



# THE GUIDE TO MOVING IN AT DEPAUL

UNIVERSITY CENTER



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 University Center work very closely to ensure your experience as a resident is high-quality and allows you to grow within our residential community. We work together on many processes to provide the best service possible. Our department, Housing Services, oversees your assignment and we partner with University Center to create an overall exceptional residential experience. Our main office is located on the Lincoln Park Campus, at 2345 N. Sheffield Ave., Suite 301, in Centennial Hall.

Please read this guide carefully; it contains information about move-in day and how to prepare for your move to campus. Once you arrive, we will provide more resources about living on campus, such as your Guide to Student Housing. **We strongly encourage you to check our website at [offices.depaul.edu/housing](https://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](mailto:housing@depaul.edu)  
[offices.depaul.edu/housing](https://offices.depaul.edu/housing)  
[facebook.com/depaulhousing](https://facebook.com/depaulhousing)  
[twitter.com/depaulhousing](https://twitter.com/depaulhousing)  
[instagram.com/depaulhousing](https://instagram.com/depaulhousing)





# 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.	University Center, Holden Court; see map on back
Sunday, August 27	9 a.m. – 4 p.m.	University Center, Holden Court; see map on back
Tuesday, August 29	Noon – 4 p.m.	University Center, Holden Court; see map on back
Saturday, September 2	9 a.m. – 4 p.m.	University Center, Holden Court; see map on back

**For Discover or Explore Chicago questions, contact:**  
Office of the First-Year Program  
firststyr@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, 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 the university's printing system (Intelliprint), DePaul 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](mailto: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; we often email important reminders to the email address on file prior to move-in day.**

## University Center ID Card

Your University Center ID card will be given to you on the day you check in. It is a separate ID card from your DePaul ID Card and is used only at University Center. You will need this card to enter the building, enter your unit and use your meal plan. If your card is lost, stolen or damaged, you will be charged a \$50 replacement fee. It is important to keep this card with you at all times, as you may be asked to show your ID to a University Center staff member at any time.

## MAILROOM

The University Center mailroom is located on the second floor, directly across from the business office. Due to limited space and resources, if you are shipping boxes or trunks, you should arrange for your packages to be delivered **no sooner than 48 hours prior to your scheduled move-in date.**

Mail is delivered six days a week and distributed to mailboxes. Residents share a mailbox with their suite/apartment roommates and can obtain the combination from the mailroom. All mail must be addressed as follows:

Full Name  
525 S. State St.  
Unit #  
Chicago, IL 60605

Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. Therefore, only addressed mail sent through the U.S. Postal Service, communication from management and official information from member schools may be placed in resident mailboxes. Tampering with any mail not belonging to you is a federal offense, and violators could be subject to prosecution by the U.S. Postal Service. In addition, persons responsible will be held accountable under the policies of University Center.

## Preparing and Packing for Your Move

We have included a packing list for you on the back cover (for easy tear-out). As you pack for move-in day, please note the following partial list of items that are **prohibited** in all University Center housing. If any of these items are found in campus housing, they will be confiscated by staff.

### PROHIBITED ITEMS:

- Pets, without prior approval
- Nails, screws, double-sided tape and staple guns
- Open-flame items: candles, incense and oil lamps
- Appliances with open coils or burners: toasters, electric frying pans (including George Foreman Grills), hot plates and space heaters
- Air conditioners
- Water beds
- Weapons, firearms and explosive devices
- Fireworks and sparklers
- Cinderblocks
- Power strips/appliances that are not UL certified
- Halogen lamps and sun lamps
- Air fresheners with built-in electrical outlets
- Personal lofts (lofts are only allowed if purchased through University Center; see page 6)
- Illegal medications and drugs
- Refrigerators larger than 5.8 cubic feet
- Outside satellite dishes/antennas
- Obscene materials
- Dartboards, darts, paintball guns and water guns
- Alcoholic beverages, containers, decorations and advertising paraphernalia (if you are under 21)







## Getting Settled on Move-In Day: Decorating

### RESIDENTIAL FURNITURE

All spaces are furnished with the correct amount of furniture for the number of residents living in each unit. This includes bookcases, nightstands and TV stands, plus a sofa, lounge chair, and table and chairs for apartment units. Every resident is also provided with a study desk and chair. Shelves and adjustable clothing rods are built into a room closet for each occupant.

