

FALL 2021

MOVE-IN GUIDE

UNIVERSITY CENTER
(LOOP)



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Welcome to University Center!

The Department of Housing, Dining & Student Centers (DePaul Housing) and the Department of Residential Education are excited to have students back on campus for the 2021-22 academic year! We 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 enforce certain COVID practices 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.

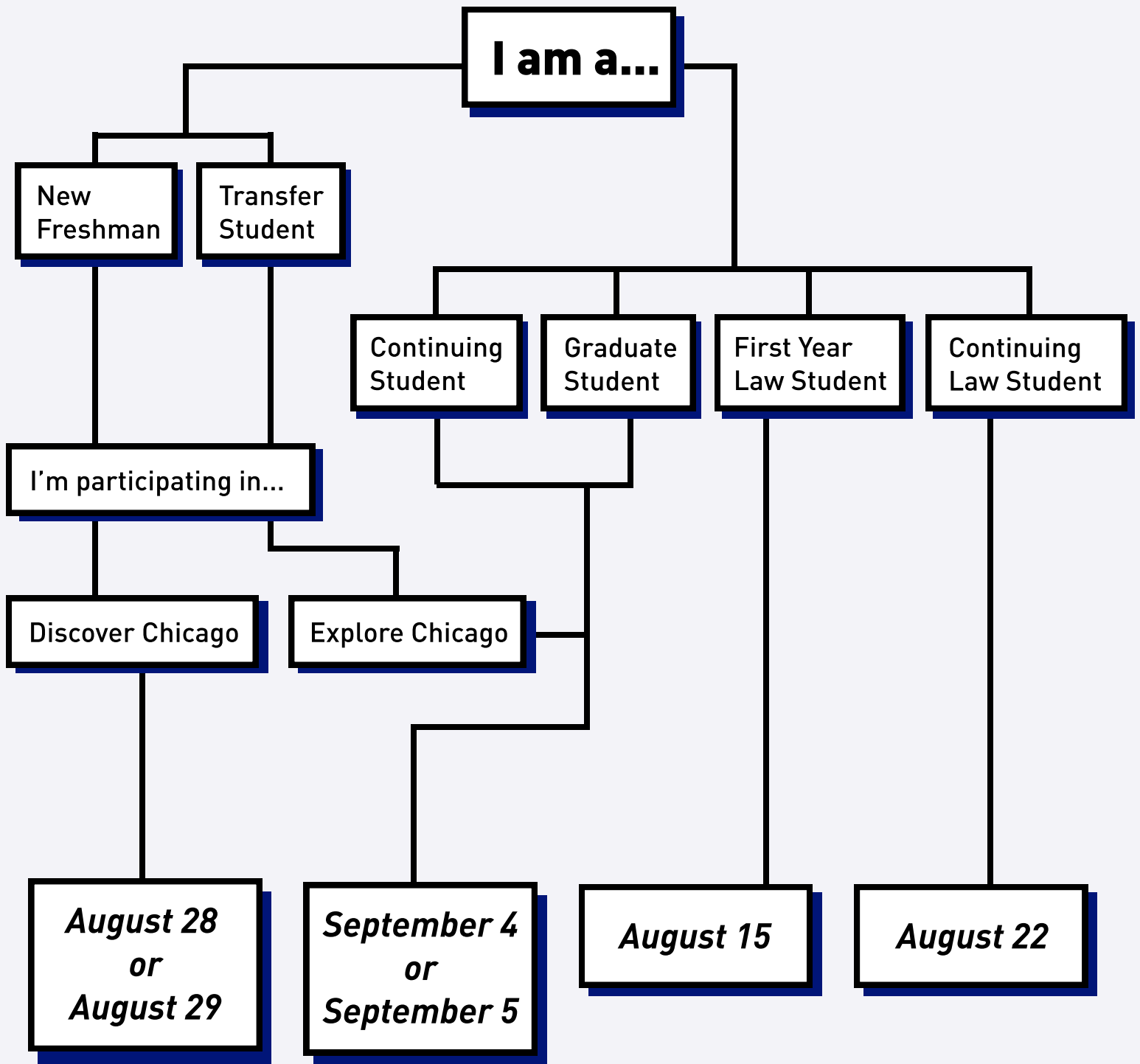
If you have questions, please email us at **housing@depaul.edu** or utilize our chat feature available on the Housing website: **go.depaul.edu/housing**.

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 UCresidentservices.com

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 UC Resident Portal at [UCresidentservices.com](https://ucresidentservices.com).** 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.

- [University Center Resident Handbook](#)
- [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 for PRS and Studio apartments which have full-size beds.

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 (for units without a kitchen)
- ☐ Microwave (for units without a kitchen)
- ☐ Air purifier (optional)

If you need help finding certain items on the packing list, we have a number of partners who can help! For more information, visit the **DePaul Housing Portal** at myhousing.depaul.edu and **UC Resident Portal** at UCresidentservices.com.

Step 4 Get Your DePaul ID Card Before Move-In

If you would like to receive your DePaul ID card in the mail prior to your move-in date, 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**. Otherwise, you may visit the ID Card Services Office (1E. Jackson Boulevard, Room 9200) on the day of your scheduled move-in to get your DePaul ID card.

