Moving to campus housing sounds complicated, but DePaul Housing Services wants to ease the process as much as possible. If you have questions, give our office a call at (773) 325-7196.

HOW TO MOVE IN

1. Check in at the unloading zone
   - Pull your vehicle into the designated area, Holden Court, to unload.
   - There will be an opportunity to use move-in equipment (moving bin and/or dolly) to transport belongings. University Center will require a state-issued photo ID for usage of the equipment.
   - After unloading your vehicle you will be directed to move your vehicle into a parking lot located near University Center. These parking lots are not affiliated with University Center, and you will be expected to pay the parking rate. If you leave your vehicle unattended in the unloading area, it will be towed at your expense.

2. Move belongings into University Center
   - Unload your items as quickly as possible and return the move-in equipment. Once the equipment has been returned, University Center staff will return the ID provided.
   - After returning the move-in equipment to the loading dock area, residents will be directed to the second floor where they will obtain their University Center ID and room key. Residents will also be given guidelines about how to properly complete their room condition report.

MEAL PLANS

University Center meal plans have a specific number of meals to be used in the University Center’s dining center. Meal allotments begin on Monday and continue through Sunday. The meal allotments are reset every Monday during the quarter/semester and are only available while DePaul classes are in session. University Center meal plans can only be used at the dining center on the second floor of the University Center building.

UNIVERSITY CENTER ID CARD

Your University Center ID card will be given to you on the day of your check in. It is a separate ID card from your DePaul ID Card and is used only at University Center. You will need this card to enter the building, enter your unit and use your meal plan. If your card is lost, stolen or damaged, you will be charged a $50 replacement fee. It is important to keep this card with you at all times, as you may be asked to show your ID to a University Center staff member at any time.

UNIVERSITY CENTER SECURITY

The safety of residents and the building is always forefront in the minds of University Center staff. Please become familiar with the safety features and procedures for the community. Special alerts, educational information and notices are posted throughout the building and by elevators. There is a security team that monitors the residents’ and building’s safety. The security contact number is (312) 924-8911.
WHAT TO KNOW BEFORE YOUR MOVE

DEPAUL ID CARD
Your DePaul ID Card serves as your official identification at DePaul University, and you are required to have it at all times while on campus, and specifically to enter your residence hall. To obtain a DePaul ID Card, please visit the ID Card Services office and present a valid photo ID (driver’s license, state ID, passport or visa). You will need your DePaul ID Card to access the university’s printing (IPRINT) system, DePaul meal plans, computer labs and more.

MAILROOM
The University Center mailroom is located on the second floor, directly across from the business office. Mail is delivered six days a week and distributed to mailboxes. Residents share a mailbox with their suite/apartment roommates and can obtain the combination from the mailroom. All mail must be addressed as follows:

Full Name
525 S. State St.
Unit #
Chicago, IL 60605

Resident mailboxes are operated under guidelines provided by the U.S. Postal Service. Therefore, only addressed mail sent through the U.S. Postal Service, communication from management and official information from member schools may be placed in resident mailboxes. Tampering with any mail not belonging to you is a federal offense, and violators could be subject to prosecution by the U.S. Postal Service. In addition, persons responsible will be held accountable under the policies of University Center.

PROHIBITED ITEMS
The following items are among those prohibited in housing. They will be confiscated.

• Pets, without approval
• Nails, screws, double-sided tape and staple gun
• Open flame items: candles, incense and oil lamps
• Appliances with open coils or burners: toasters, electric frying pans (including George Foreman Grills), hot plates and space heaters
• Air conditioners
• Water beds
• Weapons, firearms and explosive devices; fireworks and sparklers
• Cinderblocks
• Power strips/appliances that are not UL certified
• Halogen lamps and sun lamps
• Air fresheners with built-in electrical outlets
• Personal lofts (lofts are only allowed if purchased through University Center)
• Illegal medications and drugs
• Refrigerators larger than 5.8 cubic feet
• Outside satellite dishes/antennas
• Obscene materials
• Dartboards, darts, paintball guns and water guns
• Alcoholic beverages, containers, decorations and advertising paraphernalia (if you are under 21)

UNIVERSITY CENTER TECHNOLOGY
You have access to basic local telephone service, high-speed Internet connection and satellite television at no extra charge. Information regarding connecting and upgrades is available at move-in. All residents are responsible for the protection of their computer from viruses and other forms of malware, and resolution of issues related to the invasion of the user’s privacy and/or loss of data. University Center Technology Services (UCTS) is not responsible for virus or adware (spyware) infections. UCTS is also not responsible for the remediation of such affected computers. Additionally, routers must be registered with UCTS.

Questions? Contact our main housing office by phone at (773) 325-7196 or email at housing@depaul.edu.