



FALL 2023

LINCOLN PARK

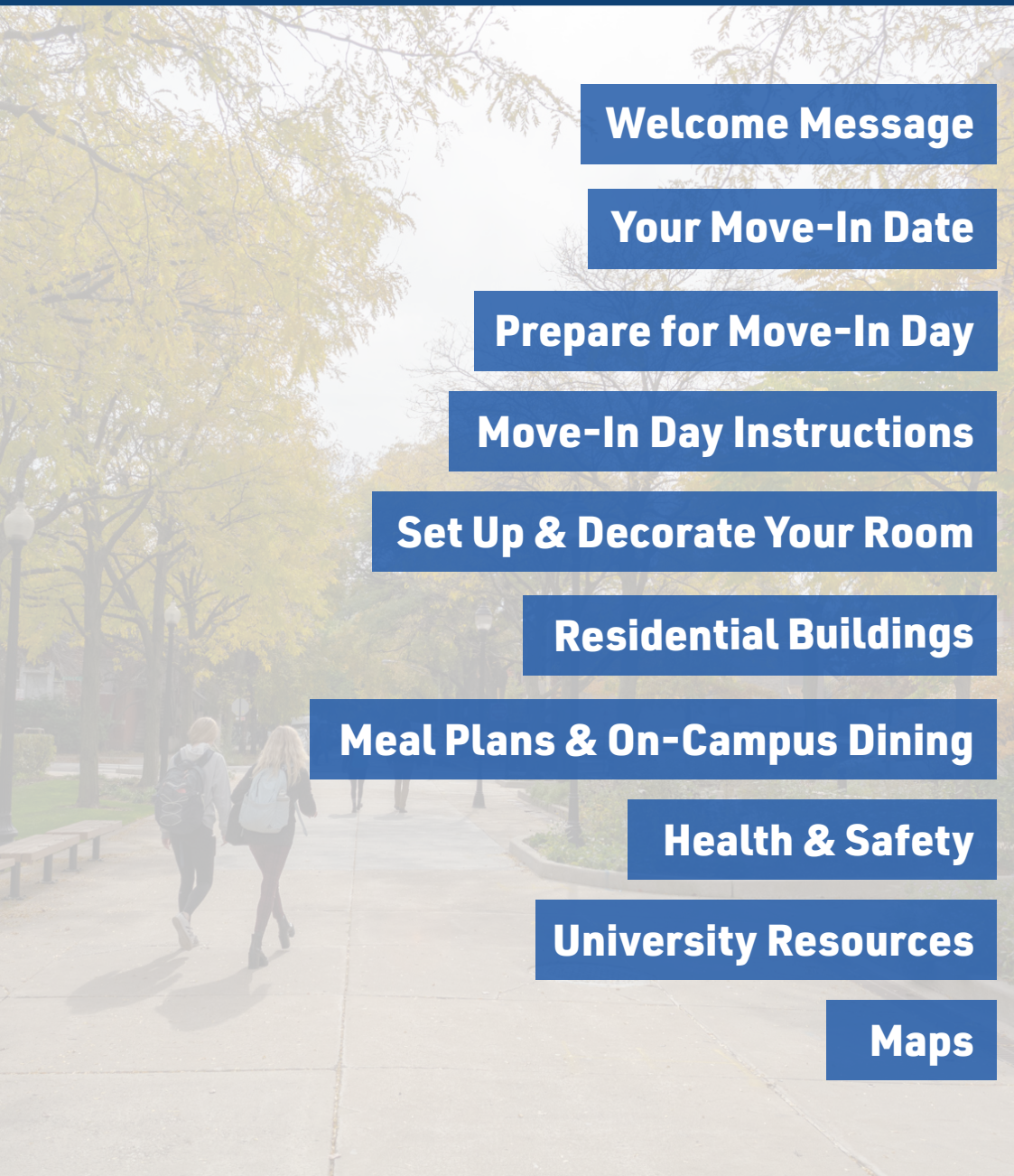
MOVE-IN GUIDE

DEPAUL
UNIVERSITY
DIVISION OF STUDENT AFFAIRS
Department of Housing and Residence Life





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Welcome to Lincoln Park Campus Housing!



