

 **DEPAUL UNIVERSITY**  
DEPARTMENT OF HOUSING SERVICES

# UNIVERSITY CENTER MOVING IN AT DEPAUL

2018-2019



# WELCOME TO UNIVERSITY CENTER (LOOP) HOUSING!

This guide contains important information about how to determine your official move-in date, time and location for 2018, as well as details about how to move into your space.

To get started, locate your designated section for your move-in date and time. Then see the check-in location box. **These dates are designed to fit specific student needs; therefore, you are required to arrive on your designated date.** If you are unsure of which section pertains to you, please contact us.

Many housing-related questions can be answered by visiting our website at [offices.depaul.edu/housing](http://offices.depaul.edu/housing) or emailing us at [housing@depaul.edu](mailto:housing@depaul.edu).

See you in the fall!

Department of Housing Services  
[housing@depaul.edu](mailto:housing@depaul.edu) | (773) 325-7196 |  
[offices.depaul.edu/housing](http://offices.depaul.edu/housing)

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/DePaulHousing

## YOUR MOVE-IN DATE AND TIME

### Freshmen Students

1. Are you registered for a **Discover** class starting August 27 or an **Explore** class starting September 4? Find your section below.
2. Then, look for when are you attending Premiere DePaul, our freshman orientation where you register for classes and have the opportunity to meet with various campus resources.

Discover	Premiere DePaul Session	Move-In Date and Time
Class starts August 27	Attending on or before August 2	Sunday, August 26, 9 a.m. – 4 p.m.
	Attending on August 23	Wednesday, August 22, noon – 3 p.m.
Explore	Premiere DePaul Session	Move-In Date and Time
Class starts September 6	Attending on or before August 2	Saturday, September 1, 9 a.m. – 4 p.m.
	Attending on August 29	Tuesday, August 28, noon – 3 p.m.

### Returning Students

Move-In Date and Time
Saturday, September 1, 9 a.m. – 4 p.m.

### Transfer Students

Look for when you are attending Transition DePaul, our transfer orientation where you register for classes and have the opportunity to meet various campus resources.

Transition DePaul Session	Move-In Date and Time
Attending on or before August 22	Saturday, September 1, 9 a.m. – 4 p.m.
Attending August 27, 28 or 31	Sunday, August 26, 9 a.m. – 4 p.m.
Attending September 4	Saturday, September 1, 9 a.m. – 4 p.m.

### Graduate Students

New Graduate Student Orientation	Move-In Date and Time
Attending on August 29	Tuesday, August 28, noon
Returning Graduate Student Move-In Date and Time	
Saturday, September 1, 9 a.m. – 4 p.m.	

### Law Students

Move-In Date and Time
Sunday, August 12, 9 a.m. – 4 p.m.

### University Center Check-In Location

Now that you have determined your move-in date, listed below is where you will go for your check-in. In an effort to reduce congestion, when moving in on a weekend date (August 12, August 26 or September 1), you should use the following time slots.

- Students living in *even-numbered units* should arrive between 9 a.m. and noon.
- Students living in *odd-numbered units* should arrive between 1 p.m. and 4 p.m.

Location
University Center, 525 S. State Street—see map on page 6

## CONNECT WITH YOUR ROOMMATES

You can find your roommate or roommates listed in Housing Connection at [myhousing.depaul.edu](http://myhousing.depaul.edu). If your assigned roommate chooses not to come to DePaul, another will be assigned to the vacant space. We encourage you to check the portal periodically during the summer in case of updates.

Have an open mind when speaking with your roommates and recognize that this is new territory for all. **Roommates cannot be changed prior to move-in day.**

## MEAL PLANS

Meal plans are required for residents living in suites. Residents of apartments may purchase a meal plan if they would like. If you have any dietary restrictions or allergies, please email Housing Services at [housing@depaul.edu](mailto:housing@depaul.edu). Keep in mind that the meal plan requirements do not permit release based on religious dictates, personal food choice, lifestyle or preferences (e.g., vegetarian, vegan), or other non-medically based dietary requirements.

