DePaul University Naperville Campus

FACULTY QUICK REFERENCE GUIDE

COURSE/OFFICE INFORMATION

Professor__________________________
Course Number_____________________
Classroom _________________________
Office_____________________________
Telephone Pin No.___________________
Mail Bin Number ____________________

Welcome Faculty!

DePaul University
Naperville Campus
150 W. Warrenville Road
Naperville, IL 60563-8473

Main Phone:
630-548-9378 (local)
312-476-4500 (DePaul 6-4500)

Meeting & Event Services:
Phone: 312-476-4508
Fax: 630-548-1963

Campus Hours
Mon-Thurs 8:00 a-10:00 pm
Fri & Sat 8:00 a-5:00 pm
Sun Closed *

* See Holiday Schedules
for other closings

Campus Suggestion Box
NapervilleCampus@depaul.edu

Library & Technology Help

Important Phone Numbers

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Reach the front desk by dialing ext. 64500 from any DePaul phone

Naperville Campus Administration

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

Dorothy Briestansky
Office Administrator
312-476-4509
dbriesta@depaul.edu
Academic Procedures

Class Cancellations/ Late Starts: If you need to cancel or to delay the start time of a scheduled class, please contact your department who will call your students and inform them of the change. Also, please notify the Naperville Campus and we will post signs and inform any students who may not have received the message.

Exam Make-up: Our staff will be happy to administer and proctor make-up exams for individual students. Please complete and submit an exam information form to ensure that your exam instructions are accurately followed. Exam information forms are available at the front desk or by e-mail request. A separate form is needed for each student. Please complete the form and leave it, along with the exam, at our front desk. You can also email the exam and instructions to napervilexams@depaul.edu with a copy to both Kurtis Todd & Dorothy Briestansky. Please remember to indicate where the completed exam should be sent. Exam request for CDM students should be directed to Miles Jackson (x25286) or Terry Steinbach (x25064).

Exam Proctoring: If you require an exam proctored for your entire class, please contact the Campus Administrator or the Office Administrator to assist you with the necessary arrangements.

Bookstore
Books for Suburban Campuses are ordered on-line at http://www.mbsdirect.net or by calling 800-325-3252. Book buy-back information is e-mailed directly to the students. Contact your department representative to place your book adoptions. Please review the guidelines for “fair use” if copying or requesting copies of book sections.

Classroom Assignments
Classrooms are assigned based on enrollment and technology requirements. Please accept your classroom as a final assignment. The furniture arrangement is designed to accommodate the majority of faculty requests. However, if you choose to rearrange the furniture to meet your instructional needs, we ask that you restore the room at the end of class to its original configuration as diagramed on the wall.

PC Classroom/Classroom Breakout Space/ Room Change Request
One classroom is assigned for each course. If you need to reserve additional space, need a room change, or the computer classroom or PC lab for instruction, please complete the form at the Administrative Service Desk or e-mail Kurtis Todd (ktodd@depaul.edu) to make arrangements.

Faculty Support
Office Space
You have been provided with an assigned office for the evening that you are teaching class; it can be used for the entire quarter. This office will be shared with other faculty members who teach on different evenings. Please sign out for the office key at the administrative service desk. 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. Quarterly keys should be returned on the last night of class. Daily keys should be returned the same day.

Inter-Campus Mail Service (Shuttle)/ Faculty Mailbox
Mail is shuttled among all campuses daily. Typically mail arrives at the Naperville Campus around noon. If you need to send materials to another location, please label envelopes and/or boxes clearly with a name and the destination, then leave the material with the front desk staff. A campus mailbox is provided to faculty each quarter. If material arrives for you, it will be placed in your mailbox located on the second floor in the faculty suite.

Photocopying
Feel free to use your DePaul ID to make copies. Our staff also can assist you with photocopying. Please provide the front desk staff with your ID card and every effort will be made to accommodate your request. If fund haven’t been loaded to your DePaul ID, please see the front desk staff regarding your department’s copy card.
Rosters, Schedules, Evaluations, & Grading

Class Rosters, class schedules, evaluations, and grading are available through Campus Connect. For access it will be necessary to obtain a Campus Connect password at the IT Service desk.

Library

Faculty may avail themselves of a wide range of library services to facilitate teaching, research and scholarship. You can request books and videos from any DePaul campus or the statewide I-Share catalog using your 14-digit library borrower ID number, found on your DePaul ID. The requested item will be sent to the Naperville Campus, and you'll receive an email notification when it arrives. Library items may also be returned to any DePaul University suburban campus, the Loop library, or the J. T. Richardson Library in Lincoln Park.

