

# STUDENT RESOURCE GUIDE

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## Campus Hours

Mon.-Thurs.	8:00 a.m.-10:00 p.m.
Fri. & Sat..	8:00 a.m.- 5:00 p.m.
Sunday	Closed

See Holiday Schedule for campus closing

Emergency Closing — Go to DePaul's Home Page, main phone number or TV and radio stations for announcements.

## DePaul University Naperville Campus

150 West Warrenville Road—Building 200

Naperville, IL 60563-8473

Phone (630) 548-9378

Fax (630) 548-1963

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

## NAPERVILLE CAMPUS

DePaul University began as a small college with a limited curriculum, founded by the Vincentian Fathers in 1898. It has grown steadily to become a major university offering a wide range of academic and professional programs to a diverse student body. DePaul is now the nation's largest Catholic university with an enrollment of more than 24,000 students. DePaul's commitment to academic excellence and to community service has continued to reflect the values and the vision of the university's patron saint, St. Vincent DePaul.

The Naperville Campus opened in the Fall of 1997 in order to respond to the growth and the needs of the suburban population. The campus offers a diverse portfolio of academic programs, complimented by comprehensive services of the highest quality.



## THE NAPERVILLE CAMPUS STAFF WELCOMES YOU TO DEPAUL.

OUR STAFF IS HERE TO ASSIST YOU AND TO PROVIDE EACH STUDENT WITH THE BEST QUALITY OF SERVICE POSSIBLE.

WE INVITE AND ENCOURAGE YOU TO PARTICIPATE IN THE EXCITING EVENTS AND ACTIVITIES THAT ARE POSTED EACH QUARTER.

PLEASE ENJOY YOUR DEPAUL EXPERIENCE.

SINCERELY,

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



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



## DID YOU KNOW?



Administrative Desk



*“DePaul University is a Catholic university that pursues the preservation, enrichment and transmission of knowledge and culture across a wide scope of academic disciplines. The principal distinguishing marks are its Catholic, Vincentian, and urban character.”*



**Administrative staff** will provide you with information, connect you to faculty, guide access to services and resources, process forms and much more.

**ATM:** Located near the Administration service desk is available for your convenience.

**Blackboard:** An electronic course management system that encourages interaction between students and faculty; students and students. For those courses offering blackboard, go to online learning at DePaul University (<http://oll.depaul.edu>)

**Bookstore:** For textbooks: MBS Direct is the online bookstore for DePaul's suburban students. To purchase book(s) visit their web site: at <http://www.mbsdirect.net> or call 800-325-3252. For buy-backs, MBS Direct will e-mail you a reminder and the instructions for this process.

To purchase graduation announcements or class rings go to: [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation)

To purchase University gifts and clothing go to: [www.depaul.edu](http://www.depaul.edu). Click on Current Students then click on Bookstore in the Quick Links box.

**Campus Connect:** Visit <http://campusconnect.depaul.edu> to register on-line, to view your grades, to check your demographics, to review your financial accounts and much more. New students can visit the ID Card Services Office at the campus to obtain your user ID and password.

**Career Center:** Many programs and services available at Naperville (workshops and practice interviews, etc.) See dates at <http://depaul.eRecruiting.com> To register for an advising appointment, please contact the Administration service desk. Walk-in consultations are also available pending availability. You can also contact Donna Delgiudice at (312) 362-5712 or [ddelgiud@depaul.edu](mailto:ddelgiud@depaul.edu) with questions.

**Class Cancellation:** The university's policy for closing the campus for unforeseen reasons is to have the closings announced on various radio channels, DePaul's web-site and DePaul's main number (312) 362-8000. If it is necessary for individual faculty to cancel a class, it is the responsibility of that faculty and/or his/her department to contact you. The campus will also post signs and alert arriving students.

**Class Assignments:** Each quarter, room assignments are posted on the wall across from the Administration service desk. Please note, classroom assignments are subject to change prior to the first night of class.

**Classroom Technology:** The latest DePaul has to offer. Please contact Administrative Desk for additional presentation equipment or assistance.