Below are details about how meal plans work, and more information is available at [go.depaul.edu/mealplans](http://go.depaul.edu/mealplans):

- **Start date:** Plans begin on September 1. Any student with an earlier move-in date will receive an additional charge of \$20 per day for every day prior.
- **Meal allotments:** Plans provide a set number of meal allotments per week. Meal allotments are distributed every Monday and do not roll over from week to week. Meal allotments will not reset during winter break.
- **Flex dollars:** Flex dollars can be used for purchases outside of the main second-floor dining area and when classes are not in session (such as winter break). Flex dollars are distributed every Monday and roll over until the end of spring quarter/semester, when they are forfeited.
- **Using plans:** University Center meal plans can only be used in the University Center's dining center. Present your University Center ID to the cashier.
- **Changing plans:** No meal plan changes are accepted after the end of the second week of classes. To change a meal plan, submit the Meal Plan Change Request form at [go.depaul.edu/mealplanform](http://go.depaul.edu/mealplanform).



## SUGGESTED PACKING LIST

As you plan for move-in day, please note that there are items you should bring and ones you cannot bring. Any prohibited items found in campus housing will be confiscated by staff. See the full list of restricted and prohibited items in the University Center handbook at [ucmovein.com/things-to-know](http://ucmovein.com/things-to-know).

### THINGS TO MAKE YOU FEEL AT HOME:

- Pillow, blankets, mattress pad/encasement. Beds are XL twin except in studios and private room suites, which have full beds.
- Earplugs/eye mask
- Clothes hangers
- Poster putty or 3M hooks or strips
- Room decorations and photos
- Towels and washcloths
- Shower caddy and toiletries
- Toilet paper
- Cleaning supplies
- Laundry detergent
- First aid kit
- Desk lamp
- Dishes, cutlery and kitchen storage containers
- Fan
- Small vacuum cleaner

### THINGS TO LEAVE AT HOME:

- Any electrical appliance without a clear "U.L." label
- Power outlet multipliers or extension cords with multiple plugs (*those with built-in circuit breakers are allowed*)
- Appliances that use more than 700 watts or have an exposed heating element
- Refrigerators larger than 5.8 cubic feet
- Flammable liquids
- Liquid-filled furniture of any kind, including waterbeds
- Electric, gas or charcoal grills
- Cooking devices (*excludes small appliances such as microwaves or toasters for use in apartments*)
- Cut trees or bushes of any kind
- Weapons and toys or props simulating a weapon
- Hoverboards or self-propelled mobile/movement devices
- Homemade lofts. Twin beds are loftable, but only if an approved bed loft kit is bought through [ucmovein.com/shop](http://ucmovein.com/shop).

## LAUNDRY

The main laundry room is located on the second floor and is accessible 24 hours a day. Machines run through the use of prepaid laundry cards available for purchase in the laundry room on the second floor. A laundry card is provided free of charge when a resident moves in. Additional laundry cards \$5 and may be purchased in the management office.

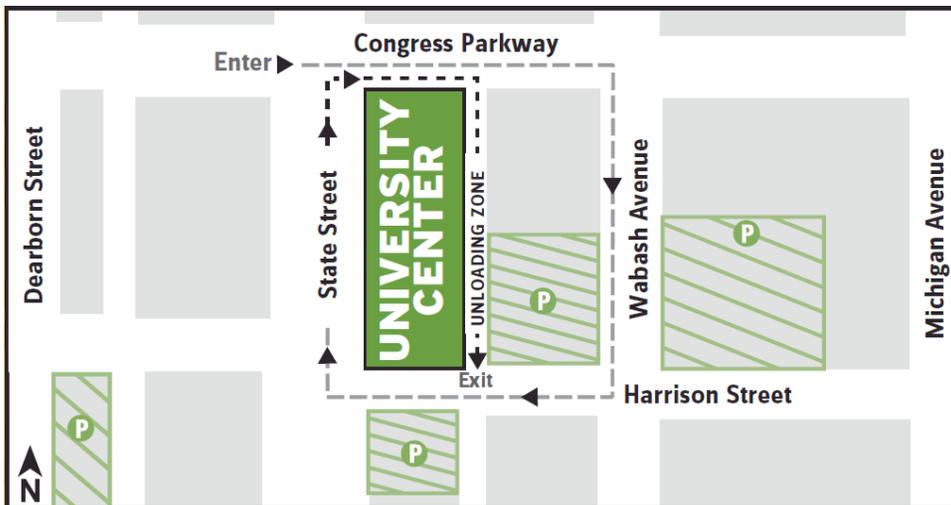
University Center is not responsible for lost, stolen or damaged items and will not reimburse for any monetary value on a lost, stolen or damaged card.

