MOVING IN AT DePAUL UNIVERSITY CENTER 2019-2020
This guide contains important information about how to determine your official move-in date, time and location for 2019, 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, make arrangements as needed to arrive on your designated date.** If you are unsure which section pertains to you, please contact us.

Many questions can be answered by visiting offices.depaul.edu/housing or emailing us at housing@depaul.edu. See you in the fall!

Department of Housing and Student Centers
housing@depaul.edu | (773) 325-7196 | offices.depaul.edu/housing

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### Freshmen Students

1. Are you registered for a Discover class starting September 3 or an Explore class starting September 11? 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.
3. Freshmen students attending Premiere on September 4 are encouraged to choose the September 1 move-in date to have greater access to assistance and services.

<table>
<thead>
<tr>
<th>Discover</th>
<th>Premiere DePaul Session</th>
<th>Move-In Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class starts September 3</td>
<td>Attending on or before August 8</td>
<td>Sunday, September 1, 9 a.m. – 4 p.m.</td>
</tr>
<tr>
<td></td>
<td>Attending on August 29</td>
<td>Wednesday, August 28, noon – 3 p.m. (<em>limited resources date</em>)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Explore</th>
<th>Premiere DePaul Session</th>
<th>Move-In Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class starts September 11</td>
<td>Attending in August or prior</td>
<td>Sunday, September 8, 9 a.m. – 4 p.m.</td>
</tr>
<tr>
<td></td>
<td>Attending on September 4</td>
<td>Sunday, September 1, 9 a.m. – 4 p.m. or Tuesday, September 3, noon – 3 p.m. (<em>limited resources date</em>)</td>
</tr>
</tbody>
</table>

*DePaul is closed Monday, September 2, for Labor Day. Not a move-in date.*
**Returning Students**

<table>
<thead>
<tr>
<th>Move-In Date and Time</th>
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<tbody>
<tr>
<td>Sunday, September 8, 9 a.m. – 4 p.m.</td>
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**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. Either move-in date below is acceptable for transfer students.

<table>
<thead>
<tr>
<th>Transition DePaul Session</th>
<th>Move-In Date and Time</th>
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<tbody>
<tr>
<td>Attending in August or prior</td>
<td>Tuesday, September 3, noon – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>Attending on September 6</td>
<td>Tuesday, September 3, noon – 3 p.m.</td>
<td></td>
</tr>
<tr>
<td>Attending on September 9</td>
<td>Sunday, September 8, 9 a.m. – 4 p.m.</td>
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</tbody>
</table>

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**Graduate Students**

**New Graduate Student Orientation**

<table>
<thead>
<tr>
<th>Move-In Date and Time</th>
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<tbody>
<tr>
<td>Attending on August 29</td>
<td>Wednesday, August 28, noon-3 p.m.*</td>
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</tbody>
</table>

**Returning Graduate Student Move-In Date and Time**

<table>
<thead>
<tr>
<th>Move-In Date and Time</th>
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<tbody>
<tr>
<td>Sunday, September 8, 9 a.m. – 4 p.m.</td>
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</tbody>
</table>

*DePaul is closed Monday, September 2, for Labor Day. Not a move-in date.*

Limited resources dates do not include professional move-in assistance.

**Law Students**

<table>
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<tr>
<th>Move-In Date and Time</th>
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<tbody>
<tr>
<td>Sunday, August 18, 9 a.m. – 4 p.m.</td>
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**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.

**Location**

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

Meal plans are required for residents living in suites. Residents of apartments may purchase a meal plan if they would like; see go.depaul.edu/mealplans for meal plan types and descriptions.

If you have any dietary restrictions or allergies, please email Housing at housing@depaul.edu. The dining center has various options and is able to meet many student needs. Keep in mind that the meal plan requirements do not permit release based on personal food choice, lifestyle or preferences (e.g., vegetarian, vegan), or other non-medically based dietary requirements. See go.depaul.edu/foodallergy.

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

- **Start dates:**
  - Law students’ plans begin August 19.
  - Other residents’ meal swipes begin September 1. Any student living in a suite who has an earlier move-in date will receive an additional charge of $20 per day for food for every day prior to September 1.
  - Flex dollars begin September 9.

- **Meal swipes:** Plans provide a set number of meal swipes per week. Meal swipes are distributed every Monday and do not roll over from week to week. Meal swipes are not reset during winter break (only Flex dollars are available 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 and enjoy all-you-care-to-eat dining.

- **Changing plans:** No meal plan changes are accepted after the Friday of the first week of classes for each quarter/semester. To change a meal plan, submit the Meal Plan Change Request form at go.depaul.edu/mealplanform.

CONNECT WITH YOUR ROOMMATES

You can find your roommate or roommates listed in the Housing Portal at 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.**
As you plan for move-in day, please note that there are items you should bring and ones you cannot bring. Prohibited items found in campus housing will be confiscated by staff. For a full list of restricted and prohibited items, see the University Center handbook at ucresidentservices.com, under “residence life.”

**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
- Space heaters and portable air-conditioners
- Refrigerators larger than 5.8 cubic feet
- Flammable liquids
- Electric, gas or charcoal grills
- Cooking devices (excludes small appliances such as microwaves or toasters for use in apartments)
- Dartboards
- Cut trees or bushes of any kind
- Weapons and toys or props simulating a weapon
- Hoverboards or self-propelled mobile/movement devices
- Liquid-filled furniture of any kind, including waterbeds
- Homemade lofts. Twin beds are loftable, but only if an approved bed loft kit is bought through ucresidentservices.com

**LAUNDRY**

The main laundry room is located on the building’s 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 cost $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 | 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 | 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 | dpcl@depaul.edu | (312) 362-8610

DePaul ID 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 to enter your residence hall. Most new students will receive their DePaul ID Card at orientation. If you did not receive one at orientation, contact their office. 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

Health Promotion and Wellness provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors. go.depaul.edu/hpw | hpw@depaul.edu | (773) 325-7129

New Student and Family Engagement 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, hospital transportation, 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. 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 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 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