



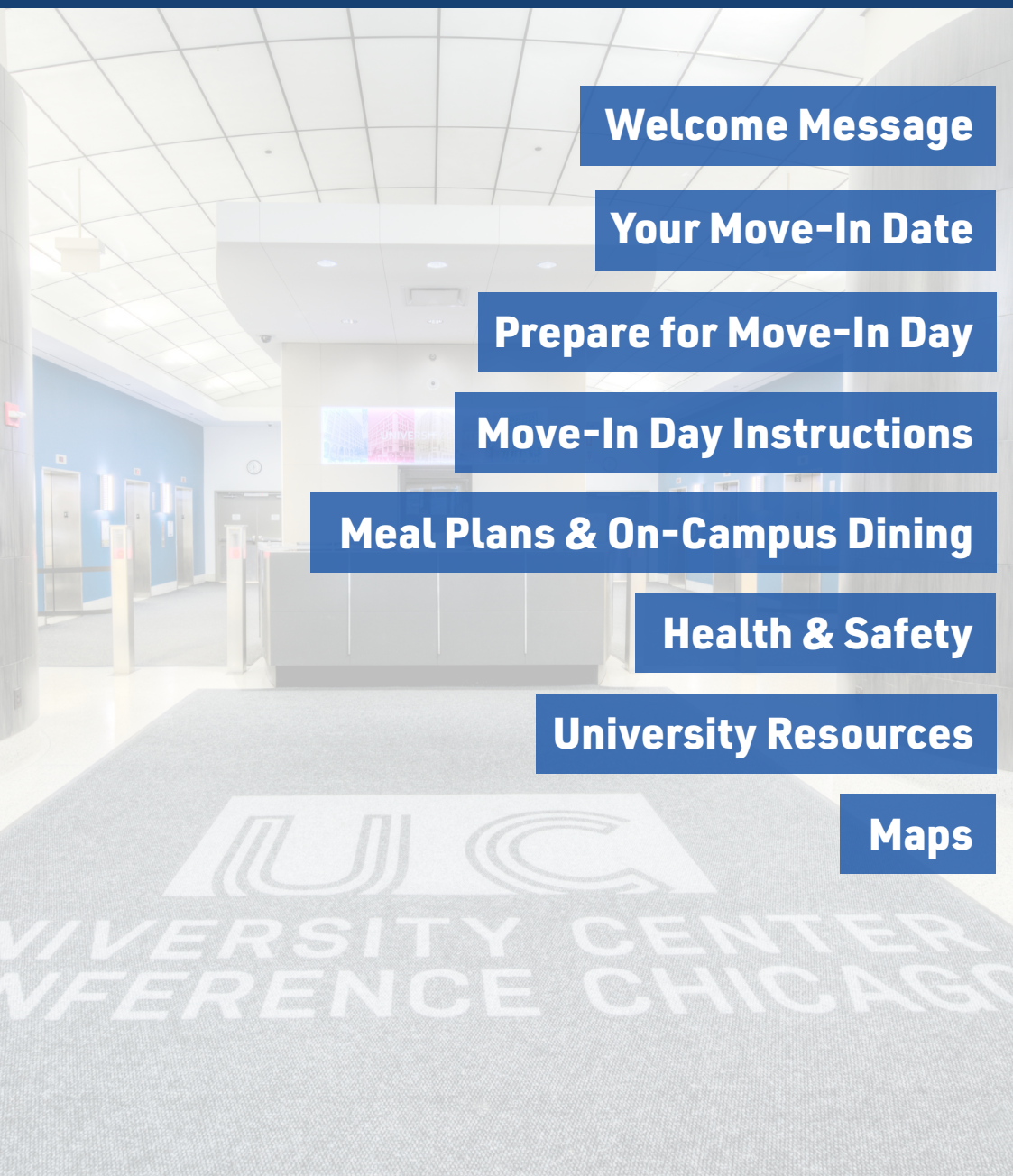
FALL 2023

UNIVERSITY CENTER

MOVE-IN
GUIDE



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Welcome to University Center!



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! The DePaul Housing team is here 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.

We encourage you to read through this guide as well as other resident resources cited here and at go.depaul.edu/housing. If you have questions, please email us at housing@depaul.edu or utilize the online chat feature on our website.

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 Flex Dollars. 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

Starting August 1, 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.

2 Review Our Student Housing Resources

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

- [2023-24 University Center Resident Handbook](#)
- [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

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)

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).

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 prior to your move-in date, 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 the mobile or physical card, visit bluedemoncard.depaul.edu.

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 2nd Floor—you will be charged a \$50 replacement fee.

5 Update Your Mailing Address

After receiving your mobile or physical Blue Demon Card, 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

Do not forget to inform any senders of your new on-campus mailing address and please plan to have any items shipped to this address arrive after your move-in.

6 Follow the Move-In Day Instructions

Read the [Move-In Day Instructions](#) section of this guide carefully, so you know where to park and unload.

