

2019 - 2020

# GUIDE TO STUDENT HOUSING

Lincoln Park



DEPAUL UNIVERSITY

DEPARTMENT OF HOUSING AND  
STUDENT CENTERS



DEPAUL UNIVERSITY

DIVISION OF STUDENT AFFAIRS  
*Department of Residential Education*

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# WELCOME

**Welcome to DePaul University, residents!** Living on campus is an important aspect of a college education. Residence halls are more than just rooms or places to study and sleep. They are places where you will develop meaningful friendships, explore new ideas and get involved with the university community. Living on campus provides the opportunity to learn how to balance the academic and social aspects of life at DePaul University.

**Living on campus is an experience that requires all:**

- Students and their guests to behave appropriately
- Students to balance individual freedoms with respect for others
- Students to use negotiation and compromise

We encourage you to learn from one another as you adjust to your new home.



## POLICY COMPLIANCE

### YOUR RESPONSIBILITY

By choosing to live in a DePaul University residence hall, you agree to abide by all DePaul University policies, including the Code of Student Responsibility and the policies and procedures detailed in this Guide to Student Housing and on the DePaul Housing website. Failure to abide by any of these policies and procedures may result in the university initiating the Student Conduct Process, in accordance with established procedures, up to and including removal from the halls or the university and/or financial penalties. DePaul University reserves the right to change its policies or procedures maintained herein at any time, provided such changes are announced (e.g., through official bulletin boards, monitors, email, office publications, mailings to residential students or information posted on our website).

In the event of discrepancies between this document and the terms and conditions of the housing agreement, this Guide to Student Housing shall supersede the housing agreement. In the event of discrepancies between this document and the [Code of Student Responsibility](#), the Code of Student Responsibility shall supersede the Guide to Student Housing.

**Residents are responsible for reading and responding to any official email, voicemail or U.S. mail sent to them by the university and for updating their preferred contact information in Campus Connect.** The Department of Housing and Student Centers will communicate with students using the most updated email and address registered in Campus Connect. Failure to update or check email, campus mail or U.S. mail will not excuse a student from responding to or having knowledge of a message from the university.

# STAFF

Student housing is composed of the [Department of Housing and Student Centers](#) (“DePaul Housing”) and the [Department of Residential Education](#). The professional and student staff in these departments work together to provide clean, safe and vibrant living and learning communities for DePaul University students.

## THE DEPARTMENT OF HOUSING AND STUDENT CENTERS

DePaul Housing is responsible for many aspects of living on campus, including billing, room assignments, residence hall front desk operations, safety, facility work orders, building access, laundry, move-in and move-out logistics, and the room selection process, among other things. DePaul Housing staff work in the main office and area offices from 9 a.m. to 5 p.m., Monday through Friday.

You should contact or go to the main office if:

- You need to cancel your housing agreement.
- You want to change your meal plan.
- You have questions about your assignment.
- You want to request to change rooms or campuses.

Area offices are located in the east, west and central areas of campus. You should contact or go to your area office if:

- You need to check in or check out of your assigned housing unit.
- You have a question about how to place a work order or need to follow up on a work order request.
- You require access assistance (lost key, lock change, lost or misplaced DePaul ID).
- You need to report damage to your room or apartment or have general questions about damage billing.
- You have questions about your health and safety inspection or about a facility project.
- You need to report a daytime (between 9 a.m. and 5 p.m.) facility emergency issue in your unit.

# HOUSING STAFF

**HOUSING OPERATIONS COORDINATORS (HOCs)** – Housing operations coordinators are professional staff members who are responsible for facility management and administration. They live on campus and manage specific housing areas. They oversee residence hall front desk security operations and desk receptionists, facilities assistants and housing operations graduate assistants. They also respond to major facility-related emergencies outside of normal business hours.

**HOUSING OPERATIONS GRADUATE ASSISTANTS (HOGAs)** – Housing operations graduate assistants help manage and supervise the residence hall front desk operation staff. There are two graduate assistants and they work together to support the lead desk receptionists directly and assist in providing follow up with front desk personnel.

**FACILITIES ASSISTANTS (FAs)** – Facilities assistants are student staff members who live and work on campus in a specific housing area. They perform quarterly inspections of all on-campus housing units during the year. The facilities assistants also address lockouts and respond to facility emergencies after hours.

**DESK RECEPTIONISTS (DRs)** – Desk receptionists are student staff members who are responsible for monitoring the card-swipe access at residence hall front desks. The desk receptionists check identification, manage the guest sign-in process for visitors and serve as friendly campus resources for residents and their guests. There are also lead desk receptionists, who are students who supervise desk receptionists.

**FACILITIES PROJECT CREW** – Crew is composed of student staff members who follow up on general furniture- and appliance-related work orders. Crew performs regular inspections of common areas and is involved in a wide variety of housing facility projects.

## THE DEPARTMENT OF RESIDENTIAL EDUCATION

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Residential Education is responsible for responding to student crises, building a sense of community and DePaul spirit, managing the student conduct process and providing students with high-quality opportunities for engagement. Residence directors, assistant residence directors and resident advisors live on campus and are available to assist students with transition concerns and ongoing advocacy.

You should contact Residential Education staff if:

- You have questions about events in your hall.
- You want to get engaged with your residence hall community.
- You are experiencing trouble with a roommate.
- You need help adjusting to college life.
- You are seeking a referral to resources on campus.
- You have questions about the student conduct process



## RESIDENTIAL EDUCATION STAFF

**RESIDENCE DIRECTORS (RDs)** – Residence directors are master's level professional staff who supervise the student RA staff and facilitate the educational and social events in your building. Residence directors are available for support, advice and advocacy. They typically live in an apartment in the hall. Along with resident advisors, residence directors are responsible for building community, responding to policy violations and providing emergency response to student incidents that occur outside of normal business hours.

**ASSISTANT RESIDENCE DIRECTOR (ARD)** – The assistant residence directors are graduate student staff members who are responsible for assisting the residence director in supervision of the resident advisor staff and for providing community-building and educational opportunities. The assistant residence directors live on campus and can provide emergency response to student incidents outside of normal business hours.

**RESIDENT ADVISORS (RAs)** – Resident advisors are students who live on your floor and have been selected and trained to assist and support you. They help create a community by providing resources to connect with the greater DePaul community and educational events. They perform inspections of on-campus housing spaces. Resident advisors can also help you address roommate conflicts, navigate Chicago and adjust to college life.

## CANCELLATION

Each resident is responsible for all appropriate cancellation fees outlined in the terms and conditions of the housing agreement. Cancellations will not be considered complete, and prorated room charges will continue to accrue, until the step-by-step instructions for [checking out](#) are finished. Cancellation and housing charges are not affected by whether or not DePaul Housing is able to fill the residential unit vacated by the resident.

Once a student is confirmed for housing, cancellation fees will apply as stated in section 4 of the [terms and conditions](#). Students must cancel before the dates published on our [cancellation page](#) to avoid being responsible for future housing charges.

All cancellations must be made in writing directly to DePaul Housing; verbal cancellations will not be honored. A cancellation is complete when the steps below are successfully completed.

1. Visit the DePaul Housing main office in Centennial Hall, suite 301. If not currently on campus, email [housing@depaul.edu](mailto:housing@depaul.edu) stating intention to cancel the housing agreement.
2. Remove all personal belongings from the unit. The unit should be left in its original condition.
3. Return the unit key to the DePaul Housing main office key drop box in Centennial Hall, suite 301.

Students who cancel have the option to request a walk-through of their unit, with a housing representative, to review its condition. Please email [housing@depaul.edu](mailto:housing@depaul.edu) at least 72 hours prior to the intended move-out date.

All campus housing cancellation notifications must be made in writing directly to DePaul Housing; notifying DePaul University's Admissions Office, Student Records, or other DePaul University offices is not sufficient. Verbal cancellations will not be honored. Cancellations notifications are confirmed once a student successfully completes the entire checkout process with DePaul Housing. The cancellation policy applies to all students who have been confirmed for campus housing.

**Full-quarter/-semester charges for the current quarter/semester will still be charged and a \$1,500 cancellation fee will be assessed for all students who cancel** and move out prior to the end of any given quarter/ semester and after the start of the term of this Agreement or first day of occupancy, whichever is earlier. These charges apply regardless of the reason for cancellation, including students who cancel due to a withdrawal from the university, or students who are removed from campus housing or dismissed from the university, for conduct or academic reasons.

**A \$1,500 cancellation fee will be assessed to students who cancel** if they (1) are continuing students who cancel after being confirmed for campus housing and prior to the start of the term of this Agreement or first day of occupancy, whichever is earlier; or, (2) students who cancel during winter break.

**A \$400 cancellation fee will be assessed to students who cancel** if they are (1) a new incoming, first-year, non-transfer student and cancel after May 1, 2019 and prior to their scheduled move-in date or first day of occupancy, whichever is earlier; (2) a new incoming transfer student and cancel after June 1, 2019 and prior to their scheduled move-in date or first day of occupancy, whichever is earlier; (3) confirmed on or after May 1, 2019, for a new incoming, first-year, non-transfer students, or, confirmed on or after June 1, 2019, for new incoming transfer students and cancel prior to their scheduled move-in date or first day of occupancy, whichever is earlier.

#### NON-ENROLLED STUDENTS:

All new incoming students who (1) do not cancel prior to the start of the term of this Agreement; and, (2) do not arrive to campus; and, (3) are not enrolled on the first day of classes for any given quarter/semester; will be administratively cancelled and a \$1,500 cancellation fee will be assessed.

All continuing students, who took occupancy in a prior quarter/ semester, who (1) do not cancel prior to the start of a subsequent quarter/ semester, and, (2) do not check in will remain responsible for the full quarter/ semester charges and a \$1,500 cancellation fee will also be assessed.