## 1. Arrive at Holden Court and the Unloading Zone

- Pull your vehicle into the designated area, Holden Court, to unload. (University Center is located at 525 South State Street, but unloading happens at this back entrance.)
- Equipment to transport belongings can be checked out by providing state-issued photo ID. Once the equipment has been returned, staff will return the ID.
- After unloading you will be directed to move your vehicle into one of the parking lots located near University Center. These parking lots are not affiliated with University Center, so you will be expected to pay the parking fee. If you 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. Residents will begin by verifying their name and room number to staff, who will then assist them to their room.
- After returning the move-in equipment to the loading dock, residents will be directed to the second floor where they will obtain their University Center ID, room key and guidelines about how to properly complete their room condition report.
- Residents are encouraged to proceed through the check-in stations to get their University Center ID and key while another member of their party stays in the room to unpack.
  - Note: Your University Center ID is separate from your DePaul ID 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, you will be charged a \$50 replacement fee.



**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

**DePaul Central** is your one-stop resource for helping you manage the business side of being a DePaul student. Their office is readily available to assist you and your family to address concerns and make well-informed decisions regarding financial aid inquiries, personal financial planning, immunizations, records and transcripts, and account transactions. [go.depaul.edu/depaulcentral](http://go.depaul.edu/depaulcentral) | [dpcl@depaul.edu](mailto:dpcl@depaul.edu) | (312) 362-8610

**DePaul ID Card Services** issues your DePaul ID Card, which serves as your official identification at DePaul. You are required to have it at all times while on campus and specifically to enter your residence hall. Most new students will receive their DePaul ID Card during orientation. If you did not receive one during orientation, contact their office. [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

**Office of 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

**Office of Public Safety** provides the following services: emergency response, hospital transportation, crime prevention, security awareness, crime victim assistance, safety tips, and lost and found. [go.depaul.edu/publicsafety](http://go.depaul.edu/publicsafety) | Lincoln Park: (773) 325-7777 | Loop: (312) 362-8400. Their **Campus Escort Service** assists students, faculty and staff traveling alone on the Lincoln Park Campus or from the Lincoln Park Campus to the Fullerton train station between 6 p.m. and 6 a.m. every day. To use the service, call (773) 325-SAFE (7233).

**University Center Mail Room** is located on the second floor, directly across from the business office. Due to limited space and resources, if you are shipping boxes or trunks, you should arrange for your packages to be delivered no sooner than 48 hours prior to your scheduled move-in date. Residents share a mailbox with their roommates and can obtain the combination from the mailroom. All mail must be addressed as follows:  
 Full Name  
 525 S. State St.  
 Unit #  
 Chicago, IL 60605

**University Center Security** monitors resident and building safety. Contact University Center security or any staff member if you are the victim of or a witness to an incident in or around the building. To summon assistance, call the 24-hour University Center security line at (312) 924-8911 or the University Center Management Office at (312) 924-8000.

# UNIVERSITY CENTER (LOOP) CAMPUS MAP

Find details about move-in day on page 6 and at [go.depaul.edu/movein](http://go.depaul.edu/movein).