The Department of Housing & Residence Life (a.k.a. DePaul Housing) is excited to have students back on campus for the 2023-24 academic year! Our team is here to ensure your experience as a resident is high-quality and allows you to grow within our residential community. We manage the following for our residential community:

- Move-In and Move-Out
- Housing Assignments
- Room Changes
- Work Orders
- Front Desk Operations and Security
- Facility Maintenance
- Roommate Agreements and Relationships
- Living Learning Communities
- Hall Programs and Activities
- Resident Policies & Procedures
- Emergency Response

Our goal is to provide the best guidance and services possible, so all residents live comfortably, cooperatively, and safely throughout the course of the academic year.

We encourage you to read through the Move-In guide as well as other resident resources cited here and at go.depaul.edu/housing. If you have questions, you may email us at housing@depaul.edu or utilize the online chat feature on our website. **Details and instructions are subject to change, so please check the "last updated" date of this guide and the Move-In webpage at go.depaul.edu/movein often.**

Rod Waters, Director

Department of Housing & Residence Life

housing@depaul.edu

(773) 325-7196

go.depaul.edu/housing

Don't forget to visit the Parent Engagement table in the Lincoln Park Student Center Atrium at 2250 N. Sheffield Avenue between 1:00 p.m. and 4:00 p.m. on August 23, August 27, and September 2. Parents and families are encouraged to stop by to take family photos and to pick up DePaul giveaways, water, and snacks.



Your Move-In Date

I am attending...

New, Incoming Freshmen

Orientation Session	Schedule Your Move-In Appointment
Premiere DePaul 1-11 <i>and</i> registered for Discover Chicago	Sunday, August 27
Premiere DePaul 1-11 <i>and</i> registered for Explore Chicago	Saturday, September 2
Premiere DePaul 12	Wednesday, August 23
Premiere DePaul 13	Wednesday, August 23
Premiere DePaul 14	Sunday, August 27 or Saturday, September 2

Please note:

- Move-in appointments may not be scheduled on Sunday, September 3 or Monday, September 4 (Labor Day).
- Additional midweek appointments **may** become available when you receive your housing portal link via email.
- Students who are attending Premiere DePaul 12, 13, or 14 must move-in on the date indicated above.
- Meal plans won't be activated until Sunday, August 27. Premiere DePaul 12 and 13 students who would like to access on-campus dining from August 23-26 may purchase Early Blue Bucks. Visit the [Meal Plans & On-Campus Dining](#) section of this guide for more information.

Transfer Students and Continuing Students

Your move-in appointment may be scheduled:

☐ Sunday, August 27 *OR* ☐ Saturday, September 2

Prepare for Move-In Day

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 August 1 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.

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](#)
- [Code of Student Responsibility](#)

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
- ☐ Cleaning and disinfecting supplies
- ☐ Dishes, cutlery, and kitchen storage containers

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
- ☐ Iron (may also be used in laundry room)
- ☐ Rice cooker or slow cooker
- ☐ 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.

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)

For those living in traditional residence halls*, **My MicroFridge** offers a mini fridge microwave combo unit (MicroFridge) for rent with convenient delivery upon move in and pickup upon move out! Please place your order at mymicrofridge.com no later than August 1. Remember, you may have only one combo unit (or one mini refrigerator and one microwave) per room.

*Corcoran Hall residents have their own MicroFridge program. Therefore, they do not need to rent a MicroFridge.

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

All residential buildings require a Blue Demon Card to enter. Please follow the [How to Secure Your Blue Demon Card](#) instructions **between June 26 and August 15** to receive your physical Blue Demon Card in the mail or add your Blue Demon Card to your mobile device(s). For more info about getting your Blue Demon Card, visit bluedemoncard.depaul.edu.

5 Update Your Mailing Address

After receiving your Blue Demon Card, update your on-campus mailing address in [Campus Connect](#) and make sure it follows the format below.