**Students will not receive a cancellation fee** if they (1) cancel while still on the campus housing waiting list; (2) cancel prior to being confirmed for campus housing; (3) are a first-year, non-transfer student who cancels prior to May 1, 2019; or, (4) are a transfer student who cancels prior to June 1, 2019. All students who have submitted a \$400 prepayment will have their \$400 prepayment refunded if they cancel prior to the deadlines as listed above.



## MEAL PLANS

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Cancellation of your housing agreement will also cancel any corresponding meal plan. Full meal plan terms can be found in section 5 of the terms and conditions.

## STUDY ABROAD & INTERNSHIPS

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If you are enrolled in a DePaul-sponsored study abroad program or internship that requires you to leave your campus housing assignment mid-academic year, you will not be responsible for any cancellation fees, pending documentation. Documentation must be provided in-person to DePaul Housing at least 60 days prior to cancellation.

**Fees will be assessed to residents who cancel based on a program not sponsored by DePaul University.**

## GRADUATION

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If you graduate from DePaul University at the end of fall or winter quarter/semester, you will not be assessed a cancellation fee. Documentation must be provided in-person to DePaul Housing at least 60 days prior to cancellation to avoid the fee.

# HOUSING ASSIGNMENTS

All campus housing assignments are made by DePaul Housing. The published rates are based on full occupancy of each room, suite or apartment, which ranges from one to eight residents. In no case will DePaul Housing make assignments in violation of the university's anti-discrimination policy. The full policy is available on [page 11](#) and online as part of the [university catalog](#).

## IDENTITY & SPECIAL CONSIDERATIONS

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DePaul University respects the privacy of its students and recognizes that some students may be particularly concerned about privacy and confidentiality related to gender identity. DePaul Housing and Residential Education will consistently recognize and respect the gender identity that students self-identify to DePaul University in good faith. Additionally, students may self-identify to DePaul Housing if they wish to receive special housing considerations regarding their gender identity, but are by no means obligated to do so. If students do self-identify and request special considerations, DePaul Housing will not require students to provide more information than that which is required of other students. Furthermore, all information will be kept strictly confidential to the best of DePaul's ability and will only be used for purposes designated by the student.

## CONSOLIDATION

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All residents residing in a unit that is not at full occupancy, based on the capacity determined by DePaul Housing, may be scheduled for consolidation. Residents who occupy units below the designated capacity may be assigned additional roommates at any time or may be required to move. Refusal or failure to do so may result in additional housing charges, including paying for the additional spaces in the unit.

## REASSIGNMENT

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The university, whose judgment shall be final, retains the right to reassign residents to other campus accommodations in order to maintain efficient operation of the premises and ensure protection of the community.

## CHANGE REQUESTS

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Residents may request to [change rooms or campuses](#). Room change request forms will be processed after the second week of classes each quarter/semester. **In no case will DePaul Housing process room or campus change requests in violation of DePaul University's anti-discrimination policy.**

- Priority for moving will be determined on a first-come, first-served basis, as space is available. Change request forms must be approved by your respective residence director and a DePaul Housing staff member.
- Students assigned to converted housing will be given priority for room change requests.
- Room swaps (switching rooms with another resident) may be possible after the room change process begins and if all parties are in agreement. Residents wishing to swap units must complete the appropriate paperwork and must wait for approval from DePaul Housing and Residential Education before a move can take place. Failure to comply may result in a \$150 improper move fee.
- Residents MAY NOT swap or otherwise change rooms, including suitemate swaps, without written approval and notification from DePaul Housing. Residents residing in a room to which they have not been assigned by DePaul Housing may be subject to disciplinary action. Failure to comply will result in a \$150 improper move fee.
- Once a room change or campus reassignment has been granted, you will be required to move. Failure to comply will result in a \$150 improper move fee and future requests will be denied.
- Residents changing rooms and/or campuses are responsible for any difference in room rates or meal plan requirements.

## ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY

It is the policy of DePaul University that no person shall be the object of discrimination or harassment on the basis of race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other status protected by local, state or federal law in its employment or its educational settings. DePaul University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have engaged in harassment, discrimination and/or retaliation in violation of this policy, including removal from university housing in accordance with applicable procedures. Examples of harassment in violation of this policy include, but are not limited to, verbal abuse, offensive innuendo, derogatory comments or the open display of offensive objects or pictures concerning a person's race, color, ethnicity, religion, sex, gender, gender identity, sexual orientation, national origin, age, marital status, pregnancy, parental status, family relationship status, physical or mental disability, military status, genetic information or other protected status. Please see the [full policy online](#).

## SEASONAL HOUSING & MOVING

See the [key dates webpage](#) for a full list of seasonal move-in and move-out dates.

### WINTER BREAK HOUSING

At the end of fall quarter:

- Traditional residence halls close for the entire winter break period and residents of those halls are required to vacate their rooms 24 hours after their last final exam for fall quarter and no later than noon on Wednesday, November 27, 2019.
- Students returning for winter quarter may leave their belongings in their room. However, once the traditional residence halls are closed, no access to the building will be allowed until the halls reopen for winter quarter on Saturday, January 4, 2020.
- Residents of campus apartments are allowed to remain on campus.

See the fall move-out and [winter break webpage](#) for details about leaving campus over break.

<b>Buildings close; residents must leave by noon Nov. 27 for the full winter break</b>	<b>Winter break housing is included; residents may remain in their units</b>
Belden-Racine*	Centennial
Clifton-Fullerton	Courtside
Corcoran	McCabe
Munroe	Sanctuary Hall
Seton	Sanctuary Townhomes
University Hall	Sheffield Square

\*Belden-Racine is open during December Quarter only to those residents preapproved for December Quarter housing. See [page 12](#).

## DECEMBER QUARTER

During December Quarter (which is November 27 - December 20, 2019), students who require December Quarter housing in Lincoln Park and who are not currently living in a hall that remains open through winter break must complete a December Quarter agreement with DePaul Housing. (This includes residents who normally live in Belden-Racine Hall.) Agreements will be available by October 1 and are due by October 15, 2019. For questions after that date, please contact DePaul Housing directly. DePaul Housing will attempt to accommodate requests for December Quarter as space permits. Belden-Racine will close for all intersession residents at 5 p.m. on Friday, December 20, 2019. See the [winter break housing webpage](#) for full details.

## WINTER QUARTER MOVE-IN

Residents who are required to leave for winter break may return to campus housing beginning at 10 a.m. on Saturday, January 4, 2020. All residents will be asked to check in online with DePaul Housing prior to the start of winter quarter.

## SPRING BREAK HOUSING

Both traditional halls and campus apartments halls are open during spring break.

## SPRING QUARTER MOVE-OUT

You must check out within 24 hours of your last final exam, or by noon on Saturday, June 13, 2020, whichever comes first. If you need to stay in your room beyond the traditional end date of spring quarter because you are participating in graduation ceremonies, you must notify DePaul Housing of this need in writing at least 30 days prior to the end of spring quarter. Graduating seniors may request an extension with DePaul Housing to stay until noon on Monday, June 15, 2020. See more details on the [spring move-out webpage](#).

## SUMMER HOUSING

If you wish to live on campus for summer quarter, you must complete a separate summer housing agreement. Summer agreements will be available from DePaul Housing and must be submitted no later than April 15, 2020. Additional rates will apply; see the housing agreement for rates. DePaul Housing will attempt to accommodate requests for summer quarter housing as space permits. See the [summer housing webpage](#) for full details.

## SPRING TO SUMMER TRANSITION

If you are assigned a unit for summer housing, you will be required to transition to your summer assignment on Tuesday, June 16, 2020, between 9 a.m. and 4 p.m.

## EXPANDED HOUSING

Our expanded housing program, which includes converted and temporary units, allows DePaul the ability to offer more on-campus spaces for incoming students.

### CONVERTED HOUSING

Students assigned to a converted housing unit are permanent residents of the unit and will not be required to move during the academic year.

- Residents of a converted housing unit will receive a 20 percent credit based on the standard rate for the room for the time in which the unit remains converted. Credits issued at the end of each academic quarter.
- Residents of a converted unit may request a room change after the second week of fall quarter. Should a move be requested, the room change will be prioritized for residents of a converted housing unit, based on availability.
- After the start of the school year, should a resident move out, the unit will no longer be converted and any additional furnishings will be removed.
- Suitemates who share an adjoining bathroom with a converted housing room are not considered converted housing residents and will not be issued a 20 percent credit for sharing the bathroom with an additional suitemate.



Learn more on the [converted housing webpage](#).

### TEMPORARY HOUSING SPACES

Some confirmed students may be assigned to temporary units. Temporary units are study lounges located within the residence halls that have been refurnished into three-person residential rooms. These rooms are fully furnished, private and secure.

When a permanent room becomes available for temporarily placed residents, they will be notified by DePaul Housing and will be required to move to their new, permanent unit within the time period listed in the notification. Once a temporary room is completely vacated, the space will revert back to its original lounge setting.

- Residents of a temporary housing unit will receive a 20 percent credit based on the standard double rate for the room for the time in which they are assigned to the unit.
- Credits will be issued shortly after moving to the permanent space.

## LIVE ON CAMPUS NEXT YEAR!

Returning to campus housing for the 2020-21 academic year happens through an in-person process called Room Selection. We have unique apartments that offer larger spaces and more flexibility for our returning residents. Housing will provide information in winter, and details will be on the [Room Selection webpage](#).

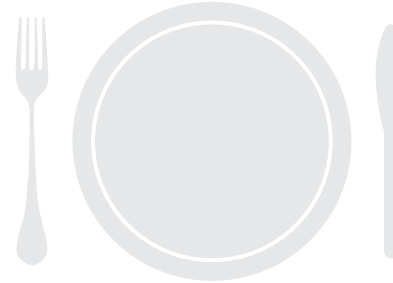


# MEAL PLANS

Meal plans are required for all residents living in Lincoln Park housing. Full meal plan terms can be found in [section 5 of the terms and conditions](#).