**Computer Labs:** There are two computer labs available for current students at Naperville. To access the student lab and the PC Classroom swipe your I.D. card in the unit. There are 30 PC stations, and a scanner in the student lab. Additional computers, laptop connections and wireless zones are located on the first floor near windows, and on the second floor near the vending area. Also available are two Intelliprint stations outside the labs.

**Computer Science Tutors:** See online schedule: [http://facweb.cs.depaul.edu/tut\\_ors/tutor\\_search.asp](http://facweb.cs.depaul.edu/tut_ors/tutor_search.asp)

**Counseling/Advising:** To make an appointment with an advisor: for CDM: log-on the web at <http://www.cdm.depaul.edu/Pages/default2.aspx> and click on Student Advising.

for SNL: contact the Naperville Campus Administration staff; for Education at Naperville call: 312-476-4317; for all other departments: contact the departments directly.

**Demon Express Account:** DePaul offers an account to current students and faculty/staff members with a valid university I.D. card. Any money deposited to the account will carry over from quarter to quarter as long as you are a student or an employee. To make a deposit at Naperville, use the VTS machines located near the Computer Lab or go to Campus Connect—Demon Express Online to use a credit card. For more information, please contact the Lab Assistant at (312) 476-4514 or the administration staff.

**DePeper (DePaul's Extension Plan for Employer Reimbursement):** An option to defer payment. Applications are available at the Administration service desk. For additional information and application deadlines, please call (312) 362-8390.

**DePUPP (DePaul University Payment Plan):** An budgeted payment option which allows students to pay tuition in monthly installments over a six, seven, eight, or nine month period. For additional information and application deadlines, please call (312) 362-8389.

**Distance Learning Exam** To take a Distance Learning Exam at the Campus, please contact your department for these arrangements.

**Emergency Procedures:** If a fire alarm sounds, you MUST evacuate the building. If you know of a possible personal emergency, please contact the administration desk to advise them of your location ie. classroom.

**Exams (make-up):** If it becomes necessary for you to miss an exam, please make arrangement with your faculty to make it up. The faculty will forward the test and the instruction sheet to the Administration staff. Please pick-up your exams at the desk.

**Faculty Offices:** Faculty will inform you of their assigned faculty office and their office hours. If you have an appointment with a faculty member, please have the Administration service desk staff announce you.

**Financial Aid Counselors:** Available for walk-in appointments - see posted dates or check with the administration staff. For additional information, contact the Financial Aid Office (312) 362-8091.

- Intelliprint System:** Allows a student to print materials from the computer lab and library. Students will need to deposit money to your Demon Express Account via the VTS machine or online through Campus Connect-Demon Express Online to use a credit card.
  - Inter-campus Mail Service:** A delivery shuttle service is available Monday through Friday to all campuses. Please label all envelopes and boxes clearly with name of the person, department and the destination. Please leave the materials at the administration service desk.
  - Library:** Librarians are available to assist you with your research needs: locating and ordering books, selecting and searching databases, navigating the web and finding reserve materials. The Virtual Library Collection can also be accessed from home. Research Consultations are by appointment. E-mail the Reference Assistance through the library web page with questions anytime: [www.lib.depaul.edu](http://www.lib.depaul.edu), click "Ask Us @ the Virtual Reference Desk." Of course, you will also find daily newspapers and a quiet area in which to read and study.
  - Papers:** Per faculty's direction, student papers will be collected for faculty, or will be distributed to the students by the administration staff.
  - Registration:** Register online through Campus Connect, or by paper registration, but only for SNL students for specific classes.
  - Student Copiers:** There are two student copiers at the Naperville Campus: one in the Library and one near the Administration Service Desk. To use the machine, you need to use your I.D. Card (funds must be in on deposit in your Demon Express account) or purchase a "generic" card from the VTS Machine.
  - Telephones:** A pay phone is located adjacent to classroom 119. Intercampus phones are scattered throughout the campus. All inter-campus phones allow you to dial toll-free numbers and 911 emergency.
  - Tuition:** Online payments is a fast, secure way to pay tuition and other related charges. To make a payment online, go to Campus Connect.; by phone contact the Loop Cashier's Office (312) 362-6744 or in person at the campus with a check, money order or a chard card (Visa, Discover, or Mastercard).
  - Vending Machines:** Cold and hot drink machines are located near the men's bathrooms. The large vending area is located on the 2nd floor across from classroom 212. The smaller vending area is located behind the library.
  - VTS Machine (Value Transfer Stations):** Allows you to make a deposit to your Demon Express Account or to purchase a "generic" card. Either will allow you to print from the computer lab or library or to make copies on the copiers.
- Washrooms** are located on both floors.



