

Lincoln Park

Guide to Student Housing

All You Need to Know to
Live on Campus



LINCOLN PARK CAMPUS

TO KENNEDY EXPRESSWAY

MONTANA ST

LINCOLN AVE
TO CHICAGO LOOP

CTA FULLERTON
TRAIN STATION

LOT
LOVE

TO LAKE ERIE DR

FULLERTON AVE. 2400 NORTH

THE
THEATRE SCHOOL

CLIFTON-
FULLERTON HALL
CLIFTON
OFFICE
BACHE
OFFICE
BACHE-
OFFICE
BACHE-
OFFICE

UNIVERSITY
HALL
THE
THEATRE
HALL
MAGOWAN
NORTH
MAGOWAN
SOUTH
NIGHT
ACADEMIC
CENTER
OFFICE
LOBBY
OFFICE
RICHARDSON
LIBRARY

ARTS &
LETTER HALL
MAGOWAN
HALL
MAGOWAN
HALL
MAGOWAN
HALL

CENTRAL
HALL
SHEFFIELD
CENTRAL
HALL
SHEFFIELD
CENTRAL
HALL

WISH FIELD
STADIUM
WISH FIELD
STADIUM
WISH FIELD
STADIUM

SCHOOL
OF MUSIC
FUTURE
MUSIC CENTER
CONCERT
HALL

BELDEN AVE. 2300 NORTH

KEY

DePaul Parking

Visitor

Clifton Parking Deck

Sheffield Parking Garage

Student Permit Parking

Clifton Parking Deck

Sheffield Parking Garage

Lot L, Lot P

Faculty/Staff Permit Parking

Clifton Parking Deck

Sheffield Parking Garage

Lot E, Lot H

CTA Train Station

CTA Bus Stop

LAKEWOOD AVE. 1400 WEST

RACINE AVE. 1200 WEST

CLIFTON AVE.

SEMINARY AVE. 1100 WEST

KENMORE AVE.

SHEFFIELD AVE. 1000 WEST

BISSSELL ST.

FREMONT ST. 900 WEST

DAYTON ST.

HALSTED ST. 800 WEST

COLLEGE OF
EDUCATION

WEBSTER AVE. 2200 NORTH

DEPAUL UNIVERSITY
DEPARTMENT OF HOUSING SERVICES

For more information, visit
offices.depaul.edu/housing.

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Welcome to Student Housing

Welcome, DePaul University campus housing residents! Living on campus is an important aspect of a college education. Residence halls are more than just rooms or places to study and sleep. They are places where students 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.

The Department of Housing Services and the Department of Residential Education are grounded in DePaul University's Vincentian values, and our staff is dedicated to promoting this experience. We encourage you to view our departments' missions on our websites. We trust that the environment that we create will offer our residents a rewarding experience that will enrich their lives academically, socially and culturally. We are thrilled to have you join us in our on-campus housing community!

RESPONSIBILITY FOR COMPLYING WITH POLICIES

Living successfully on campus also requires balancing individual freedoms with respect for the rights of others. Negotiation and compromise are essential, and we encourage students to learn from one another. Living on campus is a privilege, and this privilege requires that all residential students and their guests behave appropriately. Residents are expected to read and understand the housing and university policies and procedures in this guide.

By choosing to live in a DePaul University residence hall, you agree to abide by all DePaul University policies, including the [Code of Student Responsibility](#) and the policies and procedures detailed in this Guide to Student Housing. Failure to abide by any of these policies and procedures may result in appropriate discipline, in accordance with established procedures, up to and including dismissal from the halls or the university and/or financial penalties. DePaul University reserves the right to change its policies or procedures maintained herein at any time, provided such changes are announced (e.g., through official bulletin boards or monitors, email, office publications, mailings to residential students or information posted on our website).

In the event of discrepancies between this document and the terms and conditions of the housing agreement, the Guide to Student Housing shall supersede the housing agreement.

Residents are responsible for reading and responding to any official email, voicemail or mail sent to them by the university and for updating their preferred contact information in Campus Connect. Housing Services will communicate with students using the most updated email and address registered in Campus Connect. Failure to update or check email, campus mail or U.S. mail will not excuse a student from responding to or having knowledge of a message from the university.

STAFF

Student housing is composed of the Department of Housing Services and the Department of Residential Education. The professional and student staff in these departments work together to provide clean, safe and vibrant living and learning communities for DePaul University students.

THE 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, among other things.

Housing Services staff work in the main office and area offices from 9 a.m. to 5 p.m., Monday through Friday. You should contact or go to the main office if:

- You need to cancel your housing agreement.
- You want to change your meal plan.
- You have questions about your assignment.
- You want to request to change rooms or campuses.

Area offices are located in the east, west and central areas of campus. You should contact or go to your area office if:

- You need to check in or check out of your assigned housing unit.
- 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 or left it in your room.
- You need assistance with your housing condition report or have questions about damage billing.
- You have questions about your health and safety inspection or about a facility project in your residence hall or unit.
- You need to report a daytime (between 9 a.m. and 5 p.m.) facility emergency issue in your unit.



HOUSING SERVICES STAFF

FACILITIES AREA COORDINATORS (FACs) – Facilities area coordinators are professional staff members who are responsible for facility management and administration. They live on campus and manage specific housing areas. They oversee residence hall front desk security operations and desk receptionists, facilities assistants and housing facilities graduate supervisors. They also respond to major facility-related emergencies outside of normal business hours.

HOUSING FACILITIES GRADUATE SUPERVISORS (HFGSs) – Housing facilities graduate supervisors work alongside facilities area coordinators to manage and supervise the residence hall front desk operation staff. There are two graduate supervisors and they work together to support the lead desk receptionists directly and assist in providing follow up with front desk personnel.

FACILITIES ASSISTANTS (FAs) – Facilities assistants are student staff members who live and work on campus in a specific housing area. Facilities assistants, along

with resident advisors, perform frequent building inspections and quarterly in-unit inspections of all on-campus housing units. The facilities assistants also address lock-outs and respond to facility emergencies after hours.

DESK RECEPTIONISTS (DRs) – Desk receptionists are student staff members who are responsible for monitoring the card-swipe access at residence hall front desks. The desk receptionists check identification, manage the guest sign-in process for visitors and serve as friendly campus resources for residents and their guests. There are also lead desk receptionists, who are students who supervise desk receptionists, and graduate desk supervisors. Hall front desks are staffed by trained students between the hours of 8 a.m. and midnight and by professional security attendants from midnight to 8 a.m.

FACILITIES PROJECT CREW – Crew is composed of student staff members who follow up on general furniture- and appliance-related work orders and are responsible for setting up and removing temporary furniture. Crew performs regular inspections of common areas and is involved in a wide variety of housing facility projects.

Want to work for Housing Services? Watch for student jobs at go.depaul.edu/hsstudentjobs.

THE DEPARTMENT OF RESIDENTIAL EDUCATION

Residential Education is responsible for responding to student crises, building a sense of community and DePaul spirit, managing the student conduct process and providing students with high-quality opportunities for engagement. Residence directors, assistant residence directors and resident advisors live on campus and are available to assist students with transition concerns and ongoing advocacy.

You should contact Residential Education staff if:

- You have questions about events in your hall.
- You want to get engaged with your residence hall community.
- You are experiencing trouble with a roommate.
- You need help adjusting to college life.
- You are seeking a referral to resources on campus.
- You have questions about the student conduct process.

RESIDENTIAL EDUCATION STAFF

RESIDENCE DIRECTORS (RDs) – Residence directors are master's level professional staff who supervise the student RA staff and facilitate the educational and social events in your building. Residence directors are available for support, advice and advocacy. They typically live in an apartment in the hall. Along with resident advisors, residence directors are responsible for building community, responding to policy violations and providing emergency response to student incidents that occur outside of normal business hours.

ASSISTANT RESIDENCE DIRECTOR (ARD) – The assistant residence director is a graduate student staff member who is responsible for assisting the residence director in supervision of the resident advisor staff and for providing community-building and educational opportunities. The assistant residence director lives on campus and can provide emergency response to student incidents outside of normal business hours.

RESIDENT ADVISORS (RAs) – Resident advisors are students who live on your floor and have been selected and trained to assist and support you. They help create a community by providing resources to connect with the greater DePaul community and educational events. They work with facilities assistants on in-unit inspections of all on-campus housing spaces. Resident advisors can also help you address roommate conflicts, navigate Chicago and adjust to college life.

Want to work for Residential Education? Watch for student job postings at go.depaul.edu/restudentjobs.

UNIVERSITY AND HOUSING CONTACTS

For the most up-to-date information, visit the university's directory at directory.depaul.edu.

DEPARTMENT	PHONE	LOCATION	EMAIL
Center for Students with Disabilities	(773) 325-1677	Student Center 370	csd@depaul.edu
DePaul Central	(312) 362-8610	SAC 101 (Lincoln Park) and DePaul Center 9100 (Loop)	dpcl@depaul.edu
Dining Services	(773) 325-4913	Student Center 125	studentcenters@depaul.edu
Housing Services	(773) 325-7196	Centennial Hall 301	housing@depaul.edu
Public Safety (Loop)	(312) 362-8400	Lewis Center Lower Level 103	n/a
Public Safety (Lincoln Park)	(773) 325-7777	Centennial Hall 304	n/a
Public Safety Escort Service (Lincoln Park)	(773) 325-7233	Centennial Hall 304	n/a
Residence Hall Council	(773) 325-4742	University Hall	depaulrhc@gmail.com
Residential Education	(773) 325-4211	Centennial Hall 302	resed@depaul.edu
Technology Support Center and its Genius Squad	(312) 362-8765	Richardson Library First Floor (Lincoln Park) and Lewis Center 1310 (Loop)	tsc@depaul.edu

HOUSING STAFF	PHONE	LOCATION	EMAIL
Steven Gomez (ARD)	(773) 325-8997	Munroe Hall 103	sgomez9@depaul.edu
Willie Gore (RD)	(773) 325-7175	Clifton-Fullerton Hall 101	wgore@depaul.edu
Megan Heckel (RD)	(773) 325-4585	Sanctuary Hall 211A	mheckel@depaul.edu
Quiana Stone (RD)	(773) 325-7845	Seton Hall 104	qstone@depaul.edu
Joey Leon (RD)	(773) 325-7191	University Hall 123	jleon32@depaul.edu
Tyler McLoughlin (Central FAC)	(773) 325-1899	Sanctuary Hall 211D	tyler.mcloughlin@depaul.edu
Taylor Mountain (East FAC)	(773) 325-8690	Corcoran Hall 117A	tmountain@depaul.edu
Brittany Royce-Michalik (RD)	(773) 325-7207	Corcoran Hall 100	broyce@depaul.edu
Matt Schultz (RD)	(773) 325-7195	Munroe Hall 106	mschul27@depaul.edu
Dylan Shiver (West FAC)	(773) 325-7430	Munroe Hall 107	dshiver@depaul.edu

OFFICE LOCATIONS

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, Sanctuary 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

OFFICE LOCATIONS FOR RESIDENCE DIRECTORS

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 104
(773) 325-7845

University Hall
RD Office
University Hall 123
(773) 325-7191

Centennial Hall,
Courtside Apartments,
Sanctuary Hall,
Sanctuary Townhomes
and Sheffield Square
RD Office
Sanctuary Hall 211A
(773) 325-4585

ARD Office
Munroe Hall 103
(773) 325-8997



ASSIGNMENTS

CANCELLATION POLICY

Cancellation fees are not affected by whether or not Housing Services is able to fill the residential unit vacated by the resident. Each resident is responsible for all appropriate cancellation fees outlined in the terms and conditions of the housing agreement.

If you wish to cancel your housing agreement, you must do so in writing and meet with a Housing Services staff member, except in extenuating circumstances. Under no circumstance will a verbal cancellation or a cancellation conveyed to another university department be accepted. Cancellations will not be complete until you complete the step-by-step instructions for checking out. Full room charges will continue to accrue on a prorated basis until you successfully complete the checkout process, including the return of all university-issued keys and the written acknowledgment of the cancellation by Housing Services.

Cancellation of your housing agreement will also cancel your meal plan. Cancellation of your meal plan will result in a weekly prorated credit to your student account effective the first Monday following the actual date of cancellation. No partial week credits will be given. The full credit amount will be reduced by a \$150 cancellation fee.

Meal plans cannot be canceled or reduced after the second week of each academic quarter.

Residents who cancel their housing agreement after the date indicated on the calendar for fall, winter or spring quarter will not receive partial credit for that quarter. Refer to the calendar on [pages 16 – 17](#) for dates.

Most cancellations are subject to cancellation fees. See the agreement's [terms and conditions](#) for the full cancellation fee outline. The guidelines, in part, are as follows:

\$1,000 CANCELLATION FEE for (1) continuing students who cancel after being confirmed for housing and prior to the first day of occupancy; (2) students who cancel due to a voluntary withdrawal from the university after the start date of the housing agreement; and, (3) students who are academically dismissed from the university.

CANCELLATION FEE EQUAL TO 50 PERCENT of the housing charges for the remainder of the full length of the agreement for all students who cancel after they have been confirmed for housing and/or have taken occupancy or after the start of their agreement. This includes all residents who are removed from campus housing or dismissed from the university for student conduct-related reasons.

Students who have been confirmed for housing or who have occupied a residential unit are also subject to a prorated daily room charge of 100 percent until a written cancellation request has been received and the checkout process has been successfully completed, according to Housing Services' procedures.

NO CANCELLATION FEE for students who are enrolled in study abroad, graduating early or attending internships. If you are enrolled in a DePaul-sponsored study abroad program or internship that requires you to leave your campus housing assignment mid-academic year, you will not be responsible for any of the above cancellation fees, pending proof that you are enrolled in a DePaul-sponsored program. Fees will be assessed to residents who cancel based on a program that is not sponsored by DePaul University.

If you graduate from DePaul University at the end of fall or winter quarter, you will not be assessed a cancellation fee. You must visit the Housing Services main office and meet with a staff member 60 days prior to canceling. You must provide enrollment papers with the dates when you will be participating in an approved

program or provide proof of mid-year graduation.

GRADUATION, STUDY ABROAD, OR EXCHANGE PROGRAMS AND YOUR HOUSING AGREEMENT

– (1) Residents enrolled in a DePaul-sponsored study abroad program or internship that requires them to leave their campus housing assignment mid-academic year may request to have their cancellation fee waived, pending proof that they are enrolled in a DePaul-sponsored program. Fee waivers will not be granted for a program that is not sponsored by DePaul University. All residents must remain on campus for the full academic quarter prior to the start of the program. (2) A new exchange student coming to DePaul for less than a full academic year, or a current student leaving for an exchange program, may request to have their cancellation fee waived, pending proof that they are participating in an exchange program through Global Engagement. New incoming exchange students are also required to register with Global Engagement stating that they will be living in campus housing for a limited academic year, prior to the start of the academic quarter. Current residents must remain on campus for the full academic quarter prior to the start of the program. (3) Residents who fully graduate from DePaul University at the end of fall or winter quarter may request to have the cancellation fee waived, pending proof that they have fully graduated from DePaul. Residents must visit the Housing Services' main office and meet with a staff member 30 days prior to the end of the quarter in which they are graduating. All residents must remain on campus for the full academic quarter prior to graduation.

