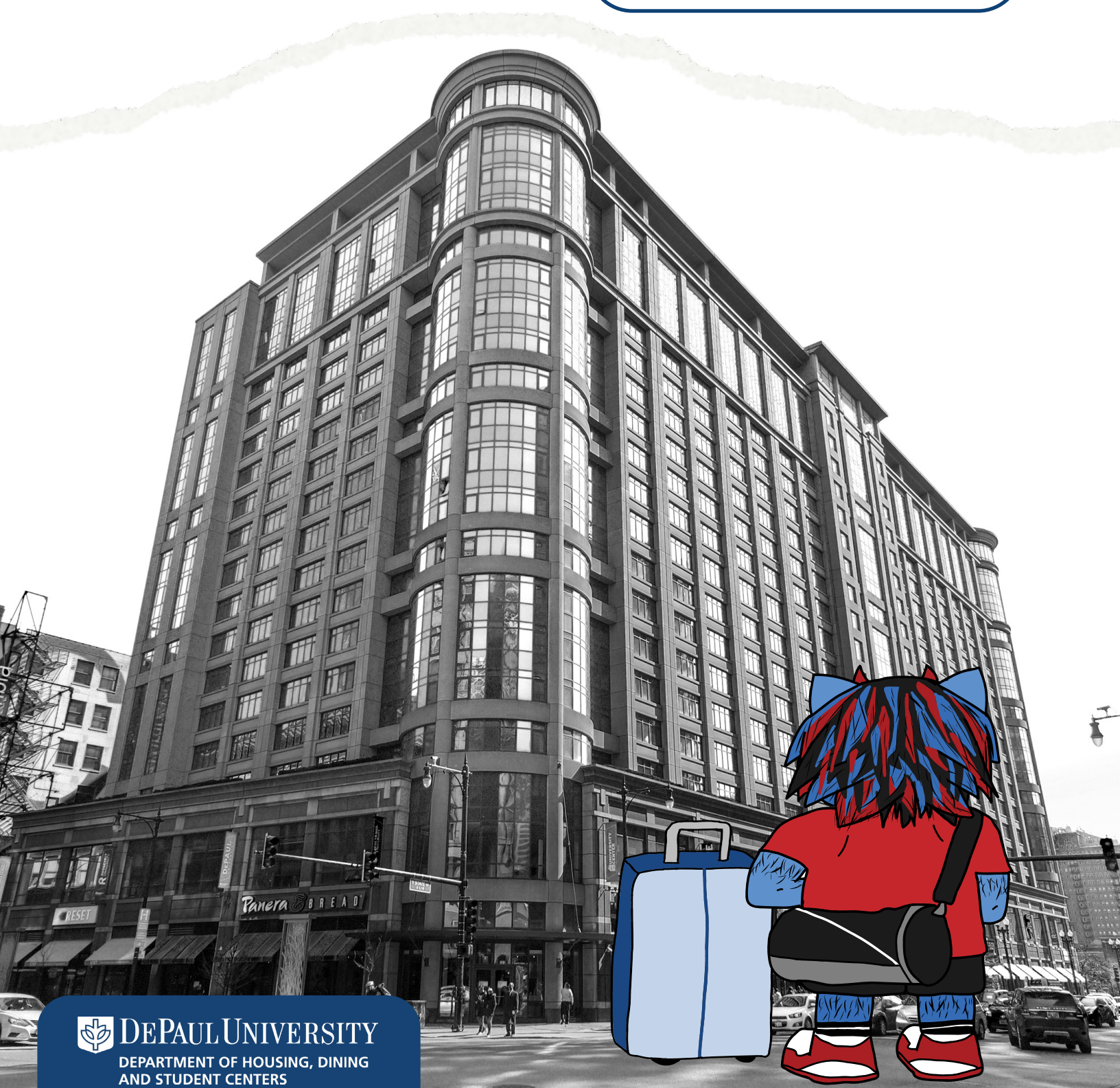


FALL 2022

MOVE-IN GUIDE

University Center



DEPAUL UNIVERSITY

DEPARTMENT OF HOUSING, DINING
AND STUDENT CENTERS

Table of Contents

- 01 Welcome Message
- 02 Your Move-In Date
- 03/04 Prepare for Move-In Day
- 05/06 Move-In Day Instructions
- 07 Dining & Meal Plans
- 08 Health & Safety
- 09/10 University Resources
- 11 Maps





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 2022-23 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 or utilize our chat feature available on the Housing website: go.depaul.edu/housing.

