

UNIVERSITY CENTER (LOOP CAMPUS): MOVE-IN DAY INSTRUCTIONS

The following details apply for University Center moves on approved summer 2019 move-in days. If you are unclear about your move-in date, contact DePaul Housing at (773) 325-7196 or housing@depaul.edu.

1. Find your designated move-in date and time using the University Center Move-In Date Chart at go.depaul.edu/movein. **These dates are designed to fit specific student needs; therefore, make arrangements as needed to arrive on your designated date.**
2. Review the details below to learn more about how move-in will go when you arrive to campus.

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. See details in your move-in guide and at go.depaul.edu/movein.)
- 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 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.



UNIVERSITY CENTER (LOOP CAMPUS): SUGGESTED PACKING LIST

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 twin XL 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
- Cooking devices (excludes small appliances such as microwaves or toasters for use in apartments)
- Flammable liquids
- Electric, gas or charcoal grills
- 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

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