



THE GUIDE TO MOVING IN AT DEPAUL

LINCOLN PARK



DEPAUL UNIVERSITY
DEPARTMENT OF HOUSING SERVICES

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WELCOME TO CAMPUS HOUSING!

We are thrilled that you will be joining us in DePaul University campus housing!

The Department of Housing Services and the Department of Residential Education work very closely to ensure your experience as a resident is high-quality and allows you to grow within our residential community. Housing Services handles logistics with move-in, move-out, assignments, room changes, work orders, front desks, security and facilities. Residential Education handles relationships within housing, such as roommate relationships, learning opportunities, activities led by resident advisors, policy violations and emergency response.

This guide contains information about move-in day and how to prepare for your move to campus. Once you arrive, we will be providing more resources about living on campus. **We strongly encourage you to check our website at offices.depaul.edu/housing for the most up-to-date communication**, or to call our offices with any questions.

Have a great summer, and we look forward to meeting you soon!

Sincerely,

Department of Housing Services
2345 N. Sheffield Ave.
Centennial Hall, Suite 301
Chicago, Illinois 60614
(773) 325-7196
housing@depaul.edu
offices.depaul.edu/housing
facebook.com/depaulhousing
twitter.com/depaulhousing
instagram.com/depaulhousing

Department of Residential Education
2345 N. Sheffield Ave.
Centennial Hall, Suite 302
Chicago, Illinois 60614
(773) 325-4211
resed@depaul.edu
go.depaul.edu/resed
facebook.com/depaulresed
twitter.com/depaulresed

YOUR MOVE-IN TIME

For residents moving in on August 27 or September 2, please plan to arrive on campus during the times specified below. Moves may not begin before 9 a.m. Adhering to these specific times will help ensure a smooth move-in experience.

All Residence Halls and Apartments

(except Sheffield Square Apartments)

Even-numbered units: 9 a.m. – 1 p.m.

Odd-numbered units: 1 p.m. – 4 p.m.

Sheffield Square Apartments

All units: 9 a.m. – 4 p.m.

*Review the
checklist
and move-in
map at the
back of this
guide.*

YOUR MOVE-IN DATE

Move-in dates are dependent on a student's class standing and class registration. **Only students registered for the sessions listed below will be allowed to move in on the date listed.** If you cannot move in on your designated date, you will not be allowed to move in until September 2.

Directions for finding your move-in date:

1. Locate the Premiere (freshmen orientation) or Transition DePaul (transfer orientation) session for which you are registered.
2. If you are an incoming freshman, know whether you are registered for a Discover or Explore class.

Freshmen Students

Discover	Premiere Session (Freshmen Orientation)	Move-In Date
Class starts August 28	Attending prior to August 15	Sunday, August 27
Class starts August 28	Attending August 24	Wednesday, August 23
Explore	Premiere Session (Freshmen Orientation)	Move-In Date
Class starts September 6	Attending prior to August 15	Saturday, September 2
Class starts September 6	Attending August 30	Tuesday, August 29

Transfer Students

Transition DePaul Session (Orientation)	Move-In Date
Attending prior to August 25	Saturday, September 2
Attending August 28 or 29	Sunday, August 27
Attending September 5	Saturday, September 2

Returning Students

Move-In Date
Saturday, September 2

Move-In Times and Locations

Wednesday, August 23	Noon – 4 p.m.	Lincoln Park Student Center, 2250 N. Sheffield Ave.
Sunday, August 27	9 a.m. – 4 p.m.	Your specific residence hall; see map on back
Tuesday, August 29	Noon – 4 p.m.	Lincoln Park Student Center, 2250 N. Sheffield Ave.
Saturday, September 2	9 a.m. – 4 p.m.	Your specific residence hall; see map on back

For Discover or Explore Chicago questions, contact:
Office of the First-Year Program
firstyr@depaul.edu | (773) 325-7573

For orientation questions, contact:
Office of New Student and Family
Engagement (NSFE)
orientation@depaul.edu | (773) 325-7360

WHAT TO KNOW BEFORE MOVE-IN DAY

DePaul ID Card and Student Email

Your DePaul ID Card serves as your official identification at DePaul University, and you are required to have it at all times while on campus. To obtain a DePaul ID Card, please visit the ID Card Services office and present a valid photo ID (driver's license, state ID, passport or visa). You will need your DePaul ID Card to access your residence hall, the university's printing system (Intelliprint), meal plans, computer labs and more.