Move-In Day Instructions

1 Arrive at Holden Court and the Unloading Zone

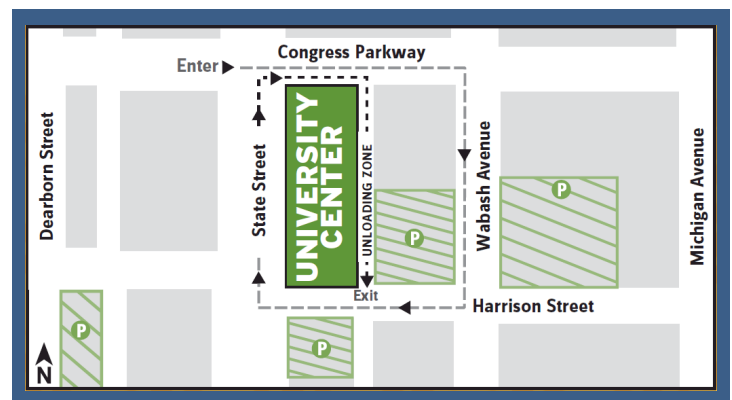
Show up at the location specified in your move-in appointment confirmation email at your confirmed move-in appointment time—no sooner, no later. Should you need move-in assistance, we ask that each resident bring no more than two (2) move-in helpers, such as family members.

DePaul University and University Center are mask friendly. Face masks are appreciated, 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.



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 2nd 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.

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 7](#) of this guide.

Laundry Room: The laundry room is located on the 2nd Floor and is accessible 24 hours a day. Machines operate using 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 on the 2nd Floor.



Meal Plans & On-Campus Dining

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 13 for Law students
 - August 27 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.

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 13 for Law students
 - August 27 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 Blue Demon Card where you can use your allotment of both meal swipes and Flex Dollars.

Dining for Premiere DePaul 12 and 13

Because meal plans for the 2023-24 academic year begin August 27, University Center residents who are arriving before August 27 for Premiere DePaul 12 or 13, have the option to purchase Early Flex Dollars to use at University Center from August 23-26.

Starting Monday, June 19, incoming University Center residents with a move-in appointment between August 23 and 26 can purchase any number of Flex Dollars to be used at dining locations on the 2nd Floor of their residence hall. Any Flex Dollars not used from August 23-26 will roll over to Fall Quarter. Please know that this is an out-of-pocket expense and cannot be charged to your Student Account. Here's how it works:

- 1** Log into the [University Center Resident Portal](#).
- 2** Enter your DePaul email address (ending in @depaul.edu) and the password you created.
 - If you no longer remember your password, you can select **Forgot Password**.
 - Enter your DePaul email address and you will be emailed a link to create a new password.

Meal Plan information continued on next page

- 3 Once you are logged in, go to the **Resident Dashboard** header.
- 4 Click **Select** on your room space.
- 5 Under **My Notifications** you will see **Marketplace Now Open!**
- 6 Select **Place Order Now! >> Go to Marketplace.**
- 7 Under **Flex Dollars**, click **Add to Cart.**
- 8 You can add Flex Dollars in \$25 increments.
 - After adding Flex Dollars to your cart, you will be taken back to the main amenity webpage.
- 9 Once you are ready to checkout, select **Review & Pay >> Pay Now.**
- 10 Finally, you will be taken to the payment provider website to make your payment.
 - After adding Flex Dollars to your cart, you will be taken back to the main amenity webpage.

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 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 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
- ❑ IDServics@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

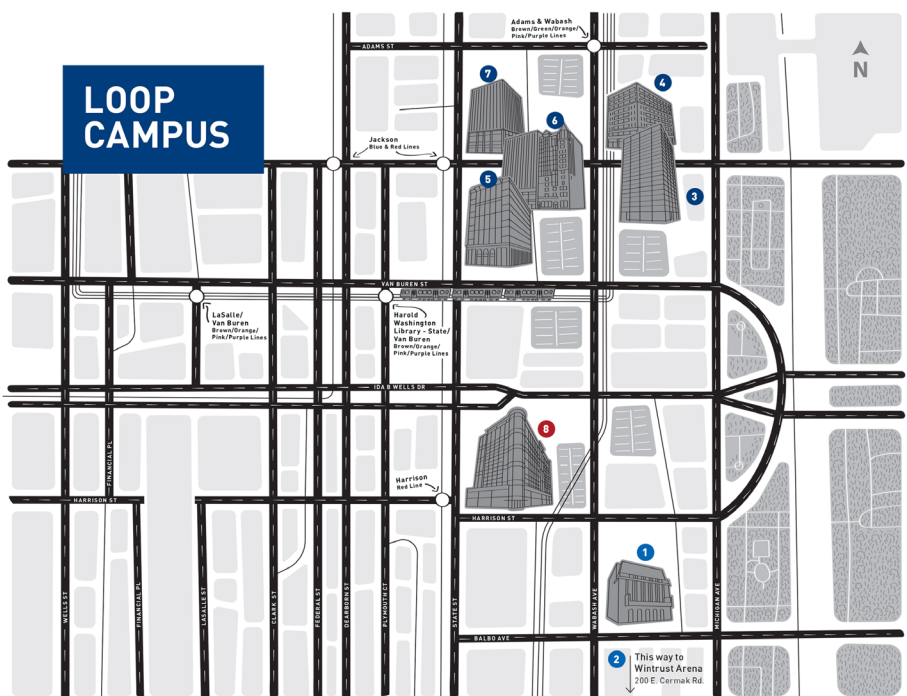
University Center Business Office manages building operations for the college communities within University Center, which includes DePaul University.