Each resident is provided with an extra-long twin bed (80-inch mattress). For studio apartments and private room suites, a full-sized bed will be provided instead.

The twin-sized beds are also loft-able, allowing for extra floor space below the bed, but only if ceiling height permits and an optional approved bed loft kit is utilized. Limited supplies of loft kits are available through the business office.

The use of lofts of any kind other than those provided by building management is prohibited except with prior, specific written consent from the executive director or his or her designee. Visit [ucmovein.com](http://ucmovein.com) for more information and to purchase loft kits.

### 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 when planning the decor for your new home:

- 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 and accessories to your room and move or set up university-provided or personal furniture within your unit. If you are bringing used or upholstered furniture, please clean the surfaces thoroughly to avoid bringing pests into the building.
- Do not move community furniture (e.g., lounge furniture) into your room or remove university-provided furniture from your room or apartment. All issued furniture must stay in the unit or damage fees will be assessed.
- Only approved lofts from University Center may be used.

You will receive a Guide to Student Housing on move-in day. This will have plenty of resources. To view the guide online, visit [tinyurl.com/dpuhousingguides](http://tinyurl.com/dpuhousingguides).

## 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](http://myhousing.depaul.edu).



# WHAT TO EXPECT DURING MOVE-IN DAY

*The following details apply for moves between the hours of 9 a.m. and 5 p.m. for approved move-in days. To find your move-in date, see the chart on page 3.*

## 1. CHECK IN AT THE UNLOADING ZONE

- Pull your vehicle into the designated area, Holden Court, to unload. See the map on the back cover for location.
- There will be an opportunity to use move-in equipment (moving bin and/or dolly) to transport your belongings. University Center will require a state-issued photo ID for use of the equipment (maximum three pieces of equipment per resident).
- Due to limited space, after unloading your vehicle you will be directed to move your vehicle into one of the parking lots located near University Center. Please note that these parking lots are not affiliated with University Center, so you will be expected to pay the parking fee. If you leave your vehicle unattended in the unloading area, it will be towed at the owner's expense.

## 2. MOVE BELONGINGS INTO UNIVERSITY CENTER

- Residents will begin the check-in process by verifying their name and room number. This check-in process will take place in Holden Court. Afterward, staff will help residents to their rooms. We ask that residents unload their items as quickly as possible and return the move-in equipment. Once the equipment has been returned, University Center move-in staff will return the ID provided.
- After returning the move-in equipment to the loading dock area, residents will be directed to the second floor where they will obtain their University Center ID and room key. Residents will also be given guidelines about how to properly complete their room condition report.

## Important Tips and Suggestions

- Residents are encouraged to proceed through the check-in stations to get their University Center ID and key while another member of their party stays in the room to help set up—it will make the move-in process go faster!
- Be sure that every member of your move-in party has your phone and room number. Staff cannot disclose this information, should your party get separated.
- There are some things that cannot be controlled, such as waiting in lines and traffic. We appreciate your patience and understanding.





# RESOURCES FOR ONCE YOU ARE HERE

## University Center Meal Plan Information

DePaul residents in suite-style units are required to have a meal plan. DePaul residents in apartment-style units are not required to have a meal plan but are encouraged to maintain a quarterly plan; the UC Apartment Plan is suggested. University Center meal plans can only be used for dining in the University Center building; they are not available at DePaul Dining Services locations.

### ABOUT THE PLANS

University Center meal plans have a specific number of meals to be used in the University Center's dining center. Meal allotments begin on Monday and continue through Sunday. The meal allotments are reset every Monday during the quarter/semester and are only available while DePaul classes are in session.

- UC Basic Plan: 10 meals a week and \$240 in flex money a quarter
- UC Standard Plan: 15 meals a week and \$240 in flex money a quarter
- UC Deluxe Plan: 19 meals a week and \$240 in flex money a quarter
- UC Apartment Plan: 150 meals for the academic year and \$376 in flex money for the academic year

University Center meal plans also provide "flex" money each quarter that can be used for store purchases outside of the second-floor dining center. Flex money is available on the first day of each quarter/semester and will carry over until the end of spring quarter/semester. Flex money can be used to purchase retail items, to-go containers or a meal for someone. Flex money can be carried over into another quarter and can be used during winter break or spring break.

