

FALL 2021

MOVE-IN GUIDE

LINCOLN PARK



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Welcome to Lincoln Park Campus Housing!

The Department of Housing, Dining & Student Centers (DePaul Housing) and the Department of Residential Education are excited to have more students back on campus for the 2021-22 academic year! Our departments work very closely to ensure your experience as a resident is high-quality and allows you to grow within our residential community. Our goal is to provide the best guidance and services possible, so all residents live comfortably and cooperatively throughout the course of the academic year.

Though students will be vaccinated for COVID-19 while living on campus, our departments will still follow any COVID practices or guidelines that may exist in an effort to protect everyone's health and safety. To be fully aware of our on-campus policies and procedures, we encourage you read through this guide as well as other resident resources cited here.

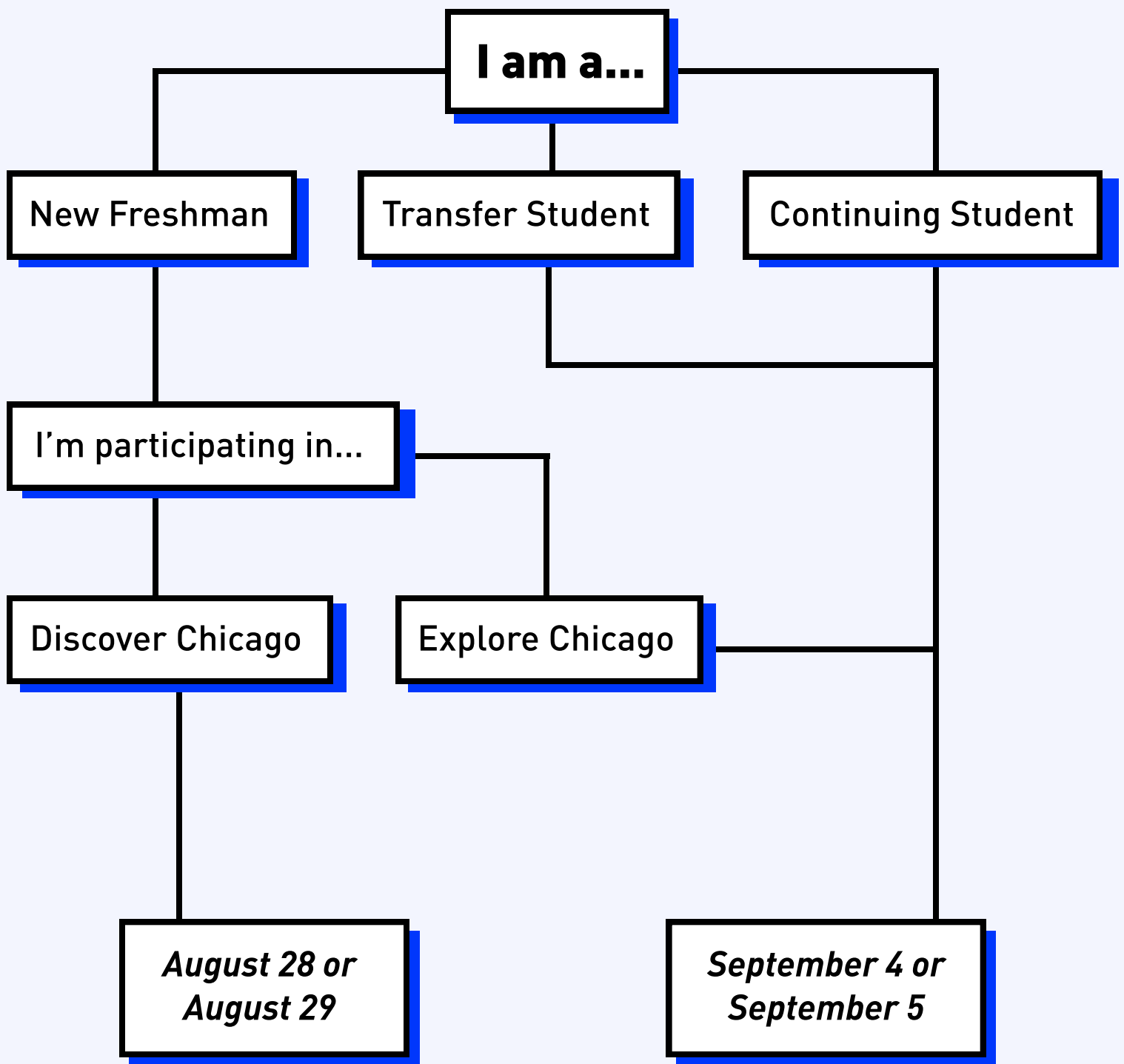
If you have questions, please email us at [**housing@depaul.edu**](mailto:housing@depaul.edu) or utilize our chat feature available on the Housing website: [**go.depaul.edu/housing**](https://go.depaul.edu/housing).