- ❑ 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

Campus Maps



Student Life

- 1 THE MERLE RESKIN THEATRE
- 2 WINTRUST ARENA

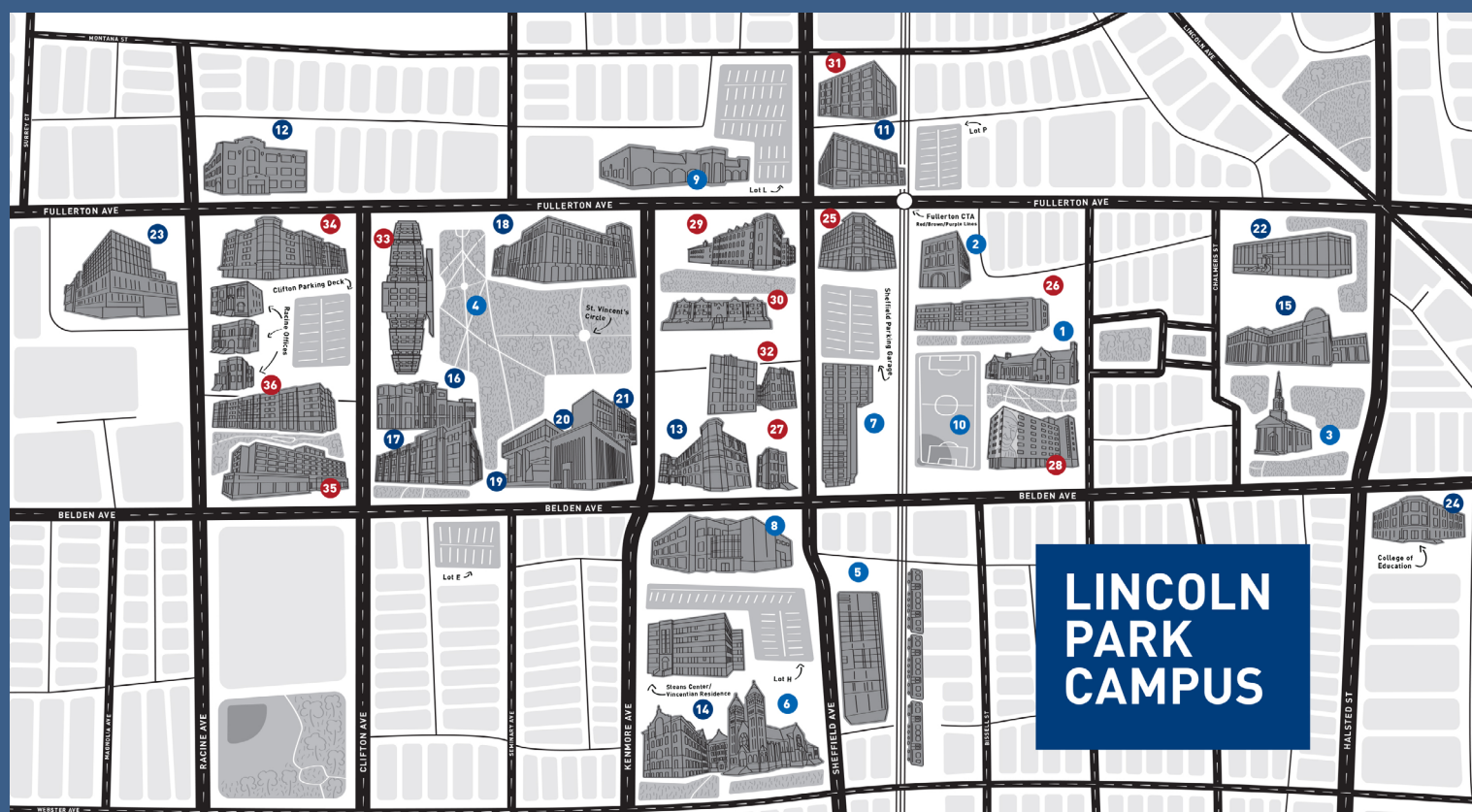
Academic

- 3 55 EAST JACKSON
- 4 CDM CENTER
- 5 DEPAUL CENTER
- 7 RICHARD M. AND MAGGIE C. DALEY BUILDING

Residential Housing

- 8 UNIVERSITY CENTER (UC)

DEPAUL UNIVERSITY



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