In person library reference services have been discontinued at the suburban campuses; however research services can be received in a number of ways:

♦ Faculty, students, and staff are always welcome to visit either of the Chicago campus libraries (Loop and Lincoln Park) and speak with a librarian in person.

♦ Each academic unit has a Library liaison to provide special assistance to faculty, staff, and students. They can assist you with questions about library resources and services, provide help with a challenging research project, collaborate with you on the design of assignments requiring advanced information skills, or discuss your suggestions for new materials for the library collection. Visit http://library.depaul.edu/About/ liaison.aspx to find your liaison.

♦ Also for in-depth research assistance, research consultation appointments (in person or by phone) can be scheduled in advance with a librarian. Call the Richardson Library (773)-325-7863 or Loop Library (312) 362-8432 Research Help Desk. Since each library supports different programs and colleges, so one may be a better match for your research than the other.

♦ Library service is available with extended hours by email or via IM (chat) using the Ask A Librarian service.

For more information or to read FAQs please visit the library website at http://library.depaul.edu.

Teaching Commons

The Teaching Commons is a university academic service that promotes and supports excellence in teaching. It is a website where instructors access a range of pedagogical resources, enables DePaul instructors to exchange strategies and materials, and fosters continued collaboration among teaching support staff and offices across DePaul University. Visit Teaching Commons at http://teachingcommons.depaul.edu.

Technology Resources

AV Equipment

Most classrooms are equipped with a transparency overhead projector, flip chart & easel, and a podium containing a computer (with a built in DVD player), as well as a ceiling-mounted LCD projector. If you wish to reserve additional equipment, please see web site: http://offices.depaul.edu/is/services/labs-classrooms/Pages/classroom-technology.aspx and then click on the “Technology Request Form” link.

Software & Web Resource Access — Campus Connect User ID & Password

Your Campus Connect password will give you access to any DePaul password protected WEB-based applications where you have access rights. However to download new applications to the desktop administrative rights may be required. Please contact the lab technician or Campus Administrator to assist you.

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://offices.depaul.edu/is/services/email/. Exchange replaced the Novell network system. Network accounts enable employees to connect to the university network files, printers, and related services.
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 or otherwise making arrangements to assist these individuals in case of an emergency.

The emergency gathering “rally” point is located in the rear of the building in the faculty/staff parking lot.

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. Evacuation routes are posted in every classroom and other locations throughout the campus.

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 the Faculty Resource Guide located in your assigned office.

IMPORTANT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Admission, Office of</td>
<td>(312) 362-8000</td>
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<tr>
<td>Alumni Relations</td>
<td>(312) 362-8584</td>
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<tr>
<td>Bookstore (LPC)</td>
<td>(773) 325-7700</td>
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<tr>
<td>CDM (Computing &amp; Digital Media)</td>
<td>(312) 362-8381</td>
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<tr>
<td>CPE, (Certificate Programs)</td>
<td>(312) 362-6300</td>
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<tr>
<td>DePaulia Student Newspaper</td>
<td>online only</td>
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<tr>
<td>DePaul Central</td>
<td>(312) 362-8610</td>
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<tr>
<td>Payment Plans</td>
<td>(312) 362-8000</td>
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<tr>
<td>Financial Aid</td>
<td>(312) 362-8091</td>
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<tr>
<td>International Student Services</td>
<td>(312) 362-8376</td>
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<tr>
<td>Kellstadt Grad. School of Business</td>
<td>(312) 362-8810</td>
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<tr>
<td>Library</td>
<td>(773) 325-7863</td>
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<tr>
<td>Math Department</td>
<td>(773) 325-7806</td>
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<tr>
<td>Center for Students with Disabilities</td>
<td>(773) 325-1677</td>
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<td>Office of Students Records</td>
<td>(312) 362-8610</td>
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<td>School For New Learning</td>
<td>(312) 362-8001</td>
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<td>School of Education</td>
<td>(773) 325-7740</td>
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<td>Student Affairs</td>
<td>(312) 362-8854</td>
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<td>Student Accounts (Cashier)</td>
<td>(312) 362-8610</td>
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<td>TDD-Telecommunications Device for Deaf</td>
<td>see “Disabled Student Services”</td>
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<tr>
<td>University Ministry</td>
<td>(773) 325-7992</td>
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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 with ideas and/or recommendations.

SUGGESTIONS:

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Thank you!

For additional resources and information, please visit the DePaul Faculty website at: www.depaul.edu/faculty