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housing@depaul.edu
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Your Move-In Date

New, Incoming Freshmen

I am attending...

Discover or Explore	Orientation Type	Orientation Date	Schedule Your Move-in Appointment
Discover	→ 2-day Premiere DePaul	→ Before August 12	→ Saturday, August 27 or Sunday, August 28
Explore	→ 2-day Premiere DePaul	→ Before August 12	→ Sunday, August 28 or Saturday, September 3
Discover	→ 1-day Premiere DePaul	→ Tuesday, August 23	→ Monday, August 22
Discover	→ 1-day Premiere DePaul	→ Thursday, August 25	→ Wednesday, August 24
Discover	→ 1-day Premiere DePaul	→ Friday, August 26	→ Thursday, August 25
Explore	→ 1-day Premiere DePaul	→ After August 22	→ Sunday, August 28 or Saturday, September 3

Please note:

- Move-in appointments may not be scheduled on Sunday, September 4 or Monday, September 5 (Labor Day).
- Additional midweek appointments **may** become available when you receive your housing portal link via email.
- Students who are attending Premiere orientation on August 23, 25, or 26 must move-in on the date indicated above.

Transfer Students and Continuing Students

Your move-in appointment may be scheduled:

Sunday, August 28 OR Saturday, September 3

Law Students

- First-Year Law Students** schedule their move-in appointment on **Sunday, August 14**
- Continuing Law Students** schedule their move-in appointment on **Sunday, August 21**

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 in the UC Resident Portal. The University Center will be emailing you separately with more detailed information specifically for UC residents, including how to set up your UC Resident Portal and how to schedule a move-in appointment. 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.

- [DePaul Housing FAQs](#)
- [2022-23 University Center Resident Handbook](#)
- [COVID-19 Campus Housing Information](#)

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.

Closet

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

Bathroom/Kitchen

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

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

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
- Mini-fridge
- Microwave
- Air purifier (optional)
- Desk lamp (preferably with LED or CFL bulb - halogen bulbs are not allowed)

If you need help finding certain items on the packing list, we have partners who can help! For more information, visit the **UC Resident Portal** at [UCresidentservices.com](https://ucresidentservices.com).

STEP 4

Get Your Blue Demon Card (DePaul ID Card) Before Move-In

Blue Demon Card:

If you would like to receive your Blue Demon Card in the mail prior to your move-in date, please follow the **How to Secure Your Blue Demon Card** instructions provided by the ID Card Services Office **no later than Sunday, August 7, 2022**. 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 Blue Demon Card.

University Center ID Card:

Your University Center ID is separate from your Blue Demon 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, contact the business office on the second floor - you will be charged a \$50 replacement fee.

STEP 5

Update Your Mailing Address

Once you receive your **Blue Demon 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)
University Center
525 S. State Street
Unit # _____
Chicago, IL 60605

Mail and packages should be delivered **AFTER** your move-in date. Also, don't forget to inform any senders of your new on-campus mailing address!

Move-In Day Instructions

STEP 1

Arrive at Holden Court and the Unloading Zone

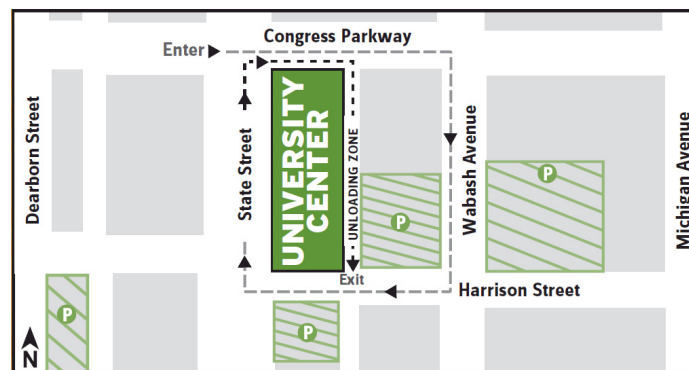
Show up at the location specified in your move-in appointment confirmation email at your confirmed move-in appointment time—*no sooner, no later*. Should you need move-in assistance, we ask that each resident bring no more than two (2) move-in helpers, such as family members.