Rick Moreci, Director

Department of Housing, Dining & Student Centers
housing@depaul.edu
(773) 325-7196
go.depaul.edu/housing

Rod Waters, Director

Department of Residential Education
resed@depaul.edu
(773) 325-4211
go.depaul.edu/resed



On-campus residents are required to schedule a move-in appointment on myhousing.depaul.edu

Prepare for Move-In Day

Step 1 Schedule Your Move-In Appointment

Before your move-in day, please make sure you book your move-in appointment. **You may select your move-in appointment starting Wednesday, July 28, in the Housing Portal at myhousing.depaul.edu.** Reservations are made on a first-come, first-served basis and changes will not be allowed 24 hours prior to a scheduled appointment.

Step 2 Review Our Student Housing Resources

Become familiar with the different policies you must follow while living on campus.

- [Lincoln Park Guide to Student Housing](#)
- [Fall Move-In \(webpage\)](#)
- [COVID-19 Campus Housing Information](#)
- [Fall Quarter 2021 FAQs](#)

Step 3 Know What You Need to Bring

Bedding/ Sleep

- ☐ Earplugs and/or eye mask
- ☐ Pillow
- ☐ Blankets
- ☐ Mattress pad or encasement
- ☐ Sheets

NOTE: Beds are twin XL, except beds in McCabe and Centennial are regular twin.

Bathroom/ Kitchen

- ☐ Wastebasket
- ☐ Towels and washcloths
- ☐ Toilet paper and paper towels
- ☐ Shower caddy and toiletries
- ☐ Dishes, cutlery and kitchen storage containers
- ☐ Cleaning and disinfecting supplies

Closet

- ☐ Clothes hangers
- ☐ Laundry detergent (high-efficiency liquid or detergent pods preferred over powdered detergent)

Décor

- ☐ Room decorations/photos
- ☐ Poster putty or 3M hooks/strips

For Kitchen Use ONLY

These items are allowed in residence halls but may only be used in communal kitchens. They must be unplugged when not in use.

- ☐ Sandwich maker or panini press
- ☐ Toaster
- ☐ Popcorn popper
- ☐ Rice cooker or slow cooker
- ☐ Air fryer
- ☐ Iron (may also be used in laundry room)

Emergency

- ☐ First aid kit
- ☐ Go bag

What is a go bag? Answer: An emergency preparedness bag that you pack in advance in case you need to move from your permanent unit to a designated space for students who test positive for COVID-19.

Electronics/ Appliances

- ☐ Single serving coffee maker
- ☐ Fan
- ☐ Small Vacuum cleaner
- ☐ Desk lamp (preferably with LED or CFL bulb – halogen bulbs are not allowed)
- ☐ Mini-fridge
- ☐ Microwave
- ☐ Air purifier (optional)

NOTE: You may also rent a micro-fridge through our vendor **MyCollegeFridge.com**.

If you need help finding certain items on the packing list, we have a number of partners who can help!

OCM makes move-in easy with the best college assortment and latest trends in bedding, bath, décor, accessories, carpets, and organization. The supplies OCM offers are high quality, value-priced, including “room in a box” Value Paks that have everything you need for your unit.

For those living in traditional dorms, **MyCollegeFridge.com** offers a mini fridge-microwave combo unit (micro-fridge) for rent with convenient delivery upon move-in and pickup upon move-out! Place your order by Sunday, August 15. Remember, you may have only one combo unit (or one mini refrigerator and one microwave) per room.