Follow the links below to learn about:

- [Meal Plan Types & Rates](#)
- [Using & Changing Plans](#)
- [Allergies & Dietary Needs](#)
- [Dining Locations](#)
- [Dining Hours](#)
- [Frequently Asked Questions](#)



# HOUSING UNITS

## ROOMMATES

Even the most respectful roommates may experience communication issues at some point during the year. There are steps you can take to maintain open lines of communication. All residents should review and discuss the roommate agreement so that an equal consensus on important issues can be reached. All residents will be required to complete the roommate agreement and meet with their resident advisor for discussion. How well the relationship works depends on the quality of communication among roommates when completing the agreement. It is important to remember that the roommate agreement can be revised at any time.

When a residence hall unit has two or more residents, it is expected that the residents will work cooperatively to arrive at a mutually agreeable living style. Mediation of conflicts may be sought from the resident advisor or residence director, but every effort should be made by residents to work out issues among themselves. Attempts by one or more residents of a room or apartment to make unilateral decisions about the use of the room or apartment may be viewed as a deliberate disregard for the rights of the other residents. Failure to cooperate with attempts to resolve disputes through the involvement of Residential Education staff may result in student conduct action and/or the termination of the housing agreement. If a vacancy occurs in a unit, the university may assign a new resident to fill that vacancy at any time. Any resident involved in deliberately discouraging or rejecting a roommate may be subject to the student conduct process.



## DECORATION

You are encouraged to personalize your living areas. When decorating your unit, you should be mindful of the opinions and sensibilities of your roommates, fellow building residents and guests. You must follow the guidelines below and the expectations in the Housing Contract.

You are prohibited from:

- Posting or applying any items to either side of the door or on the actual door, or from obstructing the hallway in any way
- Using duct tape or double-sided tape to post items to the doorjamb
- Painting your unit or making other alterations that affect the current condition of the walls, ceiling, window coverings or flooring
- Posting or hanging items from the ceiling or on residence hall windows
- Hanging items from, tampering with or altering fire safety equipment

You may:

- Post items to the doorjamb by using masking tape, painter's tape or poster putty
- Hang items on your wall using masking tape, painter's tape, poster putty or self-adhesive strips or hooks (such as Command brand)

## DISPLAY OF MATERIALS

Displays that advertise commercial products or services; advocate the use of alcohol or drugs; are discriminatory; unlawfully harass by abusing, assailing, intimidating, demeaning, victimizing or having the effect of creating a hostile environment based on any of the protected characteristics in the university's Anti-Discrimination and Anti-Harassment policy or are not otherwise in keeping with the university's mission are prohibited and may be removed at any time. Contact your residence director before displaying materials that may be questionable. Staff will determine whether a display needs to be removed. Items that are not taken down when requested may be removed.

## FURNISHINGS

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All campus housing at DePaul University comes furnished with a bed, a bed guard rail, a desk with a chair, a dresser, a closet or compartmentalized closet, a trash can and a recycling tote. Apartments also come with living and dining area furnishings, as space permits. You are allowed to bring personal furniture and accessories to your unit and to move or set up university-provided or personal furniture within your unit. All roommates must be in agreement about the furniture arrangement. If additional furniture is added to the unit, particularly used or upholstered furniture, all surfaces must be thoroughly cleaned, to avoid bringing pests into the building, and may be subject to Housing's approval for safety and security. The following guidelines also apply:

- Any non-university mattresses are expressly prohibited, due to fire safety standards.
- All university-provided furniture and equipment must remain in the room or apartment as inventoried upon check-in.
- All furniture must only be used in the manner in which it was intended.

- All beds are XL twin (80" long), except Centennial and McCabe which have standard twin (75" long) due to space constraints in the bedrooms.
- All traditional halls have loftable bed ends that have the capability to be raised up to 60 inches. Campus apartments with loftable bed ends are Courtside, Sheffield Square, Sanctuary and Townhomes.
- All window treatments (i.e., blinds or curtains) must remain in units; additional window treatments are not allowed.
- Shower curtains may be hung in addition to the university-provided curtain in suite-style and apartment bathrooms. However, university-provided shower curtains must remain hanging in shower stalls at all times. You are responsible for regularly cleaning both personal and university-provided shower curtains throughout the year.
- Furniture and accessories in lounges may not be brought into residents' rooms.

## RESIDENTIAL RENTAL RETURNS

Micro-fridges (a fridge, freezer and microwave built into one) may be rented through DePaul's approved vendor. If you rent these items, you are required to follow certain guidelines.

### MICRO-FRIDGES

- A micro-fridge should never be moved to a room other than the one it was rented for, unless you move to a new unit during the year.
- Micro-fridges may only be used in Belden-Racine, Clifton Fullerton, Corcoran, Munroe, Seton and University Hall. Students are only allowed one micro-fridge per unit (due to electrical constraints).
- At the end of the academic year, you must properly prepare the micro-fridge for pick-up. This includes removing all food contents, cleaning the inside and outside of the fridge, freezer and microwave, and ensuring the unit is unplugged and defrosted.



Fees may be assessed if units are not prepared for pick-up. For more information, visit [mycollegefridge.com](http://mycollegefridge.com).

## PETS

Pets are not allowed on campus or in campus housing. Having an unapproved pet and failing to remove it from campus housing is a direct violation of your housing agreement and will result in additional fees and may result in the termination of your housing agreement.

You may request having a service animal or emotional support animal through the Center for Students with Disabilities but must await DePaul Housing approval before bringing one into your assigned room. For the full policy on service animals and assistance animals, see [page 35](#).

## PERSONAL PROPERTY

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You should store valuables in secure places, be watchful of suspicious behavior and lock your unit doors while you are home and when leaving your unit. As noted in the housing agreement's terms and conditions, the university assumes no responsibility and provides no insurance or financial protection for students' personal property. By not carrying protection while on campus, students understand that they are fully responsible for their personal property and any damages caused while on university property. All campus residents are eligible to protect their belongings through GradGuard's College Renters Insurance program. See the [Housing Portal](#) for more information. In most circumstances, DePaul University insurance will not cover damage to or loss of personal property. In the event that a theft or damage occurs, notify Public Safety in order to file a report. Public Safety can also assist you in contacting the Chicago Police Department.

## SAFES

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Portable or electronic safes are allowed. However, the safe must not exceed 10"H x 14"D x 19¼"W and may not weigh more than 40 pounds. Safes may not be bolted to the floor, furniture or any other surface belonging to the university. Upon reasonable request by a university official, the safe must be opened for inspection. Failure to do so would be considered a violation of university policy.

## STORAGE

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The university is not able to provide additional storage space outside of the residential unit. All provided furniture must remain in the unit and cannot be stored offsite or moved between rooms or residents.

## WINDOWS & SCREENS

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Windows, window bars and screens are constructed to keep people and objects from falling out and to keep people and insects from getting in. Based on that:

- Tampering with or taking out windows, screens or window bars is prohibited.
- Throwing, dropping or launching objects from a window is prohibited.

In addition to student conduct action, violations of these policies may result in fees for work and materials being assessed to residents of affected rooms or apartments.

## CLOSING WINDOWS

To help conserve energy and keep the building cool and dry, windows should be closed while the air conditioning is running and when it is humid outside. Leaving windows open causes higher energy usage and moisture condensation.

# PROHIBITED ITEMS

Prohibited items are not allowed in the residence halls at any time. Possession of such items can pose a serious fire and/or safety hazard and will constitute a violation of DePaul Housing policies. There are also specific items which may be stored in a resident's room but may only be used in kitchens. [The full list is available online](#). DePaul Housing reserves the right to update this list at any time. Alcohol and drug paraphernalia are prohibited. Confiscated paraphernalia will be discarded and will not be returned. Should staff discover any prohibited items in a unit, they may remove them or disable them with a locking device on sight. Possession may result in disciplinary action. Additionally, residents may be cited for an electrical violation. Only upon move-out can residents visit their area office to have the locking mechanism removed. Some violations may incur a \$150 fee (covered smoke detectors, burning candles, etc.).

## OPEN FLAMES

With the exception of university-provided gas stoves, open flames (including candles and incense) are prohibited within all campus housing. Staff members have zero tolerance for flammable items and will remove items on sight. Confiscated flammable items will not be returned to residents and are discarded. The \$150 fee for an open flame violation may be assessed to each person in the housing unit.



# INSPECTIONS & REPAIRS

## ODORS

An offensive odor is an odor of such intensity that it becomes apparent or bothersome to others. Student housing has the right to rid the room of the odor at a cost to the resident if he or she does not comply with the request to eliminate the odor immediately. You should report any offensive odors to your area office.

## HEALTH & SAFETY INSPECTIONS

DePaul Housing staff will perform [health and safety inspections](#) of every on-campus housing room and apartment in fall and spring quarters. Residential Education will perform check-ins with residents throughout the winter quarter; see the full schedule on the [key dates webpage](#). All instructions requiring compliance with policies must be followed or disciplinary action may be taken and monetary fees applied. With regard to room cleanliness, acceptable health practices must be observed. All rooms may also be inspected while the halls close for winter break in order to ensure that no health or safety problems exist. Residents may be assessed fees at any point if DePaul Housing staff determine repairs are needed. All decisions by DePaul Housing and Residential Education related to damages and room condition are final. All residents in a unit will be assessed fees should a unit fail its health and safety inspection twice. In addition, should DePaul Housing staff cite items in the room for infractions that would be considered of a serious

nature and viewed as posing potential harm to the residents and hall community, a fee of \$150 per person may be assessed to the residents. Serious-nature infractions and prohibited items include, but are not limited to:

- Tampering with safety equipment (fire extinguishers, alarm panels, sprinkler heads, heat detectors, smoke detectors, etc.)
- Lit candles, lit cigarettes, burning incense or any open flame Explosive devices, firearms or fireworks
- Furniture or personal items blocking emergency exits

In addition to the fee for serious-nature infractions, the facilities assistant will submit an incident report. The incident report will be processed through Residential Education and the resident may be referred through the student conduct process. Prohibited items will be confiscated or disabled with a plug-locking device.