ID CARD SERVICES OFFICE LOCATIONS

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

Lincoln Park Campus – Student Center, Room 109
Monday through Thursday: 9 a.m. – 5:30 p.m.
Friday: 9 a.m. – 5 p.m.

STUDENT EMAIL ACCOUNTS

DePaul University provides all students with a free student email address. Simply log into mail.depaul.edu using your Campus Connect user ID and password. The system will walk you through setting up your account. You should set up your email address before coming to campus. **Keep your email updated in Campus Connect; all official Housing Services communication is sent to the email address on file prior to move-in day.**

Mail Center

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

We ask you to check your mailbox at least once a week, as you will be held accountable for any university information sent to your residential mailbox. Below is how to address your mail:

Student's Full Name (no nicknames)
DePaul University
2250 N. Sheffield Ave., Suite #317
Mailbox # _____
Chicago, IL 60614

Mailbox numbers and associated room numbers can be found in your assignment letter, as well as on the Housing Services website. 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). You are responsible for picking up your packages in the Student Mail Center and getting packages to your residence hall. Note: The Student Mail Center does not supply any equipment to aid in package delivery, such as dollies, carts or flatbeds.

Deliveries will not be accepted at the hall front desks. If sending something of extreme importance, the Mail Center strongly encourages the use of UPS or FedEx (utilizing tracking and/or signatures).

Preparing and Packing for Your Move

We have included a packing list for you on the inside back cover (for easy tear-out). As you pack for move-in day, please note that the following items are among those **prohibited** in all Lincoln Park Campus housing. If any of these items are found in campus housing, they will be confiscated by staff throughout the year, so it's easier not to bring them to campus at all. See the full list of restricted and prohibited items at tinyurl.com/dpuprohibiteditems.



LEAVE THESE ITEMS AT HOME:

- Candles, even if not lit
- Extension cords (non-surge-protected), outlet adapters and outlet splitters
- Scented oil burners and incense
- Plug-in air fresheners with built-in outlet(s)
- Halogen lamps, lava lamps and strobe lights
- Flammable liquids, including gasoline, propane or motor oil, as well as charcoal and grills
- Space heaters, portable air-conditioners and electric blankets
- Toaster ovens, convection ovens and deep fryers
- Appliances that use more than 900 watts or that have exposed heating elements
- Non-university-provided mattresses and lofts
- Pets (except for non-carnivorous fish, in a tank no larger than 10 gallons; limit one per room)
- Weapons (including decorative) such as pocket knives, spears, swords, souvenir weapons, tasers, pepper spray or mace
- Paraphernalia associated with any type of illegal substance
- Anything obtained or perceived to be obtained illegally (e.g., street signs, CTA signs)
- Drums or other percussion instruments
- Amplified electrical instruments or subwoofers
- Self-propelled mobile/movement devices, including hoverboards and Segway scooters

THESE ITEMS ARE ALLOWED (SOME WITH RESTRICTIONS):

- UL-approved surge protectors/squids or power strips with built-in circuit breakers
- Coffee makers and electric kettles, including single-serve and traditional coffee makers
- Single strand of decorative lights (multiple strands are not permitted)
- Bicycles (not allowed in halls or rooms but allowed on outside racks or storage facilities)
- For use in community lounge kitchens or apartment kitchens only, and must be unplugged when not in use: toasters, rice cookers and slow cookers, popcorn poppers, sandwich makers and panini presses, waffle makers, hot plates and electric burners, indoor grilling appliances (electric griddles, electric skillet, George Foreman Grills)
- Irons, which can be used only in community kitchens and laundry rooms

ALSO KEEP IN MIND THAT:

- You are not allowed to bring your own personal mattress or bed. All residents are required to use the university-provided bed frame and mattress, as they meet university fire safety standards.
- You may buy and use a mattress cover and/or encasement.
- You may bring your own shower curtain, but you must hang it in conjunction with the university-provided curtains, as those are custom-fit and prevent water leaks.

