

# DePaul University Naperville Campus

## FACULTY RESOURCE GUIDE

### COURSE/OFFICE INFORMATION

Professor \_\_\_\_\_

Course Number \_\_\_\_\_

Classroom \_\_\_\_\_

Office \_\_\_\_\_

Telephone Pin No. \_\_\_\_\_



### Welcome Faculty!

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**DePaul University  
Naperville Campus**  
150 W. Warrenville Road  
Naperville, IL 60563-8460

Phone 630-548-9378  
or 312-476-4500  
Fax – 630-548-1963

#### Campus Hours

Mon-Thurs 8:00 a-10:00 p  
Fri & Sat 8:00 a- 5:00 p  
Sun Closed \*

\* See Holiday Schedules  
for other closings

The Naperville Administration welcomes you to this facility. Our staff will do everything possible to make teaching here an enjoyable experience. Below are a few highlights for your attention.

- **NEW WEBSITE FOR SUBURBAN CAMPUSES :**

For Naperville: <http://suburbancampuses.depaul.edu/naperville>

- Please encourage your students to take advantage of the Student Technology Training that is available at the Naperville Campus through the Library.
- Information Services has a new section on installing software.
- Technology: The “Presenter “ (a remote to run Power Point ) is now available at the main service desk.
- Advising on-site: KGSB—1st Wednesday of the Month—for an appointment call Tom Dolan’s office x312-362-8810.  
For SNL, see staff at the main service desk to set-up appointment.
- Advising for Education & Financial Aid, call the college/department directly.
- The Career Center offers career advising and practice interviews at the campus. Please check the website for dates.
- For services offered at the Naperville Campus, check with Administrative Staff

*We encourage you to take full advantage of the various services available to you at the Naperville Campus and to contact the Campus Administrator or Staff should you have any questions or concerns.*

### Naperville Campus Administration

Kurtis Todd  
Campus Administrator  
312-476-4501  
ktodd@depaul.edu

Virginia Forton  
Office Administrator  
312-476-4509  
vforton@depaul.edu

Yvonne Wolfe  
Meeting & Event Services  
312-476-4508  
ywolfe@depaul.edu

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# Valuable Information

## Academic Procedures

**Class Cancellations:** In the event that it becomes necessary for you to cancel one of your scheduled classes, please contact your department so that they may call your students and inform them of the cancellation. In addition, please notify the Naperville Campus so that we can post signs and inform students who may not have received the message.

**Exam-Make-up:** Our staff will be happy to administer make-up exams to your students, if necessary. Exam forms are available at the front desk or on the web. A separate form is needed for each student. Please complete the form and leave it, along with the exam, at our front desk or faculty can e-mail [napervilexams@depaul.edu](mailto:napervilexams@depaul.edu) with a copy to both Kurtis Todd & Virginia Forton. Please indicate where the completed exam should be sent. For CTI students, please contact Natalie Hall (for DL) or Joan McGrenera to make these arrangements.

**Exam-Proctoring:** If you require a proctor for an exam for your entire class, please contact one of the administrators to assist you with the necessary arrangements.

## Bookstore

Books are ordered on-line at <http://www.mbsdirect.net> or call 800-325-3252. Buy-back information is e-mailed to the students. Faculty contact your department representative for your book orders.

## Classroom Assignments

Classrooms are assigned strategically by enrollment and technology requirements. Please accept your classroom as a final assignment. Your room is arranged to accommodate the majority of faculty requests. If you choose to rearrange the furniture to meet your instructional needs, we ask that you restore the room to its original configuration at the end of class. Please see room diagram on wall.

## Clerical Assistance

Our staff will be happy to assist you with light clerical work such as copying or faxing.

## Inter-Campus Mail Service (Shuttle)

Mail is shuttled among all campuses daily (Monday-Friday). To transport materials to another location, please label envelopes and/or boxes clearly with a name and destination and leave the material with the front desk staff. Additionally, if you have material sent to you at the Naperville Campus, it will be placed in your mailbox. Mailboxes are located on the second floor in the faculty suite.