Upon completion of the in-unit health and safety inspection, staff members will lock the room/apartment door behind them. If you do not have your key to re-enter the room, you will be responsible for a lock-out fee.

## REPAIRS & MAINTENANCE/ WORK ORDERS

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If your unit needs repairs, please use our work order process.

### NON-EMERGENCY

[Repair requests can be submitted online.](#) To expedite service, please be as detailed as possible and **send no more than one work order or repair request per form**. For example, if reporting a broken light switch and a heating issue, two work orders must be submitted. Please specify the location of the problem (e.g., the light switch in the bathroom). Work orders are only processed during business hours, Monday through Friday, when the university is open.

### FACILITIES EMERGENCY

To report a problem that requires the immediate response of a staff member, please call rather than placing a work order.

- During normal business hours (9 a.m. to 5 p.m., Monday through Friday), contact DePaul Housing at (773) 325-7196.
- Outside of normal business hours (nights, weekends and holidays), notify the front desk of your building or call Public Safety at (773) 325-7777.

## LEAKS OR FLOODING

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You should treat any sort of leak or flooding as an emergency. Report leaks or flooding to your area office 9 a.m. to 5 p.m., Monday through Friday, and to Public Safety outside of these times. You may be held accountable for damage if leaks or flooding are not reported in a timely manner.

## PEST CONTROL

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If you have pest concerns in your room, immediately report a potential problem to your housing operations coordinator. DePaul Housing has protocols in place with Facility Operations and a pest control vendor to manage any reported cases. There is a regular schedule maintained for pest control of common areas. It is your responsibility to prepare the room or apartment for treatment, if applicable. Failure to maintain a residence in satisfactory condition (i.e., clean of waste and debris) may be grounds for a fee assessment to your student account. Notifications of treatment will be sent out prior to the service. When pest control remediation requires you to clean and/or launder personal items, you are responsible for taking care of this on your own. DePaul University does not cover the cost of cleaning or laundering personal items.

## NOTICES

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When facility-related issues arise, communication will be sent out to students via notices in halls, emails or posters. Emergency maintenance updates will be posted on the electronic display monitors in the residence halls when necessary.

## TEMPERATURE

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All heating, ventilation and air-conditioning\* (HVAC) equipment is controlled and maintained by the engineering staff. It is the university's policy to maintain the following seasonal temperatures:

**Summer (May 1 to October 1): 72 to 76 degrees**

**Winter (October 1 to May 1): 68 to 72 degrees**

Engineers will adjust HVAC equipment as needed to maintain unit temperatures within that range.

- If your unit seems to be uncomfortably warm, please [submit a work order online](#) or contact Facility Operations during business hours or Public Safety after hours and on weekends.
- If your heat is not working properly and the temperature falls below this range, please call our office at (773) 325-7196 during business hours and we will notify Facility Operations. After business hours, call Public Safety at (773) 325-7777 so that an on-call staff member can be dispatched.
- In certain cases, buildings are controlled by building automation systems. In these instances, adjustments may occur without an engineer being dispatched to the site.

Please note that seasonal changes create challenges with temperature regulation in large buildings like residence halls, where it can take several days to switch over between heating and cooling.\* To avoid freezing plumbing and sprinkler pipes in rooms or apartments, please leave windows closed in the winter months and report hot rooms to Facility Operations or your area office.

\*Please note that Corcoran and McCabe are not air-conditioned.



## ACCESSIBILITY

Student housing strives to make our facilities and services as accessible as possible for the DePaul community. Please inform DePaul Housing or Residential Education staff of accessibility barriers you may encounter, and request accommodations and information resources that will make living on campus accessible to everyone. If you have suggestions of how to make the residence halls more accessible, please contact the Center for Students with Disabilities at (773) 325-1677.

Residents who may require additional assistance in evacuating a hall in the event of an emergency should self-identify by registering with the Office of Public Safety at the beginning of each academic quarter. To self-identify, please contact the emergency management department at (312) 362-7078 with your on-campus residence (if applicable), schedule and classroom information. For students with temporary disabilities, visit your housing area office to see what level of assistance might be available.

## BUILDING FACILITIES

### BALCONIES & REAR STAIRWELLS

Certain apartment buildings have rear stairways or balconies attached to them, but not all are open for resident use. The balconies located on the west side of Sanctuary and Townhomes are closed to resident use. Sheffield Square and Courtside have rear stairways for fire evacuation purposes only. Residents present in areas not open for their use may be subject to discipline. The following is a nonexhaustive list of balcony and rear patio or stairway policies:

- Alcohol is not permitted on any rear stairway, balcony, deck or patio.
- No smoking is permitted on balconies or anywhere within university buildings.
- No furniture or other items may be used or stored on any balcony, rear deck or patio.
- No decorative lighting, lanterns or pumpkins can be displayed.
- Grilling on the back porches, patio areas or yards of apartments is strictly prohibited throughout campus.
- Garbage must be disposed of and should not be stored on back porches.

### ELEVATORS

The following halls offer elevators for everyday student use:

- Belden-Racine
- Centennial
- Clifton-Fullerton
- McCabe
- Munroe
- Sanctuary

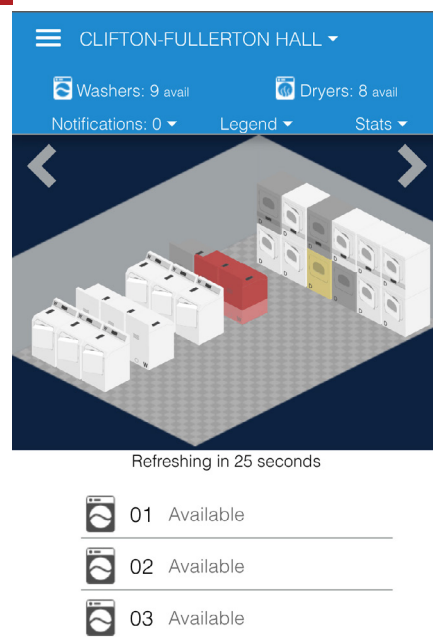
University and Seton have freight elevators that are only available during set times for use during fall quarter move-in, winter move-in and spring quarter move-out.

## LAUNDRY

High-efficiency washing machines and dryers are located throughout campus housing. Laundry costs are included in housing rates, so machines do not require coins or cards to run. Remember to take all of your belongings with you when you leave the laundry room. Hall staff may dispose of laundry or personal items left in a laundry room for more than 24 hours.

DePaul has technology that lets you check laundry status from your phone or computer. Visit [laundryview.com/depaul](http://laundryview.com/depaul) to see the status of washers and dryers (which machines are free or in use, how much time is remaining and more). You can set up text or email alerts by creating a login and then can view weekly stats to see the busiest and slowest times for the laundry room.

For the campus machines, high-efficiency (HE) liquid detergent or individual pods are recommended. If there are issues or concerns with a machine, including damaged clothing, [contact CSC ServiceWorks](#).



## RECYCLING

Each residence hall unit is equipped with one recycling tote. You are responsible for emptying these individual bins into the larger recycling containers located in each residence hall (typically near trash rooms or in lobby or lounge areas). In Courtside, Townhomes and Sheffield Square, you must take your recycling outside to the nearest blue recycling bin, typically located near the trash bins.

The following is a nonexhaustive list of items that can be recycled: clean and dry paper products (e.g., white and color paper, envelopes, junk mail, magazines, newspapers), aluminum or metal cans, plastic water bottles and all numbered plastic containers (except for #6).

## TRASH

Any trash, newspapers or other items left outside room or apartment doors may be immediately disposed of by staff working in the building. This may result in a fee assessed to the residents of the nearest room. Trash rooms/chutes are provided throughout campus housing.

## VACUUMS

You are encouraged to bring your own small vacuum to use in your unit. Community vacuums are available the last two weeks of spring quarter at your hall front desk. You may be charged if you return the community 20 vacuum excessively dirty or damaged. If you fail to return a university vacuum within one hour of issuance, you may be charged a replacement fee.

## VENDING MACHINES

Vending machines are located throughout campus housing. Problems with vending machines should be reported to the Student Center's Information Desk (first floor of the Student Center) or by calling (773) 325-7400.

## COMMUNITY SPACES

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There are a variety of community areas throughout campus housing. Study lounges, community kitchens, bathrooms and laundry rooms are located in every traditional residence hall. Apartments located in Sanctuary and Centennial have some common areas, including study spaces and laundry rooms. Corcoran features community music practice rooms. Hall staff will dispose of unattended personal items left in community areas for more than 24 hours.

## COLLABORATION LOUNGES

Available in most buildings, collaboration lounges feature a meeting table with electrical outlets and multiple HDMI input cables connected to a large TV display. You can connect any device with an HDMI output and can switch between multiple devices. Lounges can be used for working on projects, watching videos or connecting a gaming console to the TV. If you encounter technical issues with the meeting table outlets or TV, please [submit a work order](#).

## COMMUNITY KITCHENS

Kitchens are provided in all traditional halls for your use and normally include a stove/oven, microwave oven, sink and refrigerator or mini-fridge. You are responsible for providing your own dishes, pots, pans and for cleaning them and the area immediately after use. When using any community kitchen, you must not leave the area while cooking and are responsible for ensuring that all safety precautions are followed. The university is not responsible for replacement of or personal harm that results from food spoiled due to damage or normal wear and tear of kitchen appliances. Hall staff may dispose of food left unattended and throw out dirty dishes, pots and pans left in community areas.