CONNECTING WITH ROOMMATES

It's a good idea to check in with your roommate(s) before coming to campus. You may want to discuss how you'll share or decorate your space. In addition, you will want to make sure you don't have duplicates of certain items, especially of types where only a single item is allowed per unit.

- Mini-fridge – must be 4.8 cubic feet or less; only one allowed per traditional-style residence hall unit (not allowed in apartments)
- Microwave – must be 900 watts or less; only one allowed per unit
- TV – only one allowed per unit
- Room decorations
- Coffee/tea maker
- Iron/ironing board
- Kitchen items
- Vacuum

You can find your roommate listed in Housing Connection at myhousing.depaul.edu. If your assigned roommate chooses not to come to DePaul, another student will be assigned to the vacant space. We encourage you to check the portal periodically during the summer in case of updates.

BRINGING A TV TO CAMPUS?

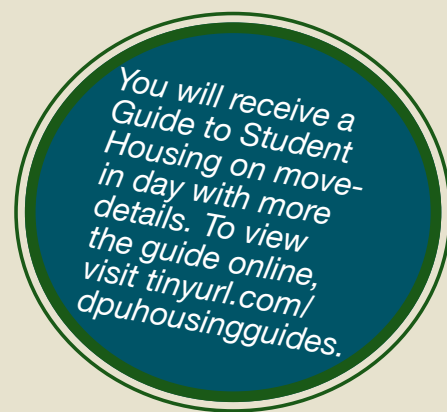
DePaul offers a cable TV connection in each unit on campus. Our cable system is all-digital and requires an HDTV with a QAM tuner. While most leading brands' HDTVs are compatible, we have found that some economy-brand HDTVs may not have the required QAM tuner and thus will not work with our cable system. **Please check your TV brand and model specifications to ensure your TV is compatible.**

If your TV is not compatible, you may purchase a QAM-compatible digital converter box. Our cable provider, College Cable Services, offers these converter boxes for sale directly to students. Please contact them at (800) 472-2054 to purchase one.

Guidelines for Decorating Your Room

You are encouraged to personalize your living areas. However, there are guidelines that must be followed, so keep the following in mind:

- You may post things on the doorjamb or wall by using masking tape, painter's tape or poster putty.
- Do not paint or make alterations that will permanently affect the walls, ceiling or floor. Flat-screen televisions cannot be wall-mounted; they must have a stand.
- You can bring personal furniture (excluding beds or mattresses) and accessories to your room and move university-provided or personal furniture within your unit. If you are bringing used or upholstered furniture, please clean it thoroughly to avoid bringing pests into the building.
- All window treatments must remain functional in units. For safety reasons, do not install or hang other window treatments; it is prohibited to display or hang items in windows.
- For fire safety reasons, extension cords and outlet splitters are not allowed. Decorative lighting is allowed, but only one strand (multiple strands connected are not allowed).



Residential Furniture Rentals

Residence Hall Council (RHC) is a student organization that facilitates rentals of lofts and micro-fridges. For more information, visit their website at rhc.depaul.edu or email depaulrhc@gmail.com.

RENTING LOFTS AND MICRO-FRIDGES

Bedloft is the approved DePaul vendor for renting lofts and micro-fridges. All orders must be made through bedloft.com by August 10 in order to be placed in your unit prior to move-in.

- **Only residents in Belden-Racine Hall and Clifton-Fullerton Hall regular units (not converted housing) are allowed to order a loft.**
- Residents **may not** bring their own lofts to campus.
- Residents in traditional halls who cannot rent lofts can still rent micro-fridges or buy futons.
- Residents in apartment-style halls who cannot rent lofts or micro-fridges may still buy futons.
- Confirm with all of your roommates before renting; each unit is only allowed one micro-fridge.
- If you order a loft, you will be responsible for the assembly of your loft. If you need help assembling a loft, a work order can be placed and will be fulfilled on a first-come, first-served basis; please note there may be a delay due to an influx of work orders during move-in week.
- Late orders will be delivered after move-in day (designated date will be communicated later).
- Bedloft also has products for purchase that are yours to keep: a futon, which can be used as a love seat, lounge or full-sized bed; and a loft bed TV hanger, which allows you to hang a flat-screen TV of up to 42" directly from a bed loft.

