**Computer Lab**

To access the student lab, swipe your I.D. card in the card reader unit. There are 30 PC stations and a scanner in the student lab. Two Intelliprint stations are outside the lab. The Computer Lab staff will provide you with a variety of services including:

- Photo I.D. Cards
- Campus Connect logins/passwords
- Student e-mail accounts
- Computer related questions
- Printers and the VTS machine

**This also includes DePaul University CPE Students.**

**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 Campus, use the VTS machines located near the Computer Lab or go to Campus Connect-Demon Express Online to use a credit card.

**Textbooks**

**MBS Direct** is the online bookstore for DePaul's suburban students. To purchase books, visit the MBS web site: [http://www.mbsdirect.net](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.

**Classroom Assignments**

Each quarter, room assignments are posted on the wall across from the Administration Service Desk. Please note, rooms are subject to change prior to the first night of class.

**Vending Machines**

Beverage and snack dispensing machines are located in the south hallway on each floor. Also, a large vending area with multiple food and beverage options is located on the 2nd floor across from classroom 212.

**Administrative Staff**

**Kurtis Todd**

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

**Dorothy Briestansky**

Office Administrator
312-476-4509
dbriesta@depaul.edu
Important Phone Numbers

- Adult/Adult Transfer Admission: (312) 362-6338
- Barnes & Noble Bookstore (LPC): (773) 325-7447
- Career Center: (312) 362-8437
- CDM (Computing & Digital Media): (312) 362-8381
- CPE (Certificate Programs): (312) 362-6300
- DePaul Central: (312) 362-8610
- Financial Aid: (312) 362-8091
- International Student Services: (312) 362-8376
- Kellstadt Grad. School of Business: (312) 362-8810
- Office of Students with Disabilities: (773) 325-7296
- Public Service Program: (312) 362-8441
- School For New Learning: (312) 362-8001
- School of Education: (773) 325-7740

Library

You can request books and other materials online using your 14-digit library ID code. The items can be picked up and returned at the Naperville Campus Administrative Service Desk.

To assist with your research needs, contact (312) 362-8432.

The Virtual Library Collection can also be accessed from home. Research consultations are by appointment. E-mail Reference Assistance through the library web page with questions anytime: www.lib.depaul.edu.

Counseling/Advising

For CDM Advisor: log-on the web at https://my.cdm.depaul.edu/authenticate/login and click on "Make an appointment."

For SNL Advisor: (312) 362-5445

For COE Advisor: (773) 325-4325

For CPE Advisor: (312) 362-6300

For KGSB Advisor: (312) 362-8880

Photocopying

At the Naperville Campus, there is one student copier which is located near the Administration Service Desk. To use the machine, you need your I.D. Card (funds must be available in your Demon Express account) or you may purchase a “generic” card from the VTS Machine.

We hope that this Student 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 at the Front Desk. You can also email ktodd@depaul.edu with ideas and/or suggestions.

SUGGESTIONS: __________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

Lactation Support

If you are a nursing mother, a lactation support station is available. Please come to the Administration Service Desk for more information.