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! Packages will not be accepted at the residence hall front desk; they must be sent to the mailing address here. →

If it is an Amazon package, ideally, it will be picked up at the Amazon Hub Locker+ located at 1001 W. Webster Avenue.

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

Move-In Day Instructions

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. Please note that visitors are typically required to show a government-issued photo ID, such as a driver's license, state ID, or passport at campus residence halls.

DePaul is a mask-friendly campus. Face masks are appreciated, but NOT required on campus. 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.

Vehicles may pull up right in front of the hall in the loading zone to unload. Do not park in handicapped spaces, fire lanes, service areas, driving lanes, or other areas not designated for parking.

Before entering the building, be prepared to show your Blue Demon Card to front desk staff. You must always present and swipe your Blue Demon Card at the front desk to verify identity and access.

2 Check-In with DePaul 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 hall 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 DePaul Housing

3 Unload Your Vehicle

If you have moving helpers, please make sure they wear the wristbands from the welcome envelope as this will expedite entering the building during your move time.

Quickly unload your vehicle; there is a 15-minute time limit if you park in the unloading zone in front of your building. After unloading, move your car to a designated lot/garage on campus to make room for those moving after you. 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**.

You may use one (1) large red moving cart only during your appointment window—**no more than 20 minutes**. If possible, we recommend you bring your own dolly or hand truck as there are a limited number of red moving carts. Once unloaded, please return the large red moving cart.

4 Settle into Your Unit and Get to Know Your Building Community

Once you have settled into your unit, we encourage you to visit the [On Your Move-In Day](https://go.depaul.edu/on-movein-day) webpage, at go.depaul.edu/on-movein-day. This webpage outlines the different DePaul campus resources available and events happening once you get here.

You will also attend a **mandatory floor meeting** with your Resident Assistant (RA) and fellow residents in your building. Your RA will share the date of the first floor meeting after you have moved in. During this meeting, your RA will review both **University and Housing & Residence Life policies**. Your RA will also outline the **Fall Welcome Week Activities** that will occur on campus. *Do not hesitate to reach out to your RA prior to your scheduled floor meeting as they can be a helpful resource to you.*





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:

☐ The top items most confiscated by Housing staff from residential units are:

- Candles, incense, and other flammables
- Extension cords
- Outlet splitters

For the full list of prohibited items, please visit the [Prohibited Items](https://go.depaul.edu/prohibiteditems) webpage at go.depaul.edu/prohibiteditems.

☐ You may post things on your walls by using painter's tape, Scotch wall-safe tape, Command strips, or poster putty. Other adhesive tape products, glue, nails, and thumbtacks cannot be used. Front door decorations are also not allowed to protect the door's wooden finish or paint.

☐ 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.

☐ 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 except for 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 1500 watts). Roommates must decide which appliances they are bringing. Roommates may also rent a *MicroFridge from **My MicroFridge** (mymicrofridge.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.

**Corcoran Hall residents have their own MicroFridge program. Therefore, they do not need to rent a MicroFridge.*

Residential Buildings

Residence halls and on-campus apartments are managed by DePaul Housing staff. Please refer to the [Guide to Student Housing](#) to understand the different staff member roles and responsibilities so you know who to contact.

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
LeCompte Hall	2311 North Racine Avenue
McCabe Hall	900 West Belden Avenue
Munroe Hall	2312 North Clifton Avenue
Ozanam 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

Meal Plans & On-Campus Dining

Below are details about how meal plans work:

Start Date

Meal plans won't be active until Sunday, August 27, which means students are not able to use the meal plan that is loaded onto their Blue Demon Card (DePaul ID) prior to this date. However, there is an exception! **Students with an earlier move-in appointment, such as those participating in Premiere DePaul 12 or 13**, should consider the **Early Blue Bucks** program.