Residents will receive a mailing with rental and pricing information from Bedloft later this summer. For further questions, contact Bedloft at (866) 651-LOFT.



Above: Loft, micro-fridge and futon by Bedloft

Insurance and Safeguarding Your Belongings

On college campuses, backpacks are often filled with thousands of dollars of electronics and books, and student bicycles and other valuables can be targets for criminals. Remember, you are responsible for replacing stolen or damaged property, not your school.

DePaul students may opt in to renters insurance provided by GradGuard. Features of the "GradGuard: College Renters Insurance Plan" include:

- Low \$100 deductible – A homeowners insurance policy may be \$500, \$1,000 or more.
- Electronics coverage – Your electronics, including your TV, laptop, smartphone and tablet, are covered up to the policy limits.
- Replacement cost – If your personal property is stolen or damaged due to a covered peril, it will be replaced with an item of like kind and quality.
- Personal liability coverage – If you cause damage to property or injure others, you may be liable for the damages. GradGuard provides up to \$300,000 in personal liability coverage.

This insurance option is voluntary. Residents are not required to have coverage through GradGuard, and some students may be covered under their parents' or guardians' homeowners insurance. To sign up for coverage, visit Housing Connection at myhousing.depaul.edu.

WHAT TO EXPECT DURING MOVE-IN DAY

This is only applicable to August 27 and September 2 move-in days. Please check in at the Student Center if your move-in date is August 23 or August 29.

1. ARRIVE AT YOUR RESIDENCE HALL CHECK-IN LOCATION

- Note: If you do not have your DePaul ID Card, you will need to go to ID Card Services first (see page 4).
- Pull your vehicle into a designated unloading zone for your building (see campus map on back cover).
- While you (the resident) are checking in, your guests will be able to park temporarily in the designated unloading zones for your building.

2. CHECK IN TO RECEIVE YOUR KEYS AND IMPORTANT INFORMATION

- Bring your DePaul ID Card to check in with staff inside the building.
- You (the resident) will pick up your keys, instructions for your Housing Condition Report (a report that gives you the opportunity to assess the condition of the items in your room), Guide to Student Housing and parking/guest wristbands for the day, as well as other materials.

3. UNLOAD YOUR VEHICLE QUICKLY

- After checking in and receiving your keys, immediately start unloading your vehicle. There is a 15-minute time limit for unloading your vehicle in the temporary unloading zone.
- Student housing staff, university volunteers and a welcome team will be available to offer light assistance to residents on August 27 and September 2. If you would like to take advantage of this help, see the moving assistance station near the curb.
- If possible, we recommend that you bring your own dolly or handcart to make the actual move easier.

4. PARK IN DESIGNATED PARKING LOT OR GARAGE

- Once your vehicle is unloaded, follow the directions provided by university staff. Please move your vehicle to a designated parking lot/garage.
- You will receive a parking wristband during check-in that will allow you to park in designated parking lots/garages free of charge during operating hours on August 27 and September 2.

There is no on-campus parking available for trailers.



Please remember not to park in handicapped spaces, fire lanes, service areas, driving lanes or other areas not designated for parking.

If you can, we recommend bringing your own dolly or handcart.

RESOURCES FOR ONCE YOU ARE HERE

Meal Plans

All campus residents are required to have a meal plan. DePaul offers a dining program that provides a variety of options designed for you. If you have any dietary restrictions or allergies, please email Housing Services at housing@depaul.edu for information about facilities and preparation. 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.



ABOUT THE PLANS

Students can change to a higher plan or add money at any time, but may only change to a lower plan (as long as it does not fall below the minimum required plan) before the end of the second week of each quarter. To change a meal plan, use the online form at tinyurl.com/dpumealform. All meal plan dollars remaining on a student's card will roll over from quarter to quarter until the end of spring quarter, June 9, 2018. After that date, any remaining balance will be forfeited and is not refundable.