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/dpumelform](http://tinyurl.com/dpumelform). 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.

## Arriving Before September 2?

All residents in suite-style units at University Center are required to maintain a meal plan for the entire academic year. Since meal plans do not begin until September 2, which is the beginning of fall quarter housing, any student with an earlier move-in date will receive an additional meal plan charge of \$20 per day for every day prior to September 2. This will be added to the student's flex cash, which will roll over through the end of spring quarter.



## Office of Public Safety

The DePaul University 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](http://publicsafety.depaul.edu).



### CAMPUS ESCORT SERVICE

If you have classes on the Lincoln Park Campus or are studying there at night, Public Safety's escort car service may be of use to you. The office provides an escort service for students, faculty and staff whose circumstances require them to travel alone on the Lincoln Park Campus, including to the CTA station. 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 to and from on-campus Lincoln Park locations. To contact the campus escort service, call (773) 325-SAFE (7233).

## University Center Security

University Center has a security team that monitors the residents' and building's safety. The safety of residents and the building is always forefront in the minds of University Center staff. Please become familiar with the safety features and procedures for the community. Special alerts, educational information and notices are posted throughout the building and by elevators. 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. To summon assistance, call the 24-hour University Center security line at (312) 924-8911 or call the University Center Management Office at (312) 924-8000.





## Laundry Information

The main laundry room is located on the second floor. The laundry room is accessible 24 hours a day. Machines run through the use of prepaid laundry cards available for purchase in the laundry room on the second floor. A laundry card is provided free of charge when a resident moves in. Should a resident need an additional laundry card, the cost is \$5 and it may be purchased in the management office.

University Center is not responsible for lost, stolen or damaged items. University Center will not reimburse for any monetary value on a lost, stolen or damaged card.

Any items left in the laundry room for more than 24 hours will be stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the laundry rooms to the Resident Services Desk.



## 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](http://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](http://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](mailto: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](mailto:studentaccounts@depaul.edu), calling (312) 362-8610 or visiting [offices.depaul.edu/student-financial-accounts](http://offices.depaul.edu/student-financial-accounts).



## University Center Technology

At University Center, you have access to basic local telephone service, high-speed Internet connection and satellite television at no extra charge. Information regarding connecting and upgrades is available at move-in.

### NETWORK ACCESS POLICY

Voice, data, video (television) and computer networking (including Internet) technology services available within the building are generally provided without charge for basic services. Upgraded services may be available for an additional charge. You will be given more information about the network access policy once you move in.

All residents are responsible for the protection of their computer from viruses and other forms of malware, and resolution of issues related to the invasion of the user's privacy and/or loss of data. University Center Technology Services (UCTS) is not responsible for virus or adware (spyware) infections. UCTS is also not responsible for the remediation of such affected computers. Additionally, routers must be registered with UCTS.

### DePaul Technology Resources

DePaul University's Technology Support Center (TSC) provides technical assistance for DePaul-supported software, systems, networking and services. Consider the TSC your first point of contact when you have a technical problem. The TSC provides technical support via telephone and email, as well as self-service through Campus Connect.

The Genius Squad provides free on-site assistance with computer hardware- and software-related issues. If you need assistance replacing a hard drive or you discover that your computer is infected with a virus, simply bring it to the Lincoln Park or Loop Campus Genius Squad. Learn more about the Genius Squad by visiting [go.depaul.edu/gs](http://go.depaul.edu/gs).

### 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](mailto:tsc@depaul.edu)

Web: log in to Campus Connect and select the "Technology Support Center" link to create a self-service ticket





## 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](http://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 to [go.depaul.edu/immunizations](http://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](http://tinyurl.com/dpuhealthservices) and from the Office of Health Promotion and Wellness.



