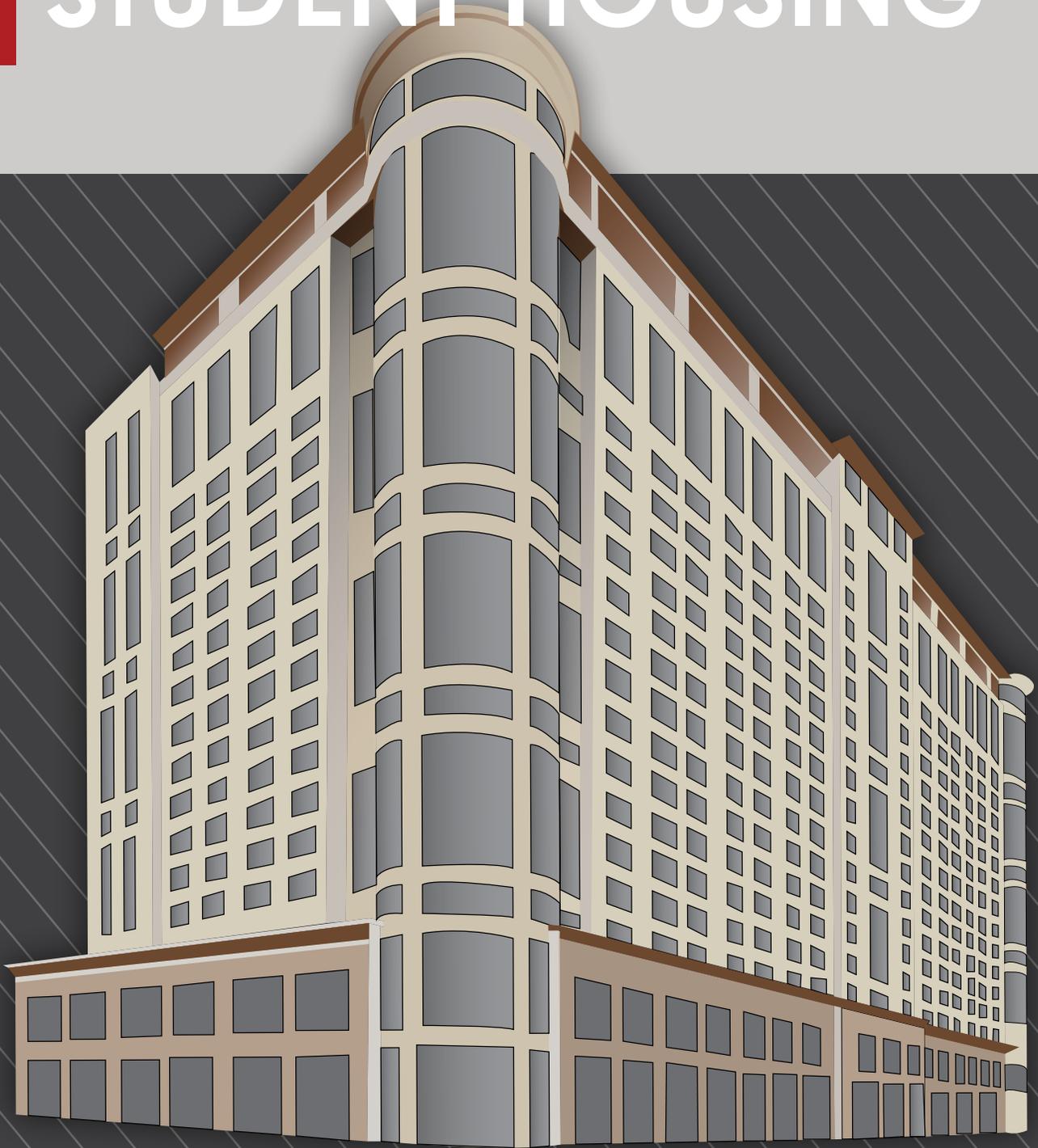


2019 - 2020

GUIDE TO STUDENT HOUSING



DEPAUL UNIVERSITY
DEPARTMENT OF HOUSING AND
STUDENT CENTERS

University Center

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WELCOME

Welcome to DePaul University, residents! Living on campus, and at the University Center, 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 you will develop meaningful friendships, explore new ideas and get involved with the university community. Living on campus provides the opportunity to learn how to balance the academic and social aspects of life at DePaul University.

Living on campus is an experience that requires all:

- Students and their guests to behave appropriately
- Students to balance individual freedoms with respect for others
- Students to use negotiation and compromise

We encourage you to learn from one another as you adjust to your new home.



POLICY COMPLIANCE

YOUR RESPONSIBILITY

By choosing to live in a DePaul University residence, 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 and on the [DePaul Housing website](#). Failure to abide by any of these policies and procedures may result in the university initiating the Student Conduct Process, in accordance with established procedures, up to and including removal from your residence 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, 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, this Guide to Student Housing shall supersede the housing agreement. In the event of discrepancies between this document and the [Code of Student Responsibility](#) the Code of Student Responsibility shall supersede the Guide to Student Housing.

