

LINCOLN PARK

FALL 2024

MOVE-IN
GUIDE



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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 2024-25 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
- Meal Plans
- Work Orders
- Front Desk Operations and Security
- Facility Maintenance
- Roommate Agreements and Relationships
- Room Changes
- 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, 25, and 31. 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 <i>Discover Chicago</i>	Sunday, August 25
Premiere DePaul 1-11 <i>and</i> registered for <i>Explore Chicago</i>	Saturday, August 31
Premiere DePaul 12	Friday, August 23
Premiere DePaul 13	Friday, August 23
Premiere DePaul 14	Sunday, August 25 or Saturday, August 31

Please note:

- Move-in appointments may not be scheduled on Sunday, September 1 or Monday, September 2 (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 25. Premiere DePaul 12 and 13 students who would like to access on-campus dining from August 23-24 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 must be scheduled for **Saturday, August 31**.

! Note: The Democratic National Convention is in Chicago the week of August 19 when most first-year students are scheduled to move on campus. To reduce traffic congestion surrounding Lincoln Park and the Loop, it is important for transfer and continuing students to schedule their appointment for August 31.

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

Review the [Lincoln Park Guide to Student Housing](#), which covers the different policies you must follow while living on campus.

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 now and August 15** to add your mobile Blue Demon Card to your smartphone. For more info about getting the mobile Blue Demon Card, visit bluedemoncard.depaul.edu.

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.

Mail and packages should be delivered AFTER your move-in date. If you are interested in shipping your belongings prior to your move-in date, you may sign up for the Ship to School service with our approved vendor [Storage Scholars](#). For more information about Storage Scholars, visit go.depaul.edu/storage-scholars.

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

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

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.

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 you enter the building, be prepared to present your Blue Demon Card to front desk staff.

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 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 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 loading 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.

continued on next page

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

Area Offices

Area Offices are managed by DePaul Housing and divided into two 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. Visit the **Area Office** webpage for more information.



East Area Office

Location: Centennial Hall, Suite 305
Phone: (773) 325-8690

For residents of:

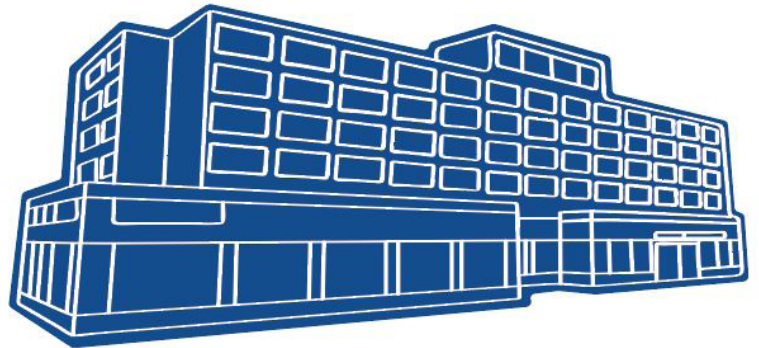
- Centennial Hall
- Corcoran Hall
- Courtside Apartments
- McCabe Hall
- Sanctuary Hall
- Sanctuary Townhomes
- Seton Hall
- Sheffield Square Apartments

West Area Office

Location: Munroe Hall, Room 107
Phone: (773) 325-7202

For residents of:

- LeCompte Hall
- Munroe Hall
- Ozanam Hall
- University Hall



Meal Plans & On-Campus Dining

Below are details about how meal plans work:

Start Date

Meal plans won't be active until Sunday, August 25, 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. **More information about the Early Blue Bucks program will be shared in July.**

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 Intercession 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. These are health and safety resources on-campus residents may access.

DePaul Student Health Clinic

Health Services are offered through the DePaul Student Health Clinic at Munroe Hall, 2312 N. Clifton Avenue on Lincoln Park Campus. The program offers basic medical care for minor illnesses and injuries to all students living in DePaul Housing. It is NOT a health insurance plan. If a student lives in a residence hall, they are automatically enrolled in the DePaul Student Health Clinic.

Students who reside in University Center in the Loop can purchase access to the clinic for \$60 per quarter. For more information, contact the Office of Health Promotion and Wellness at (773) 325-7129 or hpw@depaul.edu.