## COURTYARDS

The Vincent and Louise Courtyard (between Munroe and Belden-Racine) is for the use of all campus residents and is accessible from the Belden gate using your DePaul Student ID Card. The courtyards at Sheffield Square and Sanctuary are for the use of students residing in those buildings and their guests. Courtyards typically are open from 9 a.m. to 6 p.m. for socializing. Smoking and fires of any kind are prohibited. All trash and recycling should be disposed of in designated receptacles. Noise volumes should be kept to a minimum, and all DePaul policies should be adhered to at all times. You are responsible for your actions and those of your guests, including any damage that may occur in a courtyard space.

## ESPORTS GAMING LOUNGES

Residence hall Esports gaming lounges are similar to the DePaul Esports Gaming Center on the Loop Campus. The lounges include high-tech gaming hardware, software and accessories. Residents can enjoy six high-end gaming PCs, premium gaming chairs, and a PlayStation 4 that hooks to a 65-inch 4K television. Lounges are located in:

- University Hall's lower level, lounge B1
- Sanctuary Hall's first floor, lounge 100

Gaming lounge use is exclusively open to residents living in those halls and their guests. In order to make these spaces available, DePaul asks that each individual follows the Code of Conduct and Gaming Lounge Policies and Procedures available on the [gaming lounges webpage](#).

## STUDY LOUNGES

Study areas are located on every floor in Belden-Racine, Clifton-Fullerton, Corcoran, Munroe, Centennial, Seton and University. There is an area on the lobby level of McCabe and on the fifth floor of Sanctuary. Furniture in lounges must remain in these areas and should not be removed or brought into residential units for any reason. At times, lounges in Belden-Racine may be used to house temporary residents.

## UNIVERSITY PROPERTY

University property in residence hall common areas should not be removed from its original location. Disciplinary action and/or financial responsibility for staff time to relocate items may be assessed to residents. If you become aware of missing or damaged items in a common area, you should notify building staff. Damages to common areas may be considered community damages and be charged to all residents of a building.

## DAMAGE BILLING

Prior to move-in, all units are inspected by professional staff members to ensure university consistency, condition and cleanliness standards are met. Any damages are recorded by staff and residents could be found responsible for damages above and beyond what was noted at the start of the year.

Residents who have questions or concerns about any damages at any time during the year should email [housing@depaul.edu](mailto:housing@depaul.edu) for information and instructions. Residents may incur individual damage billing fees during the school year for issues such as lock-outs, lock changes, room repairs (where the resident is at fault) or health and safety inspection failures. If you incur a fee, you will be notified via a letter to your campus mailbox and the amount will appear on your student account under "housing damage fee."

When damages occur in common areas, an investigation is launched by Residential Education and DePaul Housing. If the investigation is inconclusive and it is difficult to discern which residents and/or guests are responsible, all damages will be split equally between roommates (and suitemates for bathroom charges), unless written notification by the responsible party is provided to [housing@depaul.edu](mailto:housing@depaul.edu) from the email address on file with the university. If a resident, multiple residents or guests of residents are found to be responsible for damage or vandalism, they may be subject to additional repair fees and the student conduct process. Residents who host guests associated with a vandalism incident are responsible for the damage billing charge assessed.

For more details, including a list of common damages and cleaning charges, visit the [damage billing webpage](#). There is also information in section 10 of the housing agreement terms and conditions.

# TECHNOLOGY

All computer users must practice ethical behavior in their computing activities. Computing activities may only be used for lawful purposes. Abuse of computer privileges, including but not limited to illegal downloading, is considered a serious matter. For full details on expectations of the university computing services, please reference the [Code of Student Responsibility](#).

## CONNECTING TO THE INTERNET

Each room is equipped with one high-speed data jack (orange) per person or a WiFi access point with wired data jacks. A wireless network is also available for your convenience. Information Services (IS) recommends that you use the wired network as your primary network connection for optimal performance and security.

- How to connect phones, computers and tablets to DePaul's wireless network: [wifi.depaul.edu](http://wifi.depaul.edu)

Personal routers, including wireless routers, may not be used on DePaul's network. Violations of this, or any other technology-related policy, may result in your network connectivity being temporarily or permanently disabled. Click [here](#) to view the "Network Security Acceptable Use Policy" and others associated with DePaul's residential network.

## GAME SYSTEMS

You can register game systems on the DePaul network by navigating to [go.depaul.edu/netdevices](http://go.depaul.edu/netdevices). Choose either the wired or wireless section and follow the step-by-step instructions. This is also a process for other devices ("legacy devices") that are not compatible with DePaul's Eduroam WiFi network, such as Roku and Roku TV, Apple TV and Amazon Fire TV Stick, to name just a few.

## TELEVISIONS

DePaul offers a cable TV connection in each unit. Our cable system is all-digital and requires an HDTV with a QAM tuner. While most leading brands' HDTVs are compatible, some economy-brand HDTVs may not have the required tuner and will not work. If your TV is not compatible, you may purchase a QAM-compatible digital converter box from our cable provider, College Cable Services, by contacting them at (800) 472-2054.

For a list of cable channels in your residence hall, visit our [TV & Technology webpage](#).

## TECHNOLOGY SUPPORT CENTER (TSC)

The TSC provides technical assistance for DePaul-supported software, systems and services. (312) 362- 8765; [tsc@depaul.edu](mailto:tsc@depaul.edu); [campusconnect.depaul.edu](http://campusconnect.depaul.edu), then select "Technology Support Center."

## GENIUS SQUAD

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At Genius Squad support desks on the Lincoln Park and Loop campuses, technicians can assist with data recovery, operating system installation, hardware upgrades, wireless assistance, virus and spyware removal, and general system maintenance. Visit [go.depaul.edu/gs](http://go.depaul.edu/gs) for locations and hours.

# KEYS & ACCESS

## ACCESS TO YOUR BUILDING

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All residence halls require a card swipe to enter. Residents only have access privileges to the hall in which they are assigned. Residents or guests without appropriate photo identification will be denied access to the residence halls. Non-DePaul guests must have an official state or government ID. **NO ID, NO ACCESS.**

## FRONT DESKS

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All traditional residence halls, McCabe, and Sanctuary Hall and Townhomes have 24-hour front desk security operations. All hall front desks are typically staffed by student employee desk receptionists from 8 a.m. until midnight and by professional security staff from midnight until 8 a.m.

- The desk receptionist on duty will verify that the ID card belongs to the person attempting to enter. If the desk receptionist believes there is a discrepancy, the person may not be allowed to enter the building and the ID may be confiscated.
- Residents who are unable to provide their DePaul ID Card will not be allowed access into the residence hall.
- Residents are not allowed to give their DePaul ID Card and/or residence hall key to any other person. Additionally, students are not allowed to use the DePaul ID Card and/or residence hall key of another student to enter any residence hall.
- To replace a lost or stolen DePaul ID Card, a resident must visit ID Card Services in the Lincoln Park Student Center, Suite 109 (after business hours, visit the hall front desk).
- Should a resident have any problems associated with building access, he or she should contact the area office during business hours, or the hall front desk after hours.
- Assistance related to a lost ID card after hours is \$25.

## KEYS, LOCK-OUTS & ID CARD ACCESS ISSUES

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All residents are issued a key for their living unit and are granted access on their DePaul ID Card for their hall card readers. You should keep your door locked and carry your room key and ID card with you at all times.

- If you are locked out or have misplaced your ID during normal business hours (Monday through Friday, 9 a.m. until 5 p.m.), you should seek assistance at your area office.
- If your DePaul ID Card is lost or stolen during business hours, visit ID Card Services in the Student Center for assistance.



- If you are locked out of your room or have misplaced your ID card after hours, contact the building's front desk so the desk receptionist can call the appropriate staff to help you enter your room.
- A fee of \$25 will be assessed for either of these services and will be billed to your student account.
- Should staff need to enter your unit (e.g., for maintenance or routine inspections), they will lock the door when leaving. Should your door be unlocked when no one is present, staff will lock your door and you may be responsible for any lock-out fees.

## **LOCK CHANGES & NEW KEYS**

If a lock change is necessary for a unit, a work order should be [submitted online](#), and a fee of \$100 (plus \$4 per key for key replacement, based on occupancy) will be assessed. New keys may be picked up at the area office between 9 a.m. and 5 p.m., Monday through Friday, excluding holidays. If you do not pick up new keys within one week of notice, a fee and/or disciplinary action may be assessed for failure to abide by this policy. If it is determined that an emergency lock change needs to occur, you may be assessed an additional fee for this procedure. The copying of campus housing keys is prohibited. You may not add additional locks to residence doors.

## **GUESTS**

Having guests in DePaul University residence halls is a privilege. A guest is defined as anyone who is not an assigned resident of a specific room, apartment or building. Guests are typically welcome to visit at any time of the day. All guests who do not live in the building (including DePaul students or residents from another residence hall on campus) must be signed in at the front desk upon arrival. Residents are prohibited from transferring use of their room, or any part of their room, without limitation, through the use of room-sharing or home-sharing websites or any other means.

As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents. Residents are responsible for informing guests of the policies and procedures of campus housing. Guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Staff will not escort a guest into any units without a resident host.

Visit the [guest policies webpage](#) for full details about the following:

- Required identification and access for guests
- Guest limits
- Overnight guests
- Minor guests (those 17 years and younger)
- Forms: Links to the extended guest stay/extra guest request and minor guest request

# HEALTH & WELLNESS

## **MINOR ILLNESS & INJURY**

A minor incident or illness is a situation that does not require immediate emergency room treatment. For example, we recommend that if you have the flu, you should stay in your room and not attend classes or work. You should remain rested until you have been fever-free for at least 24 hours, but you should communicate with your instructors as soon as possible if you are missing classes. Your resident advisor is available to help with any minor illnesses (e.g., if you need food delivery). You can also contact DePaul Student Health Services (see below).