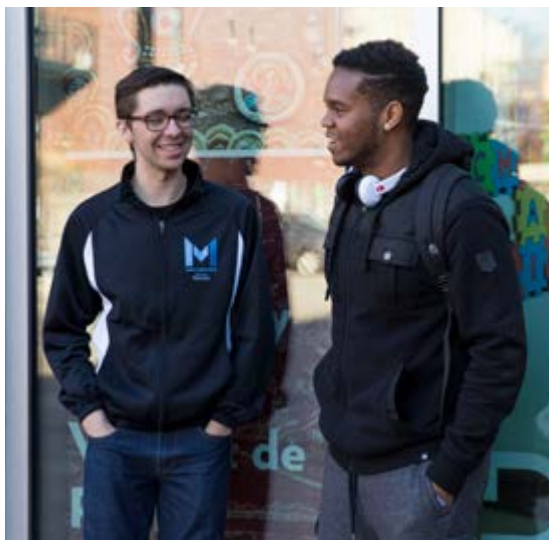
HOUSING ASSIGNMENTS

ASSIGNMENTS – All campus housing assignments are made by Housing Services, and the published rates are based on full occupancy of each room, suite or apartment, which ranges from one to eight residents. In no case will Housing Services make assignments in violation of

the university's anti-discrimination policy (see [page 40](#)).

DePaul University respects the privacy of its students and recognizes that some students may be particularly concerned about privacy and confidentiality related to gender identity. Housing Services and Residential Education will consistently recognize and respect the gender identity that students self-identify to DePaul University in good faith. Additionally, students may self-identify to Housing Services if they wish to receive special housing considerations regarding their gender identity, but are by no means obligated to do so. If students do self-identify and request special considerations, Housing Services will not require students to provide more information than that which is required of other students. Furthermore, all information will be kept strictly confidential to the best of DePaul's ability and will only be used for purposes designated by the student.

CONSOLIDATION – All residents residing in a unit that is not at full occupancy, based on the capacity determined by Housing Services, may be scheduled for consolidation. Residents who occupy units below the designated capacity may be assigned additional roommates at any time or may be required to move. Refusal or failure to do so may result in additional housing charges, including paying for the additional spaces in the unit.



At times, if space on campus permits and at the discretion of Housing Services, residents may be given the option to buy out a vacant space in a room, suite or apartment.

REASSIGNMENT – The university, whose judgment shall be final, retains the right to reassign residents to other campus accommodations in order to maintain efficient operation of the premises and ensure protection of the community.

ROOMMATE ASSIGNMENTS – Housing Services is committed to granting each resident's preferences while being fair to everyone. When roommates are mutually requested, Housing Services attempts to make this accommodation, based on availability, but does not guarantee roommate preferences will be granted.

ROOM AND CAMPUS CHANGE REQUESTS – Residents can request to change rooms or campuses, a process that applies for both Lincoln Park and Loop residents. Housing Services will typically only grant room changes during the dates listed on the calendar ([pages 16 – 17](#)). In no case will Housing Services process room or campus change requests in violation of the university's anti-discrimination policy (see [page 40](#)).

- Priority for moving will be determined on a first-come, first-served basis, as space is available.
- Change request forms are available on our website and must be approved by your respective residence director and a Housing Services staff member.
- Students assigned to converted housing will be given priority for room change requests.
- Room swaps (switching rooms with another resident) may be possible after the room change process begins and if all parties are in agreement. Residents wishing to swap units must complete the appropriate paperwork and must wait for approval from Housing Services and Residential Education before a move can take place. Failure to comply may result in a \$150 improper move fee.

- Residents **MAY NOT** swap or otherwise change rooms, including suitemate swaps, without written approval and notification from Housing Services. Residents residing in a room to which they have not been assigned by Housing Services may be subject to disciplinary action. Failure to comply may result in a \$150 improper move fee.
- Once a room change or campus reassignment has been granted, you will be required to move. Failure to comply will result in a \$150 improper move fee and future requests will be denied.
- Residents changing rooms and/or campuses are responsible for any difference in room rates or meal plan requirements (see Meal Plans on [pages 14 – 15](#)).

SEASONAL HOUSING

See the calendar on [pages 16 – 17](#) for a full list of seasonal move-in and move-out dates.

WINTER BREAK HOUSING – During the winter break period (November 22, 2017, through December 31, 2017), residents of apartment-style halls—Centennial, McCabe and Sanctuary halls; Courtside Apartments; Sanctuary Townhomes and



Sheffield Square—are not required to vacate their apartment and may remain on campus anytime during this period. Students living in traditional-style halls—Belden-Racine, Clifton-Fullerton, Corcoran, Munroe, Seton and University halls—are required to vacate their rooms 24 hours after their last final exam for fall quarter and no later than noon on Wednesday, November 22, 2017. At the end of fall quarter, students returning for winter quarter may leave their belongings in their room. However, once the residence halls are closed, no access to the building will be allowed until the halls reopen for winter quarter on January 1, 2018.

If you intend to cancel your housing agreement for winter and spring quarters, you must notify Housing Services in writing and move from your campus unit no later than Wednesday, November 22, 2017.

DECEMBER INTERSESSION – If you live in Belden-Racine Hall, you must request to remain in your unit in Belden-Racine for December Intersession (November 22 – December 15, 2017) by submitting a December Intersession agreement. If you need December Intersession housing and do not live in Belden-Racine Hall or another hall that remains open through winter break, you must complete a December Intersession agreement with Housing Services no later than October 16, 2017. Housing Services will attempt to accommodate requests for December Intersession as space permits. Belden-Racine Hall will close at 5 p.m. on Friday, December 15, 2017, for all intersession residents.

SPRING BREAK HOUSING – Both traditional-style and apartment-style residence halls are open during spring break.

SUMMER QUARTER – If you wish to live on campus for summer quarter, you must complete a separate summer housing agreement. Summer agreements will be available from Housing Services and must be submitted no later than May 1, 2018. Additional rates will apply;

see the housing agreement for rates. Housing Services will attempt to accommodate requests for summer quarter housing as space permits.

CHECKING IN AND OUT

CHECK-IN PROCEDURE – During check-in, you will be given instructions on how to complete a housing condition report. It is your responsibility to:

- Carefully examine your unit and its contents.
- Review pre-existing issues already noted by staff on the housing condition report.
- Complete the personal information form and key agreement.
- Indicate the unit's condition (including noting the absence/presence and quantity of furnishings) on the housing condition report.
- Submit the housing condition report as instructed within 48 hours of check-in.

You will be held responsible for any conditions, damages or shortages that you do not identify on your housing condition report. Failure to submit your completed housing condition report may result in charges for conditions, damages or shortages that preceded your time of occupancy. Once you have moved out, any damages or shortages not noted on the original housing condition report may result in appropriate charges to your account by Housing Services.

CHECKOUT PROCEDURE – The checkout procedure may vary by situation, but all residents vacating a unit on campus are required to:

- Turn in all university-issued keys and complete the necessary cancellation paperwork.
- Remove all belongings and sufficiently clean the unit, including cleaning the bathroom and kitchen; Housing Services reserves the right to determine whether a room or apartment has been sufficiently cleaned.

- Arrange and assemble all university-provided furniture as it was found upon move-in (see the cancellation policies on [pages 8 – 9](#) for additional information if checking out due to a cancellation).

Additionally, you are advised that:

- Failure to check in or out properly and according to published dates and deadlines may result in a \$150 improper move fee.
- All residents are jointly responsible for the care, cleanliness and protection of the common areas of their suite or apartment; when damages occur inside a room or apartment and Housing Services does not know who caused them, charges will be split among the residents of that unit (see Community Damage Billing on page 29).
- All charges based on room and furnishing condition and damages are final.
- Any private property remaining after vacating, canceling, being removed from or having the housing agreement expire will be considered abandoned and will be discarded. Disposal fees may apply.
- Residents should contact the Student Mail Center to complete forwarding address information to help ensure that mail will be properly rerouted.

PREFERRED CANCELLATION CHECK-OUT PROCESS – This process is available 24 hours a day, seven days a week.

- If you choose this option, the right to be present during the inspection of the vacated unit is waived.
- The unit should be clean and in the same condition as at move-in.
- Complete the required information on the key envelope received upon completion of cancellation paperwork and return the unit key and mail key to the Housing Services main office, Centennial Hall, Suite 301.
- A Housing Services staff member will inspect the unit and note any applicable damage, including cleaning;

if necessary, a damage billing letter will be sent to the permanent address on record in Campus Connect.

ALTERNATE CHECKOUT PROCESS – This process is available only during normal business hours, Monday through Friday, 9 a.m. to 5 p.m., by appointment, and is not available during spring quarter move-out.

- Request an appointment with your area's facilities area coordinator at least 24 hours in advance of the intended move-out date.
- The unit should be clean and in the same condition as at move-in.
- The facilities area coordinator will inspect the unit and note any applicable damages, including cleaning; if necessary, a damage billing letter will be sent to the permanent address on record in Campus Connect.
- Present the unit and mail key to the facilities area coordinator and sign the key agreement.

WINTER QUARTER MOVE-IN – Residents who are required to leave for winter break (see Winter Break Housing on [pages 10 – 11](#)) may return to campus housing beginning at 9 a.m. on Monday, January 1, 2018. All residents will be asked to check in online with Housing Services prior to the start of winter quarter. Additional information regarding winter quarter check-in will be sent via email in December 2017.

SPRING QUARTER MOVE-OUT – You must check out within 24 hours of your last final exam, or by noon on Saturday, June 9, 2018, whichever comes first. If you need to stay in your room beyond the traditional end date of spring quarter because you are participating in graduation ceremonies, you must notify Housing Services of this need in writing at least 30 days prior to the end of spring quarter. Graduating seniors may request an extension with Housing Services to stay until noon on Monday, June 11, 2018.

SPRING TO SUMMER TRANSITION – If you are assigned a unit for summer housing, you will be required to transition to your summer assignment on Tuesday, June 12, 2018, between 9 a.m. and 4 p.m.

EXPANDED HOUSING

Our expanded housing program, which includes converted and temporary units, allows DePaul the ability to offer more on-campus spaces for incoming students.

CONVERTED HOUSING – Students assigned to a converted housing unit are permanent residents of the unit and will not be required to move during the academic year.

- Should a move be requested, the room change for students in a converted housing unit will be processed before other room change requests, after the start of the fall quarter.
- All residents of a converted housing unit will receive a 20 percent credit based on the standard double rate for the room for the time in which an additional resident is assigned to the unit.
- Credits are issued at the end of each academic quarter.
- Residents who cancel their housing agreement and are assessed a 50 percent cancellation fee: that fee will be based on the full, standard rate for the unit.

Learn more about converted housing and find a video and brochure online at go.depaul.edu/convertedhousing.

CONVERTED HOUSING SUITEMATES – Suitemates who share an adjoining bathroom with a converted housing room are not considered converted housing residents and will not be issued a 20 percent credit for sharing the bathroom with an additional suitemate.

TEMPORARY HOUSING SPACES – Some confirmed students may be assigned to temporary units. Temporary units are study lounges located within

the residence halls that have been refurnished into three-person residential rooms. These rooms are fully furnished, private and secure.

When a permanent room becomes available for temporarily placed residents, they will be notified by Housing Services and will be required to move to their new, permanent unit within the time period listed in the notification. Once a temporary room is completely vacated, the space will revert back to its original lounge setting.

- Residents of a temporary housing unit will receive a 20 percent credit based on the standard double rate for the room for the time in which they are assigned to the unit.
- Credits will be issued shortly after moving to the permanent space.

LIVE ON CAMPUS NEXT YEAR!

ROOM SELECTION PROCESS – The process for students to select campus housing for the 2018–2019 academic year will take place during spring quarter 2018. Housing Services will provide information in March, and details will be online at go.depaul.edu/roomsel. You will have an opportunity to see some apartment-style units prior to room selection.



MEAL PLANS

RESIDENTIAL MEAL PLAN REQUIREMENTS

– All Lincoln Park campus residents are required to maintain a meal plan at specified minimums for each academic quarter.

- **Traditional-Style Halls:** Belden-Racine, Clifton-Fullerton, Corcoran, Munroe, Seton and University halls
 - **Freshmen residents** living in these halls are required to maintain the *DePaul Plan* during the first two quarters of the academic year and may request to have the meal plan lowered to the *Lite Plan* for the spring quarter.
 - **Continuing and transfer residents** in these halls are required to maintain the *Lite Plan* for the entire academic year.
- **Apartment-Style Halls:** Centennial, McCabe and Sanctuary halls; Courtside Apartments; Sanctuary Townhomes and Sheffield Square
 - **All residents** living in these halls are required to maintain the *Apartment Plan* for the entire academic year.
 - **McCabe Hall Efficiency Apartments:** This apartment type is not equipped with a full in-unit kitchen. Residents in these apartments are required to maintain the *Lite Plan* during the first two quarters of the academic year and may request to have the meal plan lowered to the *Apartment Plan* for the spring quarter.

Every effort is made to accommodate students' needs within our housing system and food service plans. Keep in mind that the meal plan requirements do not permit release based on religious dictates, personal food choice, lifestyle or preferences (e.g., vegetarian, vegan), or other non-medically-based dietary requirements. Students wishing to request a meal plan accommodation may do so by contacting housing@depaul.edu.

DePaul University ID Cards are required to access the meal plans. To replace a lost or stolen DePaul ID Card:

- During normal business hours, visit ID Card Services at the Lincoln Park Student Center or DePaul Center in the Loop to get a replacement ID card. Charges may apply.
- Outside of normal business hours, contact Public Safety at (773) 325-7777 to deactivate your ID card so the meal plan cannot be used.

DePaul University is not responsible for misused funds for the duration of the time in which a card was not reported as lost or stolen.

USING AND CHANGING PLANS

ADDING MONEY TO PLANS – Residents who want to add funds to their meal plan can do so at any time. Meal plan funds can be added at minimum value of \$50 and in increments of \$25. This value can be added though the request form located at go.depaul.edu/mealplanform. These charges will be billed to your student account. Once these funds have been added, they cannot be refunded.

MEAL PLAN CHANGES – Residents can upgrade to a higher dining plan or change to a lower plan (as long as it does not fall below the minimum required plan) *only before the end of the second week of any quarter* in which the change is requested to take effect. To change a meal plan, complete the online request form located at go.depaul.edu/mealplanform.

Meal plan cancellations, as a result of a housing cancellation, will not receive





a refund after the second Friday of the quarter.

DECLINING BALANCE – DePaul meal plans operate on a declining balance structure; i.e., the balance of the plan is reduced as purchases are made. Meal plan allowances are available on the first day of each quarter and will carry over **until the end of spring quarter, at which point any remaining balance will be forfeited.**

ALLERGIES AND SPECIAL DIETARY NEEDS – Any student with special dietary needs should contact the Department of Housing Services at housing@depaul.edu. Students with special dietary needs are encouraged to receive an individualized tour of the dining operation to help them become familiar with the facilities and preparation processes. Please contact the DePaul Dining Services director of

operations at (773) 325-4987 for more information.

DePaul Plans may be used at any dining location on the Lincoln Park Campus and in the Loop at the DePaul Center, including:

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

To see a list of dining location hours, please visit dineoncampus.com/depaul/hours-of-operation. Hours are subject to change.

Please note: Meal plan balances do not roll over between academic years. After June 8, 2018, any remaining balance will be forfeited.

Check out these ways to spend your meal plan money!

- **Online bulk ordering:** Students can use meal plan funds to shop in bulk from ETC. Place an order at onlinedining.depaul.edu and have items ready for pickup in one to three days. Orders can be placed throughout the year, so there's no need to wait until spring quarter!
- **Donations:** Students can donate meal plan funds to various DePaul student organizations. Visit onlinedining.depaul.edu for more.