How the Early Blue Bucks program works:

- ☐ **Starting Monday, June 19**, students with a move-in appointment between August 23 and 26 can purchase any number of Blue Bucks to add to their [Campus Connect](#) account.
 - In Campus Connect, students must select **Student Resources >> Optional Transactions >> Meal Plan Online** to add Blue Bucks.
- ☐ Blue Bucks can be used from August 23-26 at the following on-campus dining locations in the Lincoln Park Student Center:

Brownstones Café	Wednesday, August 23, from 8:00 a.m. - 3:00 p.m. Thursday, August 24, from 8:00 a.m. - 3:00 p.m. Friday, August 25, from 8:00 a.m. - 7:00 p.m. Saturday, August 26, from 9:00 a.m. - 6:30 p.m.
Blue Demon Dining Hall	From August 23-26, meals will be served as follows: <ul style="list-style-type: none">• Brunch/Lunch: 10:30 a.m. - 4:30 p.m.• Dinner: 4:30 p.m. - 7:30 p.m.
312 Diner	Wednesday, August 23, from 12:00 p.m. - 7:00 p.m. Thursday, August 24, from 12:00 p.m. - 7:00 p.m. Friday, August 25, from 12:00 p.m. - 7:00 p.m. Saturday, August 26, from 12:00 p.m. - 7:00 p.m.
ETC	Wednesday, August 23, from 11:00 a.m. - 6:00 a.m. Thursday, August 24, from 11:00 a.m. - 6:00 a.m. Friday, August 25, from 11:00 a.m. - 6:00 a.m. Saturday, August 26 – CLOSED

- ☐ With Blue Bucks, students can choose a number of a la carte options to create a meal. Some examples:

Location	Meal Example	Blue Bucks Estimate
Brownstones	Breakfast = 1 latte + 1 pastry	\$7.19 - \$9.79
Blue Demon Dining Hall	Brunch/Lunch = 1 all-you-care-to-eat meal	\$9.80
Blue Demon Dining Hall	Dinner = 1 all-you-care-to-eat meal	\$12.50
312 Diner	Lunch/Dinner = 1 drink + 1 sandwich + 1 side	\$10.75 - \$14.99

- ☐ Any Blue Bucks not used from August 23-26 will roll over to Fall Quarter.

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 and may be used at Blue Demon Dining Hall for all-you-care-to-eat dining. Unused swipes do not roll over from week-to-week or quarter-to-quarter.

Meal Exchanges

Meal exchanges are similar to combo meals that you would get at a quick-service restaurant. Blue Demons with a DePaul meal plan can use up to two meal allotments as meal exchanges in a day—one may be used at a select Lincoln Park dining location and one may be used at a Loop dining location at DePaul Center, 11th Floor.

At each participating location, a “Meal Exchange” sign will be displayed with options for you to choose from. Once you choose an option, simply go up to the cashier and mention which meal exchange option you would like to order. To view meal exchange options, please visit dineoncampus.com/depaul/meal-exchanges.

Blue Bucks

Blue Bucks 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, Blue Bucks do roll over quarter-to-quarter and may be used when classes are not in session (e.g., Winter Intersession and Spring Break). Any Blue Bucks remaining at the end of Spring Quarter will be forfeited.



Health & **Safety**

DePaul is committed to keeping the community safe, which is why the university requires certain immunizations at the start of Fall Quarter 2023. This is particularly critical for the students living on campus. DePaul Housing 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 health and safety guidelines as deemed necessary.

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 the **Sage Medical Clinic**, 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.

