



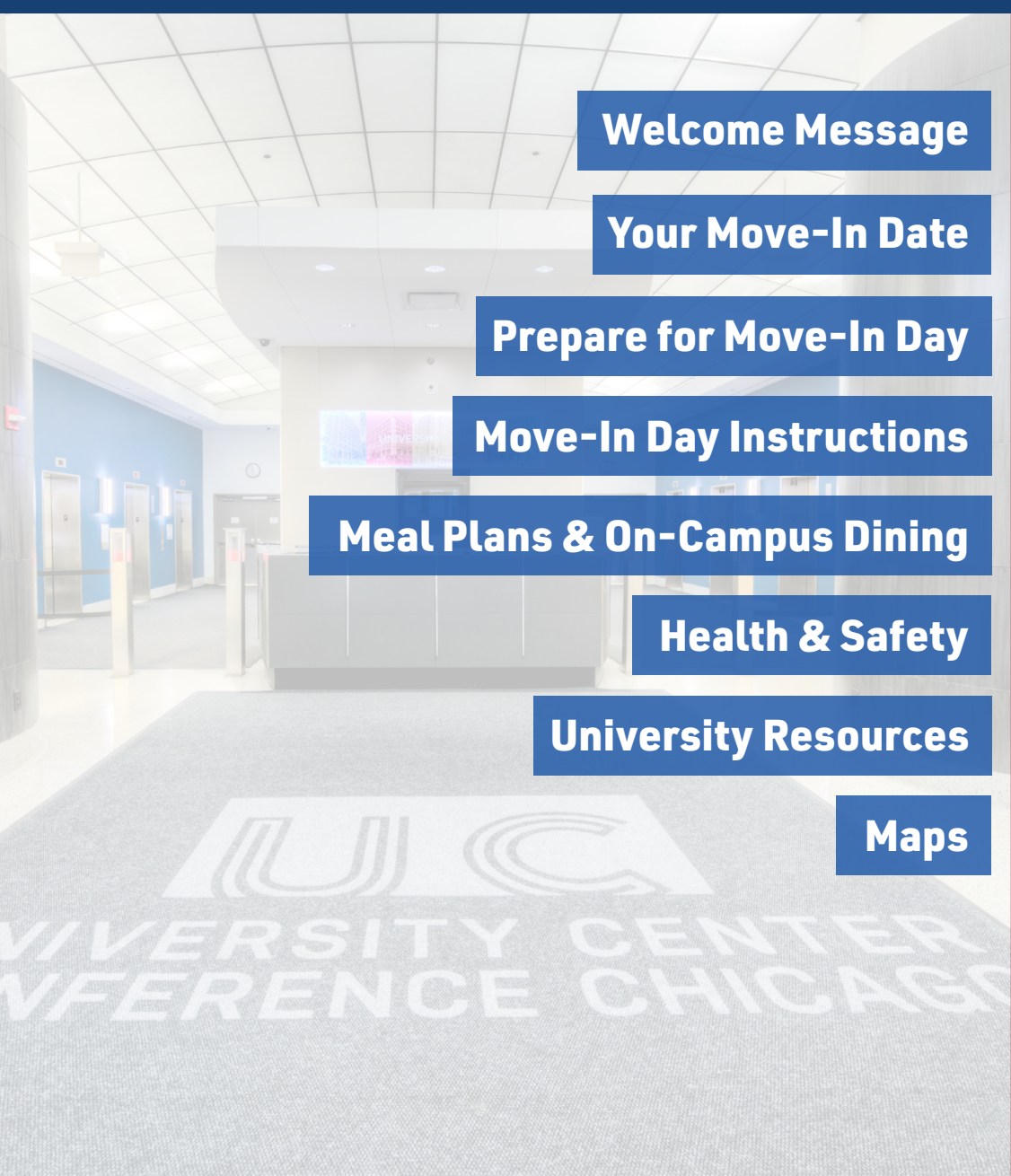
FALL 2024

# MOVE-IN GUIDE

UNIVERSITY CENTER



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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 2024-25 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](https://go.depaul.edu/housing). If you have questions, please email us at [housing@depaul.edu](mailto:housing@depaul.edu) or utilize the online chat feature on our website.