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

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

Office of Public Safety

The Office of Public Safety, guided by ethical, legal and professional standards, strives to maintain a peaceful and safe environment for the students, faculty, visitors and neighbors, and to protect university property. DePaul Public Safety provides the following services: emergency response, escort service, hospital transportation, crime prevention and security awareness, crime victim assistance, safety tips, and lost and found. To contact Public Safety, call (773) 325-7777 for the Lincoln Park Campus or (312) 362-8400 for the Loop Campus. Their website is publicsafety.depaul.edu.



CAMPUS ESCORT SERVICE

The Office of Public Safety provides a car escort service for students, faculty and staff whose circumstances require them to travel alone on the Lincoln Park Campus. Evening escorts are available between the hours of 6 p.m. and 6 a.m. every day. The escort service is only for purposes of traveling within the Lincoln Park Campus and to or from the CTA Fullerton station. To contact the campus escort service, call (773) 325-SAFE (7233).

Technology Assistance and On-Site Support

The Technology Support Center (TSC) provides technical assistance for DePaul-supported software, systems, networking and services throughout the year via telephone, email and self-service through Campus Connect. More details are in your Guide to Student Housing.

A TSC tech help table will be in available **August 27 and September 2 from 10 a.m. to 5 p.m.** in a centralized location that will be publicized on those dates. Student and professional staff members will be available to answer questions and offer services such as providing patch cords and coax cables, helping with wireless, ethernet and telephone issues, and answering general questions.

TSC Support Hours

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

Friday, 8 a.m. – 5 p.m.

Saturday, 8 a.m. – 4 p.m.

Phone: (312) 362-8765

Email: tsc@depaul.edu

Web: Log in to Campus Connect and select the “Technology Support Center” link to create a self-service ticket



Laundry Information

Every residence hall has laundry facilities in the building. Laundry costs are included for all campus residents. There is no need to bring quarters or load money onto your ID card—just enter the laundry room and choose your machine to get started.

For more information on how to use the laundry machines, visit our website or check the instructional signage in each laundry room. We encourage residents to bring and use high-efficiency liquid detergent or detergent pods, rather than powdered detergent.

DePaul also has LaundryView, which lets you see the status of washers and dryers from your smartphone or the web. Visit laundryview.com/depaul to learn more.



Health on Campus

STUDENT HEALTH INSURANCE

Specific details regarding student health insurance can be found on the Office of Health Promotion and Wellness website at go.depaul.edu/hpw.

IMMUNIZATION INFORMATION

It is important that campus residents have complete immunization records on file with DePaul Central. An incomplete or missing record will block your registration.

Illinois state law requires all students to have the following inoculations:

- Tetanus/diphtheria/pertussis – three doses; one dose must be within the past 10 years
- Measles (rubeola) – two doses
- Mumps – two doses
- Rubella (German measles) – two doses
- Meningococcal – one dose; if under age 22, must have been taken on or after student's 16th birthday

For more information or to submit your immunization documents, please go online to go.depaul.edu/immunizations or contact DePaul Central.



DEPAUL 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. Students who pay the DePaul Health Services fee are treated like current patients, so office visits and basic lab work are covered by the fee. Ideally, students would pay the fee and also have health insurance. More details are available at tinyurl.com/dpuhealthservices and from the Office of Health Promotion and Wellness.

DePaul Central
Schmitt Academic Center, Suite 101
(312) 362-8610
DePaul Center, Suite 9100
(312) 362-8610
depaulcentral.depaul.edu

Dean of Students Office
Lincoln Park Student Center, Suite 307
(773) 325-7290
DePaul Center, Suite 11001
(312) 325-8066
go.depaul.edu/dos

Office of Health Promotion and Wellness
Lincoln Park Student Center, Suite 307
(773) 325-7290
DePaul Center, Suite 11001
(312) 362-8066
go.depaul.edu/hpw

Financial Resources

To make sure you are financially ready to attend DePaul, check out these resources about smart money management.

FINANCIAL AID

DePaul has financial aid offices in Lincoln Park (Schmitt Academic Center, Suite 101) and the Loop (DePaul Center, Suite 9100). Visit depaul.edu/admission-and-aid/financial-aid to learn about important dates, award packages, financing options and open scholarships. You can also live chat with staff from 9 a.m. until 5 p.m. on weekdays when DePaul Central is open.