Step 4

Get Your DePaul ID Card Before Move-In

All residential buildings have an ID card swipe system to enter. Please follow the **How to Secure Your DePaul ID Card instructions** provided by the ID Card Services Office **no later than Sunday, August 8, 2021**, to receive your DePaul ID card in the mail.

Step 5

Update Your Mailing Address

After you receive your DePaul ID card in the mail, update your on-campus mailing address in **Campus Connect** and make sure it follows the format below.

Your Full Name (no nicknames)
DePaul University
2250 N. Sheffield Avenue, Suite #317
Mailbox # _____
Chicago, IL 60614

❗ **Don't forget to inform any senders of your new on-campus mailing address!**

Move-In Day Instructions

Step 1 Arrive at Your Residence Hall or On-Campus Apartment

Show up at the location specified in your move-in appointment confirmation email at your confirmed move-in appointment time—*no sooner, no later*. Should you need move-in assistance, we ask that each resident bring no more than two (2) move-in helpers, such as family members.

Out of an abundance of caution and for the safety of all, we are conducting a mandatory mask move-in process. Therefore, we are asking all residents and move-in helpers to wear face masks during their move-in appointment from start to finish. If anyone is without a face mask, we can provide one via the front desk of your residence hall.

Move your vehicle to a designated area by following directions given by staff. Vehicles may typically pull up right in front of the hall in the loading zone to unload. Do not to park in handicapped spaces, fire lanes, service areas, driving lanes, or other areas not designated for parking.

Before you enter the building, be prepared to present your DePaul ID card to front desk staff.

Step 2 Check-In with Housing Staff

At your designated check-in station, please state that you have arrived for your move-in appointment. Your name and appointment time will be cross-checked by the front desk staff.

Once verified, you will be given:

- Welcome information
- Your room key
- Wristbands for up to two (2) moving assistants – family member or friends
- Additional guidance from Housing and Residential Education

Step 3 Unload Your Vehicle



If you have moving helpers, please make sure they wear the wristbands from the welcome envelope. Wristbands will be checked at the front desk.

Quickly unload your vehicle; there is a 15-minute time limit if you park in the unloading zone in front of your building. You may also move your car to a designated lot/garage on campus. Vehicles can be moved to the Clifton Avenue Parking Garage or the Sheffield Avenue Parking Garage; the wristband will serve as free parking on your scheduled move-in date. Please note that there is no on-campus parking available for trailers.

Red bins with moving wheels are available in the lobby on an honor system. You may use one (1) red moving bin only during your appointment window – no more than 20 minutes. If possible, we recommend you bring your own cart or dolly. Once unloaded, please return the red moving bin to the lobby and proceed to your unit.



Set Up & Decorate Your Room

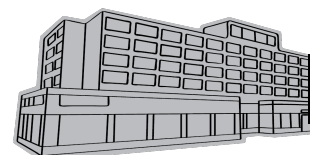
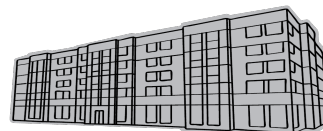
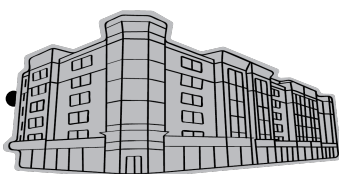
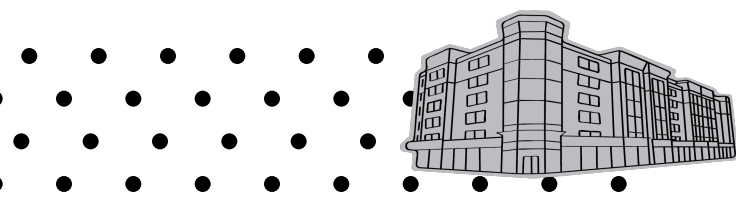
You are encouraged to personalize your living areas. However, there are guidelines that must be followed. Please keep all these items in mind when planning the decor for your new home:

- You may post things on your walls by using masking tape, painter's tape, or poster putty. Other adhesive tape products, glue, nails, and thumbtacks **cannot** be used. Front door decorations are also not allowed.
- Do not paint or make alterations that will permanently affect the walls, ceiling, or floor.
- Flatscreen TVs cannot be wall-mounted; they must have a stand. When you set up your TV, we highly recommend activating up your **Philo** account (activation instructions will be sent via email within 24 hours of your move-in). Philo is a streaming TV service offering access to 60+ TV channels and cloud-based DVR service.
- All issued furniture must stay in the unit or damage fees will be assessed. You can bring personal furniture and accessories to your room and reconfigure university-provided furniture that is already provided in your room. The furniture arrangement must be aligned with campus housing policies and all roommates must be in agreement. If you are bringing additional furniture, particularly 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 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 with the exception of removable/reusable window decals.
- Remember, each unit may have one mini refrigerator (no more than 4.8 cubic feet) and one microwave (no more than 900 watts). Roommates must decide which appliances they are bringing. Roommates in traditional halls may also rent a micro-fridge from **MyCollegeFridge.com**, which will be delivered to their unit. Those living in on-campus apartments may not bring a refrigerator or microwave as these appliances are already provided in their unit.
- For safety reasons, extension cords and outlet splitters are not allowed. Decorative lighting is allowed, but only one strand (multiple strands connected are not allowed). UL-approved surge protectors and power squids are acceptable.

Residential Buildings

Residence halls and on-campus apartments are managed by our staff in DePaul Housing and Residential Education. Please refer to the **Guide to Student Housing** to understand the different staff member roles and responsibilities so you know who to contact.

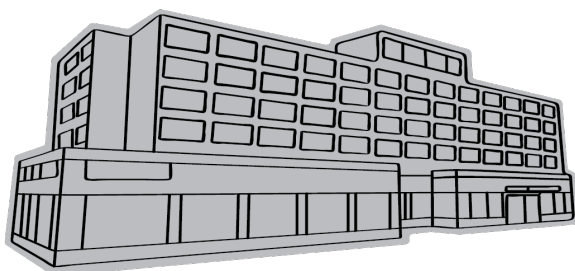
Belden-Racine Hall	2311 North Racine Avenue
Centennial Hall	2345 North Sheffield Avenue Go to the third floor of Centennial Hall, which is off of the fourth level of the Sheffield Parking Garage.
Corcoran Hall	910 West Belden Avenue
Courtside Apartments	2308 North Sheffield Avenue
McCabe Hall	900 West Belden Avenue
Munroe Hall	2312 North Clifton Avenue
Oznam Hall	2350 North Clifton Avenue
Sanctuary Hall	2347 North Kenmore Avenue
Sanctuary Townhomes	2345 North Kenmore Avenue
Seton Hall	2425 North Sheffield Avenue
Sheffield Square	2318-2326 North Sheffield Avenue
University Hall	2345 North Clifton Avenue



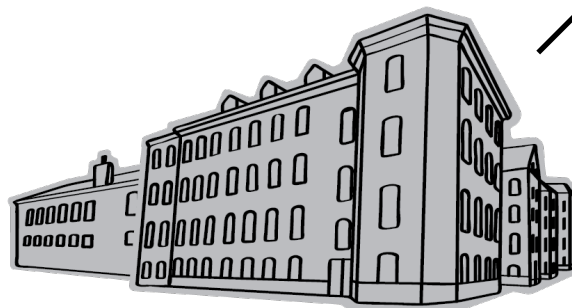
Area Offices

Area Offices are managed by DePaul Housing and divided into three sections of the Lincoln Park Campus to serve specific residence halls and on-campus apartments. You may visit your designated area office to place a room/equipment repair request (work order), ask questions about your health and safety inspection, and more. For more information about area offices, [click here](#).

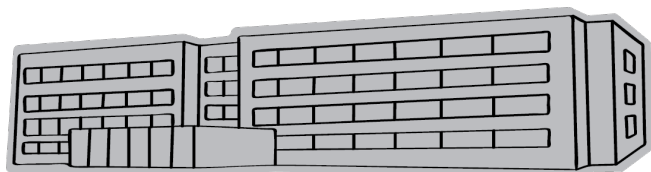
East Area Office Location: Corcoran Hall, Lobby Phone: (773) 325-8690	<i>For residents of Corcoran, McCabe, and Seton</i>
Central Area Office Location: Sanctuary Hall, Room 211C Phone: (773) 325-1899	<i>For residents of Centennial, Courtside, Sanctuary Hall, Sanctuary Townhomes, and Sheffield Square</i>
West Area Office Location: Munroe Hall, Room 107 Phone: (773) 325-7202	<i>For residents of Belden-Racine, Ozanam, Munroe, and University Hall</i>



Munroe Hall



Sanctuary Hall



Corcoran Hall

Meal Plans & On-Campus Dining



Below are details about how meal plans work:

Start Date

All plans are activated on your DePaul ID card starting August 28, 2021. You will need your DePaul ID card when using your meal plan at on-campus dining locations, including dining kiosks.