## Rod Waters, Director

Department of Housing & Residence Life

[housing@depaul.edu](mailto:housing@depaul.edu)

(773) 325-7196

[go.depaul.edu/housing](https://go.depaul.edu/housing)



# 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

University Center (UC) residents can schedule their move-in appointment directly through the University Center via the UC Resident Portal. The University Center will email UC residents directly with information on how to set up their UC Resident Portal and book 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

Review the 2024-25 University Center Resident Handbook, which you can access from the [UC Resident Portal](#). The handbook 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

packing list continued on next page

## 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:**

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. Having a Blue Demon ID will grant you access to certain buildings and rooms (e.g., computer labs) on campus as well as entry to campus events. For more info about getting the mobile ID, visit [bluedemoncard.depaul.edu](https://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 second 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.

# Move-In Day Instructions

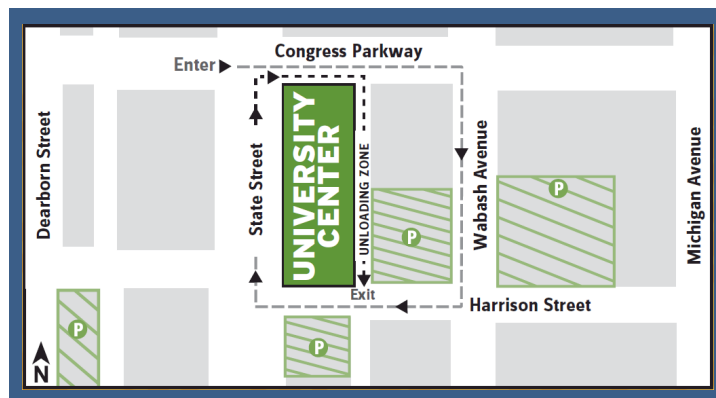
## 1 Arrive at Holden Court and the Unloading Zone

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.

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 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.

*Move-In Day Instructions continued on next page*

### 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 second 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 11 for Law students
  - August 25 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 11 for Law students
  - August 25 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.

## Dining for Premiere DePaul 12 and 13

Because meal plans for the 2024-25 academic year begin August 25, University Center residents who are arriving before August 25 for Premiere DePaul 12 or 13, have the option to purchase **Early Flex Dollars** to use at University Center from August 21-24. **More information about the Early Flex Dollars program will be shared in July.**

**Starting Monday, June 17**, incoming University Center residents with a move-in appointment between August 21 and 24 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 21-24 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.

- 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](http://go.depaul.edu/dining).



# 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](mailto:hpw@depaul.edu).

## **University Center (UC) Security**

To report an emergency (e.g., crime, fire, medical) in or near University Center, contact 911 or (312) 924-8911 for UC Security. For non-emergency situations, you can call UC Security, the Management Office at (312) 924-8000, or the Chicago Police Department at 311.

## **Inter-campus Shuttle Service**

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](http://go.depaul.edu/shuttle).

# University Resources

**Center for Students with Disabilities** coordinates providing accommodations and other services to students with documented disabilities.

- ☐ [go.depaul.edu/csd](http://go.depaul.edu/csd)
- ☐ [csd@depaul.edu](mailto: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](http://go.depaul.edu/dos)
- ☐ [deanofstudents@depaul.edu](mailto:deanofstudents@depaul.edu)
- ☐ Lincoln Park: (773) 325-7290
- ☐ 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](http://go.depaul.edu/hpw)
- ☐ [hpw@depaul.edu](mailto:hpw@depaul.edu)
- ☐ (773) 325-7129

**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](http://go.depaul.edu/idservices)
- ☐ [IDServices@depaul.edu](mailto:IDServices@depaul.edu)
- ☐ Lincoln Park: (773) 325-7466
- ☐ Loop: (312) 362-5959

**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](http://go.depaul.edu/ucaps)
- ☐ [depaulucaps@depaul.edu](mailto:depaulucaps@depaul.edu)
- ☐ (773) 325-CARE

**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](http://go.depaul.edu/nsfe)
- ☐ [parents@depaul.edu](mailto:parents@depaul.edu)
- ☐ [orientation@depaul.edu](mailto: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](http://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](http://onedepaul.depaul.edu)
- ☐ (312) 362-8610

**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](http://universitycenter.com)
- ☐ [go.depaul.edu/resed](http://go.depaul.edu/resed)
- ☐ [resed@depaul.edu](mailto:resed@depaul.edu)

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

- ☐ [universitycenter.com](http://universitycenter.com)
- ☐ [UChousing@peakcampus.com](mailto:UChousing@peakcampus.com)

# Campus Maps