FINANCIAL FITNESS

Financial Fitness provides budget resources as well as free one-on-one financial advising. Their website, financialfitness.depaul.edu, features online tools and articles about establishing good credit, tackling overspending and repaying student loans. There is also a parents' guide. To request an advising appointment, email FinancialFitness@depaul.edu or call (312) 362-6482.

STUDENT FINANCIAL ACCOUNTS

This department is the primary gatekeeper of student financial account information. It has statistics on cost of attendance, details on payment plans and ePAY/eBILL, plus forms for direct deposit and taxes. Get connected by emailing studentaccounts@depaul.edu, calling (312) 362-8610 or visiting offices.depaul.edu/student-financial-accounts.

Welcome Week

Welcome Week is a series of free events taking place during the first days of fall quarter. These events are designed to introduce students who are new to campus and celebrate returning students coming back to campus. Events are open to all new, returning and transfer students and are a great opportunity to make new friends and reconnect with the old! Events include:

- Taste of DePaul, a food fest with local restaurants
- Trolleys to Target, an event organized to bus students to nearby shopping for last-minute necessities
- Blue Demon Community Meeting, a pep rally highlighting the residence hall community spirit
- Lincoln Park Involvement Fair, a gathering featuring multiple student organizations

Learn more by visiting welcomeweek.depaul.edu or by following DPUwelcomeweek on Twitter and Facebook.

SCHOOL SUPPLY DRIVE

Each year, the Department of Residential Education kicks off the year with a school supply drive to benefit Chicago-area schools. Donation bins will be located in the lobby of each residence hall. All school supplies are welcome. For more information, reach out to Residential Education at resed@depaul.edu.



FREQUENTLY ASKED QUESTIONS

WHAT IS THE GUEST POLICY FOR MOVE-IN DAY?

Our guest policy will be adapted on the two biggest move-in days (August 27 and September 2) until 9 p.m.

- All guests will be issued a wristband for identification purposes during move-in.
- After 9 p.m., only two guests are allowed per resident and all guests must show identification and be registered at the front desk.

Aside from the two dates above, our normal guest policy is always in effect:

- Two guests are allowed per resident.
- Guests must present a state, government or DePaul photo ID at the front desk and be signed in by a resident host.
- If there is no valid ID available, the guest will not be allowed to enter.
- You are responsible for all actions and behaviors of your guest(s).

Be sure to read the Guide to Student Housing, which will be handed out on move-in day, for additional information about the guest policy, including overnight stays, approved minor guests and additional guests.



WHAT IF I CANNOT ARRIVE ON MY SCHEDULED MOVE-IN DAY?

Due to the maintenance and cleaning of our units, we cannot allow any residents to move in prior to their scheduled move-in date. If you were assigned an alternate move-in date because of a program that requires early move-in, and you are unable to come that day, you may not move in until September 2.

If you are scheduled to move in on September 2 and cannot arrive on that date, you may move in on a later date. However, you should recognize that an off-day or off-hours move-in will not include the same services. For example, there will not be staff available to assist you with carrying items into the building, freight elevators will not be available, parking will not be provided and you may need to wait until an on-call staff member is available to check you in. If you are arriving on or after the first day of classes, you should email housing@depaul.edu about your plans to ensure your space in housing is held.

WHAT IF I'M RUNNING LATE? CAN I ARRIVE AFTER 5 P.M.?

Yes. However, DePaul cannot offer additional assistance after 5 p.m. Residents will not be allowed to move into their unit on any day before 9 a.m. or after 9 p.m. Please keep this restriction in mind when making travel arrangements.

DOES DEPAUL HAVE A PREFERRED BANKING PARTNER?

Don't worry about banking while at DePaul. Wintrust and DePaul work together to bring friendly banking services, including convenient offices and ATMs, to both the Lincoln Park and Loop campuses. For more information about Wintrust's services, or to find a branch or ATM, visit wintrust.com/depaul.

GLOSSARY OF COMMON TERMS

AREA OFFICES – Area offices are located in the East, West and Central areas of campus. Housing Services staff work in the area offices from 9 a.m. to 5 p.m., Monday through Friday. There are also main Housing Services and Residential Education offices, located in Centennial Hall, third floor.