Public Safety Escorts and Blue Emergency Call Boxes

DePaul's Office of Public Safety provides a **safety escort service** for students from 6 p.m. to 6 a.m. on Lincoln Park Campus. Call (773) 325-7233 or ext. 5-7233 from a university house phone to request a safety escort. You will then be advised of the length of the wait, if any, for your escort. Because of the various patrol functions and other duties required of officers, there may sometimes be a short waiting period.

There are also a number **blue emergency call boxes** located outside of most buildings on Lincoln Park Campus. These emergency call boxes can be used to report a crime, a fire, or any type of emergency with Public Safety.

Inter-campus Shuttle Service and Vinnie Vans

The DePaul **inter-campus shuttle service** provides free transportation between the Lincoln Park and Loop campuses. The shuttle bus operates between campuses, Monday - Thursday from 4 p.m. - 10 p.m. The shuttle service will not run during the December/Summer Intersession terms, breaks, or on university holidays. You must show a valid DePaul ID to utilize this service. For more information, visit go.depaul.edu/shuttle.

Vinnie Vans provide free drop-off transportation from Lincoln Park Campus to a residential address within defined boundaries. Students must show their DePaul ID and fill out the dedicated sign-up sheet to use this service, which runs Sunday - Thursday, 8 p.m. to 12 a.m. For more information, visit go.depaul.edu/vinnievans.

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

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

ID Services issues your Blue Demon Card, which serves as your official identification at DePaul. After you receive your Blue Demon Card, you must have it (available on your smartphone) while on campus. If you happen to have a physical Blue Demon Card and lose it, 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

University resources continued on next page

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

OneDePaul allows students to easily connect with academic advising and their support team and provides centralized access for many services like Financial Aid, Student Accounts, and University Registrar.