CALENDAR

EVENT

DATE

2017 FALL QUARTER

Fall Quarter Move-In	September 2, 2017
Classes Begin	September 6, 2017
Fall Quarter Health and Safety Inspections	September 8 – September 24, 2017
Roommate Agreement Completion	September 18 – October 23, 2017
Last Day to Drop Classes	September 19, 2017
Fall Quarter Room Changes Begin	September 22, 2017
December Intersession Agreements Available	October 2, 2017
December Intersession Agreements Due	October 16, 2017
Last Day to Withdraw from Classes	October 24, 2017
Fall Quarter Room Changes Complete	November 3, 2017
Last Day to Cancel and Receive Partial Fall Quarter Credit	November 3, 2017
Final Exams	November 15 – 21, 2017
Fall Quarter Move-Out	November 22, 2017, by noon
December Intersession Classes	November 27 – December 15, 2017
December Intersession Move-Out	December 15, 2017
Housing Services Office Closes	December 22, 2017
Holiday Break – University Officially Closed	December 22, 2017 – January 1, 2018

2018 WINTER QUARTER

Winter Quarter Move-In	January 1, 2018, at 9 a.m.
Housing Services Office Reopens	January 2, 2018
Classes Begin	January 2, 2018
Winter Quarter Room Changes Begin	January 12, 2018
Last Day to Drop Classes	January 15, 2018
Martin Luther King Day – University Officially Closed	January 15, 2018
Winter Quarter Health and Safety Inspections	January 19 – February 4, 2018
Last Day to Withdraw from Classes	February 19, 2018
Winter Quarter Room Changes Complete	March 2, 2018
Last Day to Cancel and Receive Partial Winter Quarter Credit	March 2, 2018
Final Exams	March 13 – 19, 2018
Spring Break	March 20 – 23, 2018

EVENT	DATE
2018 SPRING QUARTER	
Spring Quarter Move-In (New Residents Only)	March 17, 2018
Classes Begin	March 26, 2018
Good Friday – University Officially Closed	March 30, 2018
Spring Quarter Room Changes Begin	March 30, 2018
Summer Housing Agreements Available	April 2, 2018
Last Day to Add/Swap Classes	April 2, 2018
Last Day to Drop Classes	April 6, 2018
University Center Room Selection	April 10, 2018
Lincoln Park Residence Hall Open House	April 11, 2018
Spring Quarter Health and Safety Inspections	April 13 – April 29, 2018
Lincoln Park Room Selection	April 17 – 19, 2018
Spring Quarter Room Changes Complete	April 27, 2018
Summer Housing Agreements Due	May 4, 2018
Last Day to Withdraw from Classes	May 11, 2018
Last Day to Cancel and Receive Partial Spring Quarter Credit	May 11, 2018
Memorial Day – University Officially Closed	May 28, 2018
Final Exams	June 2 – 8, 2018
Spring Quarter Move-Out	June 9, 2018, by noon

2018 SUMMER QUARTER

Summer Quarter Move-In	June 12, 2018, 9 a.m. – 4 p.m.
Summer Quarter Move-Out	August 18, 2018

For the full university academic calendar, visit go.depaul.edu/calendar.



HOUSING UNIT

ROOMMATES – Even the most respectful roommates may experience communication issues at some point during the year. There are steps you can take to maintain open lines of communication. All residents should review and discuss the roommate agreement so that an equal consensus on important issues can be reached. All residents will be required to complete the roommate agreement and meet with their resident advisor for discussion. How well the relationship works depends on the quality of communication among roommates when completing the agreement. It is important to remember that the roommate agreement can be revised at any time.

When a residence hall unit has two or more residents, it is expected that the residents will work cooperatively to arrive at a mutually agreeable living style. Mediation of conflicts may be sought from the resident advisor or residence director, but every effort should be made by residents to work out issues among themselves. Attempts by one or more residents of a room or apartment to make unilateral decisions about the use of the room or apartment may be viewed as a deliberate disregard for the rights of the other residents. Failure to cooperate with attempts to resolve disputes through the involvement of Residential Education staff may result in student conduct action and/or the termination of the housing agreement. If a vacancy occurs in a unit, the university may assign a new resident to fill that vacancy at any time. Any resident involved in deliberately discouraging or rejecting a roommate may be subject to the student conduct process.

DOOR PERSONALIZATION – In order to preserve the appearance of rooms and doors, posting or applying any items to either side of the door or on the actual door is prohibited. You may post items to the doorjamb by using masking tape, painter's tape or poster putty. Do not use duct tape or double-sided tape as

this will cause damage. The residents of the adjacent room will be financially responsible for any damage caused by such postings. Displays may not obstruct the hallway in any way, as impediments can be a fire hazard.



ROOM PERSONALIZATION – You are encouraged to personalize your living areas. When decorating your unit, you should be mindful of the opinions and sensibilities of your roommates, fellow building residents and guests. There are guidelines that must be followed when decorating university units, including those published here and the expectations in the Code of Student Responsibility. You should not paint your unit or make other alterations that affect the current condition of the walls, ceiling, window coverings or flooring. Posting or hanging items from the ceiling is prohibited. Decorations, displays or postings on residence hall windows are prohibited. Additionally, tampering with, decorating or altering fire safety equipment is prohibited.

OFFENSIVE DISPLAYS – Displays that advertise commercial products or services; advocate the use of alcohol or drugs; are discriminatory; unlawfully

harass by abusing, assailing, intimidating, demeaning, victimizing or having the effect of creating a hostile environment based on any of the protected characteristics in the university's Anti-Discrimination and Anti-Harassment policy (mentioned on [page 40](#) in this guide and available in full on the university's policies and procedures website) or are not otherwise in keeping with the university's mission are prohibited and may be removed at any time. Contact your residence director before displaying materials that may be questionable. Staff will determine whether a display needs to be removed. Items that are not taken down when requested may be removed.

FURNISHINGS – All campus housing at DePaul University comes furnished with a bed, a desk with a chair, a dresser, a closet or compartmentalized closet, a trash can and a recycling tote. Apartments also come with living and dining area furnishings, as space permits. You are allowed to bring personal furniture and accessories to your unit and to move or set up university-provided or personal furniture within your unit. All roommates must be in agreement about the furniture arrangement. If additional furniture is added to the unit, particularly used or upholstered furniture, all surfaces must be thoroughly cleaned, to avoid bringing pests into the building, and may be

subject to Housing Services' approval for safety and security. The following guidelines also apply:

- Any non-university mattresses are expressly prohibited, due to fire safety standards.
- All university-provided furniture and equipment must remain in the room or apartment as inventoried upon check-in.
- All furniture must only be used in the manner in which it was intended.
- Most beds can be bunked or lofted.
- Beds in Corcoran, Munroe, University and Sanctuary halls, Courtside Apartments and Sanctuary Townhomes have the capability to be raised (lofted) up to 60 inches.
- All window treatments (i.e., blinds or curtains) must remain in units; additional window treatments are not allowed.
- Shower curtains may be hung in addition to the university-provided curtain in suite-style and apartment bathrooms. However, university-provided shower curtains must remain hanging in shower stalls at all times. You are responsible for regularly cleaning both personal and university-provided shower curtains throughout the year.
- Furniture in study lounges may not be brought into residents' rooms.



RESIDENTIAL RENTAL RETURNS –

Lofts (metal frames that elevate a bed) and micro-fridges (a fridge, freezer and microwave built into one) may be rented through DePaul's approved vendor, Bedloft. If you rent these items, you are required to follow certain guidelines.

LOFTS:

- Only residents in Belden-Racine and Clifton-Fullerton halls in regular units (not converted housing) are allowed to rent lofts.
- A loft should never be moved to a room other than the one it was rented for, unless you change rooms throughout the course of the year.
- It is your responsibility to assemble the loft; if you need help, you can place a work order.
- Once assembled, you can place a work order via the Housing Services' website for staff to come to your room to remove and store the original bed ends. Bed ends will be returned to the rooms they were removed from prior to move-out.
- All lofts must be disassembled for pick-up from student rooms after the residence halls close in June. If you fail to do so, you may be assessed a fee. If you want to return a loft prior to

the end of the school year (especially if you are moving out early), you must make arrangements for pick-up by directly contacting the vendor, [Bedloft](#). Any applicable refunds will be worked out with Bedloft.

MICRO-FRIDGES:

- A micro-fridge should never be moved to a room other than the one it was rented for, unless you move to a new unit during the year.
- Micro-fridges may only be used in the traditional residence halls, which excludes Centennial, McCabe and Sanctuary halls; Courtside Apartments; Sanctuary Townhomes and Sheffield Square. Students are only allowed one micro-fridge per unit (due to electrical constraints); please confer with your roommate(s) before placing your rental order.
- At the end of the academic year, you must properly prepare the micro-fridge for pick-up. This includes removing all food contents, cleaning the inside and outside of the fridge, freezer and microwave, and ensuring the unit is unplugged and defrosted. Fees may be assessed if units are not prepared for pick up. For more information, visit [bedloft.com](#).

PETS – Pets are not allowed on campus or in campus housing, with the exception of fish. The following guidelines apply to the possession of fish and fish tanks:

- One fish tank per unit (maximum 10-gallon capacity) is allowed.
- Any animal aquarium life other than fish and any poisonous or carnivorous fish are strictly prohibited.
- All electrical apparatuses used in conjunction with an aquarium must be labeled "UL Certified" for safety and be approved by Housing Services.

Having an unapproved pet and failing to remove it from campus housing is a direct violation of your housing agreement and will result in additional fees and may result in the termination of your housing agreement.



PERSONAL PROPERTY – You should store valuables in secure places, be watchful of suspicious behavior and lock your doors while you are home and when leaving your room.

As noted in the housing agreement's terms and conditions, the university assumes no responsibility and provides no insurance or financial protection for students' personal property. By not carrying protection while on campus, students understand that they are fully responsible for their personal property and any damages caused while on university property.

All campus residents are eligible to protect their belongings through GradGuard's College Renters Insurance program. See the [Housing Connection portal](#) for more information.

In most circumstances, DePaul University insurance will not cover damage to or loss of personal property. In the event that a theft or damage occurs, notify Public Safety in order to file a report. Public Safety can also assist you in contacting the Chicago Police Department.

SAFES – Portable or electronic safes are allowed. However, the safe must not exceed 10"H x 14"D x 19¼"W and may not weigh more than 40 pounds. Safes may not be bolted to the floor, furniture or any other surface belonging to the university. Upon reasonable request by a university official, the safe must be opened for inspection. Failure to do so would be considered a violation of university policy.

STORAGE – The university is not able to provide additional storage space outside of the residential unit. All provided furniture must remain in the unit and cannot be stored offsite.

WINDOWS AND SCREENS – Windows, window bars and screens are constructed to keep people and objects from falling out and to keep people and insects from getting in. Based on that:

- Tampering with or taking out windows, screens or window bars is prohibited.
- Throwing, dropping or launching objects from a window is prohibited.

In addition to student conduct action, violations of these policies may result in fees for work and materials being assessed to residents of affected rooms or apartments.



PROHIBITED ITEMS

Prohibited items are not allowed in the residence halls at any time. Possession of such items can pose a serious fire and/or safety hazard and will constitute a violation of Housing Services policies. Such items may be confiscated and possession may result in disciplinary action. The Department of Housing Services reserves the right to update this list at any time. The full list will be available at go.depaul.edu/prohibiteditems.

ELECTRICAL ITEMS

Extension cords	Outlet adapters and outlet splitters
Electric blankets	Portable heaters
Halogen light bulbs in floor or desk lamps	Plug-in air fresheners with built-in outlet(s)
Lava lamps and strobe lights	Multiple strands of decorative lights

COMBUSTIBLES

Candles, even if not lit	Scented oil burners
Incense	Explosives (fireworks, firecrackers)
Flammable materials (including but not limited to charcoal)	Flammable liquids (propane, motor oil, gasoline, cooking fuel, kerosene)
Live cut trees	Live cut pumpkins

WEAPONS

Firearms	Swords and martial arts blades
Pepper spray and mace	Stun guns and Tasers
Knives used for any purpose besides cooking	Any other weapons not specifically listed

APPLIANCES

More than one refrigerator or microwave per unit	Appliances that use more than 900 watts or that have exposed heating elements
Portable air-conditioning units	Toaster ovens and convection ovens
Deep fryers	Outdoor grills

MISCELLANEOUS

Non-university mattresses or lofts
Self-propelled mobile/movement devices, including hoverboards and Segway scooters (excludes wheelchairs or devices approved by the Center for Students with Disabilities)
Liquid or gel drain cleaners or chemicals
Drums and other percussion instruments
Amplified electrical instruments
Subwoofers
Pets, except non-carnivorous fish (see Restricted Items on the next page)
Stolen property, including street signs or CTA signs
Bicycles (not allowed in halls or rooms, only on outside racks or in storage facilities)

Alcohol and drug paraphernalia are prohibited. Confiscated paraphernalia will be discarded and will not be returned. See that full list on [page 39](#).

Should staff discover any prohibited items in a unit, they may remove them or disable them with a locking device on sight. Additionally, residents may be cited for an electrical violation. Only upon move-out can residents visit their area office to have the locking mechanism removed. Some violations

may incur a \$150 fee (covered smoke detectors, burning candles, etc.).

OPEN FLAMES – With the exception of university-provided gas stoves, open flames (including candles and incense) are prohibited within all campus housing. Staff members have zero tolerance for flammable items and will remove items on sight. Confiscated flammable items will not be returned to residents. The \$150 fee for an open flame violation may be assessed to each person in the housing unit.

RESTRICTED ITEMS

Restricted items are allowed in residence halls, but there are specific parameters on which types of items are acceptable and how or where they may be used. Details are listed below. Failure to adhere to the parameters described may result in disciplinary action. The Department of Housing Services reserves the right to update this list at any time. The full list will be available at go.depaul.edu/prohibiteditems.

APPLIANCES ALLOWED IN UNITS

Coffee makers and electric kettles – May only be used under constant supervision. Single-serve and traditional coffee makers must be switched off when not in use.

Hair appliances (hair dryers, hair straightening irons, curling irons) – May only be used under constant supervision. Must be unplugged when not in use.

Microwaves – Must be 900 watts or less. Only one allowed per unit.

Refrigerators – Must be 4.8 cubic feet or less (except DePaul-provided full-sized fridges in apartments and some community kitchen lounges). Only one refrigerator per unit. No mini-fridges are allowed in apartments.

APPLIANCES ONLY ALLOWED IN COMMUNITY LOUNGES OR APARTMENT KITCHENS – MUST BE UNPLUGGED WHEN NOT IN USE

Hot plates and electric burners	Rice cookers and slow cookers
Indoor grilling appliances (electric griddles, electric skillets, George Foreman Grills)	Sandwich makers, panini presses and waffle makers
Popcorn poppers	Toasters
Clothing irons – May also be used in laundry rooms	

ELECTRICAL ITEMS

Single strand of decorative lights (if plugged directly into wall outlet)	Plug-in air fresheners without built-in outlet(s)
Power strip with built-in circuit breaker	All electrical items must be labeled “UL Certified” for safety

MISCELLANEOUS

Kitchen knives are allowed if they are designed for, and used exclusively for, cooking only and for no other purpose

Non-carnivorous fish, limited to one tank of 10 gallons or less, only one tank per unit

FACILITIES

ODORS – An offensive odor is an odor of such intensity that it becomes apparent or bothersome to others. Student housing has the right to rid the room of the odor at a cost to the resident if he or she does not comply with the request to eliminate the odor immediately. You should report any offensive odors to your area office.