## **SERIOUS PHYSICAL ILLNESS & INJURY**

A serious incident or illness is one that needs immediate professional emergency care. You are advised to dial 911 or to contact Public Safety at (773) 325-7777.

## **EMERGENCY HOSPITALIZATION & MENTAL HEALTH/SUBSTANCE USE**

If you are a resident and your emergency is one that requires intervention regarding an emergency hospitalization due to mental health or substance use concerns, you may be required to meet with Residential Education and the Dean of Students Office within three business days of your return to campus. You may also be required to provide documentation from a licensed mental health provider.

## **DEPAUL STUDENT HEALTH SERVICES**

Health Services partners with AMITA Sage Medical Group, which is a community healthcare provider located on the Lincoln Park Campus at 1150 W. Fullerton Ave. Office visits and basic lab work are covered by the health services fee. All Lincoln Park residents are automatically billed the health services fee to their DePaul Student Account. Visit [go.depaul.edu/healthservices](https://go.depaul.edu/healthservices) to learn more. To discontinue the fee, contact the [Dean of Students Office](#).

# SAFETY

## **PUBLIC SAFETY**

The Public Safety Office works to create a safe campus community in which to work, live and learn. Public Safety is primarily a service-oriented department created to meet the specialized needs of a large urban university. Some of the duties of the officers include foot and vehicle patrols, record keeping and medical emergency coordination. Public Safety operates 24 hours a day, seven days a week, to serve and protect students, faculty and staff.

- Lincoln Park Campus: To request assistance on the Lincoln Park Campus, call (773) 325-7777. Students should report all suspicious activities or persons to the Public Safety Office via phone or by visiting Public Safety, Centennial Hall, 2345 N. Sheffield Ave., Suite 304.
- Loop Campus: To summon assistance on the Loop Campus, call (312) 362-8400. Students should report suspicious activities or persons to the Loop Public Safety Office, located at 25 E. Jackson Blvd., Lewis Center, Lower Level 103.
- Escort Service: Public Safety offers an escort service to all students on the Lincoln Park Campus. The escort service runs between 6 p.m. and 6 a.m. daily. Students are escorted from one DePaul University building to another, including parking lots. Also included in this service is the Fullerton train stop. On the Lincoln Park Campus, an escort may be obtained by calling (773) 325- SAFE (7233).

## COMMUNITY AREA CAMERAS

Cameras are installed in common areas, elevators, entranceways and lobbies in all residence halls. There are also cameras on the exteriors of buildings. Cameras are in place for added security and are recorded 24 hours per day.

## OCCUPANTS IN NEED OF ASSISTANCE DURING BUILDING EVACUATIONS

During an emergency evacuation, the Office of Public Safety must have the ability to identify individuals who need evacuation assistance, including the type of assistance required. All students and staff, as well as visitors, with disabilities and special requirements, including those with mobility, visual, auditory or cognitive impairments, who need assistance in an emergency evacuation are encouraged to self-identify and register with the Office of Public Safety at the beginning of each academic quarter. To self-identify, please contact the emergency management department at (312) 362-7078 with your on-campus residence, schedule and classroom information.

## SEVERE WEATHER

The following information may help keep you safe in severe weather conditions. **Use the radio to monitor live weather reports (for example, WGN or WBBM radio), or use a trusted website or weather app of your choice for continuous live radar reports.**

## TORNADOES



The majority of Illinois tornados have occurred between April 1 and June 30; however, tornadoes have occurred every month of the year at all hours of the day. Be alert for these danger signs: severe thunderstorms with frequent lightning, heavy rain, hail, roaring noise, funnel clouds, strong winds and power failure. The local branch of the National Weather Service will issue severe weather bulletins to the local authorities and local TV and radio stations. Chicago is located in Cook County.

**TORNADO WATCH:** A “watch” indicates that conditions are conducive to the development of a tornado.

**TORNADO WARNING:** A “warning” indicates that a tornado has been detected and may be approaching. If a tornado warning is issued, or the city warning sirens have been activated, take the following precautions:

- Seek shelter immediately in the lower levels of the building or an internal hallway; stay away from windows and glass enclosures.
- Use only stairwells; **DO NOT USE ELEVATORS.**
- Remain in the sheltered area until the “all clear” is communicated by hall staff.
- Cooperate fully with university staff, who have your safety as their first priority.

## THUNDERSTORMS



If you hear the sound of thunder, immediately proceed to the closest indoor location, because no place outside is safe when lightning is in the area. Everyone should stay indoors until the storm has safely passed.

- Unplug appliances and other electrical items, such as computers, and turn off air conditioners; power surges from lightning can cause serious damage.
- Avoid showering, bathing, washing hands, doing dishes or laundry; plumbing and bathroom fixtures can conduct electricity.
- Close window blinds, shades and curtains.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- **DO NOT USE ELEVATORS.**
- Go to the area instructed by student housing or Public Safety staff members.

## EMERGENCY CAMPUS NOTIFICATION SYSTEM

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**The Emergency Campus Notification System and DePaul University (DPU) Alert are two independent notification systems utilized to alert and notify students, faculty and staff of an emergency situation on campus.**

The Emergency Campus Notification System alerts students, faculty, staff and visitors through a system of message boards and indoor and outdoor speakers. The message boards and speakers are strategically positioned throughout the university on the Lincoln Park and Loop campuses. When activated for emergencies, the message boards will display an event message, describing what is taking place. The speakers will sound an audio message of the event and the next steps to evacuate to a safe location.

## DPU ALERT

DPU Alert is an emergency communication system that immediately attracts the attention of students, faculty and staff where they are most reachable. In an emergency situation that affects the university, DPU Alert will contact cellphones through text messaging, voicemail and email. It is strongly recommended that all DePaul students, faculty and staff sign up for DPU Alert. To sign up to receive DPU Alert, access [Campus Connect](#), click on “Self Service,” then look for “DPU/ Academic Alert.” The webpage will ask for the following information:

- Your email address
- Your phone number with the option to receive text message, voice message or both



## SHELTER IN PLACE

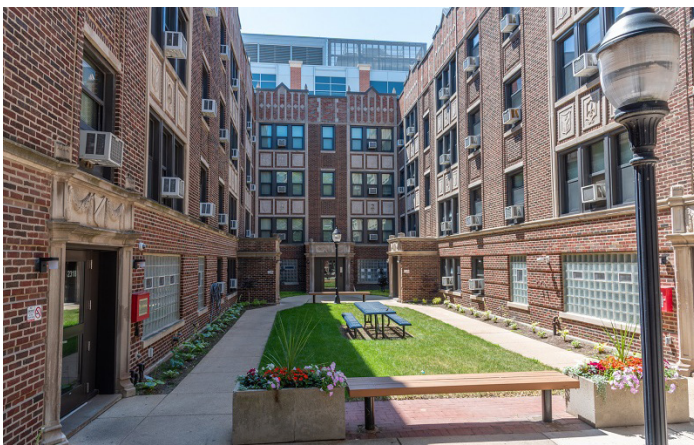
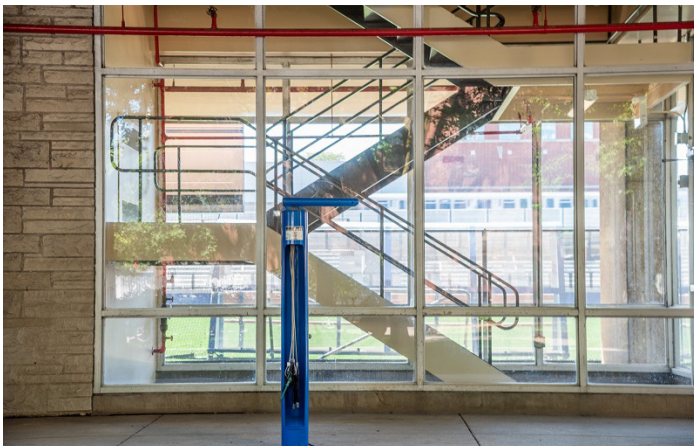
Shelter in place may be implemented when a situation occurs that may be hazardous to health or life-threatening. It is used to keep students, faculty, staff and visitors inside a building rather than exposing them to possible harm by allowing them to leave a building. For example, severe weather can trigger a shelter in place, securing the building population while keeping the building open for entry.

## LOCKDOWN

Lockdown may be implemented when a situation occurs that may be hazardous to health or life-threatening. It is intended to limit access and hazards or threats by controlling and managing staff and students in order to increase safety and reduce possible victimization. A lockdown can be called for a variety of reasons. A building that is locked down will have restricted access until an "all clear" is given or directed by emergency personnel or staff.

During a lockdown:

- Do not congregate in the lobby.
- Go to your room.
- All doors, windows and classrooms should be locked; no one will be allowed to enter or leave the building.
- Stay away from windows/glass.
- Stay calm. Student housing conducts lockdown drills with residents during the academic year.



## FIRE DRILLS

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Student housing conducts drills and monitors all fire alarm evacuations throughout the year. DePaul's alarms are connected to the Public Safety department. Under normal drill and alarm conditions, all residents must immediately evacuate from the residence halls. Residents who fail to leave their rooms or apartments during a fire drill may face disciplinary action.

## FIRE SAFETY & EVACUATION

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### CREATE AN ESCAPE PLAN:

- Know the fire safety rules and guidelines for your place of residence.
- Participate in fire drills.
- Know where your exits are located—identify an alternate exit should your main exit be blocked.
- Understand your escape route—could you find your way in the dark?
- Locate the closest fire alarm pull station.