*Vending areas are scattered throughout the campus*

## IMPORTANT TELEPHONE NUMBERS

<a href="#">Admission</a>	(312) 362-8300
<a href="#">Alumni Relations</a>	(321) 362-8584
<a href="#">Bookstore (LPC)</a>	(773) 325-7447
<a href="#">Career Center</a>	(312) 362-8437
<a href="#">CDM (Computing &amp; Digital Media)</a>	(312) 362-8381
<a href="#">CPE (Certificate Programs)</a>	(312) 362-6300
<a href="#">DePaul Central</a>	(312) 362-8610
<a href="#">DePaulia Student Newspaper</a>	(773) 325-7443
<a href="#">DePEPER</a>	(312) 362-8390
<a href="#">DePUPP</a>	(312) 362-8389
<a href="#">Financial Aid</a>	(312) 362-8091
<a href="#">International Student Services</a>	(312) 362-8376
<a href="#">Kellstadt Grad. School of Business</a>	(312) 362-8810
<a href="#">Math Department</a>	(773) 325-7806
<a href="#">Office of Students with Disabilities</a>	(773) 325-7296
<a href="#">Public Service Program</a>	(312) 362-8441
<a href="#">School For New Learning</a>	(312) 362-8001
<a href="#">School of Education</a>	(773) 325-7740
<a href="#">Student Accounts</a> (Cashier)	(312) 362-6628
<a href="#">Student Government Assoc. (SGA)</a>	(312) 362-5715
<a href="#">TDD-Telecommunications Device for Deaf</a> (see "Disabled Student Services")	(773) 325-7296
<a href="#">University Ministry</a>	(773) 325-7902



To purchase University gifts and clothing online go to [www.depaul.edu](http://www.depaul.edu) Click on Current Students and then click on Bookstore in the Quick Links box.



## DePaul University



Naperville Campus  
150 W. Warrenville Rd.  
Building 200  
Naperville, IL 60563

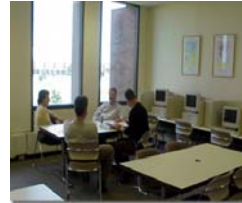
Phone (630) 548-9378  
Fax (630) 548-1963

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



Naperville Large Lounge

Comfortable lounges and study areas are scattered throughout the campus.



*Restaurants located within minutes from the campus. See Administrative staff at the front desk for list.*



Classroom 224

### MEETING & EVENT SERVICES

*Extending the spirit of service to DePaul students, faculty and the external community at large*

Contact: Yvonne Wolfe  
312-476-4508  
ywolfe@depaul.edu

Hotels and Restaurants within minutes of the campus



Conference Room 119

## DE PAUL CAMPUSES



To purchase Blue Demons athletic wear visit: [www.depaulbluedemons.com](http://www.depaulbluedemons.com) and click on the Online Store

Lincoln Park Campus	Fullerton & Sheffield Chicago, IL 60014 (773) 325-7000
Loop Campus—DePaul Center	One East Jackson Blvd. Chicago, IL 60604 (312) 362-8000
Oak Forest Campus	16333 South Kilbourn Ave., Suite 5350 Oak Forest, IL 60452 (708) 633-9091 Fax: (708) 633-9095
O'Hare Campus	3166 S. River Rd. Des Plaines, IL 60018 (847) 296-5348 Fax: (847) 296-4381
Rolling Meadows Campus	2550 West Golf Road Rolling Meadows, IL 60008 (847) 437-9522 Fax: (847) 437-6220