DePaul University and University Center are mask friendly. Face masks are RECOMMENDED, but NOT required. Wearing a mask is a personal choice. The DePaul community supports your decision to continue wearing a mask if you so choose during move-in.

The University Center is located at 525 South State Street. Move-in unloading takes place at the back entrance of the building, on Holden Court, at Ida B. Wells Drive. Pull your vehicle into the designated area, Holden Court.

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 near the University Center. These parking lots are not affiliated with the University Center or DePaul University, you will be expected to pay the parking fee. Please do not 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. You will begin by verifying your name and room number – staff will then assist you in locating your room.

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

Residents are encouraged to go to the check-in stations to get their University Center ID and key while another member of their party stays in the room to unpack.

STEP 3

Get to Know Your New Home

Once you are settled in, explore the amenities and communal areas at University Center! These are just a few...

Dining Hungry? Head to the 2nd Floor with your friends and neighbors to dine in at CAF. Need a quick bite? Next to CAF is The Market where you can purchase grab-and-go meals, beverages, snacks, and even toiletries. For more information about dining, including meal plans, turn to page X of this guide.

Laundry Room The laundry room is located on the 2nd Floor and is accessible 24 hours a day. Machines run through the use of prepaid laundry cards. A laundry card is provided free of charge when a resident moves in. Additional laundry cards cost \$5 and may be purchased in the management office. University Center is not responsible for missing, stolen, or damaged items and will not reimburse for any monetary value lost.

Fitness Center Stop by the fully equipped gym on the 2nd Floor for a workout.

Meeting Room Go to the 14th Floor to hold a group study session. The room is set up with a conference-style table and A/V for a virtual meeting.

Gaming Lounge Shoot some pool, play an arcade game, or set up the large Jenga set – all are located on the 2nd Floor.



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 15 for Law students
 - August 27 for undergraduate and graduate students
- When using your meal plan at University Center dining areas located on the second floor, you must present your University Center ID card to the cashier.

Residents with a Basic Plus or Standard Plus meal plan

- **Meal plans are activated on your University Center ID card and Blue Demon Card starting:**
 - August 15 for Law students
 - August 27 for undergraduate and graduate students
- When using your meal plan at University Center dining areas located on the second 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 Blue Demon 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 for 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 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/semester 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 2022. 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
- ☐ Lincoln Park: (773) 325-1677
- ☐ csd@depaul.edu
- ☐ 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
- ☐ Lincoln Park: (773) 325-7290
- ☐ deanofstudents@depaul.edu
- ☐ 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
- ☐ (312) 362-8610
- ☐ dpcl@depaul.edu

Health Promotion and Wellness provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors.

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

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 the **Office of Health Promotion and Wellness** at (773) 325-7129.

- ☐ go.depaul.edu/healthservices

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

- ☐ go.depaul.edu/idservices
- ☐ Lincoln Park: (773) 325-7466
- ☐ IDServices@depaul.edu
- ☐ 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
- ☐ parents@depaul.edu
- ☐ orientation@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
- ☐ Loop: (312) 362-8400
- ☐ Lincoln Park: (773) 325-7777

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.

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

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

- ☐ universitycenter.com
- ☐ UChousing@peakcampus.com

University Counseling and Psychological Services (UCAPS) offers a full range of confidential clinical mental health services at no cost to DePaul students.

- ☐ go.depaul.edu/ucaps
- ☐ (773) 325-CARE
- ☐ depaulucaps@depaul.edu