Meal Swipes

Plans provide a set number of meals swipes per week or per quarter, depending on the meal plan type you selected. Swipes are for personal use only. Unused swipes do not roll over from week-to-week or quarter-to-quarter.

Meal Exchanges

Residents may also use their swipes to eat in locations outside of the main Blue Demon Dining Hall, which includes locations on the Loop Campus. More information about how meal exchanges work can be found on the **Dining website**.

Flex Dollars

Flex dollars are made available on the first day of each quarter and can be used for purchases outside of the main dining areas (e.g., campus cafes). Unlike meal swipes, Flex dollars do roll over quarter-to-quarter and may be used when classes are not in session (e.g., Winter Intercession and Spring Break). Any Flex dollars remaining at the end of Spring Quarter will be forfeited.

For more information about meal plans and Blue Demon Dining, visit go.depaul.edu/dining.



Health & Safety

DePaul is committed to keeping the community safe, which is why the university is requiring students to be vaccinated for COVID-19 at the start of Fall Quarter 2021. This is particularly critical for the students living on campus. DePaul Housing and Residential Education will continue to follow any directions and advice from the City of Chicago, State of Illinois, public health organizations like the Centers for Disease Control and Prevention (CDC), and the university's medical advisors. As such, DePaul also reserves the right to modify COVID guidelines as deemed necessary.

For more information, please visit the COVID-19 Campus Housing Information webpage at go.depaul.edu/housing-covid-info.

University Resources

Center for Students with Disabilities coordinates providing accommodations and other services to students with documented disabilities.

- go.depaul.edu/csd
- csd@depaul.edu
- Lincoln Park: (773) 325-1677
- Loop: (312) 362-8002

Dean of Students Office handles violations of the Code of Student Responsibility at DePaul. The office manages the administrative withdrawal and absence notification process, and can help you 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
- Loop: (312) 362-8066

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.

- go.depaul.edu/hpw
- hpw@depaul.edu
- (773) 325-7129

Health Services partners with AMITA Sage Medical Group, which is a community healthcare provider located on the Lincoln Park Campus at 1150 W. Fullerton Avenue. Office visits and basic lab work are covered by the health services fee. All Lincoln Park residents are automatically billed the health services fee to their DePaul Student Account. To discontinue the fee, contact the Office of Health Promotion and Wellness at hpw@depaul.edu.

■ go.depaul.edu/healthservices

ID Services issues your DePaul ID Card, which serves as your official identification at DePaul. After you receive your DePaul ID card, you are required to have it all times while on campus. If you lose your DePaul ID card, contact ID Services immediately. ID Services also issues your U-Pass in the fall for public transit.

■ go.depaul.edu/idservices

■ IDServices@depaul.edu

■ Lincoln Park: (773) 325-7466

■ Loop: (312) 362-5959

New Student and Family Engagement (NSFE) assists students and their families in making a smooth transition into life at DePaul. NSFE manages Premiere and Transition DePaul orientations, as well as the Chicago Quarter (Discover Chicago and Explore Chicago) program and Student Success Coaching.

■ go.depaul.edu/nsfe

■ orientation@depaul.edu

■ parents@depaul.edu

■ (773) 325-7360

Office of Public Safety provides the following services: emergency response, crime prevention, security awareness, crime victim assistance, safety tips, and lost and found.

■ go.depaul.edu/publicsafety

■ Lincoln Park: (773) 325-7777

■ Loop: (312) 362-8400

Student Mail Center is located in the Student Center on the Lincoln Park Campus and can be reached at StudentMailCenter@depaul.edu or (773) 325-4912. Your mailing address is listed on your assignment letter and available at go.depaul.edu/residentmail. You will receive your mail key at the completion of the quarantine period.