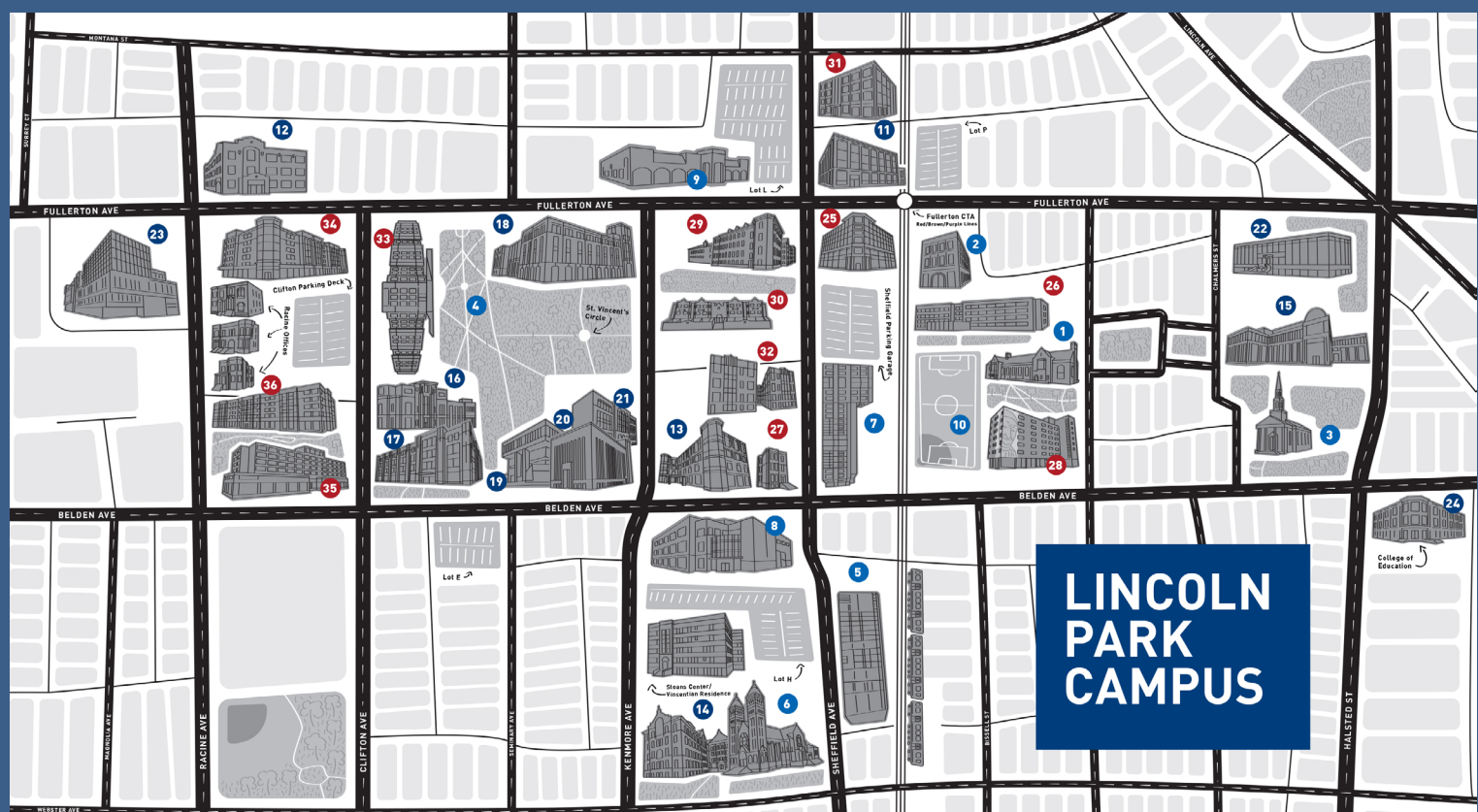
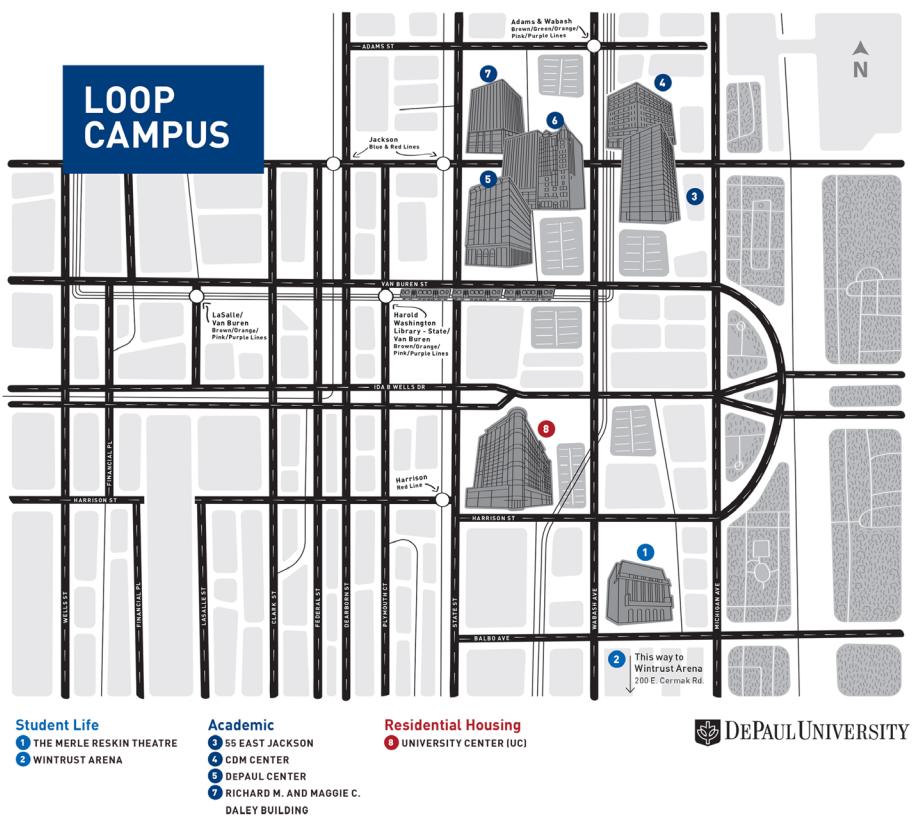
- ❑ go.depaul.edu/publicsafety
- ❑ Lincoln Park: (773) 325-7777
- ❑ Loop: (312) 362-8400