You should contact or go to your area office if:

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

CHICAGO TRANSIT AUTHORITY (CTA) – The CTA is the nation's second-largest public transportation system. The CTA operates bus and rail routes throughout

Chicago and the surrounding suburbs. The CTA red, brown and purple line trains connect DePaul's Lincoln Park and Loop campuses. Full-time undergraduate DePaul students receive an unlimited-ride CTA pass, called the U-Pass, during academic quarters.

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. Facilities area coordinators (FACs), facilities assistants (FAs) and desk receptionists (DRs) live on campus and are able to help students with facility and access issues.

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 (RDs), assistant residence directors (ARDs) and resident advisors (RAs) 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.

HOUSING CONDITION REPORT – During check-in, you will receive instructions for completing a housing condition report. It is your responsibility to carefully examine your unit and its contents when completing the report. This will include reviewing preexisting issues already noted by staff and indicating the unit's condition (including noting the absence/presence of furnishings). Submit the report as instructed within 48 hours of check-in.

WHAT TO BRING (A SUGGESTED LIST)

ALL HALLS:

- Trash can liners (liners should fit 7-gallon trash cans)
- Cleaning supplies*
- Paper towels
- Dishes and cutlery
- Dish towels
- Plastic kitchen containers (with lids)
- Pillow
- Blankets
- Bed linens**
- Mattress encasement (for university-provided mattress)**
- Earplugs/eye mask
- Towels, washcloths, toiletries (shampoo/soap)
- Nonelectric air freshener
- Box fan
- Small upright or handheld vacuum cleaner
- Desk lamp (preferably with LED or CFL bulb)
- Alarm clock
- RJ 45 ethernet cord OR wireless device
- Flashlight
- UL-approved power strip or surge protector (no extension cords)
- Headphones
- Television (should be high-definition and have a QAM tuner)
- Poster putty
- Under-bed storage, maximum height of 28"
- Clothes hangers
- Small safe or lock box for personal items
- Laundry detergent; high-efficiency liquid (HE) or individual pods recommended
- Optional: supplies for the school supply drive (see page 12)

TRADITIONAL-STYLE HALL ONLY:

- Loft frame** (see page 7 for ordering details)
- Microwave and mini-fridge that does not exceed 4.8 cubic feet*** (see rental information on page 7 for more details)
- Shower caddy if living in Corcoran Hall or Seton Hall

APARTMENT-STYLE ONLY:

- Toilet paper
- Extra garbage bin
- Dishes and silverware

NOTES

*SUITE-STYLE AND APARTMENT-STYLE HALLS ARE RESPONSIBLE FOR CLEANING THEIR OWN BATHROOMS.