## Library (312-476-4554)

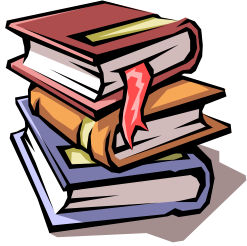
Consult the library schedule for hours when a librarian is on duty. The reading room is open even when a librarian is not available.

The librarian can assist you in locating materials for classroom readings. Many articles can even be accessed through the DePaul Library's online subscriptions. A librarian can also visit your classroom and show students how to find books and articles using our virtual library website. For more information on library services for faculty, see: <http://www.lib.depaul.edu/faculty.htm>

The library also houses the Instructional Technology faculty computer, with a large assortment of software for enhancing your course materials and presentations. For login and password, see the librarian or front desk staff. The librarian can give you an introduction to using Blackboard for your courses, and arrange a consultation with a faculty Instructional Technology consultant. For a full list of installed software and training opportunities, see <http://www.itd.depaul.edu/website/faculty/>

## Office Space

You have been provided with an assigned office to use for the entire quarter on the evening that you are teaching class. It will be shared with other faculty members who teach on different evenings. There is a sign-out book for the key to the office. You may opt to keep the key for the entire quarter or pick it up and return it each week. There is a \$25 charge for a lost key.



In an emergency  
DIAL— 911  
on any phone

Mail is shuttled to  
all campuses daily  
(Monday-Friday)



## Valuable Information

### Photocopying

Feel free to use your DePaul ID to make copies. Our staff would also be happy to assist you with photocopying. Please provide the front desk staff with your ID card and every effort will be made to accommodate your request as soon as possible. SNL faculty, please see the front desk staff regarding your department's copy card.

**PLEASE NOTE: PHOTOCOPYING CANNOT BE DONE BY OUR STAFF FROM 5:30-6:30 BECAUSE THEY ARE NEEDED TO ASSIST STUDENTS DURING THAT TIME.**



### Rosters, Schedules & Grading

Class Rosters, class schedules and course grading are available through Campus Connect.

### Technology Resources

**Lab Assistants on duty** Please see posted hours on lab desk.

### AV Equipment

Each classroom is equipped with a transparency overhead projector, flip chart & easel, and a podium containing a computer (with a built in DVD player) and VCR, as well as an ceiling mounted LCD projector. If you wish to reserve additional equipment, please see web site: <http://is.depaul.edu/resources/forms/index.asp> and then click on the "Classroom Technologies Equipment Order Form" link. The remote control for Power Point presentations is called "the Presenter." Please see Administration Service Desk for more information.

### PC Classroom Reservation

You can reserve the PC classroom for your class on a given day via the following web site: <http://is.depaul.edu/resources/forms/index.asp>

### Campus Connect - User ID & Password

Your Campus Connect password will give you access to any WEB-based applications that are password protected. To access class roster, class schedules, online course grading, the Time Records System, your personal demographics, etc., it will be necessary to obtain a Campus Connect password. See ID Services at the Computer Services Desk at the campus.

### Outlook & Exchange Accounts

A new Outlook e-mail account can be created along with the Exchange account. The Outlook account provides access to university community information and is used extensively by faculty and staff. **Outlook help can be found at** <http://is.depaul.edu/communication/index.asp> Exchange replaced the Novell network system. Network accounts enable employees to connect to the university network to access files, printers, and related services.

### To Install Software In PC Classroom/Lab or Classrooms:

If you need software in the PC classroom or classrooms, first check our lab software list to see if the software needed is already offered: <http://is.depaul.edu/computers/labs/software.asp> If the software is not listed, please contact either the Technology Center (TCC) at 312-362-8765 or the Software Consultant at 312-362-8899 (email: [dtarkows@depaul.edu](mailto:dtarkows@depaul.edu)).

The Technology Contact Center will help you determine if DePaul has a license for software, or if not how to obtain a license per DePaul's Software Licensing Policy (<http://policies.depaul.edu/>) For more information on how to have software installed in labs, please visit <http://is.depaul.edu/computers/software/install.asp>.