Step 5 Update Your Mailing Address

Once you receive your DePaul ID card, update your on-campus mailing address in **Campus Connect** and make sure it follows the format below. Don't forget to inform senders of your new on-campus mailing address.

Your Full Name (no nicknames)
University Center
525 S. State Street
Unit # _____
Chicago, IL 60605

! *Remember, your mailbox number is the same as your unit number at University Center!*

Step 6 Follow the Move-In Day Instructions

Read through the Move-In Day Instructions section of this guide (pages 5-6) carefully, so you know where to park and unload.

Move-In Day Instructions

Step 1 Arrive at Holden Court and the Unloading Zone

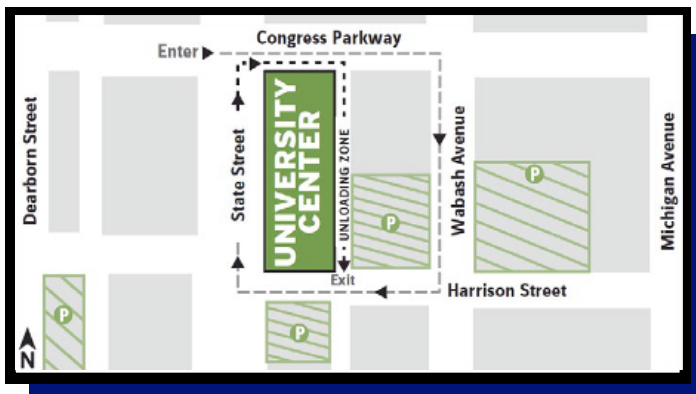
Show up at the location specified in your move-in appointment confirmation email at your confirmed move-in appointment time—**no sooner, no later**. Should you need move-in assistance, we ask that each resident bring no more than two (2) move-in helpers, such as family members.

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.

The University Center is located at 525 South State Street, but **unloading happens at the back entrance on Holden Court**, just off of Ida B. Wells Drive. Pull your vehicle into the designated area, Holden Court, to unload.

Speed packs will be provided to transport belongings to your room and can be checked out by providing state-issued photo ID. Once the speed pack is returned, staff will return your ID.

After unloading you will be directed to move your vehicle into one of the parking lots located near University Center. 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.



Step 2 Check In and Move Belongings

The check-in process also takes place in Holden Court. Residents will begin by verifying their name and room number to staff, who will then assist them to their room.

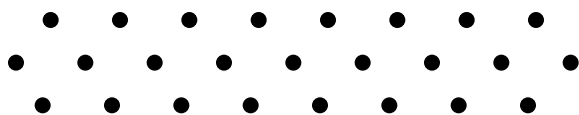
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After returning the move-in equipment to the loading dock, residents will be directed to the second floor where they will obtain their University Center ID, room key, and guidelines about how to properly complete their room condition report.

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 unpack.

Important Note About Your IDs

Your University Center ID is separate from your DePaul ID card and is used only at the 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.



Dining & Meal Plans

Below are details about how meal plans work:



Start Date & Using Meal Plans

Residents with a Basic, Standard, or Apartment 150 meal plan

- Meal plans are activated on your University Center ID card starting:
 - August 16 for Law students
 - August 28 for undergraduate and graduate students
- When using your meal plan at University Center dining areas located on the 2nd floor, you must present your University Center ID card to the cashier.

For residents with a Basic Plus or Standard Plus meal plan

- Meal plans are activated on your University Center ID card and DePaul ID card starting:
 - August 28 for undergraduate and graduate students
- When using your meal plan at University Center dining areas located on the 2nd floor, you must present your University Center ID card to the cashier.
- You may also access dining on the 11th floor of DePaul Center (Loop) and on the Lincoln Park Campus with your DePaul ID card where you can use your allotment of both meal swipes and Flex dollars.

Meal Swipes

Plans provide a set number of meals swipes per week, except the Apartment 150 plan which has 150 meal swipes for the entire academic calendar. Swipes are for personal use only. Unused swipes do not roll over week-to-week.

Flex Dollars

Flex dollars are made available on the first day of each quarter/semester and can be used for purchases outside of the main dining halls (at on-campus convenience stores and cafés).

Unlike meal swipes, Flex dollars do roll over quarter-to-quarter and semester-to-semester. They may be used when classes are not in session (e.g., Winter Break, 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 all students to be vaccinated for COVID-19 at the start of Fall Quarter 2021. While this may be the case, DePaul Housing, Residential Education, and Peak Campus Management continue to follow the direction and advice from the City of Chicago, State of Illinois, public health organizations like the Centers for Disease Control and Prevention, and the university's medical advisors.

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. For healthcare services closer to the Loop Campus, please contact **Health Promotion and Wellness** at (773) 325-7129.

- 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
- (773) 325-7360
- parents@depaul.edu
- orientation@depaul.edu

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

Residence Life is responsible for building a sense of community and DePaul spirit, providing residents with opportunities for engagement, responding to student crises, and managing the residential student conduct process. The Residence Life Team (RLT) live at University Center and are available to assist students with their transition to DePaul.

- universitycenter.com
- resed@depaul.edu
- go.depaul.edu/resed

University Center Business Office manages building operations for the college communities within University Center, which includes DePaul University.

- universitycenter.com
- UChousing@peakcampus.com