HEALTH AND SAFETY INSPECTIONS

Housing Services and Residential Education staff will perform health and safety inspections of every on-campus housing room and apartment at least once per academic quarter. All instructions requiring compliance with policies must be followed or disciplinary action may be taken and monetary fees applied. With regard to room cleanliness, acceptable health practices must be observed. All rooms may also be inspected while the halls close for winter break in order to ensure that no health or safety problems exist. Residents may be assessed fees at any point if Housing Services staff determine repairs are needed.

All decisions by Housing Services and Residential Education related to damages and room condition are final. All residents in a unit will be assessed fees should a unit fail its health and safety inspection twice. In addition, should Housing Services cite items in the room for infractions that would be considered of a serious nature and viewed as posing potential harm to the residents and hall community, a fee of \$150 per person may be assessed to the residents. Serious-nature infractions and prohibited items include, but are not limited to:

- Tampering with safety equipment (fire extinguishers, alarm panels, sprinkler heads, heat detectors, smoke detectors, etc.)
- Lit candles, lit cigarettes, burning incense or any open flame
- Explosive devices, firearms or fireworks
- Furniture or personal items blocking emergency exits

In addition to the fee for serious-nature infractions, the facilities assistant will submit an incident report. The incident report will be processed through Residential Education and the resident may be referred through the student conduct process. [Prohibited items](#) will be confiscated or disabled with a plug-locking device.

Upon completion of the in-unit health and safety inspection, staff members will lock the room/apartment door behind them. If you do not have your key to re-enter the room, you will be responsible for a lock-out fee.

REPAIRS AND MAINTENANCE/ WORK ORDERS

Non-emergency repair requests and extermination concerns can be sent via the online work order form located at go.depaul.edu/workorders. Housing Services receives the form and assigns personnel or vendors to perform the service as needed and as warranted. To expedite service, please be as detailed as possible when completing the request form and send **no more than one work order or repair request per form**. For example, if reporting a broken light switch and a heating issue, two work orders must be submitted: one to repair the light switch and one to address the heating. Please specify the location of the problem (e.g., the light switch in the bathroom). Work orders are only processed during business hours, Monday through Friday, when the university is open.

If you need to report a facilities emergency that requires the immediate response of a staff member, please call rather than placing a work order. During normal business hours, contact Housing Services at (773) 325-7196. Outside of normal business hours (nights, weekends and holidays), notify the front desk of your building or call Public Safety at (773) 325-7777.

LEAKS OR FLOODING – You should treat any sort of leak or flooding as an emergency. Leaks or flooding should be reported to your area office between the hours of 9 a.m. and 5 p.m., Monday through Friday, and Public Safety should be called outside of these times. You may be held accountable for damage if leaks or flooding are not reported in a timely manner.

PEST CONTROL – If you have pest concerns in your room, immediately report a potential problem to your facilities area coordinator. Housing Services has protocols in place with Facility Operations and a pest control vendor to manage any reported cases. There is a regular schedule maintained for pest control of common areas. It is your responsibility to prepare the room or apartment for treatment, if applicable. Failure to maintain a residence in satisfactory condition (i.e., clean of waste and debris) may be grounds for a fee assessment to your student account. Notifications of treatment will be sent out prior to the service. When pest control remediation requires you to clean and/or launder personal items, you are responsible for taking care of this on your own. DePaul University does not cover the cost of cleaning or laundering personal items.

NOTICES – When facility-related issues arise, communication will be sent out to students via notices in halls, emails or posters. Emergency maintenance updates will be posted on the electronic display monitors in the residence halls when necessary.

TEMPERATURE – All heating, ventilation and air-conditioning* (HVAC) equipment is controlled and maintained by the engineering staff. It is the university's policy to maintain the following seasonal temperatures:

Summer (May 1 to October 1): 72 to 76 degrees

Winter (October 1 to May 1): 68 to 72 degrees

Engineers will adjust HVAC equipment as needed to maintain unit temperatures within that range.

- If your unit seems to be uncomfortably warm, please enter a work order via the Housing Services website or contact Facility Operations during business hours or Public Safety after hours and on weekends.
- If your heat is not working properly and the temperature falls below this range, please call our office at (773) 325-7196 during business hours and we will notify Facility Operations. After business hours, call Public Safety at (773) 325-7777 so that an on-call staff member can be dispatched.
- In certain cases, buildings are controlled by building automation systems. In these instances, adjustments may occur without an engineer being dispatched to the site.

Please note that seasonal changes create challenges with temperature regulation in large buildings like residence halls, where it can take several days to switch over between heating and cooling.* To avoid freezing plumbing and sprinkler pipes in rooms or apartments, please leave windows closed in the winter months and report hot rooms to Facility Operations or your area office.

*Please note that Corcoran Hall and McCabe Hall are not air-conditioned.



BUILDING FACILITIES

ACCESSIBILITY – Student Housing strives to make our facilities and services as accessible as possible for the DePaul community. Please inform Housing Services or Residential Education staff of accessibility barriers you may encounter, and request accommodations and information resources that will make living on campus accessible to everyone. If you have suggestions of how to make the residence halls more accessible, please contact the Center for Students with Disabilities at (773) 325-1677.

Residents who may require additional assistance in evacuating a hall in the event of an emergency should self-identify by registering with the Office of Public Safety at the beginning of each academic quarter. To self-identify, please contact the assistant director of emergency management at (773) 325-4414 with your on-campus residence (if applicable), schedule and classroom information. For students with temporary disabilities, visit your housing area office to see what level of assistance might be available.

BALCONIES AND REAR STAIRWELLS – Certain apartment buildings have rear stairways or balconies attached to them, but not all are open for resident use. The balconies located on the west side of Sanctuary Hall and Townhomes are closed to resident use. Sheffield Square and Courtside Apartments have rear stairways for fire evacuation purposes only. Residents present in areas not open for their use may be subject to discipline. The following is a nonexhaustive list of balcony and rear patio or stairway policies:

- Alcohol is not permitted on any rear stairway, balcony, deck or patio.
- No smoking is permitted on balconies or anywhere within university buildings.
- No furniture or other items may be used or stored on any balcony, rear deck or patio.
- No decorative lighting, lanterns or pumpkins can be displayed.

- Grilling on the back porches, patio areas or yards of apartment units is strictly prohibited throughout campus.
- Garbage must be disposed of and should not be stored on back porches.

ELEVATORS – The following halls offer elevators for everyday student use: Belden-Racine, Centennial, Clifton-Fullerton, McCabe, Munroe and Sanctuary. University Hall and Seton Hall have freight elevators that are only available during set times for use during fall quarter move-in, winter move-in and spring quarter move-out.

LAUNDRY – High-efficiency washing machines and dryers are located throughout campus housing. Laundry costs are included in housing rates, so machines do not require coins or cards to run. Remember to take all of your belongings with you when you leave the laundry room. Hall staff may dispose of laundry or personal items left in a laundry room for more than 24 hours.

DePaul has technology that lets you check laundry status from your phone or computer. Visit laundryview.com/depaul to see the status of washers and dryers (which machines are free or in use, how much time is remaining and more). You can set up text or email alerts by creating a login and then can view weekly stats to see the busiest and slowest times for the laundry room.

For the campus machines, high-efficiency (HE) liquid detergent or individual pods are recommended. If there are issues or concerns with a machine, including damaged clothing, contact CSC ServiceWorks at cscsw.com.

RECYCLING – Each residence hall unit is equipped with one recycling tote. You are responsible for emptying these individual bins into the larger recycling containers located in each residence hall (typically near trash rooms or in lobby or lounge areas). In Courtside Apartments, Sanctuary Townhomes and Sheffield Square, you must take your recycling outside to the nearest blue recycling bin, typically located near the trash bins.

DePaul University Laundry Tips

- **DO** take all of your belongings with you. Any items left in the laundry room for more than 24 hours will be removed and discarded.
- **DO NOT** wash items that contain cooking oil, foam rubber, gasoline, tar, grease, or any flammable materials or fumes as this could cause a fire.
- **DO NOT** wash or dry rugs or comforters, as they may become damaged.

Washers	Dryers	LaundryView
<ul style="list-style-type: none"> • Use High Efficiency (HE) liquid detergent or detergent pods, not powdered detergent. <ul style="list-style-type: none"> ◦ Pod: Toss in the washer before loading clothes. (Don't put a pod in the dispenser tray.) ◦ Liquid detergent: Only use 1/8 of a cup. • High Efficiency machines use less water and need much less detergent. • Leave the door open when finished to allow the unit to air out. 	<ul style="list-style-type: none"> • Commercial dryers can be hotter than residential dryers. • Check labels to ensure items are suitable for drying in a commercial dryer. • Use the lowest temperature setting necessary to avoid damaging clothing. • Clean the lint trap inside the door before and after every load to avoid fire hazards. 	<ul style="list-style-type: none"> • See the status of machines (free, in use, time remaining and more) through this program. <ul style="list-style-type: none"> ◦ Smartphone: Scan the QR code on the laundry room poster. ◦ Web: Access laundryview.com/depaul. • Set up text or email alerts by clicking "Need a Machine?" and creating a login. • Click "View Weekly Stats" to see the busiest and slowest times for the laundry room.

Place all acceptable recyclables into a designated recycling container.



Yes!



Aluminum and tin
Plastic bottles and jugs #1 - #5 and #7
Glass
Paper, magazines, newspaper, and boxes from cereal, crackers and frozen meals
Cardboard

Is this OK to recycle?

Place all non-recyclables into a designated garbage can.



No.



Paper towels
Food packaging and snack wrappers
Plastic grocery bags
Styrofoam and plastic #6
Coffee cups and K-cups

"When in doubt, leave it out"

The following is a nonexhaustive list of items that can be recycled: clean and dry paper products (e.g., white and color paper, envelopes, junk mail, magazines, newspapers), aluminum or metal cans, plastic water bottles and all numbered plastic containers (except for #6).

TRASH – Any trash, newspapers or other items left outside room or apartment doors may be immediately disposed of

by staff working in the building. This may result in a fee assessed to the residents of the nearest room. Trash rooms/chutes are provided throughout campus housing.

VACUUMS – You are encouraged to bring your own small vacuum to use in your unit. Community vacuums are available the last two weeks of spring quarter at your hall front desk. You may be charged if you return the community vacuum

excessively dirty or damaged. If you fail to return a university vacuum within one hour of issuance, you may be charged a replacement fee.

VENDING MACHINES – Vending machines are located throughout campus housing. Problems with vending machines should be reported to the Student Center's Information Desk (first floor of the Student Center) or by calling (773) 325-7400.

COMMUNITY SPACES

There are a variety of community areas throughout campus housing. Study lounges, community kitchens, bathrooms and laundry rooms are located in every traditional residence hall. Apartments located in Sanctuary and Centennial halls have some common areas, including study spaces and laundry rooms. Corcoran Hall features community music practice rooms. Hall staff will dispose of unattended personal items left in community areas for more than 24 hours.

COMMUNITY KITCHENS – Kitchens are provided in all traditional halls for your use and normally include a stove/oven, microwave oven, sink and refrigerator or mini-fridge. When using any community kitchen, you must not leave the area while

cooking and are responsible for ensuring that all safety precautions are followed. The university is not responsible for replacement of or personal harm that results from food spoiled due to damage or normal wear and tear of kitchen appliances. You are responsible for cleaning your dishes, pots, pans and the area immediately after use. Hall staff may dispose of food left unattended and throw out dirty dishes, pots and pans left in community areas.

COURTYARDS – The Vincent and Louise Courtyard (between Munroe and Belden-Racine halls) is for the use of all campus residents and is accessible from the Belden gate using your DePaul Student ID Card. The courtyards at Sheffield Square and Sanctuary are for the use of students residing in those buildings and their guests. Courtyards typically are open from 9 a.m. to 6 p.m. for socializing. Smoking and fires of any kind are prohibited. All trash and recycling should be disposed of in designated receptacles. Noise volumes should be kept to a minimum, and all housing policies should be adhered to at all times. You are responsible for your actions and those of your guests, including any damage that may occur in a courtyard space.





STUDY LOUNGES – Study areas are located on every floor in Belden-Racine, Clifton-Fullerton, Corcoran, Munroe, Centennial, Seton and University halls and on the lobby levels of McCabe and Sanctuary halls. Furniture in lounges must remain in these areas and should not be removed or brought into residential units for any reason. At times, lounges in Belden-Racine Hall may be used to house temporary residents.

TECHNOLOGY LOUNGES – Available in most buildings, technology lounges feature a meeting table with electrical outlets and multiple HDMI input cables connected to a large TV display. You can connect any device with an HDMI output and can switch between multiple devices. (See instructions online at go.depaul.edu/techlounges.) Lounges can be used for working on projects, watching videos or connecting a gaming console to the TV. If you encounter technical issues with the meeting table outlets or TV, please submit a work order online at offices.depaul.edu/housing.

UNIVERSITY PROPERTY – University property in residence hall common areas should not be removed from its original location. Disciplinary action and/or financial responsibility for staff time to relocate items may be assessed to residents. If you become aware of missing or damaged items in a common area,

you should notify building staff. Damages to common areas may be considered community damages and be charged to all residents of a building.

COMMUNITY DAMAGE BILLING – When damages occur in common areas, an investigation is launched by Residential Education and Housing Services. If the investigation is inconclusive and it is difficult to discern which residents and/or guests are responsible, charges may be split among the entire community and will be divided on a case-by-case basis, as appropriate. If a resident, multiple residents or guests of residents are found to be responsible for the damage or vandalism, they may be subject to additional repair fees and the student conduct process. Residents who host guests associated with the vandalism incident are responsible for the damage billing charge assessed. Common areas may be closed to residents if persistent vandalism or damage occurs.

If you have information about who might be responsible for damage in common areas, contact your facilities area coordinator, residence director, assistant residence director or resident advisor. Community damage fees assessed to the residents of a wing, floor or building will be placed directly on each resident's student account (typically within 30 to 60 days after the damage is discovered and no later than one quarter following notification). Residents will receive an email notification if they are billed. All billing decisions regarding community damages and related fees are final.

Residents may incur individual damage billing fees during the school year for issues such as lock-outs, lock changes, room repairs (where the resident is at fault) or health and safety inspection failures. If you incur a fee, you will be notified via a letter to your campus mailbox and the amount will appear on your student account under "housing damage fee."

For more details, including a list of common damages and cleaning charges, visit go.depaul.edu/damagebilling.

ACCESS

ACCESS TO YOUR BUILDING – All residence halls require a card swipe to enter. Residents only have access privileges to the hall in which they live. Residents or guests without appropriate photo identification will be denied access to the residence halls. Non-DePaul guests must have an official state or government ID. **NO ID, NO ACCESS.**

FRONT DESKS – All traditional residence halls, McCabe Hall and Sanctuary Hall (including the Townhomes) have 24-hour front desk security operations. All hall front desks are typically staffed by student employee desk receptionists from 8 a.m. until midnight and by professional security staff from midnight until 8 a.m.

- The desk receptionist on duty will verify that the ID card belongs to the person attempting to enter. If the desk receptionist believes there is a discrepancy, the person may not be allowed to enter the building and the ID may be confiscated.
- Residents who are unable to provide their DePaul ID Card will not be allowed access into the residence hall.
- Residents are not allowed to give their DePaul ID Card and/or residence hall key to any other person. Additionally, students are not allowed to use the DePaul ID Card and/or residence hall key of another student to enter any residence hall.
- To replace a lost or stolen DePaul ID Card, a resident must visit ID Card Services, located in the Lincoln Park Student Center, Suite 109 (after business hours, visit the hall front desk).
- Should a resident have any problems associated with building access, he or she should contact the area office during business hours, or the hall front desk after hours.
- Assistance related to a lost ID card after hours is \$25.