DePaul Central  
DePaul Center, Suite 9100  
(312) 362-8610  
Schmitt Academic Center, Suite 101  
(312) 362-8610  
[depaulcentral.depaul.edu](http://depaulcentral.depaul.edu)

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

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

# FREQUENTLY ASKED QUESTIONS

## **WHAT IF I'M RUNNING LATE? CAN I MOVE IN AFTER 5 P.M.?**

Yes. However, University Center 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 8 p.m. Please keep this restriction in mind when making travel arrangements.

## **WHAT IS THE GUEST POLICY FOR MOVE-IN DAY?**

On August 27 and September 2, family passes will be available from 9 a.m. until 5 p.m. After 5 p.m., the standard guest policy will be in effect. The standard guest policy states that 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 state-issued ID, is subject to parental or guardian verification. Phone numbers or written permission and contact information will be necessary to ensure a smooth registration process for all involved.

Please keep in mind that residents are responsible for the conduct of their guests and will be held personally responsible for compliance with all policies and procedures by their guests.

## **HOW DO I GET TO THE LINCOLN PARK CAMPUS FROM UNIVERSITY CENTER?**

University Center is conveniently located near brown line (Harold Washington Library-State/Van Buren) and red line (Harrison) "L" train stations that provide transportation to DePaul's Lincoln Park Campus, which is directly off of the Fullerton station. All DePaul students who meet the academic program and course location requirements are eligible for and automatically enrolled in the CTA U-Pass program, which offers greatly reduced rides on CTA buses and trains. To learn more about the U-Pass program at DePaul, visit [upass.depaul.edu/requirements.html](http://upass.depaul.edu/requirements.html).

## **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](http://wintrust.com/depaul).





# WHAT TO BRING (A SUGGESTED LIST)

## Things to discuss with your roommate:

- |   |  |
|---|--|
| <input type="checkbox"/> Coffee/tea maker               | <input type="checkbox"/> Room decorations  |
| <input type="checkbox"/> Gaming systems                 | <input type="checkbox"/> Small refrigerator (5.8 cubic feet or less; available for rent) |
| <input type="checkbox"/> Iron/ironing board             | <input type="checkbox"/> Television  |
| <input type="checkbox"/> Kitchen items                  |  |
| <input type="checkbox"/> Microwave (available for rent) |  |

## Everything else:

- |  |  |
|--|--|
| <input type="checkbox"/> Batteries   | <input type="checkbox"/> Throw rugs  |
| <input type="checkbox"/> Bike, bike lock   | <input type="checkbox"/> Board games, cards  |
| <input type="checkbox"/> Flashlight  | <input type="checkbox"/> Headphones  |
| <input type="checkbox"/> Small tool set  | <input type="checkbox"/> Laundry supplies and fabric softener                        |
| <input type="checkbox"/> Storage cubes/containers  | <input type="checkbox"/> Laundry bag, lint roller                                    |
| <input type="checkbox"/> Bed linens, including sheet sets and bedspreads (extra-long twin 80" x 36" mattresses provided, except studios and private room suites, which have full-sized beds) | <input type="checkbox"/> Cleaning supplies, toilet bowl cleaner                      |
| <input type="checkbox"/> Mattress pad/cover  | <input type="checkbox"/> Paper towels  |
| <input type="checkbox"/> Hair dryer, hairbrush   | <input type="checkbox"/> Sponges/rags  |
| <input type="checkbox"/> Lotion  | <input type="checkbox"/> School supplies (stapler, staples, tape, binders)           |
| <input type="checkbox"/> Prescriptions   | <input type="checkbox"/> Three-prong power strip with surge protection (UL-approved) |
| <input type="checkbox"/> Razors, shaving cream   | <input type="checkbox"/> Computer cables/ethernet cable (CAT5)                       |
| <input type="checkbox"/> Shower shoes, flip-flops  | <input type="checkbox"/> Fan   |
| <input type="checkbox"/> Tissues, cotton balls, cotton swabs   | <input type="checkbox"/> Telephone and cord (one jack provided per room)             |
| <input type="checkbox"/> Toilet paper and toiletries (soap, shampoo, toothbrush, toothpaste, deodorant)  | <input type="checkbox"/> TV cable  |
| <input type="checkbox"/> Towels, washcloths, robe  | <input type="checkbox"/> Small first aid kit   |
| <input type="checkbox"/> Umbrella/rain gear  | <input type="checkbox"/> Small vacuum  |
| <input type="checkbox"/> Beanbag chairs, other additional furniture  | <input type="checkbox"/> Snacks, bottled water                                       |
| <input type="checkbox"/> Plants, posters, pictures   | <input type="checkbox"/> Storage bins  |
| <input type="checkbox"/> Cart/dolly for move-in (your helpers can take it back home)   | <input type="checkbox"/> Toilet paper  |
| <input type="checkbox"/> Command Hooks by 3M   | <input type="checkbox"/> Garbage bags  |
| <input type="checkbox"/> Extra batteries   |  |