**EXTRA-LONG TWIN BEDS ARE THE STANDARD (EXCEPT FOR CENTENNIAL AND McCABE HALLS).

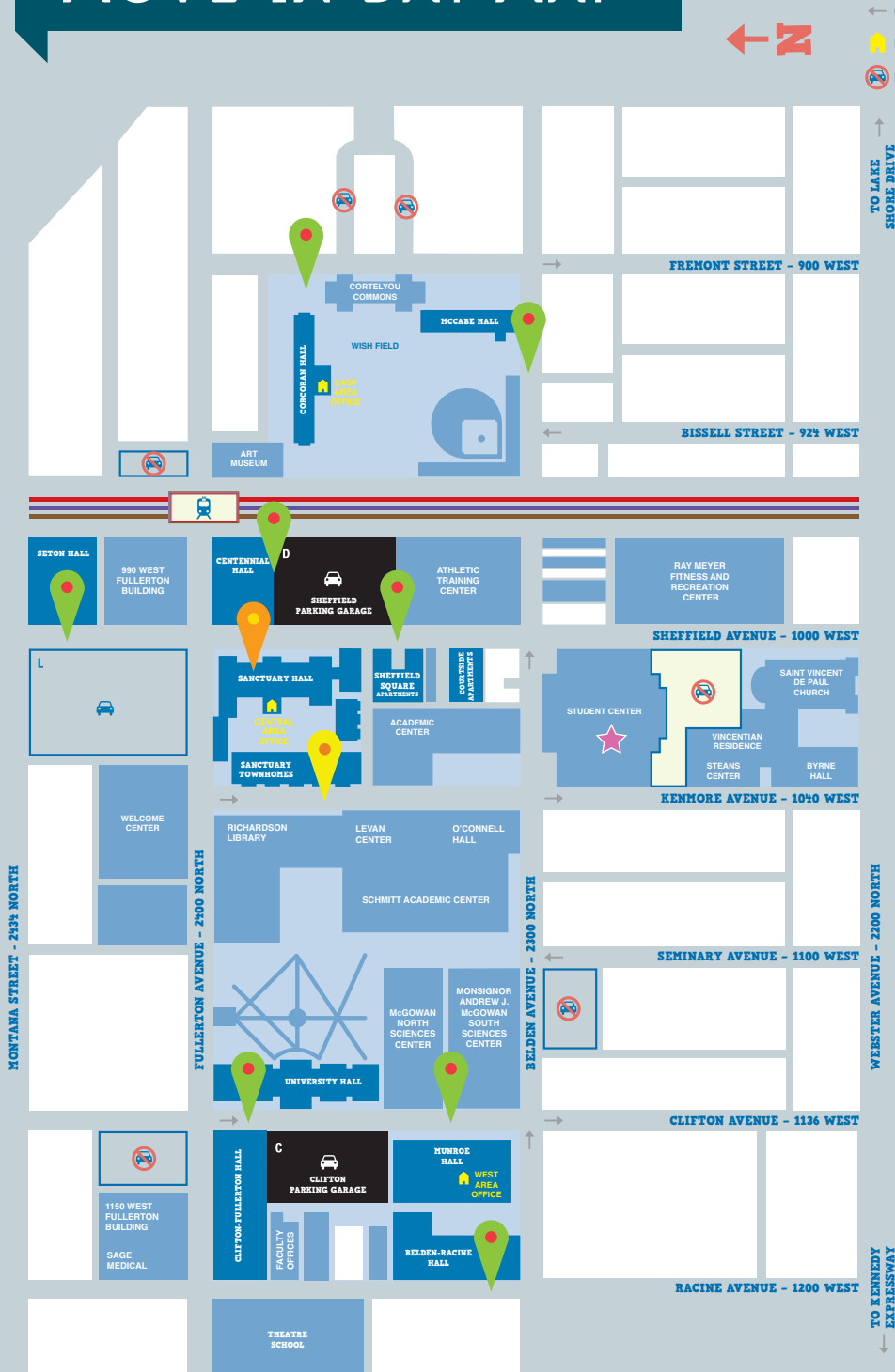
***LIMIT ONE MICROWAVE, FRIDGE AND TV PER ROOM.

REMEMBER: PACK LIGHT.

TO RECEIVE CHANNELS, TV SHOULD BE HD QAM-TUNER ENABLED.



MOVE-IN DAY MAP



MOVE-IN DAY MAP

Check-in locations are open only between the hours of 9 a.m. and 5 p.m. on August 27 and September 2.

CHECK-IN LOCATIONS

All halls and apartments: Please pull vehicle up directly in front; see map for indicator.

SPECIAL NOTES

Corcoran Hall: Follow directional signage posted during move-in day.

Centennial Hall: Go to the third floor of Centennial Hall, which is off of the fourth level of the Sheffield parking garage.

Sanctuary Hall and Townhomes:

You have two check-in locations based on unit number.

Please proceed to Sheffield Ave. unloading area if you are checking in to one of the following units:

Sanctuary Hall 101-114, 201-502

Proceed to Kenmore Ave. unloading area if you are checking in to one of the following units:

Sanctuary Hall 115-120

Sanctuary Townhomes 1-17

Remember: If you do not have your DePaul ID Card, go to Room 109 in the Student Center to obtain it before checking in at your residence hall.

The above move-in day map is for August 27 and September 2, 2017, only. Residents who move in after the scheduled dates and times should check in at their assigned building's area office (see yellow house markers on map). Please check in directly at the Student Center if your move-in date is August 23 or August 29. To find your move-in date, see the chart on page 3.

Department of Housing Services

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