KEYS, LOCK-OUTS AND ID CARD ACCESS ISSUES – All residents are issued a key for their living unit and are granted access on their DePaul ID Card for their hall card readers. You should keep your door locked and carry your room key and ID card with you at all times.

- If you are locked out or have misplaced your ID during normal business hours, you should seek assistance at your area office.
- If your DePaul ID Card is lost or stolen during business hours, visit ID Card Services in the Student Center for assistance.
- If you are locked out of your room or have misplaced your ID card after hours, contact the building's front desk so the desk receptionist can call the appropriate staff to help you enter your room.
- A fee of \$25 will be assessed for either of these services and will be billed to your student account.
- Should staff need to enter your unit (e.g., for maintenance or routine inspections), they will lock the door when leaving. Should your door be unlocked when no one is present, staff will lock your door and you may be responsible for any lock-out fees.

LOCK CHANGES AND NEW KEYS – If a lock change is necessary for a unit, a work order should be submitted (please see Repairs and Maintenance/Work Orders on page 24), and a fee of \$100 (plus \$4 per key for key replacement, based on occupancy) will be assessed. New keys may be picked up at the area office between 9 a.m. and 5 p.m., Monday through Friday, excluding holidays. If you do not pick up new keys within one week of notice, a fee and/or disciplinary action may be assessed for failure to abide by this policy. If it is determined that an emergency lock change needs to occur, you may be assessed an additional fee for this procedure. The copying of campus housing keys is prohibited. You may not add additional locks to residence doors.

GUESTS AND VISITATION

Having guests in DePaul University residence halls is a privilege. A guest is defined as anyone who is not an assigned resident of a specific room, apartment or building. Guests are typically welcome to visit at any time of the day. All guests who do not live in the building (including DePaul students or residents from another residence hall on campus) must be signed in at the front desk upon arrival.

Residents are prohibited from transferring use of their room, or any part of their room, without limitation, through the use of room-sharing or home-sharing websites or any other means.

IDENTIFICATION AND ACCESS

Guests (18 and over) must provide state-, government- or DePaul-issued photo identification in order to be signed in to a residence hall. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions. (See Minor Guests on the next page for instructions regarding visitors under the age of 18.)

Guests must be escorted at all times. Guests cannot be left alone without their resident host. Resident hosts must also accompany guests to the desk for sign-out at the end of a visit. Failure to sign out a guest at the time of departure may result in the loss of guest privileges for the resident host.

GUEST LIMITATIONS

Each resident may sign in a maximum of two (2) guests at any given time, unless Housing Services professional staff grants prior approval. Housing Services and Residential Education reserve the right to suspend campuswide or building-specific guest privileges at any time if it is felt this is in the best interest for the safety of the residents and/or as a sanction within the student conduct process.

Residents living in the Centennial Hall, Courtside Apartments and Sheffield Square are not required to sign in guests at a front desk but are expected to follow the policy of no more than two guests per resident in an apartment at any given time.

HOST RESPONSIBILITY

As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents. Residents are responsible for informing guests of the policies and procedures of campus housing. Guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Staff will not escort a guest into any units without a resident host.

OVERNIGHT GUESTS – Residents are allowed to host overnight guests after informing all roommates of the visit prior to the guest's arrival. An overnight guest is anyone who is not a resident of a particular unit, which includes residents from the same residence hall/building.



- An overnight guest visit is defined as any visit exceeding four (4) hours between midnight and 8 a.m. on any given night.
- Resident hosts are allowed to register overnight guests a maximum of two (2) nights in a seven (7) day period. The seven-day period begins at midnight on Sunday and ends at 11:59 pm on Saturday.
- Guests who visit DePaul, regardless of which host they are visiting or which hall, may not have more than ten (10) overnight visits in any given academic quarter.
- Guest registration software tracks all visits, and any host found to be in violation of this policy may have visitation privileges suspended or revoked.
- Registered guests may only sleep in the unit of the host who is sponsoring their visit. Sleeping in other units or public/community spaces within the halls is strictly prohibited.
- Guests may not stay in unoccupied beds in a unit without the consent of the resident whose bed is to be used.

Overnight guest expectations can be discussed between roommates during the roommate agreement process upon move-in. The above standards are designed to prevent abuse of roommate rights. If these standards are violated, residents may be subject to student conduct action and loss of privileges. A student whose housing agreement has been canceled through the student conduct process may not be a guest in campus housing.

ADDITIONAL GUESTS – To have more than two guests at a given time, residents must request additional approval. Hosts should go to go.depaul.edu/guestrequest and fill out the online request form. Requests should be made online Monday through Thursday and at least one weekday in advance of the guest's arrival. Once the form is submitted, the resident host will be contacted by Housing Services staff with notice of whether the request has been approved. Hosts should



contact their facilities area coordinator or area office with questions.

MINOR GUESTS – Minor guests are those visitors who are 17 years and younger. Resident hosts should visit go.depaul.edu/minorguest to fill out the online registration form for minors wishing to stay in DePaul residence halls. Once the form is submitted, the resident host will be contacted by Housing Services staff with further instructions. Resident hosts should contact their facilities area coordinator or area office with questions.

For minor guests, please also note:

- Per the guest policy, minors who visit must be in the company of their DePaul University resident host at all times.
- Minors should bring a license, passport or other government-issued form of photo identification with them when possible.
- Minors under the age of 5 must be accompanied by a parent or legal guardian at all times while in housing and are not permitted for overnight stay.
- As with any other guest, resident hosts are expected to inform their roommate(s) of the minor guest's stay in advance of the visit.

HEALTH AND WELLNESS

MINOR ILLNESS AND INJURY – A minor incident or illness is a situation that does not require immediate emergency room treatment. For example, we recommend that if you have the flu, you should stay in your room and not attend classes or work. You should remain rested until you have been fever-free for at least 24 hours, but you should communicate with your instructors as soon as possible if you are missing classes. Your resident advisor is available to help with any minor illnesses (e.g., if you need food delivery). You can also contact DePaul Student Health Services (see below).

SERIOUS PHYSICAL ILLNESS AND INJURY – A serious incident or illness is one that needs immediate professional emergency care. You are advised to dial 911 or to contact Public Safety at (773) 325-7777.

EMERGENCY HOSPITALIZATION AND MENTAL HEALTH – If you are a resident and your emergency is one that requires intervention regarding an emergency hospitalization due to mental health concerns, you will be required to meet with Residential Education and the Dean of Students Office within three business days of your return to campus. You may also be required to provide documentation from a licensed mental health provider.

DEPAUL STUDENT HEALTH SERVICES – DePaul Student Health Services is run by the Presence Sage Medical Group in a shared-use building on the Lincoln Park Campus at 1150 W. Fullerton Ave., Second Floor, (773) 549-7757. Health Services is available to all students for \$60/quarter. By paying the Health Services fee, students will receive priority access to Health Services for the diagnosis and treatment of minor illnesses and minor injuries. This is not a health insurance plan. Insurance can be used to supplement the cost of certain services. All residence hall residents will be automatically billed the Health Services fee. In order to waive

the fee, students must provide a copy of their personal insurance card and Student ID Card to the Dean of Students Office, Room 307 of the Lincoln Park Student Center, or Suite 11001 of the DePaul Center on the Loop Campus, within the first two weeks of the quarter. Before choosing to opt out of the Health Services fee, please take into consideration the student's access to local healthcare and the student's insurance coverage. More details are available at go.depaul.edu/healthservices and from the Office of Health Promotion and Wellness.

OFFICE OF HEALTH PROMOTION AND WELLNESS – The Office of Health Promotion and Wellness (HPW) aims to create a culture of health and well-being that fosters personal and academic success. The office provides holistic health education, support, and resources for students. Topics include nutrition, physical fitness, bystander intervention training, mental health, sexual health, and sexual and relationship violence. Special emphasis is placed on alcohol and substance abuse prevention and sexual and relationship violence prevention. The office is in the Lincoln Park Student Center, Suite 302, (773) 325-7129. To learn more, visit go.depaul.edu/hpw.



CAMPUS RESOURCES

CENTER FOR STUDENTS WITH DISABILITIES

– The Center for Students with Disabilities (CSD) coordinates DePaul University's provision of accommodations and other services to students with documented disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. CSD regularly works with students diagnosed with a range of disabilities, such as learning disabilities, ADHD, autism spectrum, medical conditions, chronic illness, mental health disorders, and physical and sensory impairments, among others. To learn more, visit go.depaul.edu/csd.

DEAN OF STUDENTS OFFICE – The Dean of Students Office (DOS) at DePaul University promotes student development, health, wellness, and ethical decision making in an inclusive and validating educational environment in order to have a campus of successful and socially responsible students. To meet this goal, the office offers an array of advocacy services, inclusive and educational programs, and policy development. Additionally, DOS manages adjudication of the Code of Student Responsibility, specific academic processes like absence notification and administrative withdrawals for medical/personal situations, and economic distress resources. DOS is located in the Loop in the Lewis Center, Suite 1400, (312) 362-8066, and in Lincoln Park in the Student Center, Suite 307, (773) 325-7290. To learn more, visit go.depaul.edu/dos.

DEPAUL CENTRAL – DePaul Central provides one-stop services to help students and families manage registration, academic planning, financial aid and payment processes at DePaul. Visit go.depaul.edu/depaulcentral for frequently asked questions, or reach their office by email at dpcl@depaul.edu and phone at (312) 362-8610.

ID CARD SERVICES – Your DePaul ID card serves as your official identification at DePaul University. You are required to have it at all times while on campus. You will need your DePaul ID card to access your residence hall, the university's printing system (Intelliprint), meal plans, computer labs and more. The ID Card Services locations can assist with issuing and replacing DePaul ID cards and Chicago Transit Authority (CTA) U-Passes.

Loop Campus – DePaul Center 9200
Monday through Thursday, 9 a.m. to 5:30 p.m.
Friday, 9 a.m. to 5 p.m.

Lincoln Park Campus – Student Center 109
Monday through Thursday, 9 a.m. to 5:30 p.m.
Friday, 9 a.m. to 5 p.m.
Locations and hours are subject to change. Visit go.depaul.edu/idservices.



PARKING SERVICES – Parking Services is the department to contact about registering and storing bicycles. Parking Services also provides affordable vehicle parking options on the Lincoln Park Campus for students and visitors. Learn more at resources.depaul.edu/parking-services.

RESIDENCE HALL COUNCIL –

Residence Hall Council (RHC) represents students living on campus and has the motto “We make DePaul home.” The council includes elected student representatives from each hall and an executive board and is advised by professional staff in Residential Education. RHC acts as a liaison between residents and the administration to help create a safe and comfortable community. RHC plans programs in the residence halls and on campus to enhance the college experience, and signature events include Little Siblings Weekend and D-Factor (a campuswide talent show).

In addition, RHC offers the following products and services to residents from outside vendors.

RESIDENTIAL RENTALS: RHC works with one approved vendor, Bedloft, for the rental of lofts and micro-fridges. All other loft systems, whether purchased or homemade, are prohibited. For details about setting up or returning your rented items, see [page 20](#).

LINENS: RHC offers linen purchases through a vendor before the academic year begins. If you have questions or would like to order linens, visit rhl.org/dpl.

You can also visit rhc.depaul.edu for more details or email depaulrhc@gmail.com.

STUDENT MAIL CENTER – The Student Mail Center, located in Suite 317 of the Lincoln Park Student Center, issues mailbox keys and handles mail delivery. U.S. mail is received Monday through Friday; UPS and FedEx deliveries arrive Monday through Saturday. Access to mailboxes is available whenever the Student Center building is open. Mail Center hours are posted outside the office door. Additional Mailing Services information can be found at go.depaul.edu/printmail.

Mailbox numbers and associated room numbers can be found at go.depaul.edu/residentmail. 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. Emails are sent and mail notices are placed in mailboxes to notify you of packages and other mail that cannot fit into the mailbox. You must present the notice and your DePaul ID card to the Student Mail Center’s service desk to receive the item(s).

Return your mailbox keys within 24 hours of vacating or canceling your campus housing assignment by returning the mailbox key to the Student Mail Center and verifying by signature that you turned in the key. Failure to return a mail key when checking out of housing will result in a \$20 charge.

ADDITIONAL UNIVERSITY RESOURCES

DEPARTMENT/OFFICE	PHONE
Career Center	(773) 325-7431 and (312) 362-8437
Office of Mission and Ministry	(773) 325-7902
Office of Multicultural Student Success	(773) 325-7325
Office of Religious Diversity	(773) 325-7902
Office of Student Involvement	(773) 325-7361 and (312) 362-5015
Title IX Coordinator	(773) 325-8128 and (312) 362-8970
University Counseling Services	(773) 325-7779 and (312) 362-6923
Vincentian Community Service Office	(773) 325-7902

SAFETY

PUBLIC SAFETY

The Public Safety Office works to create a safe campus community in which to work, live and learn. Public Safety is primarily a service-oriented department created to meet the specialized needs of a large urban university. Some of the duties of the officers include foot and vehicle patrols, record keeping and medical emergency coordination. Public Safety operates 24 hours a day, seven days a week, to serve and protect students, faculty and staff.

- **Lincoln Park Campus:** To request assistance on the Lincoln Park Campus, call (773) 325-7777. Students should report all suspicious activities or persons to the Public Safety Office via phone or by visiting Public Safety, Centennial Hall, 2345 N. Sheffield Ave., Suite 304.
- **Loop Campus:** To summon assistance on the Loop Campus, call (312) 362-8400. Students should not hesitate to report suspicious activities or persons to the Loop Public Safety Office, located at 25 E. Jackson Blvd., Lewis Center, Lower Level 103.
- **Escort Service:** Public Safety offers an escort service to all students on the Lincoln Park Campus. The escort service runs between 6 p.m. and 6 a.m. daily. Students are escorted from one DePaul University building to another, including parking lots. Also included in this service are the Fullerton train stop and 1237 West. On the Lincoln Park Campus, an escort may be obtained by calling (773) 325-SAFE (7233).

COMMUNITY AREA CAMERAS –

Cameras are installed in all community areas of residence halls (aside from community bathrooms) and may be recording at any time. Community areas include residence hall front desks, hallways, study lounges, kitchens, stairwells, study rooms and exteriors

of buildings. The main purpose of the cameras is to provide additional security throughout the residence halls.

OCCUPANTS IN NEED OF ASSISTANCE DURING BUILDING EVACUATIONS –

During an emergency evacuation, the Office of Public Safety must have the ability to identify individuals who need evacuation assistance, including the type of assistance required. All students and staff, as well as visitors, with disabilities and special requirements, including those with mobility, visual, auditory or cognitive impairments, who need assistance in an emergency evacuation are encouraged to self-identify and register with the Office of Public Safety at the beginning of each academic quarter. To self-identify, please contact the assistant director of emergency management at (773) 325-4414 with your on-campus residence (if applicable), schedule and classroom information.

SEVERE WEATHER

The following information may help keep you safe in severe weather conditions. **Use the radio to monitor live weather reports (for example, WGN or WBBM radio), or go to accuweather.com for continuous live radar reports.**

TORNADOES – Be alert for these danger signs (generally March through September): severe thunderstorms with frequent lightning, heavy rain, hail, roaring noise, funnel clouds, strong winds and power failure. The local branch of the National Weather Service will issue severe weather bulletins to the local authorities and local TV and radio stations. Chicago is located in Cook County.