## Apartments only:

Kitchen supplies such as:

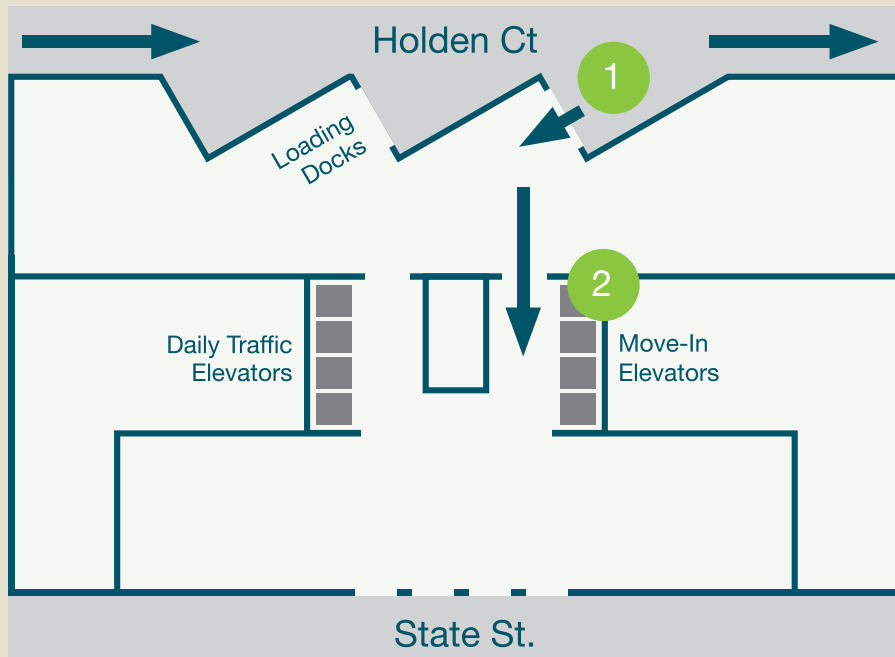
- ☐ Bowls and cups
- ☐ Plastic containers
- ☐ Oven mitt
- ☐ Can opener
- ☐ Freezer bags
- ☐ Tin foil or plastic wrap

NOTES

ONLY BED LOFT  
KITS APPROVED  
BY UNIVERSITY  
CENTER  
MAY BE USED.

REMEMBER:  
PACK LIGHT.

# MOVE-IN DAY MAP



## MOVE-IN DAY MAP

*The following details apply for moves between the hours of 9 a.m. and 5 p.m. for approved move-in days. To find your move-in date, see the chart on page 3.*

- Pull your vehicle into the designated area, Holden Court, to unload.
- There will be an opportunity to use move-in equipment (moving bin and/or dolly) to transport your belongings. University Center will require a state-issued photo ID for use of the equipment (maximum three pieces of equipment per resident).
- Due to limited space, after unloading you will be directed to move your vehicle.
- See a full list of move-in how-tos on page 8.



### Department of Housing Services

2345 N. Sheffield Ave.  
Centennial Hall, Suite 301  
Chicago, IL 60614  
(773) 325-7196  
[housing@depaul.edu](mailto:housing@depaul.edu)  
[offices.depaul.edu/housing](http://offices.depaul.edu/housing)



### University Center

525 S. State St.  
Chicago, IL 60605  
(312) 924-8000  
[info@universitycenter.com](mailto:info@universitycenter.com)  
[universitycenter.com](http://universitycenter.com)