*Please note, beta software cannot be installed or tested in any Information Services labs or classrooms and the process takes at least two weeks for the acceptance of the licensing and software.*

### Transportation Reimbursement

Faculty members who use public transportation can receive reimbursement for the cost of taxi fare to and from the Naperville or Winfield train station. Please see the front desk staff to obtain a reimbursement form or on the web. Please submit this form with receipts at the end of the quarter. **\*For additional information, please refer to the Faculty Resource Handbook in your office. Complete the Employee Reimbursement Form** <http://financialaffairs.depaul.edu/forms/frmEmployeeReim.html>

For assistance  
with technical  
problems, see  
the Lab Assistant



**EMERGENCY INFORMATION & INSTRUCTIONS FOR STUDENTS WITH  
SPECIAL NEEDS**

**IN AN EMERGENCY DIAL 911**

In an emergency, faculty is responsible for making sure that their entire class evacuates the building via the nearest exit. Faculty is also responsible for identifying students with special needs, and designating two or more individuals from the class to assist these individuals in case of an emergency.

**If an evacuation becomes necessary, due to fire or other emergency, all persons with disabilities MUST be assisted, via the stairwell, to the 1st floor and out of the building.**

**FIRE EXITS** are located throughout the campus and are marked by a red **EXIT** sign. Please take a moment to locate the one nearest your classroom and office.

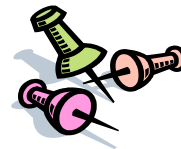
**FIRE EXTINGUISHERS** are located throughout the campus in the wall in all hallways. Please make sure that you are aware of the one nearest your classroom and office.

**EMERGENCY CLOSINGS**—DePaul’s Home Page, Main Telephone Number, and Local TV news and radio stations will have closure information when the entire university is affected. For suburban campuses, you may also call the campus directly.

**For additional information, please review your Faculty Resource Guide in your assigned office.**

**For additional resources and information, please visit the DePaul Faculty website at: [www.depaul.edu/faculty/](http://www.depaul.edu/faculty/)**

**IMPORTANT TELEPHONE NUMBERS**



<a href="#">Admission, Office of</a>	(312) 362-8610	<a href="#">Library—Naperville</a>	(312) 476-4554
<a href="#">Alumni Relations</a>	(312) 362-8584	<a href="#">Math Department</a>	(773) 325-7806
<a href="#">Bookstore (LPC)</a>	(773) 325-7700	<a href="#">Office of Students with Disabilities</a>	(773) 325-7296
<a href="#">CDM (Computing &amp; Digital Media)</a>	(312) 362-8381	<a href="#">Office of Students Records</a>	(312) 362-8610
<a href="#">CPE (Certificate Programs)</a>	(312) 362-6300	<a href="#">School For New Learning</a>	(312) 362-8001
<a href="#">DePaulia Student Newspaper</a>	(773) 325-7443	<a href="#">School of Education</a>	(773) 325-7740
<a href="#">DePEPER</a>	(312) 362-8390	<a href="#">Student Affairs</a>	(312) 362-8854
<a href="#">DePUPP</a>	(312) 362-8389	<a href="#">Student Accounts (Cashier)</a>	(312) 362-6628
<a href="#">Financial Aid</a>	(312) 362-8091	<a href="#">TDD-Telecommunications Device for Deaf</a>	
<a href="#">International Student Services</a>	(312) 362-8376	<a href="#">see “Disabled Student Services”</a>	(773) 325-7296
<a href="#">Kellstadt Grad. School of Business</a>	(312) 362-8810	<a href="#">University Ministry</a>	(773) 325-7902

We hope that this Faculty Resource Guide was helpful to you. If there is anything you would like to see added, or if there is anything we can do to improve the services at Naperville, please let us know by filling out the bottom of this form and dropping it into the suggestion box on the front desk. You may also email [ktodd@depaul.edu](mailto:ktodd@depaul.edu) with ideas and/or recommendations.

SUGGESTIONS:

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Thank you!