TORNADO WATCH: A “watch” indicates that conditions are conducive to the development of a tornado.

TORNADO WARNING: A “warning” indicates that a tornado has been detected and may be approaching. If a tornado warning is issued, or the city

warning sirens have been activated, take the following precautions:

- Seek shelter immediately in the lower levels of the building or an internal hallway; stay away from windows and glass enclosures.
- Use only stairwells; DO NOT USE ELEVATORS.
- Remain in the sheltered area until the “all clear” is communicated by hall staff.
- Cooperate fully with university staff, who have your safety as their first priority.

THUNDERSTORMS – If you hear the sound of thunder, immediately proceed to the closest indoor location, because no place outside is safe when lightning is in the area. **Everyone should stay indoors until the storm has safely passed.**

- Unplug appliances and other electrical items, such as computers, and turn off air conditioners; power surges from lightning can cause serious damage.
- Avoid showering, bathing, washing hands, doing dishes or laundry; plumbing and bathroom fixtures can conduct electricity.
- Close window blinds, shades and curtains.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.



- DO NOT USE ELEVATORS.
- Go to the area instructed by student housing or Public Safety staff members.

EMERGENCY CAMPUS NOTIFICATION SYSTEM

The Emergency Campus Notification System and DePaul University (DPU) Alert are two independent notification systems utilized to alert and notify students, faculty and staff of an emergency situation on campus.

The Emergency Campus Notification System alerts students, faculty, staff and visitors through a system of message boards and indoor and outdoor speakers. The message boards and speakers are strategically positioned throughout the university on the Lincoln Park and Loop campuses. When activated for emergencies, the message boards will display an event message, describing what is taking place. The speakers will sound an audio message of the event and the next steps to evacuate to a safe location.

DPU ALERT – DPU Alert is an emergency communication system that immediately attracts the attention of students, faculty and staff where they are most reachable. In an emergency situation that affects the university, DPU Alert will contact cellphones through text messaging, voicemail and email. It is strongly recommended that all DePaul students, faculty and staff sign up for DPU Alert. To sign up to receive DPU Alert, access [Campus Connect](#), click on “Self Service,” then “Personal Information,” and look for “DPU Alert.” The webpage will ask for the following information:

- Your email
- Your phone number
- Your SMS text messaging number (optional)

SHELTER IN PLACE – Shelter in place may be implemented when a situation occurs that may be hazardous to health or life-threatening. It is used to keep

students, faculty, staff and visitors inside a building rather than exposing them to possible harm by allowing them to leave a building. For example, severe weather can trigger a shelter in place, securing the building population while keeping the building open for entry.

LOCKDOWN – Lockdown may be implemented when a situation occurs that may be hazardous to health or life-threatening. It is intended to limit access and hazards or threats by controlling and managing staff and students in order to increase safety and reduce possible victimization. A lockdown can be called for a variety of reasons. A building that is locked down will have restricted access until an “all clear” is given or directed by emergency personnel or staff. During a lockdown:

- Do not congregate in the lobby.
- Go to your room.
- All doors, windows and classrooms should be locked; no one will be allowed to enter or leave the building.
- Stay away from windows/glass.
- Stay calm.

FIRE DRILLS – Student housing conducts drills and monitors all fire alarm evacuations throughout the year. DePaul’s alarms are connected to the Public Safety department. Under normal drill and alarm conditions, all residents must evacuate from the residence halls in less than three minutes. **Residents who fail to leave their rooms or apartments during a fire drill may face disciplinary action.**

FIRE SAFETY AND EVACUATION

CREATE AN ESCAPE PLAN:

- Know the fire safety rules and guidelines for your place of residence (on or off campus).
- Participate in fire drills.
- Know where your exits are located—identify an alternate exit should your main exit be blocked.
- Understand your escape route—could you find your way in the dark?
- Locate the closest fire alarm pull station.

WHEN THE ALARM SOUNDS:

- Leave right away.
- Treat every alarm as real.
- Do not stop for anything you do not need to get out (books, computer, etc.).
- Remember that timing is everything and the sooner you can reach the safest and closest exit, the better.
- Feel doors before opening to see if they are hot.
- If the door is hot, know your second way out.
- If the door is not hot, open it slowly.
- If you do not feel heat or see smoke, exit quickly.
- As you leave, close the door to your room/apartment to help contain any fire.
- Never try to stay and fight a fire and NEVER try to return after you have escaped.

IF YOU CANNOT GET OUT:

- Keep the door closed and put a towel or T-shirt at the bottom to keep smoke from entering the room.
- If you do NOT see smoke outside of your window, then open it slightly to let fresh air in.
- Signal for help. Yell or scream to attract attention or hang an object from the window that can easily be seen.
- If you have a phone, call the fire department or 911 to report that you are trapped (include your location and room number).



POLICIES

Policies are in place to keep all members of the DePaul community safe, both in the residence halls and across campus. It is your responsibility to be familiar with and follow the policies mentioned below as well as the terms and conditions of the housing agreement. Full details of these policies and others are available online at go.depaul.edu/studentcode. You may be required to log in with your Campus Connect username and password to view some university policies and procedures in full. You may be subject to the conduct process, up to and including being removed from the residence hall and incurring cancellation fees, if you fail to comply with the terms and conditions of these policies and the agreement.

ALCOHOL USE AND POSSESSION – Responsible alcohol use and possession is permitted within on-campus housing for those residents and guests who are age 21 and over, in accordance with state law. Housing Services and Residential Education maintain a list of students who are 21 and over.

- Alcohol may only be consumed in the privacy of a resident's room or apartment when the door is closed and no one under 21 is present in the unit.
- Transport of alcoholic beverages to a resident's room from outside the building is allowed only by individuals who are age 21 or over.
- Beverage containers must be closed.
- Transport of open alcohol from room to room or apartment to apartment is prohibited.
- Any individual, regardless of age, who is present in a room or apartment that contains alcohol and persons under 21 may be found in violation of the alcohol policy.
- Consumption of alcohol that results in noncompliant or disruptive behavior that infringes on the rights of others in the community is prohibited.
- Alcohol consumption that creates a risk of harm to self, including requiring a transport to the hospital for intoxication, is prohibited.

- Residents over the age of 21 are expected to immediately dispose of all empty alcohol containers after use. If found, these items may be confiscated and may be unable to be returned.

ILLEGAL USE OR POSSESSION OF DRUGS OR CONTROLLED SUBSTANCES

– Students may not illegally use, sell, possess or distribute any substance prohibited by local, state or federal law on University-owned or -controlled property. This includes but is not limited to illegal drugs and controlled substances (including marijuana, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance). Students should be aware that it is unlawful to distribute prescription medication to other students for whom the medication was not prescribed.

ALCOHOL AND DRUG PARAPHERNALIA

– The use, possession, manufacturing, distribution, or display of alcohol and drug paraphernalia is prohibited. A selection is below; the full list of prohibited items, which is subject to change, is available at go.depaul.edu/prohibiteditems.

PROHIBITED ALCOHOL AND DRUG PARAPHERNALIA

Large quantities or containers of alcohol, including kegs, cases, coolers or handles (1.75L)

Any table or device used for playing drinking games

Paraphernalia used to consume alcohol, including shot glasses, punch bowls, funnels, party/beer balls, bulk alcohol containers, etc. Shot glasses are permitted for residents who are 21 and older; however, an excessive amount of shot glasses is prohibited.

Paraphernalia that may be utilized for illegal drug use, including pipes, grinders, one hitters, bowls, etc.

MARIJUANA ODOR – Residents are not permitted to be in the presence of the odor of marijuana and/or for the presence of the odor of marijuana to be in their residence hall or apartment space.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY – It is the policy of DePaul University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state or federal law in its employment or its educational settings. DePaul University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination and/or retaliation in violation of this policy, including removal from university housing in accordance with applicable procedures. Examples of harassment in violation of this policy include, but are not limited to, verbal abuse, offensive innuendo, derogatory comments or the open display of offensive objects or pictures concerning a person's race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other protected status. Please see the full policy at [policies.depaul.edu/policy/policy.aspx?pid=299](https://depaul.edu/policy/policy.aspx?pid=299).

EMERGENCY CONTACT NOTIFICATION POLICY – DePaul is permitted by law to notify parents or legal guardians about violations of any federal, state or local law or institutional disciplinary rule or policy regarding the use or possession of alcohol or a controlled substance by a student under the age of 21. Given this legal background, DePaul University may notify parents or legal guardians in the following cases:

- In cases where students under the age

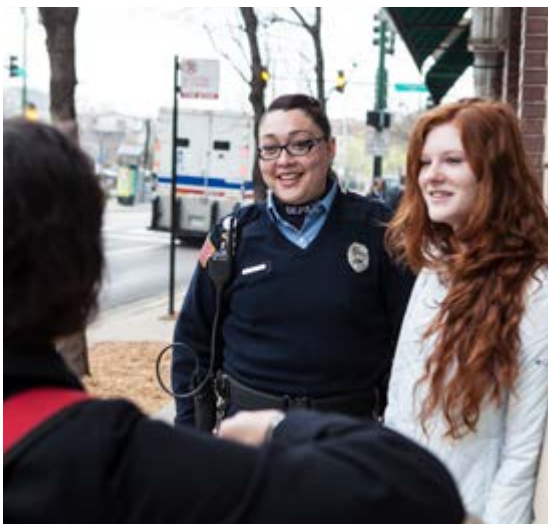
of 21 are found in repeated violation of any federal, state or local law or Code of Student Responsibility policies pertaining to the use or possession of alcohol or a controlled substance in the circumstances below

- In cases where a student under the age of 21 is found in major violation of the Code of Student Responsibility policies regarding alcohol or controlled substances and the violation results in the student being placed on university probation
- In cases where students under the age of 21 are found in violation of the Code of Student Responsibility policies regarding alcohol or controlled substances and the violation results in an arrest and/or ticket from the Chicago Police Department
- In cases where students are found in violation of the Code of Student Responsibility policies and the violation results in student behavior that could cause harm to self or others, including, but not limited to, hospital transport for excessive drinking

ENTRY INTO UNITS BY UNIVERSITY AND LAW ENFORCEMENT OFFICIALS

The privacy of each resident's unit is an important component of on-campus housing. Nevertheless, DePaul reserves the right to enter into and search any on-campus unit at any time for the following purposes:

- If there is an apparent emergency or danger to a resident's or guest's life, safety, health or property
- In conjunction with law enforcement officers in the performance of their duties
- When there is reasonable cause to believe a violation of any university policy or city, state or federal law is being, has been or will be committed
- To perform inspections and to close the buildings over break periods
- To perform maintenance or repair services. Housing Services staff will attempt, whenever possible, to provide residents with 24 hours' notice before entering a unit for scheduled



maintenance and inspection. This notice may be via voicemail, email, the Housing Services website or written posted communication. Advance notice of entry will not be provided in some instances.

GUEST RESPONSIBILITY AND VISITATION – As a host, you may be personally and financially responsible for the actions and behaviors of all of your guests. You are responsible for informing guests of the policies and procedures of on-campus housing, and guests must abide by university and residential policies and procedures at all times. See full details in the Guests and Visitation section on [pages 31 – 32](#).

NOISE – Residents are not permitted to make noise that disturbs others or to exhibit disorderly conduct (as defined by the Code of Student Responsibility) within on-campus housing. Courtesy hours are in effect 24 hours a day. All residents are expected to confront any noise problems that are of concern to them and to respond politely if asked to be quiet. If assistance is needed, you may call upon Residential Education or Public Safety.

QUIET HOURS – Minimum quiet hours are scheduled from 10 p.m. to 9 a.m., Sunday through Thursday, and from midnight to 9 a.m., Friday and Saturday. During quiet hours, noise should not be heard beyond the closed door of a resident's room. During final exams, quiet hours change to

24 hours a day beginning the day before the first day of any final exam period and continuing through the remainder of the quarter.

SERVICE ANIMALS AND ASSISTANCE ANIMALS – In general, animals are not permitted on DePaul's campus. However, DePaul University recognizes the importance of service animals and assistance animals in assisting people with disabilities. In some instances, visitors to or members of the DePaul residence hall community may have a service animal or assistance animal. Service animals and assistance animals are working companions and are not considered pets.

All animals on campus—whether a service animal or an assistance animal, and whether with an employee, student or visitor—will be subject to the requirements detailed in DePaul's Service Animals and Assistance Animals on Campus policy at policies.depaul.edu/policy/policy.aspx?pid=305. DePaul reserves the right to ask the owner of any animal who does not meet these requirements to immediately remove the animal from DePaul property. Any concerns that an animal poses a direct threat to the health or safety of the DePaul community should be immediately reported to Public Safety.

Students who feel it is necessary to have a service animal or assistance animal with them on campus should contact the Center for Students with Disabilities (CSD) in order to begin the process of registering with that office. CSD can be reached at (773) 325-1677 or (312) 362-1677.

The online policy details specific expectations for service animals and assistance animals living in the residence halls. If any of the expectations are not met, Housing Services and Residential Education will generally work with CSD and the resident to correct the issues. If the issues are not corrected to the satisfaction of DePaul, or are severe in nature, DePaul may ask that the animal be removed from the residence halls on a temporary or permanent basis.

SEXUAL AND RELATIONSHIP VIOLENCE PREVENTION AND RESPONSE POLICY

– DePaul University strictly prohibits sexual and relationship violence and threats of sexual and relationship violence, which includes sex offense (including sexual assault), sexual misconduct, domestic violence, dating violence and stalking. DePaul is committed to offering a secure and supportive environment for individuals who report incidents of sexual and relationship violence to receive resources and consider all available options. Reports of sexual and relationship violence can be made to your resident advisor or residence director; Public Safety, (773) 325-7777 or (312) 362-8400; the Title IX Coordinator, (312) 362-8970; or the Dean of Students, (773) 325-7290. Please note that the Public Safety Office is open 24 hours a day, seven days a week. There are many other reporting options available, including confidential support advocates within Health Promotion and Wellness at (773) 325-7129.

At DePaul, consent is defined as unambiguous and freely given agreement to move forward with a specific sexual request, act or experience. Consent cannot be obtained from individuals who are unable to understand the nature of the activity or give consent due to being asleep, unconscious, underage or due to having a temporary or permanent mental or physical incapacity, including as a result of drug or alcohol use. Consent is an affirmative act, not a lack of action. Lack of verbal or physical resistance or submission as the result of force, coercion, duress or threat thereof does not constitute consent. An individual's manner of dress does not constitute consent. Consent to past sexual activity or a past sexual relationship does not constitute consent. Consent to engage in sexual activity with one individual does not constitute consent to engage in sexual activity with another individual. Resistance is not required to demonstrate lack of consent. Consent can be withdrawn at any time.

DePaul University reserves the right to

take actions that are consistent with its policies and procedures to deal with individuals found to have violated this policy, including referral to the Student Conduct Process. Please see the full policy at policies.depaul.edu/policy/policy.aspx?pid=320.

SMOKING – The university maintains a smoke-free environment. Smoking is prohibited within all university buildings whether using a regular or natural cigarette, battery-operated or other device requiring activation. This includes any apparatus that emits smoke, gas, vapor, steam or mist. Individuals engaging in any of these instances will be considered in violation of this policy. Community members should report incidents of smoking in buildings and near building entrances to Residential Education staff or Public Safety at (773) 325-7777.

