEx (utilizing tracking and/or signatures).

Meal Plans

All Lincoln Park Campus residents are required to have a meal plan. Your meal plan will begin the day you move in. All meal plan dollars remaining on a student's card will roll over from quarter to quarter until the end of spring quarter, June 8, 2018. After that date, any remaining balance will be forfeited and is not refundable.

Your DePaul meal plan can be used in the following locations:

- All dining stations in the Lincoln Park Student Center
- Brownstone's Café
- The Bean in the Schmitt Academic Center and the Ray Meyer Fitness and Recreation Center
- McGowan Café
- DePaul Market in the DePaul Center in the Loop



Prohibited Items in Housing

As you pack for move-in day, please note that the following items are among those **prohibited** in all Lincoln Park Campus housing. If any of these items are found in campus housing, they will be confiscated by staff throughout the year, so it's easier not to bring them to campus at all. See the full list of restricted and prohibited items at go.depaul.edu/prohibiteditems.

- Candles, even if not lit
- Extension cords (non-surge-protected), outlet adapters and outlet splitters
- Scented oil burners and incense
- Plug-in air fresheners with built-in outlet(s)
- Halogen lamps, lava lamps and strobe lights
- Space heaters, portable air-conditioners and electric blankets
- Toaster ovens, convection ovens and deep fryers
- Non-university mattresses and lofts
- Weapons (including decorative) such as pocket knives, spears, swords, souvenir weapons, tasers, pepper spray or mace
- Paraphernalia associated with any type of illegal substance
- Pets (except for non-carnivorous fish, in a tank no larger than 10 gallons, limit one per room)
- Appliances that use more than 900 watts or that have exposed heating elements
- Self-propelled mobile/movement devices, including hoverboards and Segway scooters

HOUSING RESOURCES AND OFFICES

DEPARTMENT OF HOUSING SERVICES – Housing Services is responsible for many aspects of living on campus, including billing, room assignments, residence hall front desk operations, safety, facility work orders, building access, laundry, move-in and move-out logistics, and the room selection process. Facilities area coordinators (FACs), facilities assistants (FAs) and desk receptionists (DRs) live on campus and are able to help students with facility and access issues.

AREA OFFICES – We have three area offices located in the east, west and central areas of campus. Housing Services staff work in the area offices from 9 a.m. to 5 p.m., Monday through Friday. You should contact or go to your area office if:

- You have a question about how to place a work order or need to follow up on a work order request.
- You have lost your key and/or have had your locks changed.
- You have lost your DePaul ID Card or have left it in your room.
- You have questions about your health and safety inspection or about a facility project in your unit.
- You need to report a daytime (between 9 a.m. and 5 p.m.) facility emergency issue in your unit.

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, Courtside Apartments, Sanctuary Hall and Townhomes, and Sheffield Square)
Sanctuary Hall 211C
(773) 325-1899

East Area Office
(for Corcoran, McCabe and Seton Halls)
Corcoran Hall 117A
(773) 325-8690