In addition to this guide and DePaul University's Code of Student Responsibility, DePaul University residents are subject to all University Center policies and procedures as outlined in the [University Center Resident Handbook](#).

Residents are responsible for reading and responding to all official email, voicemail or U.S. mail sent to them by the university and for updating their preferred contact information in Campus Connect. The Department of Housing and Student Centers 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.

AGREEMENT LENGTH

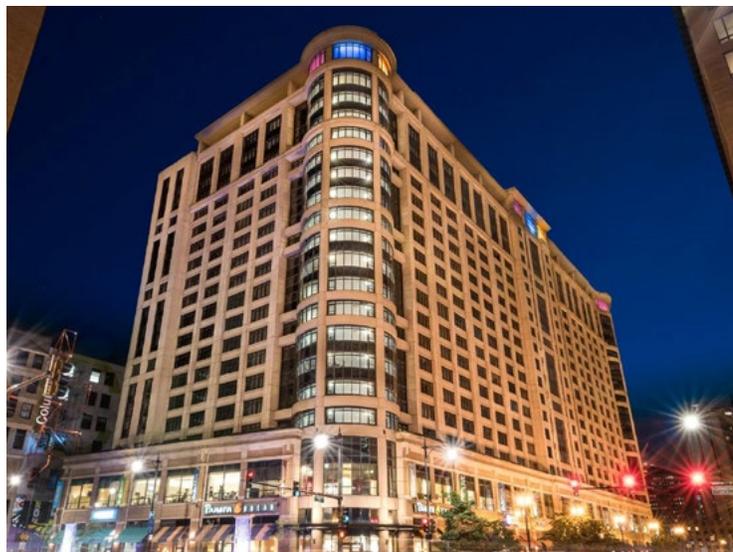
QUARTER

The effective dates for this agreement shall be the fall, winter and spring quarters, or remaining portion thereof, beginning September 1, 2019, or at occupancy. This agreement shall terminate 24 hours after your last spring quarter examination, or by noon on Saturday, June 13, 2020, whichever comes first. If you need to extend this agreement beyond the traditional end date because you are participating in graduation ceremonies, you must notify DePaul Housing of this extension in writing at least 30 days prior to the end of spring quarter. Graduating seniors may request an extension with DePaul Housing to stay until noon on Monday, June 15, 2020

SEMESTER (LAW ONLY)

The effective dates for this agreement shall be the fall and spring semesters, or remaining portion thereof, beginning August 18, 2019, or at occupancy. This agreement shall terminate 24 hours after your last spring semester examination or by noon on May 15, 2020, whichever

comes first. An exception to this may be made for a student participating in graduation ceremonies who notifies DePaul Housing in writing before May 1, 2020.



CANCELLATION

Each resident is responsible for all appropriate cancellation fees outlined in the terms and conditions of the housing agreement. Cancellations will not be considered complete [until the step-by-step instructions for checking out](#) are finished. **Cancellation and housing charges are not affected by whether or not DePaul Housing is able to fill the residential unit vacated by the resident.**

Once a student is confirmed for housing, cancellation fees will apply as stated in section 4 of the [terms and conditions](#). Students must cancel before the dates published on our [cancellation page](#) to avoid being responsible for future housing charges.

MEAL PLANS

Cancellation of a housing agreement will also cancel any corresponding meal plan. Full meal plan terms can be found in section 5 of the [terms and conditions](#).

More information about your meal plan options, changing plans and dietary needs can be found on our [dining options webpage](#).



STUDY ABROAD & 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 cancellation fees, pending documentation. Documentation must be provided in-person to DePaul Housing at least 60 days prior to cancellation. **Fees will be assessed to residents who cancel based on a program not sponsored by DePaul University.**

GRADUATION

If you graduate from DePaul University at the end of fall or winter quarter/semester, you will not be assessed a cancellation fee. Documentation must be provided in-person to DePaul Housing at least 60 days prior to graduation to avoid the fee.

HOUSING ASSIGNMENTS

All University Center housing assignments are made by DePaul Housing. The published rates are based on full occupancy of each room, suite or apartment, which ranges from one to four residents. **In no case will DePaul Housing make housing assignments in violation of DePaul University's anti-discrimination policy.** The full policy is available on the following page and [online as part of the university catalog](#).

IDENTITY AND SPECIAL CONSIDERATIONS

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. DePaul Housing 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 DePaul Housing if they wish to receive housing considerations regarding their gender identity, but are by no means obligated to do so. If students do self-identify and request considerations, DePaul Housing 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.