Incidents of smoking in the residence halls or near hall entrances should be reported to student housing staff. If you are found responsible for smoking in your residence hall room, you may be assessed a cleaning fee/damage billing fee of \$250 at the time of the incident. If student housing staff are not able to identify which resident is responsible for smoking, the damage billing fee will be split among all residents within the unit. Residents who smoke should properly dispose of their cigarette butts in the receptacles located in designated smoking areas 15 feet from building entrances. Smoking is not permitted within 15 feet of any building entrance in the City of Chicago and violators may be subject to a \$500 fine.

Smoking is not allowed on Courtside or Sheffield Square apartment back porches. Additionally, smoking is not permitted on the University Hall patio or in the Sheffield Square, Sanctuary or Vincent and Louise courtyards. All residents are to be mindful of nonsmokers and not smoke in high-traffic walkways or by open windows. Residents found in violation will be asked by Residential Education staff or Public Safety to move to a designated smoking area. Hookah pipes may be stored in student units but may only be used in accordance with this

policy. If there is any evidence of a hookah pipe being used in the residence halls, it will be confiscated by student housing staff. Please see the full policy at policies.depaul.edu/policy/policy.aspx?pid=220.

BAG CHECKS – The university reserves the right to search individuals as well as any bags or packages (including, but not limited to, purses, backpacks and shopping bags) carried into student housing by residents or their guests. Prohibited and illegal items may be confiscated or disposed of as appropriate and university student-conduct action may be taken. Refusal to consent to a search could result in a denial of entry to student housing.

BICYCLES – **Bicycles cannot be ridden or stored inside the residence halls.** Please visit Parking Services to register and store your bicycle. It is suggested that all residents register their bicycles with the Chicago Police Department. Public Safety recommends using a solid lock (e.g., a U-shaped lock). Cable or chain locks are not secure. All bicycles on DePaul property not claimed at the end of the year become the property of the university. Any bicycles that appear abandoned will be removed at the discretion of Facility Operations staff or Public Safety officers. Bicycles must be locked to a bicycle rack, located at each residence hall, or stored in the McCabe Hall corral, located under the north portico of the building. There is also a corral on the first level of the Clifton parking garage. Bicycles stored in the McCabe Hall corral must be registered with Parking Services by completing the online

form at parkingservices.depaul.edu/bike_corral. Bicycles locked to anything other than designated bike racks or the corral may be removed at any time by Facility Operations or Public Safety. Bicycles are not allowed to be walked through the hallways, stored in campus housing units, stored on back porches of apartment units or stored underneath porch stairways.

EVENTS – All events that take place within on-campus housing or outside in surrounding areas must be approved 48 hours in advance by the residence director in the building or location where the event is to be held.

POSTING – Student organizations are required to follow all proper procedures for posting in on-campus housing. All organizations wishing to post in residence halls must first get approval from the Residential Education central office. Residents should consult the Residential Education posting policy located at offices.depaul.edu/student-affairs/student-life/Documents/PostingPolicy.pdf for information about the approval processes for posting flyers and advertisements.

SALES AND SOLICITATION – The use of any space in the residence halls and apartments for any commercial purpose except with the express written approval of Housing Services is prohibited. All non-Housing Services or Residential Education flyers and advertisements posted or distributed in the residence halls and apartments must be approved in advance by the Residential Education central office. Residents should consult the posting policy located at offices.depaul.edu/student-affairs/student-life/Documents/PostingPolicy.pdf.

SPORTS – Playing sports is not permitted in any hallway, unit or lounge in campus housing. Examples include, but are not limited to, Frisbee, football, Rollerblading, basketball, baseball, bowling, hockey, soccer and bicycling. Residents who play sports in an outside courtyard or around residence hall buildings are subject to any damage fees, if damage should occur.



RESOLUTION METHODS

STUDENT CONDUCT PROCESS – By voluntarily joining the residential community, a student assumes the responsibility for abiding not only by the Code of Student Responsibility (go.depaul.edu/studentcode) and university policies that are applicable to students, but also by the policies set forth in this guide. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the university. This includes accepting responsibility for one's behavior at all times and respecting the rights of other individuals.

Any violation of the Code of Student Responsibility, university policies applicable to students or the policies set forth in this guide could result in referral to the student conduct process through Residential Education or the Dean of Students Office.

The student conduct process is described at offices.depaul.edu/student-affairs/student-life/student-conduct.

The appeal process for the student conduct process can be found at depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/judicial-review-process/Pages/judicial-appeal-procedures.aspx. All appeals should be directed to the individual identified in the student's outcome letter.

In order to protect the health, safety, security and well-being of the university community and its members, Residential Education and the Dean of Students Office reserve the right to immediately impose interim sanctions upon a resident.

The Residence Hall Conduct Board is composed of residents who are selected through an application process. The board is advised by the assistant director of Residential Education.

Records of student conduct cases that result in sanctions from Residential Education will be kept in a resident's Residential Education student conduct file. Residential Education student conduct records are destroyed 10 years after graduation. Student conduct cases resulting in suspension or dismissal are kept on file indefinitely. Residents with knowledge of policy violations or illegal behavior are encouraged to report these violations, in writing, to their designated residence director.





RESTORATIVE JUSTICE MODEL – Restorative justice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs and obligations, in order to heal and put things as right as possible.

The restorative justice model creates an opportunity for students in the residential community to heal and restore the harm and wrongs they have created by not abiding by the Code of Student Responsibility. This model will focus on victim reparation, offender responsibility and communities of care through reconciliation, which is provided by and through Residential Education.

Any violation placed under the restorative justice model will result in a referral of three processes: conflict coaching, conferences/impact mediations and circles.

CONFLICT COACHING: Conflict coaching is private coaching that guides an individual on how to address conflict in a way that will focus on the harm committed and transitions to a positive resolution. Conflict coaching aims at promoting self-advocacy and assisting on creating self-resolution.

CONFERENCES/IMPACT MEDIATIONS: The conference's purpose is to facilitate dialogue between the responsible party and the party in direct impact. The conference focuses on discussing possible harms and resolutions (needs) in one meeting/conference. Impact mediations serve a similar purpose in that they facilitate dialogue between the responsible party and the party in direct impact. The difference with impact mediations is that there would be multiple meetings, individually and/or both parties together (like a conference), to figure out resolutions individually and then facilitate a dialogue that brings both parties to a resolution that is the best fit for the violation/harm committed.

CIRCLES: Circles are facilitated and mediated by Residential Education staff. The circle is guided with questions and a talking piece that is used to keep order in the circle. The circle is a way for the parties involved to have a public dialogue that focuses on the harms and wrongs impacting the parties. The purpose of the circle is to create a shared plan of action to heal and restore justice to the situation.

TECHNOLOGY

All computer users must practice ethical behavior in their computing activities. Computing activities may only be used for lawful purposes. Abuse of computer privileges, including but not limited to illegal downloading, is considered a serious matter. For full details on expectations of the university computing services, please reference the Code of Student Responsibility at go.depaul.edu/studentcode.

CONNECTING YOUR DEVICES

CONNECTING TO THE INTERNET – Each room is equipped with one high-speed data jack (orange) per person. The wireless network “depaulsecure” is also available for your convenience. Information Services recommends that you use the wired network as your primary network connection for optimal performance and security.

Below are two examples of how to connect to DePaul’s wireless network. For a full list of instructions and video tutorials for a variety of devices—including wireless phones and tablets—please visit wireless.depaul.edu. That page also contains information about how to connect with older “legacy devices,” including game and streaming systems such as Xbox, Roku and Roku TV, Apple TV and Amazon Fire Stick.

HOW TO CONNECT TO THE DePAUL WIRELESS NETWORK ON A PC:

1. Make sure your Wi-Fi adapter is turned on and click on the Wi-Fi bars on the bottom right of your desktop.
2. When the list of Wi-Fi connections comes up, locate “depaulsecure” and click on it.
3. When prompted with a username and password box, enter your Campus Connect login information.
4. When prompted with a Windows Security Alert, select “connect.”
5. When you see the word “connected” next to the depaulsecure network, you are successfully connected to the network.

HOW TO CONNECT TO THE DePAUL WIRELESS NETWORK ON A MAC:

1. Click the airport menu bar icon in the top right of your screen and select “depaulsecure.”
2. When prompted with a username and password box, input your Campus Connect login information.
3. When prompted with a Verify Certificate box, select “continue.”
4. When you see a check mark next to the depaulsecure network, you are successfully connected to the network.

Personal routers, including wireless routers, may not be used on DePaul’s network. Violations of this, or any other technology-related policy, may result in your network connectivity being temporarily or permanently disabled. If additional data ports for multiple network devices are needed, you can use a network switch. These devices are not supported by the university, and if they are configured incorrectly, your network connectivity may be disabled. To view a complete set of policies associated with DePaul’s residential network, please visit is.depaul.edu.

GAME SYSTEMS – You can register game systems on the DePaul network by navigating to go.depaul.edu/netreg and following the on-screen instructions.

TELEVISIONS – DePaul offers a cable TV connection in each unit on campus. Our cable system is all-digital and requires an HDTV with a QAM tuner. While most leading brands’ HDTVs are compatible, some economy-brand HDTVs may not have the required QAM tuner and thus will not work. If your TV is not compatible, you may purchase a QAM-compatible digital converter box from our cable provider, College Cable Services, by contacting them at (800) 472-2054.

COMPUTER SECURITY – Once you are connected to DePaul’s network, please visit Microsoft’s Windows Update site (windowsupdate.microsoft.com)

so you can download all of the available critical updates and security patches. We recommend that you set your computers to automatically update, as new security patches are released frequently. DePaul strongly recommends that you enable your operating system's built-in firewall and have anti-virus software running to protect your computer while you are connected to our network.

TECHNOLOGY SUPPORT

Please visit is.depaul.edu for more information on the many resources Information Services provides, including a "Getting Started" guide for students.

TECHNOLOGY SUPPORT CENTER (TSC) – The TSC provides technical assistance for DePaul-supported software, systems and services, including DePaul ID cards. Consider the TSC your first point of contact when you have a technical problem.

The TSC's Help Desk offers virtual support via telephone, email and a self-service website. Services provided include:

- Account and password support
- Wired and wireless network support
- Student email account assistance
- Telephone connectivity on campus
- Campus print service support
- General technical support for DePaul applications

GENIUS SQUAD – Additional services, such as assistance with personal computers (PC and Mac) and mobile devices, are available via the Genius Squad support desks on the Lincoln Park and Loop campuses. At these locations, technicians can assist with data recovery, operating system installation, hardware upgrades, wireless assistance, virus and spyware removal, and general system maintenance. More information is available at go.depaul.edu/gs and hours and locations are listed below.

HELP DESK

Phone: (312) 362-8765

Email: tsc@depaul.edu

Web: campusconnect.depaul.edu;

select "Technology Support Center"

Monday through Thursday, 8 a.m. to 8 p.m.

Friday, 8 a.m. to 5 p.m.

Saturday, 8 a.m. to 4 p.m.

GENIUS SQUAD

Loop Campus – Lewis Center 1310

Monday through Friday, 9 a.m. to 5 p.m.

Lincoln Park Campus – Richardson Library, First Floor

Monday through Thursday, 9 a.m. to 8 p.m.

Friday, 9 a.m. to 5 p.m.



TERMS AND CONDITIONS

This Agreement is for the use of one assigned bed space in campus housing either on DePaul University's Lincoln Park campus or the University Center of Chicago ("University Center"). The residence halls on DePaul University's Lincoln Park campus are owned by DePaul University ("DePaul"). The University Center is owned by University Center Property LLC. DePaul University is a master tenant in the University Center. University Center Property LLC has retained Everest Campus Chicago LLC as facility manager for the University Center. University Center Property LLC and Everest Campus Chicago LLC will retain other subcontractors and agents. University Center Property LLC and Everest Campus Chicago LLC are referred to collectively in this Agreement as "UC Facility Manager."

1. PAYMENT: The resident accepts responsibility for room and board payment at the established rates, which shall be available from the DePaul University Department of Housing Services ("Housing Services") by April 1, 2017. A prepayment of \$400, or an approved waiver, must be received for new incoming students. The Housing Agreement will not be processed without receipt of this \$400 prepayment or an approved waiver. The entire prepayment will be applied to any future charges posted to the student's DePaul financial account whether related to campus housing or otherwise. No prepayment is required for students who were enrolled at DePaul during the 2016-17 academic year.

2. TERM: The term of this Agreement shall be the Academic Year 2017-18, or remaining portion thereof, beginning on the earlier of (a) a resident's first date of occupancy or (b) September 2, 2017 for students in programs that run on quarters and August 19, 2017 for students in programs that run on semesters. This Agreement shall terminate 24 hours after the resident's last spring quarter/semester final examination. Campus housing during December Intersession and the remaining winter break period between the end of fall quarter/semester and the start of winter quarter/spring semester is not included in the term of this Agreement, except for residents

of Centennial Hall, Sheffield Square, McCabe Hall, Courtside Apartments, Sanctuary Hall, Sanctuary Townhomes and University Center. However, even for residents where campus housing during the winter break period is included in the term of this Agreement (see list above); residents who are not returning for the winter quarter/spring semester are required to move out at the conclusion of the fall quarter/semester; failure to comply may result in an improper move fee. Any student who lives in campus housing during the current academic year may apply separately for December Intersession and/or summer quarter campus housing. Early arrivals and late departures must be approved in advance by DePaul. Early arrivals and late departures may result in additional costs and/or fees to the resident.

3. POLICIES: The Guide to Student Housing for Lincoln Park and the Guide to Student Housing for University Center, both available online at offices.depaul.edu/housing, are hereby incorporated into and made part of this Agreement as applicable to residents in each location. The DePaul Code of Student Responsibility, available online at depaul.edu, and the University Center Resident Handbook, available online at universitycenter.com, are also hereby incorporated into and made a part of this Agreement as applicable to residents in each location. This Agreement, together with the Guide to Student Housing, the DePaul Code of Student Responsibility, and, for residents in University Center, the University Center Resident Handbook, constitutes the full and complete terms and conditions of this Agreement. Additionally, residents must abide by all policies and procedures applicable to residents, including policies promulgated by Housing Services, Residential Education, the Dean of Students, and in the case of University Center, the UC Facility Manager. DePaul/UC Facility Manager reserves the right to change these policies and procedures, including the documents mentioned above, at any time, provided such changes are announced via office publications, e-mail, or websites. Residents assume full responsibility for ensuring that their guests abide by these policies and procedures, and may be held

responsible for the conduct of their guests in violation of any policy or procedure.

4. LEGAL AND BINDING: This Agreement is binding once completed by the student and received and processed by Housing Services; housing is not guaranteed until confirmed in writing by Housing Services. This Agreement is not a lease (and as such is not subject to the restrictions of the Chicago Residential Landlord and Tenant Ordinance) nor does it provide any property interest. As indicated in Section 1 above, this Agreement obligates a resident to pay the designated room and board payment at the established rate for the entire term of this Agreement (or remaining portion from the effective date). If the resident does not check in and assume occupancy of the assigned space on the earlier of (1) the first day of classes for the first quarter or semester in which this Agreement shall be in effect; or (2) the first day of the start of the agreement, the resident may be reassigned to another space but, as explained in Section 5, will remain responsible for cancellation fees up to the amount of full room and board payment for the entire term of this Agreement. A resident who must arrive to campus after the scheduled move in date may hold their original space by notifying Housing Services in writing prior to the effective date of this Agreement, though the resident will still be charged according to the start date of this Agreement. Submission of this Agreement acknowledges permission to release your name and contact information to assigned roommates. Submission also acknowledges that you have read, understand and agree to the terms and conditions of this Agreement.