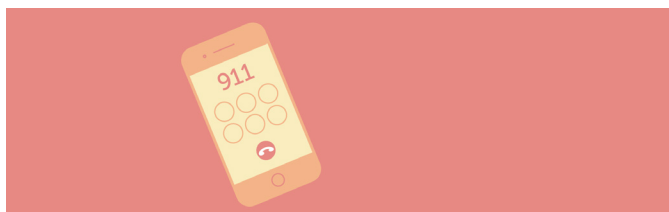
### WHEN THE ALARM SOUNDS:

- Leave right away.
- Treat every alarm as real.
- Do not stop for anything you do not need to get out (books, computer, etc.).
- Remember that timing is everything and the sooner you can reach the safest and closest exit, the better.
- Feel doors before opening to see if they are hot.
- If the door is hot, know your second way out.
- If the door is not hot, open it slowly.
- If you do not feel heat or see smoke, exit quickly.
- As you leave, close the door to your room/apartment to help contain any fire.
- Never try to stay and fight a fire and NEVER try to return after you have escaped.



### IF YOU CANNOT GET OUT:

- Keep the door closed and put a towel or T-shirt at the bottom to keep smoke from entering the room.
- Call 911 and Public Safety to report that you are trapped (include your location and room number).
- Signal for help. Open the window wide enough to alert first responders by hanging a white sheet or cloth out of the window.





# POLICIES

Policies are in place to keep all members of the DePaul community safe, both in the residence halls and across campus. It is your responsibility to be familiar with and follow the policies mentioned below as well as the terms and conditions of the housing agreement. Full details of these policies and others are available [here](#). You may be required to log in with your Campus Connect username and password to view some university policies and procedures in full. You may be subject to the conduct process, up to and including being removed from the residence hall and incurring cancellation fees, if you fail to comply with the terms and conditions of these policies and the agreement.

## **ALCOHOL USE & POSSESSION**

Responsible alcohol use and possession is permitted within on-campus housing for those residents and guests who are age 21 and over, in accordance with state law. DePaul Housing and Residential Education maintain a list of students who are 21 and over.

- Alcohol may only be consumed in the privacy of a resident's room or apartment when the door is closed and no one under 21 is present in the unit.
- Transport of alcoholic beverages to a resident's room from outside the building is allowed only by individuals who are age 21 or over.
- Beverage containers must be closed.
- Transport of open alcohol from room to room or apartment to apartment is prohibited.
- Any individual, regardless of age, who is present in a room or apartment that contains alcohol and persons under 21 may be found in violation of the alcohol policy.
- Consumption of alcohol that results in noncompliant or disruptive behavior that infringes on the rights of others in the community is prohibited.
- Alcohol consumption that creates a risk of harm to self, including requiring a transport to the hospital for intoxication, is prohibited.
- Residents over the age of 21 are expected to immediately dispose of all empty alcohol containers after use. If found, these items may be confiscated and may be unable to be returned.

## **ILLEGAL USE OR POSSESSION OF DRUGS OR CONTROLLED SUBSTANCES**

Students may not illegally use, sell, possess, manufacture or distribute any substance prohibited by local, State or federal law. This includes but is not limited to illegal drugs and controlled substances (including cannabis, narcotics, cocaine, heroin, prescription medications, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance). Students should be aware that it is unlawful to distribute prescription medication to other students for whom the medication was not prescribed. Use, possession, manufacturing, or distribution of drug paraphernalia is also prohibited.

## **ALCOHOL & DRUG PARAPHERNALIA**

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The use, possession, manufacturing, distribution, or display of alcohol and drug paraphernalia is prohibited. A selection is below; please also refer to the full list of prohibited items, which is subject to change.

### **PROHIBITED ALCOHOL & DRUG PARAPHERNALIA:**

- Large quantities or containers of alcohol, including kegs, cases, coolers or handles (1.75L)
- Any table or device used for playing drinking games
- Paraphernalia used to consume alcohol, including shot glasses, punch bowls, funnels, party/beer balls, bulk alcohol containers, etc. Shot glasses are permitted for residents who are 21 and older; however, an excessive amount of shot glasses is prohibited.
- Paraphernalia that may be utilized for illegal drug use, including pipes, grinders, one hitters, bowls, etc.

## **CANNABIS ODOR**

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Residents are not permitted to be in the presence of the odor of cannabis and/or for the presence of the odor of cannabis to be in their residence hall or apartment space.

## **EMERGENCY CONTACT NOTIFICATION POLICY**

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DePaul is permitted by law to notify parents or legal guardians about violations of any federal, state or local law or institutional disciplinary rule or policy regarding the use or possession of alcohol or a controlled substance by a student under the age of 21. Given this legal background, DePaul University may notify parents or legal guardians in the following cases:

- In cases where students under the age of 21 are found in repeated violation of any federal, state or local law or Code of Student Responsibility policies pertaining to the use or possession of alcohol or a controlled substance in the circumstances below
- In cases where a student under the age of 21 is found in major violation of the Code of Student Responsibility [policies](#) regarding alcohol or controlled substances and the violation results in the student being placed on university probation
- In cases where students under the age of 21 are found in violation of the Code of Student Responsibility policies regarding alcohol or controlled substances and the violation results in an arrest and/or ticket from the Chicago Police Department
- In cases where students are found in violation of the Code of Student Responsibility policies and the violation results in student behavior that could cause harm to self or others, including, but not limited to, hospital transport for excessive drinking

## ENTRY INTO UNITS BY UNIVERSITY & LAW ENFORCEMENT OFFICIALS

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The privacy of each resident's unit is an important component of on-campus housing. Nevertheless, DePaul reserves the right to enter into and search any on-campus unit at any time for the following purposes:

- If there is an apparent emergency or danger to a resident's or guest's life, safety, health or property
- In conjunction with law enforcement officers in the performance of their duties
- When there is reasonable cause to believe a violation of any university policy or city, state or federal law is being, has been or will be committed
- To perform inspections and to close the buildings over break periods
- To perform maintenance or repair services. Housing staff will attempt, whenever possible, to provide residents with 24 hours' notice before entering a unit for scheduled maintenance and inspection. This notice may be via voicemail, email, the DePaul Housing website or written posted communication. Advance notice of entry will not be provided in some instances.

## NOISE

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Residents are not permitted to make noise that disturbs others or to exhibit disorderly conduct (as defined by the Code of Student Responsibility) within on-campus housing. Courtesy hours are in effect 24 hours a day. All residents are expected to confront any noise problems that are of concern to them and to respond politely if asked to be quiet. If assistance is needed, you may call Residential Education or Public Safety.

## QUIET HOURS

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Minimum quiet hours are scheduled from 10 p.m. to 9 a.m., Sunday through Thursday, and from midnight to 9 a.m., Friday and Saturday. During quiet hours, noise should not be heard beyond the closed door of a resident's room. During final exams, quiet hours change to 24 hours a day beginning the day before the first day of any final exam period and continuing through the remainder of the quarter.

## SERVICE ANIMALS & ASSISTANCE ANIMALS

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In general, animals are not permitted on DePaul's campus. However, DePaul University recognizes the importance of service animals and assistance animals in assisting people with disabilities. In some instances, visitors to or members of the DePaul residence hall community may have a service animal or assistance animal. Service animals and assistance animals are working companions and are not considered pets.

All animals on campus—whether a service animal or an assistance animal, and whether with an employee, student or visitor—will be subject to the requirements detailed in DePaul's Service Animals and Assistance Animals on Campus [policy](#). DePaul reserves the right to ask the owner

of any animal who does not meet these requirements to immediately remove the animal from DePaul property. Any concerns that an animal poses a direct threat to the health or safety of the DePaul community should be immediately reported to Public Safety.

Students who feel it is necessary to have a service animal or assistance animal with them on campus should contact the Center for Students with Disabilities (CSD) in order to begin the process of registering with that office. CSD can be reached at (773) 325-1677 or (312) 362-1677.

The [online policy](#) details specific expectations for service animals and assistance animals living in the residence halls. If any of the expectations are not met, DePaul Housing and Residential Education will generally work with CSD and the resident to correct the issues. If the issues are not corrected to the satisfaction of DePaul, or are severe in nature, DePaul may ask that the animal be removed from the residence halls on a temporary or permanent basis.

## **SEXUAL & RELATIONSHIP VIOLENCE PREVENTION & RESPONSE POLICY**

DePaul University strictly prohibits sexual and relationship violence and threats of sexual and relationship violence, which includes sex offense (including sexual assault), sexual misconduct, domestic violence, dating violence and stalking. DePaul is committed to offering a secure and supportive environment for individuals who report incidents of sexual and relationship violence to receive resources and consider all available options. Reports of sexual and relationship violence can be made to your resident advisor or residence director; Public Safety, (773) 325-7777 or (312) 362-8400; the Title IX Coordinator, (312) 362- 8970; or the Dean of Students, (773) 325-7290. Please note that the Public Safety Office is open 24 hours a day, seven days a week. There are many other reporting options available, including confidential support advocates within Health Promotion and Wellness at (773) 325-7129.

At DePaul, consent is defined as unambiguous and freely given agreement to move forward with a specific sexual request, act or experience. Consent cannot be obtained from individuals who are unable to understand the nature of the activity or give consent due to being asleep, unconscious, underage or due to having a temporary or permanent mental or physical incapacity, including as a result of drug or alcohol use. Consent is an affirmative act, not a lack of action. Lack of verbal or physical resistance or submission as the result of force, coercion, duress or threat thereof does not constitute consent. An individual's manner of dress does not constitute consent. Consent to past sexual activity or a past sexual relationship does not constitute consent. Consent to engage in sexual activity with one individual does not constitute consent to engage in sexual activity with another individual. Resistance is not required to demonstrate lack of consent. Consent can be withdrawn at any time.

DePaul University reserves the right to take actions that are consistent with its policies and procedures to deal with individuals found to have violated this policy, including referral to the Student Conduct Process. Please see [the full policy](#).