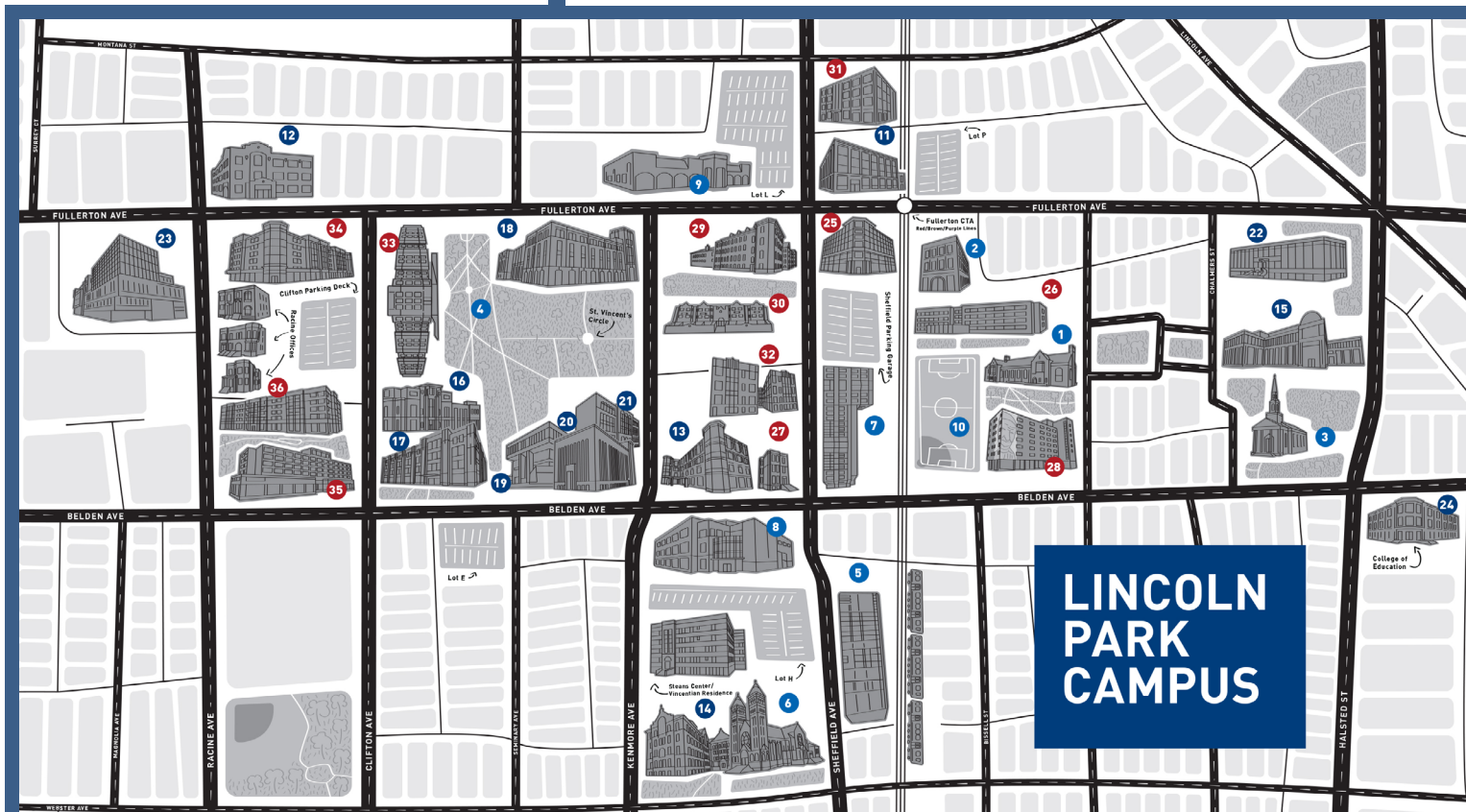
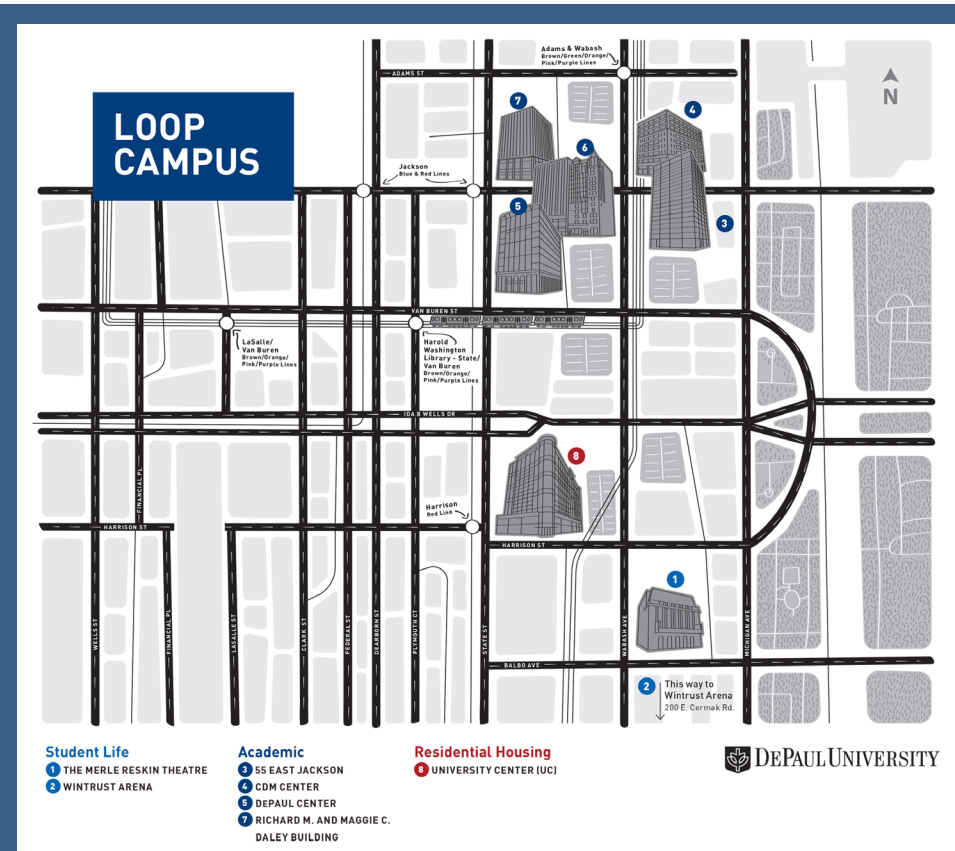
- ☐ Lincoln Park walk-in location: Schmitt Academic Center, 2320 N. Kenmore Avenue., Suite 101
- ☐ Loop walk-in location: DePaul Center, 1 E. Jackson Boulevard, Suite 101
- ☐ onedepaul.depaul.edu
- ☐ (312) 362 -8610

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

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 WISHFIELD 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 LECOMPTÉ 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