5. CANCELLATION: All cancellation notifications must be made in writing directly to Housing Services; verbal cancellations will not be honored. Housing cancellation requests are separate from cancelling or withdrawing with DePaul University's Admission Office, Student Records, or other DePaul University offices. Cancellations are subject to cancellation fees as follows:

No cancellation fee – No cancellation fee will be charged to students who (1) cancel while they are still on the housing waiting list; (2) have not been confirmed for a space; (3) are new incoming, first-year, non-transfer

students who cancel prior to May 1, 2017; or, (4) are new incoming, transfer students who cancel prior to June 15, 2017. New incoming, first-year students and transfer students who have submitted a \$400 prepayment will have their \$400 prepayment refunded if they cancel prior to the deadline listed above.

\$400 cancellation fee – New, incoming students who (1) are confirmed for housing and who cancel after the deadline listed below and prior to the earlier of their scheduled move in date or first day of occupancy; or, (2) who are confirmed after the deadlines listed below and cancel prior to the earlier of their scheduled move in date or first day of occupancy:

- May 1, 2017 for all first-year, non-transfer students (including new graduate and law students)
- June 15, 2017 for all transfer students

\$1,000 cancellation fee – A \$1,000 cancellation fee will be assessed for all (1) continuing students who cancel after being confirmed for housing and prior to their first day of occupancy; (2) students who cancel due to a withdrawal from the university after the start date of this Agreement; and, (3) students who are academically dismissed from the university.

Equal to 50 percent of the housing charges cancellation fee – A cancellation fee equal to 50 percent of the housing charges for the remainder of the full-length of this Agreement will be assessed for all enrolled students who (1) cancel after they have been confirmed for housing (whether new or continuing students) and once this Agreement has started; (2) cancel after occupying a residential space for this Agreement; or, (3) are judicially removed from campus housing or dismissed from the university for judicial reasons.

Students who have occupied a residential space are also subject to a pro-rated daily room charge of 100 percent until the checkout process has been successfully completed according to applicable procedures.

6. ELIGIBILITY: Residential spaces in DePaul's Lincoln Park campus residence halls are intended for the use of full-time undergraduate students. Part-time and non-undergraduate students may be

accommodated on the Lincoln Park campus as space permits. DePaul's residential spaces in the University Center are intended for the use of full-time undergraduate, graduate and law students. Part-time students may be accommodated as space permits. Residents who lose their eligibility to live in campus housing because of academic standing must inform DePaul. Any resident who is not enrolled in classes as of the last day to add classes for any academic quarter or semester will have their Agreement administratively canceled and will be required to move out of campus housing within 24 hours of notification unless enrollment or pending enrollment for that quarter or semester can be adequately validated. The resident will be subject to cancellation fees as indicated in Section 5 of this Agreement. Campus housing is not guaranteed for any student. Neither DePaul nor the resident has an obligation to renew this Agreement.

7. MEAL PLANS:

DEPAUL: Quarterly meal plans are required for residents living in all Lincoln Park campus housing units. Freshmen residents of Belden-Racine, Clifton-Fullerton, Corcoran, Munroe, Seton and University halls are required to purchase the "DePaul Plan" as a minimum for each of the first two quarters and may request to reduce to the "Lite Plan" as a minimum for the spring quarter. Continuing and transfer residents in these traditional style halls are required to purchase the "Lite Plan" as a minimum for each quarter. All residents in Centennial Hall, Sheffield Square, McCabe Hall (apartment standard unit types), Sanctuary and Sanctuary Townhomes are required to purchase the "Apartment Plan" as a minimum for each quarter. Residents living in McCabe efficiency apartment types (do not have a full kitchen) are required to purchase the "Lite Plan" as a minimum for each of the first two quarters and may request to reduce to the "Apartment Plan" as a minimum for the spring quarter. All meal plan assignments and changes are managed by Housing Services. The DePaul meal plans operate on a declining balance structure (the balance of the plan is reduced as purchases are made). Meal plan values will roll forward from quarter to quarter until the end of spring quarter when any remaining meal plan funds will be forfeited.

DePaul meal plans cannot be lowered or cancelled after the first two weeks of classes for each quarter. Residents should review the DePaul University Dining Guide which details all meal plan guidelines.

UNIVERSITY CENTER: A minimum of the "Basic Plan" is required for University Center residents in quad semi-suites, deluxe semi-suites, and private room suites. No meal plan is required for residents in four-person four-bedroom apartments, four-person two-bedroom apartments or studio apartments. Meal plans for University Center residents cannot be lowered or cancelled after the first two weeks of classes for each quarter/semester. University Center meal allotments are only valid while DePaul classes are in session and may only be used at the University Center. Flex spending dollars may be used at any time during this Agreement period. Residents should review the DePaul University Dining Guide which details all meal plan guidelines.

8. ASSIGNMENTS: Resident placements are made by DePaul. Roommate requests will be considered but cannot be guaranteed. All published housing rates are based on full occupancy of each room, suite or apartment (ranging from one to eight residents). Residents who occupy a residential unit below the designated capacity may be assigned additional roommates, if available, or may be moved to fill other vacancies. If space permits, and at the discretion of DePaul, residents may be given the option to buy-out a vacant space in a room, suite or apartment. If a new resident is assigned to a vacant space in a room, suite or apartment, DePaul/UC Facility Manager will attempt to give current residents at least 24 hour notice prior to the arrival of the new resident. DePaul, whose judgment shall be final, retains sole discretion to reassign residents to other campus accommodations in order to fill vacancies or provide repairs or improvements, as is occasionally necessary, to maintain efficient operation of the premises and protection of its occupants. DePaul also reserves the right to add additional occupants to units on a temporary basis in the case of a campus emergency, e.g. fire, flooding. Residents may apply for a room change following the process outlined in the Guide

to Student Housing. If residents are assigned to a new space their housing charges will be prorated for each space based on the rate for that room type.

It is the policy of DePaul University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state, or federal law.

DePaul respects the privacy of its students and recognizes that some students may be particularly concerned about privacy and confidentiality related to gender identity. Housing Services will consistently recognize and respect the gender identity that students self-identify to DePaul, in good-faith. Additionally, students may self-identify to Housing Services if they wish to receive special housing considerations regarding their gender identity, but are by no means obligated to do so. If students do self-identify and request special considerations, Housing Services will not require students to provide more information than that which is required of other students. Furthermore, all information will be kept strictly confidential to the best of DePaul's ability and will only be used for purposes designated by the student.

9. CONVERTED AND TEMPORARY HOUSING:

The demand for campus housing often exceeds supply. In an effort to provide housing to as many students as possible, some confirmed residents will be placed in converted spaces or may be assigned to a temporary housing space. Converted spaces are regular residential spaces that have been converted from a double space to a triple space. Temporary spaces are (1) study lounges located within the residential halls that have been furnished as a three person residential room, (2) residential spaces on campus that are held in reserve for emergency use, (3) residential spaces on campus where additional furnishing are added on a temporary basis. All residents in a converted space will receive a 20 percent housing credit. If occupancy of a converted space returns to

the original designed capacity, the 20 percent credit will cease. A 20 percent credit will be given to residents of temporary spaces until they are relocated to a permanent residential space. Once the resident in a temporary space is assigned to a permanent space, they will be required to move and charged the full, pro-rated amount for the new space, and the 20 percent credit will cease. This credit does not apply to suitemates or meal plans, or to a reassignment to a temporary space for emergency/conduct purposes.

10. ACCESS: DePaul and the UC Facility Manager reserve the right to enter any housing unit for a variety of reasons, including, but not limited to: conducting inspections; making necessary repairs, alterations, or improvements; supplying necessary services; when there is reasonable cause to believe a violation of DePaul or University Center policy has occurred, is occurring or is likely to occur; exhibiting the premises to service personnel or contractors; or as is otherwise necessary in the operation and protection of the premises or occupants therein. In the case of an apparent or actual emergency or a potential violation of policy, DePaul or the UC Facility Manager may enter a housing unit, at any time, without prior notice. In all other situations, DePaul or the UC Facility Manager shall attempt to arrange for entry into a housing unit with one or more occupants of the room, suite or apartment. If reasonable arrangements are impractical or refused, entry shall be made upon 24-hour notice.

11. CARE OF FACILITIES: DePaul shall keep all housing premises in Lincoln Park in reasonable repair during the term of this Agreement, including maintaining the premises in compliance with applicable regulations imposed by appropriate governmental authorities. The UC Facility Manager shall keep all housing premises in University Center in reasonable repair during the term of this Agreement, including maintaining the premises in compliance with applicable regulations imposed by appropriate governmental authorities. As applicable, DePaul or the UC Facility Manager will endeavor to make all necessary repairs to a housing unit within a reasonable timeframe after the resident submits a request for the

repairs via established procedures. In the event of an emergency maintenance issue, the resident must ensure that the concern is promptly called in to the appropriate staff; DePaul or the UC Facility Manager, as applicable, will endeavor to make emergency repairs within a reasonable timeframe. The resident shall maintain the housing unit in a clean and orderly condition and make no alterations to the premises, including, but not limited to: installing locks or safes; erecting partitions or attaching anything to ceilings, walls, floors or exteriors. Residents agree to pay for any damage and cleaning charges to their assigned room, suite or apartment (less reasonable wear and tear), as well as any charges for missing items from their room, suite or apartment. When damage occurs in common areas and the source of the damage is not known, charges will be split among the applicable community members as appropriate.

12. HOLD HARMLESS:

LINCOLN PARK RESIDENCE HALLS: The resident agrees to hold harmless, release, defend and indemnify DePaul and its agents, employees, faculty, trustees, officers and directors (each hereinafter a “Released Party”) from any and all claims, lawsuits, actions, costs, damages, liability or losses, including attorney’s fees costs and expenses that a Released Party incurs as a result of a breach of this agreement by the resident. The resident also agrees to hold harmless, release, defend and indemnify each Released Party from all liabilities and claims for injury or death to persons (including the resident) or damage or theft to property arising from occupancy or use of the unit and DePaul premises, including those injuries and damages caused by the Released Party’s alleged or actual negligence, illegal conduct, misuse of premises or violation of DePaul policy. In consideration of occupancy of the unit, the resident contractually agrees that all claims included within this provision, including those claims for injury or death shall be governed by Illinois law and exclusive jurisdiction shall be in Cook County, Illinois. The provision shall be binding to the fullest extent permitted by law. If any term of this provision is found unenforceable, the remaining terms shall be enforceable. Additionally, the resident

understands that DePaul does not provide protection against lost, damaged, or stolen personal property, and that DePaul advises residents to obtain appropriate insurance coverage in order to obtain such protection.

UNIVERSITY CENTER: The resident agrees to hold harmless, release, defend and indemnify University Center Property LLC, Everest Campus Chicago LLC, and DePaul University and each of their respective subsidiaries, affiliates and their respective agents, employees, faculty, trustees, assignees, officers, directors and members (each hereinafter a “Released Party”) from any and all claims, lawsuits, actions, costs, damages, liability or losses, including attorney’s fees, costs and expenses that a Released Party incurs as a result of a breach of this agreement by the resident. The resident also agrees to hold harmless, release, defend and indemnify each Released Party from all liabilities and claims for injury or death to persons or damage or theft to property arising from occupancy or use of the unit and the DePaul and University Center premises, including those injuries and damages caused by the Released Party’s alleged or actual negligence, illegal conduct, misuse of premises or violation of DePaul or University Center policy. In consideration of occupancy of the unit, the resident contractually agrees that all claims included within this provision, including those claims for injury or death shall be governed by Illinois law and exclusive jurisdiction shall be in Cook County, Illinois. The provision shall be binding to the fullest extent permitted by law. If any term of this provision is found unenforceable, the remaining terms shall be enforceable. Additionally, the resident understands that DePaul, or the UC Facility Manager does not provide protection against lost, damaged, or stolen personal property, and that DePaul advises students to obtain appropriate insurance coverage in order to obtain such protection.

13. SECURITY WAIVER: Acknowledgement, Consent and Release of Security Records (Note: This section only applies to residents of the University Center):

a. The resident acknowledges that the UC Facility Manager maintains certain security records as part of its continual effort to

provide a safe living community for all residents. These security materials may consist of entrance/exit logs of all building residents and visitors, daily security reports, crime reports, key fob access reports, and video surveillance of University Center's common areas (collectively referred to as "Security Records").

b. The resident acknowledges that the University Center's common areas include any area that is not the interior of a resident's Unit or a public restroom, and that the resident has no expectation of privacy in any of the University Center's common areas. The resident further acknowledges that: (i) The resident's exit or entry into the building or their unit may under certain circumstances give rise to the creation of a Security Record; (ii) The resident's use of common areas does not constitute private or personal facts or other information about resident; (iii) The resident's image and likeness may appear in such video surveillance and other Security Records; and (iv) to the extent permitted under all applicable laws, resident waives any right, title or interest in any Security Records including their image and likeness.

c. The resident gives their consent to video surveillance at any and all times while the resident is in any of University Center's common areas. The resident also consents to the UC Facility Manager providing Columbia College Chicago, DePaul University, Roosevelt University, Robert Morris University, and any other university with students who reside at the University Center ("Member Schools") with copies of the Security Records. Further, the resident releases DePaul University and University Center Property LLC from all liability, including liability for negligence, associated with the enforcement of these security measures, surveillance of common areas, and/or sharing of Security Records with the Member Schools.

14. MEDICAL COVERAGE: DePaul automatically provides access to university health services for all on campus, Lincoln Park residents, for a nominal quarterly fee. These health services are not a healthcare insurance plan. Residents may opt-out of the university health services by contacting the Dean of Students Office, within the first

three weeks of classes, and providing proof of personal healthcare insurance. The health services fee will not be refunded, once a resident has checked in to their residential space, without providing proof of healthcare insurance. Residents living in the University Center are not required to purchase the university health services or show proof of personal healthcare insurance. Residents of University Center may purchase the health services, but note that the health services are only available at the Lincoln Park Campus. For information about purchasing DePaul health services please visit: offices.depaul.edu/student-affairs/support-services/health-wellness/Pages/health-services.aspx. All students are encouraged to maintain personal healthcare insurance during the period they reside in campus housing.

15. MISCELLANEOUS: This Agreement shall be governed in all respects by the laws of the State of Illinois. The parties to this Agreement agree to use the State of Illinois for jurisdiction. This Agreement, as described in Section 3, embodies the entire understanding between and among the parties, and may not be amended or changed in any way except by written instrument signed by the parties. If any portion of this Agreement is held to be illegal, invalid or unenforceable, it is the expressed intention of the parties that the remainder of this Agreement shall not be affected thereby. This Agreement may not be assigned without the written consent of the non-assigning party. No failure or delay by either party in exercising any right, power or remedy will operate as a waiver of such right, power or remedy and no waiver will be effective unless it is in writing and signed by the party to be charged thereby.



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How do I connect to the Wi-Fi?

See "Technology" on page 46.

How does my meal plan work, and when does it end for the year?

See "Dining and Meal Plans" on page 14.

What kind of detergent should I bring for laundry?

See laundry tips on page 26 in "Facilities."

How many guests can visit me? What about overnight?

See "Guests and Visitation" on pages 31 – 32.

I lost my key and my ID card. What do I do?

See "Access" on page 30.

My room feels too hot. What do I do?

See the temperature section in "Facilities" on page 25.

How and when can I request to switch rooms?

See page 10 in "Assignments" and the calendar of important dates on pages 16 – 17.

Can I bring my bike to campus?

See "Policies" on page 43.

Can I bring my car to campus?

See Parking Services details in "Campus Resources" on page 34.

I'm sick and can't go to class. What should I do?

See "Health and Wellness" on page 33.



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