

DePaul University

O'HARE CAMPUS

Faculty Resource Guide 2009-10

DePaul University
O'Hare Campus
3166 South River Road
Des Plaines, IL 60018-4244
Phone: 847. 296.5348 or
312. 476.3600

The O'Hare Campus administration welcomes all returning and new faculty members to the O'Hare Campus of DePaul University. Our staff is here to assist you and make your teaching experience enjoyable at this site.

O'Hare Campus Hours

Mon-Thurs	8 AM—10 PM
Friday	8 AM—5 PM
Saturday	8 AM—5 PM
Sunday	CLOSED

Please note some general information listed below.

Computer Lab Hours

Mon-Thurs	8 AM—10 PM
Friday	8 AM—5 PM
Saturday	8 AM—5 PM
Sunday	CLOSED

O'Hare Campus Café & Coffee Service

Need a quick snack or beverage? Visit the vending and lounge area on the second floor of the campus. For only \$1 purchase a freshly brewed cup of coffee through Keurig Coffee Service—ask our front desk staff for assistance.



Computer Lab Assistant On-Site

Mon-Thurs	2 PM—10 PM
Friday	No Lab Assistant
Saturday	8 AM—5 PM
Sunday	CLOSED

Wireless Mouse / Presenters Available

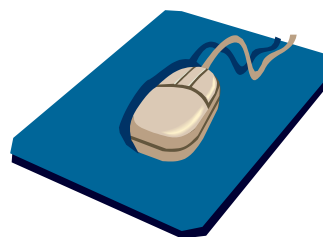
Do you need a Wireless Mouse / Presenter for your classroom presentations? Please stop at our service desk on the second floor in order to sign out equipment and use one for the evening.

O'HARE COMPUTER LAB
(312) 476-3644

Library Hours

Library hours are same as campus hours. A librarian is on-site at the O'Hare Campus as follows:

Mon—Thurs	4 PM—8 PM
Saturday	9 AM—3 PM



ACADEMIC PROCEDURES



Office Space

To request a campus office please visit our Service Desk on the second floor, and upon proper verification, the staff will assign an office and issue a key for your use while on site. Please sign the office log so that any phone calls or students can be routed to the office. At the end of your stay please return the office key to the service desk. Faculty offices are available during daily hours of operation.

Class Cancellation

If it is necessary to cancel a class, please contact your department so that students will be notified. Please contact the O'Hare Campus as well so that we can post signs for any arriving students.

Exams (Make-Up)

Please stop at Service Desk and pick up an exam form. It is important to indicate where the exam should be sent upon completion.

Exam Proctor

In the event you are unable to attend class on an exam day and need a proctor for the exam, please contact either:

Campus Administrator, Nadine Przychodni—312.476.3603

Office Administrator, Mary Beth Poli—312.476.3601

Classroom Utilization / Room Assignments / Configuration

Classrooms are assigned based on enrollment statistics and technology requirements. There are a few rooms on campus that are configured in U-shape / conference style so if you have a special room request please contact the Campus Administrator directly.

Class Rosters

Rosters, class schedules, and course grading are available through Campus Connect, click on Instructors.

Faculty Copy Machine

The faculty copy machine requires the use of your staff ID or a departmental ID card. If you experience any problems with the card reader or the copier, please ask our front desk staff for assistance. Additionally, the staff will copy and deliver materials to your classroom upon request.

Faculty Travel Reimbursement

Faculty transportation reimbursement is available for public transportation to and from the campus. Please stop by the Service Desk for additional details and the reimbursement form. In order for the reimbursement to be processed all original receipts must be provided.

FACILITY INFORMATION

Mail Shuttle Service

A delivery shuttle service to all campuses is available Monday through Friday. To use the shuttle, please label all envelopes and boxes with a name and destination and leave the material with the staff at the Administrative Desk.

Parking

Parking is free with over 400 spaces surrounding the campus.

Public Transportation

Public Transportation options to the O'Hare Campus include the CTA Blue Line, Pace Bus, and Metra Union Pacific/Northwest line. Pace Bus service includes Routes 221 and 230. The CTA Blue line exits at the Rosemont stop (5701 N. River Road) approximately 1-1/2 miles from the O'Hare Campus, pace Bus 221 runs between the CTA Blue Line and the River Road / Devon Avenue bus stop. The Metra Des Plaines East Station is located approximately 3 miles from the O'Hare Campus at 1350 E. Northwest Highway in Des Plaines. Pace Bus 230 provides service to and from the O'Hare Campus until 6:00 PM daily.

COMPUTER LAB INFORMATION

Computer Classroom

The PC classroom can be reserved for one and a half hour time increments. Reservations may be made through the Internet at:

<http://is.depaul.edu/computers/technology/room.asp>

Software in Labs or Classrooms

If you need software in the computer labs or classrooms, first check the lab software list to see if the software is already offered in labs.

<http://is.depaul.edu/computers/software/index.asp>

If the software is not listed, please contact either the Technology Contact Center (TCC) at 312.362.8765 or the Software Consultant at 312.362.8899 (Email: dtarkows@depaul.edu - Diane Tarkowski). The Technology Contact Center will help you determine if DePaul has a license for the software, or if not, how to obtain a license per DePaul's Software Licensing Policy.

AV Reservations

To reserve AV equipment, please contact the Computer Lab Assistant at 312.476.3644. The lab assistant will deliver the equipment to your classroom.

Monday—Thursdays	2 PM—10 PM
Friday	No lab assistant on site
Saturday	8 AM—5 PM
Sunday	CLOSED



O'Hare Campus Library

Library Hours

Monday—Thursday 8 AM—10 PM
Friday 8 AM—5 PM
Saturday 8 AM—5 PM
Sunday CLOSED

The Librarian is available Monday—Thursday 4 PM—8 PM and Saturday 9 AM—3 PM. To pick up materials ordered from the Library, please see the Librarian on duty or the staff at the Service Desk on the second floor.

Library services provided to faculty.

Blackboard Training

Research Consultations

Faculty Orientations

Library Instruction

Virtual Library Collections

Delivery of Books & Journal Articles

DePaul Library Online—www.lib.depaul.edu

DePaul University Suburban Campuses

Naperville Campus
150 W. Warrenville Rd
Naperville, IL 60563
Phone: (630) 548-9378
Fax: (630) 548-1963

Oak Forest
16333 S. Kilbourn
Suite 5350
Oak Forest, IL 60452
Phone: (708) 633-9091
Fax: (708) 633-9095

O'Hare Campus
3166 S. River Road
Des Plaines, IL 60018
Phone: (847) 296-5348
Fax: (847) 296-4381
Fax: (847) 437-6220

Rolling Meadows Campus
2550 West Golf Road
East Tower, Suite 255
Rolling Meadows, IL 60008
Phone: (847) 437-9522