CHANGE REQUESTS

Residents may request [to change rooms or campuses](#). DePaul Housing will process room change requests after the second week of classes each quarter/semester. Residents may not swap or otherwise change rooms without written approval and notification from DePaul University. **In no case will DePaul Housing process room or campus change requests in violation of DePaul University's anti-discrimination policy.**

- Priority for moving will be determined on a first-come, first-served basis, as space is available.
- 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 [form](#) and **must wait for approval** from DePaul Housing before a move can take place. Failure to comply will result in a \$150 improper move fee.
- Residents MAY NOT swap or otherwise change rooms, including suitemate swaps, without written approval and notification from DePaul Housing. Residents residing in a room to which they have not been assigned by DePaul Housing may be subject to disciplinary action. Failure to comply will 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.

ANTI-DISCRIMINATION

ANTI-DISCRIMINATION & 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 online](#).

SAFETY & GUESTS

The University Center has a security team that monitors the residents' and building's safety. Residents should become familiar with the safety features and procedures of the building. Contact University Center security or any staff member if you are the victim of or a witness to an incident in or around the building. Contact University Center security or any staff member if you are the victim of or a witness to an incident in or around the building.

GUEST POLICY

Hosting guests is a privilege extended to residents, provided rules are followed. Residents are responsible for the conduct of their guests and will be held responsible for any potential noncompliance of policy by their guests.

No guests are permitted in a resident's room, even temporarily, without the consent of all suite-/apartment-mates. Residents are encouraged to talk with suite-/apartment-mates and agree to guidelines for visitation by guests within the suite-/apartment prior to the guests' arrival.

Guests must present clear government-issued photo identification, sign in at the University Center security desk upon arrival and return their guest passes at the end of their stay. **Guests must be escorted by their host at all times throughout the building and may not use another's University Center ID or guest pass to access facilities.** The registration of underage guests, with or without valid government-issued ID, is subject to parental or guardian verification.

PUBLIC SAFETY

The DPU 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.

- Loop Campus: To summon assistance on the Loop Campus, call (312) 362-8400. Students should report suspicious activities or persons to the Loop Public Safety Office, located at 25 E. Jackson Blvd., Lewis Center, Lower Level 103.
- 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.
- 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 is the Fullerton train stop. On the Lincoln Park Campus, an escort may be obtained by calling (773) 325- SAFE (7233).

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 both campuses and their surrounding areas, 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 look for "DPU/Academic Alert." The webpage will ask for the following information:

- Your email address
- Your phone number with the option to receive text message, voice message or both

UNIVERSITY CENTER AMENITIES

The University Center provides several amenities that must be used respectfully and in accordance with the policies outlined in the [University Center handbook](#) under the section entitled Building Amenities.

The Mail Room, Conference Center, Center Dining, Resident Services Desk (RSD), Computer Lab, Fitness Center, Multimedia Room (MMR), Private Dining Room (PDR), main Laundry Room, Music Practice Rooms, and Management Office are located on the second floor. Digital Media Labs are located on the 11th and 12th floors. Access to the building is restricted exclusively to residents, building employees, contractors, authorized staff from member schools and registered guests accompanied by the resident.



RESOURCES & CONTACTS

UNIVERSITY CENTER FACILITIES

University Center Management Office: (312) 924-8000

Scheduling appointments with any professional staff should be done through the management office. It is also the place where you can go to gather information about programs and activities, room change requests, filming requests, and to potentially reserve meeting rooms.

Resident Services Desk: (312) 924-8411

Through the RSD, residents of the University Center can gain access to the Fitness Center, Multimedia Room (MMR), Piano/Music Practice Rooms, Dance Studio, Shuffleboard, Air Hockey, Ping-Pong tables, pool tables, video game systems, board games and various other services.

Security Desk: (312) 924-8911

Security staff monitor and oversee building access 24 hours a day and maintain a secure environment for all who live, work and visit the building.

Work Orders: May be submitted online at ucresidentservices.com

DEPAUL LOOP & LINCOLN PARK

CAMPUS RESOURCES

CENTER FOR STUDENTS WITH DISABILITIES coordinates providing accommodations and other services to students with documented disabilities. go.depaul.edu/csd | csd@depaul.edu | Loop: (312) 362-8002 | Lincoln Park: (773) 325-1677

DEAN OF STUDENTS OFFICE is primarily responsible for meeting the urgent needs of students by providing clear and critical support structures in times of need. Additionally, the department helps develop and maintain community standards in order to facilitate a safe and healthy campus environment for our students. The Dean of Students Office provides the administrative withdrawal and absence notification processes, and can help students identify campus and community resources in times of personal and/or family crises and medical emergencies. go.depaul.edu/dos | deanofstudents@depaul.edu | Lincoln Park: (773) 325-7290

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

HEALTH PROMOTION AND WELLNESS provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors. Special emphasis is placed on alcohol and substance misuse prevention and sexual and relationship violence prevention. The office encourages you to reach out for individual support with mental health, substance use, and/or survivor support services. go.depaul.edu/hpw | hpw@depaul.edu | (773) 325-7129



Lincoln Park Office: 2345 N. Sheffield Ave.
Centennial Hall, Suite 301
Chicago, IL 60614

housing@depaul.edu | (773) 325-7196
offices.depaul.edu/housing
Facebook/Twitter/Instagram: /depaulhousing