## SMOKING

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The university maintains a smoke-free environment. Smoking is prohibited within all university buildings whether using a regular or natural cigarette, battery-operated or other device requiring activation. This includes any apparatus that emits smoke, gas, vapor, steam or mist. Individuals engaging in any of these instances will be considered in violation of this policy. Community members should report incidents of smoking in buildings and near building entrances to Residential Education staff or Public Safety at (773) 325-7777. Incidents of smoking in the residence halls or near hall entrances should be reported to student housing staff. If you are found responsible for smoking in your residence hall room, you may be assessed a cleaning fee/damage billing fee of \$250 at the time of the incident. If student housing staff are not able to identify which resident is responsible for smoking, the damage billing fee will be split among all residents within the unit. Residents who smoke should properly dispose of their cigarette butts in the receptacles located in designated smoking areas 15 feet from building entrances. Smoking is not permitted within 15 feet of any building entrance in the City of Chicago and violators may be subject to a \$500 fine. **Smoking is not allowed on Courtside or Sheffield Square back porches. Additionally, smoking is not permitted on the University Hall patio or in the Sheffield Square, Sanctuary or Vincent and Louise courtyards.** All residents are to be mindful of nonsmokers and not smoke in high-traffic walkways or by open windows. Residents found in violation will be asked by Residential Education staff or Public Safety to move to a designated smoking area. Hookah pipes may be stored in student units but may only be used in accordance with this policy. If there is any evidence of a hookah pipe being used in the residence halls, it will be confiscated by student housing staff. Please see [the full policy](#).

## UNAUTHORIZED RECORDING & RECORDING DEVICES IN HALLS

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Residents are expected to respect the reasonable expectations of privacy of other individuals within the residential community. Accordingly, residents are not permitted to make or attempt to make an audio or video recording of private, nonpublic conversations without the knowledge and consent of all participants subject to such recordings. In such circumstances the uses of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings. This provision does not extend to the recordings made by DePaul's Office of Public Safety for official purposes.

## BAG CHECKS

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The university reserves the right to search individuals as well as any bags or packages (including, but not limited to, purses, backpacks and shopping bags) carried into student housing by residents or their guests. Prohibited and illegal items may be confiscated or dis-posed of as appropriate and university student-conduct action may be taken. Refusal to consent to a search could result in a denial of entry to student housing.

## BICYCLES

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**Bicycles cannot be ridden or stored inside the residence halls.** In addition to bike racks located throughout campus, a fenced bike corral adjacent to McCabe Hall is available for those who register for the service at Parking Services. Click [here](#) for information on how to register. There is also a corral on the first level of the Clifton parking garage (no registration needed).

All bicycles on DePaul property not claimed at the end of the year become the property of the university. Any bicycles that appear abandoned will be removed at the discretion of Facility Operations staff or Public Safety officers. Bicycles locked to anything other than designated bike racks or the corral may be removed at any time by Facility Operations or Public Safety. Bicycles are not allowed to be walked through the hallways, stored in campus housing units, stored on back porches of apartment units or stored underneath porch stairways.

Public Safety recommends purchasing a U-Lock to secure your bike. Cables and chains are not recommended. Students are encouraged to register bikes with the Chicago Police Department [online](#). If something were to happen to your bike, your registration would assist the Chicago Police Department in a speedier attempt to recover your bike.

## LOOP CAMPUS BIKE RACKS

There are several bike racks located at the Loop Campus: in front of DePaul Center, Daley Building, CDM Center and Lewis Center.

## EVENTS

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All events that take place within on-campus housing or outside in surrounding areas must be approved 48 hours in advance by the residence director in the building or location where the event is to be held.

## POSTING

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Student organizations are required to follow all proper procedures for posting in on-campus housing. All organizations wishing to post in residence halls must first get approval from the Residential Education central office. Residents should consult the Residential Education [posting policy](#) for information about the approval processes for posting flyers and advertisements.

## SALES & SOLICITATION

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The use of any space in the residence halls and apartments for any commercial purpose except with the express written approval of Housing is prohibited. All non-DePaul Housing or Residential Education flyers and advertisements posted or distributed in the residence halls and apartments must be approved in advance by the Residential Education central office. Residents should consult the [posting policy](#).



## SPORTS

Playing sports is not permitted in any hallway, unit or lounge in campus housing. Examples include, but are not limited to, Frisbee, football, Rollerblading, basketball, baseball, bowling, hockey, soccer and bicycling. Residents who play sports in an outside courtyard or around residence hall buildings are subject to any damage fees, if damage should occur.



# RESOLUTION METHODS

## STUDENT CONDUCT PROCESS

By voluntarily joining the residential community, a student assumes the responsibility for abiding not only by the [Code of Student Responsibility](#) and university policies that are applicable to students, but also by the policies set forth in this guide. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the university. This includes accepting responsibility for one's behavior at all times and respecting the rights of other individuals.

Any violation of the Code of Student Responsibility, university policies applicable to students or the policies set forth in this guide could result in referral to the student conduct process through Residential Education or the Dean of Students Office.

Learn about the student conduct process and the appeal process for the student conduct process. All appeals should be directed to the individual identified in the student's outcome letter.

In order to protect the health, safety, security and well-being of the university community and its members, Residential Education and the Dean of Students Office reserve the right to immediately impose interim sanctions upon a resident.

Records of student conduct cases that result in sanctions from Residential Education will be kept in a resident's Residential Education student conduct file. Residential Education student conduct records are destroyed 10 years after graduation. Student conduct cases resulting in suspension or dismissal are kept on file indefinitely. Residents with knowledge of policy violations or illegal behavior are encouraged to report these violations, in writing, to their designated residence director.

# CAMPUS RESOURCES & CONTACTS

**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** is primarily responsible for meeting the urgent needs of students by providing clear and critical support structures in times of need. Additionally, the department helps develop and maintain community standards in order to facilitate a safe and healthy campus environment for our students. The Dean of Students Office provides the administrative withdrawal and absence notification processes, and can help students 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

**DEPAUL CENTRAL** is your one-stop resource for helping you manage the business side of being a DePaul student. Their office can assist you with 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

**HEALTH PROMOTION AND WELLNESS** provides holistic education, support and resources for you to establish and sustain long-term, healthy behaviors. Special emphasis is placed on alcohol and substance misuse prevention and sexual and relationship violence prevention. The office encourages you to reach out for individual support with mental health, substance use, and/or survivor support services. [go.depaul.edu/hpw](http://go.depaul.edu/hpw) | [hpw@depaul.edu](mailto:hpw@depaul.edu) | (773) 325-7129

**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. ID Card Services locations can assist with issuing and replacing DePaul ID cards and Chicago Transit Authority (CTA) U-Passes. [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

**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](http://go.depaul.edu/nsfe) | [orientation@depaul.edu](mailto:orientation@depaul.edu) | [parents@depaul.edu](mailto:parents@depaul.edu) | (773) 325-7360

**PARKING SERVICES** provides affordable vehicle parking options on the Lincoln Park Campus for students and visitors. It also handles registering and storing bicycles on campus. [resources.depaul.edu/parking-services](https://resources.depaul.edu/parking-services) | [parkingservices@depaul.edu](mailto:parkingservices@depaul.edu) | (773) 325-7275

**RESIDENCE HALL COUNCIL (RHC)** represents students living on campus and has the motto "We make DePaul home." The council includes elected student representatives from each hall and an executive board and is advised by professional staff in Residential Education. RHC acts as a liaison between residents and the administration and plans several all-halls-wide events throughout the year. [rhc.depaul.edu](http://rhc.depaul.edu) | [depaulrhc@gmail.com](mailto:depaulrhc@gmail.com)

In addition, RHC coordinates two initiatives with outside vendors:

- The rental of micro-fridges through MyCollegeFridge.com. See [page 16](#).
- The purchase of linens before the academic year begins.

**STUDENT MAIL CENTER** is located in suite 317 of the Student Center on the Lincoln Park Campus and can be reached at [go.depaul.edu/printmail](https://go.depaul.edu/printmail) or (773) 325-4912. The mail center issues mailbox keys and handles mail delivery. U.S. mail is received Monday through Friday only; UPS and FedEx deliveries arrive Monday through Saturday. Your mailing address is listed on your assignment letter and also available at [go.depaul.edu/residentmail](https://go.depaul.edu/residentmail).

Mailbox numbers and associated room numbers can be found at [go.depaul.edu/residentmail](https://go.depaul.edu/residentmail). We ask you to check your mailbox at least once a week, as you will be held accountable for any university information sent to your residential mailbox. Other important details about mail:

- Have your ID with you when you come to pick up your mailbox key. The Mail Center will scan your ID or have you sign a log.
- In order for mail or packages to be accepted and held, a student must be currently living on campus or renting a box as a commuter student.
- Packages and mail received by the Mail Center prior to move-in or after move-out will be refused/returned to sender.
- Emails are sent and mail notices are placed in mailboxes to notify you of packages and other mail that cannot fit into the mailbox. You must present the notice and your DePaul ID card to the Student Mail Center's service desk to receive the item(s).

A lost key during the school year must be reported to the Mail Center, which will result in a \$10 fee. Upon move-out, students must return their mailbox key to the Mail Center. Without an ID scan or signature on file, a \$20 missing key fee will be charged to your account. If you return your mailbox key to DePaul Housing, leave it in your mailbox, or slide it under a door or counter, you will be charged a missing key fee of \$20.

Main Office: 2345 N. Sheffield Ave.  
Centennial Hall, Suite 301  
Chicago, IL 60614

housing@depaul.edu | (773) 325-7196  
offices.depaul.edu/housing

Facebook/Twitter/Instagram: /depaulhousing



Main Office: 2345 N. Sheffield Ave.  
Centennial Hall, Suite 302  
Chicago, IL 60614

resed@depaul.edu | (773) 325-4211  
go.depaul.edu/resed

Facebook/Twitter/Instagram: /depaulresed