Student Mail Center is located in the Student Center on the Lincoln Park Campus and can be reached at go.depaul.edu/printmail or (773) 325-4912. Your mailing address is listed on your assignment letter and available at go.depaul.edu/residentmail.

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
- ❑ depaulucaps@depaul.edu
- ❑ (773) 325-CARE

Campus Maps



Student Life

- 1 CORTELYOU COMMONS
- 2 DEPAUL ART MUSEUM
- 3 JARVIS OPERA HALL
- 4 THE QUAD
- 5 RAY MEYER FITNESS AND RECREATION CENTER
- 6 ST. VINCENT DE PAUL CHURCH
- 7 SULLIVAN ATHLETIC CENTER
- 8 STUDENT CENTER
- 9 2400 NORTH SHEFFIELD BUILDING
- 10 WISH FIELD AND CACCIATORE STADIUM

Academic

- 11 990 WEST FULLERTON BUILDING
- 12 1150 WEST FULLERTON BUILDING
- 13 ARTS AND LETTERS HALL
- 14 BYRNE HALL
- 15 HOLTSCHNEIDER PERFORMANCE CENTER
- 16 MCGOWAN NORTH AND 17 MCGOWAN SOUTH
- 18 RICHARDSON LIBRARY
- 19 SCHMITT ACADEMIC CENTER (SAC)
- 20 LEVAN CENTER AND 21 O'CONNELL HALL
- 22 SCHOOL OF MUSIC AND 23 THE THEATRE SCHOOL
- 24 COLLEGE OF EDUCATION BUILDING

Residential Housing

- 25 CENTENNIAL HALL
- 26 CORCORAN HALL
- 27 COURTSIDE APARTMENTS
- 28 MCCABE HALL
- 29 SANCTUARY HALL AND 30 SANCTUARY TOWNHOMES
- 31 SETON HALL
- 32 SHEFFIELD SQUARE
- 33 UNIVERSITY HALL
- 34 OZANAM HALL
- 35 MUNROE HALL
- 36 LECOMPT HALL

KEY

- DePaul Parking**
- Visitor**
- Clifton Parking Deck
- Sheffield Parking Garage
- Student Permit Parking**
- Clifton Parking Deck
- Sheffield Parking Garage
- Lot L, Lot P
- Faculty/Staff Permit Parking**
- Clifton Parking Deck
- Sheffield Parking Garage
- Lot E, Lot H